



Housing Application

Head of Household's Initials: _____

McCann Village

Housing Application

Instructions for Head of Household

Applicants must be 62 years of age or older, or mobility impaired adults, age 18 and older, needing the specific architectural features of accessible units. (Documentation required.) All applicants must meet tenant selection, admissions, occupancy criteria and HUD income requirements. All applicants must sign a **Consent Form** (Authorization for Release of Information). This lets us check the information you give us.

If, for any reason, you are unable to fill out this application and need assistance, please contact us by phone at (641) 792-3018 or stop by our office, Monday through Friday, from 8:30 am to 4:30 pm, and someone will assist you.

All questions on this application must be answered. Enter "none" or "n/a" for those questions which do not apply to you or for which you choose not to answer. ***Applications will not be considered unless they are fully completed.***

Note: If you are offered an apartment and decline, you may have your name placed at the bottom of the waiting list. If you are offered an apartment a second time and decline, your name will be removed from the waiting list. In this event, a new application will have to be completed.

NOTE: MCCANN VILLAGE IS A NON-SMOKING FACILITY.

McCann Village does not discriminate on the basis of disability status in the admission or access to, or treatment, or employment in, its federally assisted programs and activities.



Housing Application

Head of Household's Initials: _____

Equal Housing Opportunity

Head of Household: _____

Date of Birth: _____ Age: _____ Social Security Number: _____

Co-Head of Household: _____

Date of Birth: _____ Age: _____ Social Security Number: _____

Current Address: _____

City, State and Zip Code: _____

Telephone Number(s): _____ (Home) _____ (Mobile) _____ (Work)

Please check one:

This information is for HUD statistical purposes only. You do not have to answer, and your answer does not affect your position on our waiting list or your chances of getting an apartment.

_____ Caucasian _____ African American _____ Native American _____ Alaskan Native

_____ Hispanic _____ Asian _____ Pacific Islander

_____ Married _____ Single _____ Widowed _____ Divorced _____ Separated

Would you benefit from a unit designed for the mobility impaired? _____ Yes _____ No
If you answer yes to this question, our office will contact you at a later date to sign verification forms to verify this claim.

Do you have any pets? _____ Yes _____ No
If yes, what type? _____ Height: _____ Weight: _____

How did you hear about McCann Village? _____

Do you now or have you ever lived in subsidized housing? _____ Yes _____ No
If yes, where? _____

From _____ to _____. Were you evicted? _____ Yes _____ No If yes, did you owe rent? _____ If yes, how much did you owe? _____



Housing Application

Head of Household's Initials: _____

Equal Housing Opportunity

If you become a resident of McCann Village, do you plan to keep a car? _____ Yes _____ No
If yes, please list the make and model: _____
License Number and State: _____ Color of Car: _____

Are you a full- or part-time student of an institution of higher education? _____ Yes _____ No

Have you or any members of your household ever been convicted of a felony or misdemeanor?
_____ Yes _____ No If yes, please explain: _____

Do you or any members of your household use an illegal drug or other illegal controlled
substances? _____ Yes _____ No If yes, please explain: _____

Have you or any member of your household ever been convicted of illegal drug distribution or
manufacture of an illegal substance? _____ Yes _____ No Is yes, please explain: _____

Have you or any member of your household ever been evicted or otherwise involuntarily
removed from rental housing due to fraud, non-payment of rent, failure to cooperate with
recertification procedures or for any other reason? _____ Yes _____ No If Yes, explain:



Housing Application

Head of Household's Initials: _____

Equal Housing Opportunity

Are you or any member of your household subject to a lifetime sex offender registration requirement in any state? ____ Yes ____ No If yes, please provide a list of all states in which you or any member of your household has resided: _____

Income and Asset Information

Assets	Value of Assets	Annual Income from Assets
Checking Account		
Savings Account		
Certificates of Deposit		
Annuities		
Money Market Accounts		
Stocks		
Bonds		
House		
Other Assets		

Method of Income	Annual Income
Social Security (Head of Household)	
Social Security (Co-Head of Household)	
Pensions	
Salary/Wages	
Other	



Housing Application

Head of Household's Initials: _____

Equal Housing Opportunity

Current Landlord: _____

Address: _____

City: _____ State: _____ Zip Code: _____

How long at this address: _____ Years _____ Months

Previous Landlord: _____

Address: _____

City: _____ State: _____ Zip Code: _____

How long at this address: _____ Years _____ Months

Please list two personal references (other relatives):

Name: _____ Phone Number: _____

City: _____ State: _____ Zip Code: _____

Name: _____ Phone Number: _____

City: _____ State: _____ Zip Code: _____



Housing Application

Head of Household's Initials: _____

Equal Housing Opportunity

Please write any comments you might want to share on your application:

Applicant Signature and Certification

I/We understand the information in this application will be used to determine eligibility for an apartment at McCann Village and that this information will be verified. I/We understand that any false information may render us ineligible for an apartment.

I/We certify that all information given in this application and the financial and verification forms are true and accurate. **I/We understand that if any of this information is false, misleading or incomplete, management may decline this application or, if information is found to be false after I/we have moved in, management may terminate our Lease Agreement.**

I/We authorize management to make any and all inquiries to verify this information, directly or through information exchanged now or later, with credit and rental screening services, and contacts with previous and current landlords or other sources for credit and verification information, which may be released to appropriate federal, state or local agencies.

If my/our application is approved and move-in occurs, I/we certify that only those persons listed in this application will occupy the apartment, that I/we will maintain no other places of residence and that there are no other persons for whom I/we have, or expect to have, responsibility to provide housing for.

I/We agree to notify management in writing regarding any changes in household address, telephone numbers, income and household composition.

I/We have read and understand the information in this application. In particular, I/we understand the information in the **Instructions for Head of Household** on page 1, and I/we agree to comply.



Housing Application

Head of Household's Initials: _____

Equal Housing Opportunity

I/We authorize management to obtain one or more "consumer reports" as defined in the Fair Credit Report Act, 15 U.S.C., Section 1681 a(d), seeking information on my/our credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living. I/We further authorize management to obtain any and all information regarding my/our criminal background, including any sex offender reports from appropriate law enforcement authorities.

If this application is for a household of more than one person, we consider ourselves a stable household, and all our income is available to the household for its needs.

I/We understand that all adult members of the household must sign the HUD required **Consent Form** (*Authorization for Release of Information*) before I/we can be offered an apartment.

Warning: 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 disclosure or improper use 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 \$5,000.00. 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 of 408 (a)(6), (7) and (8). Violation of these provisions are cited as violations of 42 U.S.C. 408 (a)(6), (7) and (8).

Signature of Head of Household

Date

Signature of Co-Head of Household

Date



McCann Village does not discriminate on the basis of disability status in the admission of, access to or treatment or employment in its federally assisted programs and activities.

Owner's Notice Number 1

Section 214 of the Housing and Community Development Act of 1980, as amended, prohibits the Secretary of HUD from making financial assistance available to persons other than United States Citizens, nationals or certain categories of eligible non-citizens in "Section 8 Housing Assistance Payments" programs.

You have applied or are applying for assistance under the "Section 8 Housing Assistance Payments" program; therefore, you are required to declare U.S. Citizenship or submit evidence of eligible immigration status for each of your family members for whom you are seeking housing assistance. To do this, you should:

1. Complete a Family Summary Sheet, using the attached blank format (Attachment 5) to list all family members who will reside in the apartment.
2. Each family member (including you) listed on the Family Summary Sheet must complete a Citizenship Declaration. If there are ten people listed on the Family Summary Sheet, you should have ten completed copies of the Citizenship Declaration. The Citizenship Declaration has easy-to-follow instructions and explains what other forms and/or evidence must be submitted with each Citizenship Declaration.
3. Submit the Family Summary Sheet, the Citizenship Declarations and any other forms and/or evidence to the name and address below:

McCann Village
1105 East 12th Street S.
Newton, Iowa 50208

This Section 214 review will be completed in conjunction with the verification of other aspects of eligibility for assistance. If you have any questions or difficulty in completing the attached items or determining the type of documentation required, please contact McCann Village at 641-792-3018, and someone will be happy to assist you.

If you are unable to provide the required documentation, you should immediately contact this office and request an extension, using the block provided on the Citizenship Declaration form. Failure to provide this information or establish eligibility may result in not being considered for housing assistance.



If this Section 214 review results in a determination of ineligibility, you will have an opportunity to appeal the decision. Also, if the final determination concludes that only certain members of your family are eligible for assistance, your family may be eligible for pro-ration of assistance. That means that when assistance is available, a reduced amount may be provided for your family, based on the number of members who are eligible.

If assistance becomes available and other aspects of your eligibility review show you are eligible for housing assistance, that assistance may be provided to you if at least one member of your household has submitted the required documentation. Following verification of the documentation submitted by all family members, assistance may be adjusted depending on the immigration status that is verified. You will be contacted as soon as we have further information regarding your eligibility for assistance.



Citizenship Declaration

Directions: Complete this form for each member of the household listed on the Family Summary Sheet

Last Name: _____ First Name: _____ Middle Name: _____
Relationship to Head of Household: _____ Sex: _____ Date of Birth: _____
Social Security No.: _____ Alien Registration No.: _____ Admission No.: _____
(if applicable; the Admission No. is an 11-digit number found on DHS Form I-94 Departure Record)
Nationality: _____ (Foreign country to which you owe legal allegiance)
Save Verification Number: _____ (to be entered by the owner if and when received)

Instructions: Complete the Declaration below by printing or typing your first name, middle initial and last name in the space provided. Review the blocks below and complete either Block No. 1, 2 or 3.

Declaration

I, _____, hereby declare, under penalty of perjury, that I am _____.

_____ 1. A citizen or national of the United States. Sign and date below and forward this form to the name and address specified in the attached notification. If this block is checked on behalf of a child, the adult who resides in the assigned apartment and who is responsible for the child should sign and date below.

Signature

Date

Check here if adult signed for a child: _____

_____ 2. A non-citizen with eligible immigration status as evidenced by one of the documents listed below:

Note: If you checked this block and you are 62 years of age or older, you need only submit a proof of age document together with this form, and sign below.

If you checked this block and you are less than 62 years of age, you should submit the following documents:

- a. Verification Consent Form *and*
- b. One of the following documents:
 - (1) Form 1551. Alien Registration Receipt Card (for permanent resident aliens)
 - (2) Form I-94, Arrival-Departure Record, with one of the following annotations:



- a. Admitted as Refugee Pursuant to Section 207
- b. "Section 208" or "Asylum"
- c. "Section 243(h)," or "Deportation Stayed by Attorney General," or
- d. "Paroled Pursuant to Section 212(d)(5) or the INA."

3. If Form I-94, Arrival-Departure Record is not annotated, it must be accompanied by one of the following documents:

- a. A final court decision granting asylum (but only if no appeal is taken);
- b. A letter from the DHS Asylum Officer granting asylum (if application was filed on or after October 1, 1990) or from a DHS District Director granting asylum (if application was filed before October 1, 1990);
- c. A court decision granting withholding of deportation; or
- d. A letter from a DHS Asylum Officer granting withholding of deportation (if application was filed on or after October 1, 1990).

4. Form I-688, Temporary Resident Card, which must be annotated "Section 245A" or "Section 210."

5. Form 16898B, Employment Authorization Card, which must be annotated "Provision of Law 274a.12(11)" or "Provision of Law 27a.12."

6. A receipt issued by the DHS indicating that an application for issuance of a replacement document in one of the above-listed categories has been made and that the applicant's entitlement to the document has been verified.

7. Form I-151 Alien Registration Receipt Card. (If this block is checked, sign and date below and submit the documentation required above with this Declaration and a Verification Consent form to the name and address specified in the attached notification. If this block is checked on behalf of a child, the adult who will reside in the assisted apartment and who is responsible for the child should sign and date below. If, for any reason, the documents shown in sub-paragraph 2.b. are not currently available, complete the Request for Extension below.)

Signature

Date

_____ Check Here if Adult Signed for a Child



Request for an Extension

I hereby certify that I am a non-citizen with eligible immigration status, as noted in Block 2 above, but the evidence needed to support my claim is temporarily unavailable. Therefore, I am requesting additional time to obtain the necessary evidence. I further certify that diligent and prompt efforts will be undertaken to obtain this evidence.

Signature

Date

_____ Check Here if Adult Signed for a Child

_____ 3. I am not contending eligible immigration status, and I understand that I am not eligible for financial assistance. (If you check this Block, no further information is required, and the person named above is not eligible for assistance.) Sign and date below, and forward this form to the name and address specified in the attached notification.

Signature

Date

_____ Check Here if Adult Signed for a Child



Fact Sheet
For HUD Assisted Residents
Project-Based Section 8
How Your Rent is Determined

Office of Housing

*****June 2007*****

This Fact Sheet is a general guide to inform the Owner/Management Agents and HUD-assisted Residents of the responsibilities and rights regarding income disclosure and verification.

Why Determining Income and Rent Correctly is Important

Department of Housing and Urban Development studies show that many resident families pay incorrect rent. The main causes of this problem are:

- Under-reporting of income by resident families, and:
- OA's not granting exclusions and deductions to which resident families are entitled.

OA's and residents all have a responsibility to ensure that the correct rent is paid.

OA'S Responsibilities

- Obtain accurate income information
- Verify resident income
- Ensure residents receive the exclusions and deductions to which they are entitled
- Accurately calculate tenant rent
- Provide tenant with a copy of the Lease Agreement and Income and rent determinations; recalculate rent when changes in family composition are reported
- Recalculate rent when family income decreases
- Recalculate rent when resident income increases by \$200 or more per month
- Recalculate rent every 90 days when resident claims minimum rent hardship exemption
- Provide information on OA policies upon request
- Notify residents of any changes in requirements or practices for reporting income or determining rent



Resident Responsibilities

- Provide accurate family composition information
- Report all income
- Keep copies of papers, forms and receipts which document income and expenses
- Report changes in family income occurring between annual recertifications
- Sign consent forms for verification
- Follow Lease requirements and house rules

Income Determinations

A family's anticipated gross income determines not only eligibility for assistance, but also determines the rent a family will pay and the subsidy required from HUD. The anticipated income, subject to exclusions and deductions the family will receive during the upcoming 12 months, is used to determine the family's rent.

What is Annual Income?

Gross Income – Income Exclusions = Annual Income

What is Adjusted Income?

Annual Income – Deductions = Adjusted Income

Determining Tenant Rent

Project-Based Section 8 Rent Formula

The rent a family will pay is the **highest** of the following amounts:

- 30 percent of the family's *adjusted* income
 - 10 percent of the family's monthly income
 - Welfare rent or welfare payment from agency to assist family in paying housing costs
- Or
- \$25.00 minimum rent per month

Income and Assets

HUD assisted residents are required to report **all** income from all sources to the Owner or Agent (OA). Exclusions to income and deductions are part of the tenant rent process.

When determining the amount of income from assets to be included in annual income, the actual income derived from the assets is included, except when the cash value of all the assets is in excess of \$5,000. Then, the amount included in annual income is the higher of 2% of the total assets or the actual income derived from the assets.

Annual Income Includes

- Full amount (before payroll deductions) of wages and salaries, overtime pay, commissions, fees, tips and bonuses and other compensation for personal services
- Net income from the operation of a business or profession



- Interest, dividends and other net income of any kind from real or personal property (See Assets Include/Assets Do Not Include section below)
- Full amount of periodic amounts received from Social Security, annuities, insurance policies, retirement funds, pensions, disability or death benefits and other similar types periodic receipts, including lump-sum amounts or prospective monthly amounts for the delayed start of a periodic amount (except for deferred periodic payments of supplemental security income and social security benefits, see Exclusions from Annual Income section below)
- Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation and severance pay (except for lump-sum additions to family assets, see Exclusions from Annual Income below)
- Welfare assistance
- Periodic and determinable allowances, such as alimony and child support payments and regular contributions or gifts received from organizations or from persons not residing in the dwelling
- All regular pay, special pay and allowances of a member of the Armed Forces (except for special pay for exposure to hostile fire)
- For Section 8 Programs only: any financial assistance, in excess of amounts received for tuition, that an individual receives under the Higher Education Act of 1965, shall be considered income to that individual, except that financial assistance is not considered annual income for persons over the age of 23 with dependent children or if a student is living with his or her parents who are receiving Section 8 assistance. For the purpose of this paragraph, "financial assistance," does not include loan proceeds for the purposes of determining income

Assets Include

- Stocks, bonds, Treasury Bills, certificates of deposit, money market accounts
- Individual retirement and Keogh accounts
- Retirement and pension funds
- Cash held in savings and checking accounts, safe deposit boxes, homes, et cetera
- Cash value of Whole Life Insurance policies available to the individual before death
- Equity in rental property and other capital investments
- Personal property held as an investment
- Lump-sum receipts or one-time receipts
- Mortgage of Deed of Trust held by an applicant
- Assets disposed of for less than fair market value

Assets Do Not Include

- Necessary personal property (clothing, furniture, cars, wedding rings, vehicles specially equipped for people with disabilities)
- Interest in Indian Trust Land
- Term Life Insurance policies
- Equity in the cooperative unit in which the family lives
- Assets that are a part of an active business
- Assets that are not effectively owned by the applicant or held in an individual's name, but:
 - (a) The assets and any income they earn accrue to the benefit for someone else who is not a member of the household; and



- (b) That other person is responsible for income taxes incurred on the income generated by the assets that are not accessible to the applicant and provide no income to the applicant (Example: A battered spouse owns a house with her husband, but she receives no income from the asset and cannot convert it to cash)
- Assets disposed of for less than fair market value as a result of:
 - Foreclosure
 - Bankruptcy
 - Divorce or separation agreement if the applicant or resident receives important consideration, not necessarily in money

Exclusions from Annual Income

- Income from the employment of children (including foster children) under the age of 18
- Payments received for the care of foster children or foster adults (usually persons with disabilities, unrelated to the tenant family, who are unable to live alone)
- Lump-sum additions to the family assets, such as inheritances, insurance payments (including payments under health and accident insurance and Worker's Compensation), capital gains and settlement for personal or property losses
- Amounts received by the family that are specifically for, or in reimbursement of, the cost of medical expenses for any family member
- Income of a live-in Aide
- Subject to the inclusion of income for the Section 8 Program for students who are enrolled in an institution of higher education under Annual Income; includes the full amount of student financial assistance, either paid directly to the student or to the educational institution
- The special pay to a family member serving in the Armed Forces who is exposed to hostile fire
- Amounts received by a person with a disability that is disregarded for a limited time for the purposes of Supplemental Security Income eligibility and benefits because they are set aside for use under a Plan to Attain Self-Sufficiency (PASS)
- Amounts received by a participant in other publicly assisted programs which are specifically for or in reimbursement for out-of-pocket expenses incurred (special equipment, clothing, transportation, child care, et cetera) and which are made solely to allow participation in a specific program
- Resident service stipend (not to exceed \$200 per month)
- Incremental earnings and benefits resulting to any family member from participation in qualifying state or local employment training programs and training of a family member such as resident management staff
- Temporary, non-recurring or sporadic income (including gifts)
- Reparation payments by a foreign government pursuant to claims filed under the laws of that government by persons who were persecuted during the Nazi era
- Earnings in excess of \$480 for each full-time student, 18 years old or older (especially head of household or co-head of household or spouse)
- Adoption assistance payments in excess of \$480 per adopted child
- Deferred periodic payments of supplemental security income and social security benefits that are received in a lump sum amount or in prospective monthly amounts
- Amounts received by the family in the form of refunds or rebates under state or local law for property taxes paid on the dwelling unit
- Amounts paid by a state agency to a family with a member who has a developmental disability and is living at home to offset the costs of services and equipment needed to keep the developmentally disabled family member at home



Federally Mandated Exclusions

- Value of the allotment provided to an eligible household under the Food Stamp Act of 1977
- Payments to Volunteers under the Domestic Volunteer Services Act of 1973
- Payments received under the Alaska Native Claims Settlement Act
- Income derived from certain submarginal land of the US that I held in trust for certain Native American tribes
- Payments or allowances made under the Department of Health and Human Services ' Low Income Home Energy Assistance Program
- Payments received under programs funded in whole or in part under the Job Training Partnership Act
- Income derived from the disposition of funds to the Grand River Band of Ottawa Native American Indians
- The first \$2,000 per capita of shares received from judgment funds awarded by the Native American Claims Commission or the US Claims Court, the interests of individual Native Americans in trust or restricted lands, including the first \$2,000 per year of income
- Amounts of scholarships funded under the Title IV of the Higher Education Act of 1965, including awards under the federal work study program or under the Bureau of Native American Indian Affairs student assistance programs
- Payments received from programs funded under Title V of the Older Americans Act of 1985
- Payments received on or after January 1, 1989, from the Agent Orange Settlement Fund or any other fund established pursuant to the settlement in *Re Agent-product liability* litigation
- Payments received under the Maine Native American Indian Claims Settlement Act of 1980
- The value of any child care program provided or arranged (or any amount received as payment for such care or reimbursement for costs incurred for such care) under the Child Care and Developmental Block Grant Act of 1990
- Earned income tax credit (EITC) refund payments on or after January 1, 1991
- Payments by the Native American Indian Claims Commission to the Confederated Tribes and Bands of the Native American Yakima Nation or the Apache Tribe of Mescalero Reservation
- Allowances, earnings and payments to AmeriCorps participants under the National and Community Service Act of 1990
- Any allowance paid under the provisions of 38 USC 1805 to a child suffering from spine bifida who is the child of a Vietnam Veteran
- Any amount of crime victim compensation (under the Victims of Crime Act) received through crime victim assistance (or payment or reimbursement of the cost of such assistance) as determined under the Victims of Crime Act because of the commission of a crime against the applicant under the Victims of Crime Act
- Allowances, earnings and payments to individuals participating under the Workforce Investment Act of 1998

Deductions

- \$480 for each dependent including full-time students or persons with a disability
- \$400 for any elderly family or disabled family member
- Unreimbursed medical expenses of any elderly family or disabled family that total more than 3 percent of annual income
- Unreimbursed reasonable attendant care and auxiliary apparatus expenses for disabled family members to allow family members to work that total more than 3 percent of Annual Income
- If an elderly family has both unreimbursed medical expenses and disability assistance expenses, the family's 3 percent of income expenditures is applied only one time



- Any reasonable child care expenses for children under the age of 13 necessary to enable a member of the family to be employed or to further his or her education

Reference Materials

Legislation

- Quality Housing and Work Responsibility Act of 1998, Public Law 105-276, 112 Stat. 2518 which amended the United States Housing Act of 1937, 42 USC 2437, et seq.

Regulations

- General HUD Program Requirements; 24 CFR Part 5

Handbook

- 4350.3, Occupancy Requirements of Subsidized Multifamily Housing Programs

Notices

"Federally Mandated Exclusions," Notice 66 FR 4669, April 20, 2001

For More Information and to find out more about HUD's programs go to HUD's internet home page at <http://www.hud.gov>



Dear Applicant,

Section 214 of the Housing and Community Development Act of 1980, as amended, prohibits the Secretary of HUD from making financial assistance available to persons other than United States citizens, nationals or certain categories of eligible non-citizens in the following HUD programs:

- Public and Indian Housing Programs
- Section 8 Housing Assistance Programs
- Section 235 of the National Housing Act
- Section 236 of the National Housing Act
- Section 101/Rent Supplement Program

You have applied for assistance under the Section 8/202 program. Therefore, **you are required** to declare US Citizenship or submit evidence of eligible immigration status for each family member that will reside in your household. To do this, you should:

1. Complete a Family Summary Sheet, using the blank form (identified as Attachment 5) to list all family members who will reside in the assisted unit. If you are the only person in the household, you are the Head of your household and will be the only name on the Family Summary Sheet. If you have another person living with you, you will have two names on the sheet.
2. Complete a Declaration Form (identified as Attachment 7) for each family member, including yourself, who is listed on the family summary sheet. If you are the only person in your household, you will fill out one sheet. If you have another person living with you, each of you will fill out a sheet for a total of two sheets.
3. Submit the Family Summary form, the Declaration form and any supporting information or evidence and return to the name and address listed below at the same time that you submit your application:

McCann Village
1105 East 12th Street South
Newton, Iowa 50208

Failure to provide this information or establish eligibility status may result in your not being considered for housing assistance. This Section 214 Review will be completed in conjunction with the verification of other aspects of eligibility for assistance. If you have questions or difficulty in completing the forms or determining the type of documentation required, please contact McCann Village at (641) 792.3018. We will be happy to assist you.



TENANT SELECTION CRITERIA ADMISSIONS
McCann Village Apartments
(641) 792.3018

Introduction

McCann Village Corporation is a non-profit Iowa corporation. It owns and operates McCann Village Apartments, a government financed and subsidized housing project which provides good, safe, sanitary and affordable housing. McCann Village is subject to Title VIII of the Civil Rights Act of 1968, Section 504 of the Rehabilitation Act of 1973 as amended, and the amendments of the Fair Housing Amendment Act of 1988. The purpose of these projects is to provide housing for *very low and extremely low* income eligible elderly individuals and families through the Department of Housing and Urban Development's Section 8, 202 Program covering 80 units at McCann Village. Individuals and families will qualify providing their income does not exceed the limits as governed by HUD and they meet all other applicable standards. Residency is open to *all* qualified eligible persons who will be admitted in accordance with the HUD-approved Affirmative Fair Housing and Marketing Plan (HUD Form 935.2). McCann Village Apartments accepts applicants, admits residents and employs staff without regard to race, color, creed, national origin, age, handicap status, familial status, religion, sex or sexual orientation or gender identity. McCann Village Apartments does not directly provide health related services by medical professionals, non-professional health or assistance care or personal service aides. However, an individual can make arrangements for outside services in order to meeting the requirements of the lease.

Purpose of the Tenant Selection Criteria

McCann Village's Tenant Selection Criteria – Admissions and Occupancy Procedures describe application procedures, screening of tenants, equal opportunity requirements and non-discrimination requirements, occupancy standards, when the applicant can be rejected, and selecting between current tenants and applicants on the waiting list who need Section 8 housing assistance.

The Tenant Selection Criteria – Admissions and Occupancy Procedures – are designed to protect the owner, the tenants and the applicants. The owner is protected against charges of illegal discrimination, arbitrariness and partiality. The tenants are protected against the admission of someone who will not respect their rights. The applicants are protected against illegal discrimination and favoritism. The policies of Tenant Selection Criteria – Admissions and



Occupancy Procedures are consistently and fairly applied, and all applicants are accepted or rejected by the same selection criteria.

Tenant Selection Criteria – Admissions and Occupancy Procedures are established at the project level, not by laws or regulations. *However*, they are subject to applicable laws and regulations. The Tenant Selection Criteria – Admissions and Occupancy Procedures are not so restrictive that they place undue hardship on individual applicants or frustrate the purpose of the federal assistance or violate equal opportunity law.

Project Eligibility Requirements

McCann Village Apartments is a Section 202/8 project for elderly and persons with mobility impairment. Preference is given to elderly persons or elderly families as follows: (1) families of two or more persons, the head of which (or his or her spouse) is 62 years of age or older; (2) the surviving member or members of a family described in paragraph (1) living in an apartment with the now deceased member of the family at the time of his or her death; (3) A single person who is 62 years of age or older; or (4) Two or more elderly persons living together or one or more such persons living with another person who is determined by HUD, based upon a licensed physician's certificate provide by the family, to be essential to that person's care or well-being. Revised 12/30/2003 per HB 4350.3, Chapter 2, Esp. 2-21 and 2-31.E.5 and Chapter 3-27B.

Non-Citizen Rule

Applicability

The restrictions on assistance apply to all properties covered by the Handbook, **except** the following:

1. Section 221 (d) (3) BMIR properties
2. Section 202 PAC
3. Section 202 PRAC
4. Section 811 PRAC
5. Section 202 properties with units not receiving assistance under the Rent Supplement or Section 8 programs.

By law, only US Citizens and eligible non-citizens may benefit from federal rental assistance. Compliance with these rules ensures that only eligible families receive subsidies. These requirements apply to families making applications to the property, families on the Waiting List and tenants.



Requirements

1. Assistance in subsidized housing is restricted to the following:
 - a. US Citizens;
 - b. Non-citizens who have eligible immigration status as determined by HUD
- Tenant Selection Criteria 05-2013*
2. All applicants for assistance will receive notice of the requirement to submit evidence of citizenship or eligible immigration status at the time of application.
 3. All family members, regardless of age, must declare their citizenship or immigration status.
 4. Non-citizens (except those age 62 years and older) must sign a Verification Consent Form and submit documentation of their status or sign a Declaration that they do not claim to have eligible status. Non-citizens age 62 and older must sign a Declaration of Eligible Immigration Status and provide proof of age documents. US Citizens must sign a Declaration of Citizenship and provide proof of age documents.
 5. A mixed family – a family with one or more ineligible family members and one or more eligible family members – may receive either pro-rated assistance, continued assistance or a temporary deferral of termination of assistance.
 6. Applicants who hold a non-citizen Student Visa are ineligible for assistance, as are any non-citizen family members living with the student.

Required Documentation

The following documentation will be required for each family member regardless of age:

1. From US Citizens: a signed Declaration of Citizenship, a US birth certificate or passport;
2. From non-US Citizens, age 62 years and older: a signed Declaration of Eligible Non-citizens Status and proof of age;
3. From non-US citizens under the age of 62 claiming eligible status:
 - a. A signed Declaration of Eligible Immigration Status
 - b. A signed Consent form; and
 - c. One of the DHS approved documents.
4. Non-US citizens not claiming eligible immigration status may elect to sign a statement that they acknowledge their ineligibility for assistance.

Timeframes

Applicants must submit required documentation of US citizenship/immigration status no later than the date the owner initiates verification of other eligibility factors. The Owner will begin this verification process prior to any other verification efforts. If the applicant is not able to supply the Owner with the required information at the time of the request, the



Owner may grant the applicant an extension of not more than 30 days, if the applicant certifies that the documentation is temporarily unavailable. The Owner will notify the applicant in writing if an extension request is approved or denied.

Prohibition Against Delay

The Owner will not delay the family's assistance if the family submitted its immigration information in a timely manner, but the DHS verification or appeals process has not been completed.

Social Security Numbers

Social security numbers are required for all household members, age 6 or older. If a member does not have a social security number, a signed certification that no social security number has been assigned to the individual household member who does not have a social security number is required. You may not become a participant in the program unless you submit the required social security number documentation within 60 days from the date signed above (if you are at least 62 years of age and unable to submit the required documentation within the 60-day period, an extension may be given). If you have not been able to submit the required documentation after 60 days, you will be determined to be ineligible and you will be removed from the Waiting List.

Student Eligibility Rule

Eligibility of Students for Housing under Section 8 of the US Housing Act of 1937

The above Student Rule was effective January 30, 2006, which amended 24 CFR Part 5, Subpart F.

This Student Rule provides as follows and applies to both full time and part time students, and applies to all project based Section 8 sites.

No assistance shall be provided under Section 8 of the United States Housing Act of 1937 (42 USC 1437f) to any individual who:

1. Is enrolled as a student at an institution of higher education (as defined under Section 102 of the Higher Education Act of 1965 (20 USC 1002)).
2. Is less than 24 years of age.
3. Is not a Veteran of the United States Military.
4. Is unmarried.
5. Does not have a dependent child.
6. Is not otherwise individually eligible, or has parents who, individually or jointly, are not eligible to receive assistance under Section 8 of the United States Housing Act of 1937 (42 USC 1437f).



For a student under 24 years of age, to be eligible to receive Section 8 Assistance and live separate from parents under the above criteria:

1. Both the student and the parents' incomes must meet the HUD requirements for Section 8 Housing; or
2. Be independent from his or her parents and meet HUD requirements for Section 8 Housing; or
3. Be less than 62 years of age and must also have mobility impairment as defined by the HUD 4350.3 and other applicable federal, state and local laws.

On July 27, 2006, President Bush signed into law an amendment to Public Law 100-249 which is summarized below:

Students with disabilities who were receiving Section 8 assistance as of November 30, 2005, are exempt from restrictions for providing Section 8 assistance to college students as provided by Public Law 109-249.

Students with disabilities who are applying for, or who started receiving Section 8 assistance after November 30, 2005, are not exempt from the restrictions of the new law.

To ensure requirements are met, McCann Village will put into place proper verification procedures in accordance to the current HUD 4350.3 Handbook and other applicable federal, state and local laws.

Income Limits

The purpose of these projects is to provide housing for very low and extremely low income eligible elderly and/or mobility impaired individuals and families through the Department of Housing and Urban Development's Section 202/8 Program, covering McCann Village's 80 units. Individuals and families will qualify, providing their income does not exceed the limits as governed by HUD, and they meet all other applicable standards. The actual income limits change annually and will be available with the application and brochure information.

Application

The tenant selection process begins with the application. The application contains information sufficient to tentatively determine the family eligibility, type of unit needed, household head and if the applicant meets the Tenant Selection Criteria. The application also establishes the background and resident history.

Applying for Housing

All persons and families interested in applying for housing at McCann Village Apartments must:



1. Pick up an application or request one to be mailed. The form solicits sufficient information to assess eligibility; one may also be downloaded from the website at www.mccannvillage.com.
2. Complete the entire application, date and sign it, and return it to McCann Village or by mail. The applicant must:
 - a. List all persons who will reside in the apartment;
 - b. For those program facilities required to verify citizenship/immigration status: applicant and family member will be required to meet the requirements outlined in the non-citizen section of this policy;
 - c. Show ability to meet financial obligations in a satisfactory manner and on time;
 - d. Have good and acceptable reference(s) from landlord(s), both current and previous, listed on the application for a time period of two years;
 - e. Show that the applicant has the ability to fulfill all the lease requirements with or without care assistance, where applicable. A live-in aide/attendant is a person who resides with an elderly or handicapped person and who:
 1. Is determined essential to the care and well-being of the person.
 2. Is not obligated for the support of the person.
 3. Would not be living in the unit except to provide the necessary supportive services. This can be a family member with proper documentation/certification.
 - f. All applications are logged in at the McCann Village by documenting the name of the applicant and date and the time the application was received.

Processing Applications

For each application received, McCann Village will:

1. Verify citizenship/immigration status, if applicable (see non-citizen section).
2. Admit the applicant.
3. Reject the applicant (see rejection section).
4. Place the applicant on the Waiting List (see Waiting List).

McCann Village will place all eligible families for the project chronologically on the Waiting List and notify the household when a suitable apartment is expected to become available.

Waiting List

All persons who meet eligibility requirements will be placed on the waiting list regardless of race, color, religion, creed, sex, familial status or national origin. The Waiting List is arranged in chronological order and the records indicate the date and time the application was placed on



the Waiting List. *The Waiting List will also include the income of the applicant to determine if the applicant meets HUD requirements as to very low or extremely low income.*

1. Effective June, 2000, a minimum of 40 percent of the Section 8 apartments that turn over in a year and are rented to applicants on the Waiting List, must be rented to applicants who meet the “extremely low” income (30 percent or less of median income) limits.
2. In order to meet the “extremely low” income targeting standards applicable to Section 8 apartments, applicants who meet the “extremely low” income limits may, from time to time, “jump” ahead on the Waiting List and be offered a unit even though one or more “very low” income applicants were placed on the Waiting List before the “extremely low” income applicant.

Income Targeting

Income targeting requirements apply to McCann Village Apartments:

- A. Implementation
 1. “Extremely low income” (ELI) means families with incomes at least 30 percent below the median income.
 2. Applicants from McCann Village’s Waiting List will be selected based on the procedures below:
 - a. Alternate move-ins, beginning with the first of each year, with an ELI family.
 3. If the Waiting List does not include eligible applicants with annual incomes at or below 30 percent of the median income, management will market and outreach to achieve the desired mix. If, after actively marketing for at least 30 days, management is unable to fill vacant units with ELI families, management may lease to other eligible families. Documentation of marketing efforts will be maintained on file by management.

McCann Village Apartments gives preference to apartments designed specifically for the elderly, handicapped/disabled, to households whose head or spouse is a member of the group for which the apartments were designed.

Applicants who have been offered an apartment and reject it go to the bottom of the Waiting List, and the application receives a new date and time for the time the rejection of the apartment was made by the applicant. After two rejections of units by the applicant, the applicant’s name is removed from the Waiting List. A letter is sent to the applicant advising that his or her name has been removed from the Waiting List and are requested to re-apply at a later date. This procedure is uniformly applied to all applicants.



When an accessible unit becomes available, an in-place tenant who needs the features of the accessible unit is given preference for the unit over an applicant on the Waiting List. The transfer of units is required and documented by an Addendum to the Lease.

Interviews

Once the application is received, the applicant is requested to call the office for a preliminary interview appointment. This does not mean the applicant qualifies for or is eligible for the program. Eligibility is determined after all income, assets, family composition, age, preference status, et cetera, are verified. The preliminary interview is requested to determine the accuracy and completeness of the following:

1. Information on the application;
2. Family income and composition;
3. Financial information and assets;
4. Criminal background history.

After the preliminary interview, the applicant is informed of the following:

1. Eligibility for housing;
2. If appropriate apartment type is available;
3. Number placement on the Waiting List;
4. Requirements of notifying McCann Village every six months of interest to remain on the Waiting List:
 - a. Failure to do so will result in a “reminder” letter to notify McCann Village of interest within 14 days;
 - b. If the letter is received within 14 days, the name remains on the list in the same chronological /time order. If not, the name is removed from the Active Waiting List, a notice is sent to the applicant and the application is filed in the Inactive Waiting List file and kept confidential for three years.

Note: If the applicant writes or calls several months after the fact, the name is again placed on the Active Waiting List, with the date and time now reflecting the date and time the applicant called to reactivate. Such date is documented on the application and chronological order on the computerized waiting list.

It is not the policy of McCann Village to close the Waiting List. The six-month purge enables McCann Village to maintain a Waiting List, which can be handled efficiently and in accordance with the policies and regulations.



Formal Interview

As the applicant's name nears the top of the Waiting List, a formal interview is scheduled.

Topics covered during the formal interview include:

1. *Follow-up on Application:* McCann Village Apartments will update and confirm all information on the application.
2. *Program Requirements:* McCann Village will explain program requirements, verification procedures and penalties for false or incomplete information.
3. *Release Forms:* Consent forms for the verification process must be signed by all household members who are age 18 or older.
4. *Eligibility Certification:* McCann Village will obtain family income and composition information and other data needed to certify eligibility and compute the tenant's share of the rent.
5. *Finances:* McCann Village will review the financial information on the application and specifically ask the applicant for all the income and assets received by members of the household. McCann Village will ask the Head or Spouse to certify in writing whether any family member has disposed of assets for less than the fair market value during the past two years.
6. *Social Security:* McCann Village will require the Head of the Household, Spouse and all family members older than the age of five to disclose and document all social security numbers or execute a certification if a social security number has not been assigned. Applicants may document their social security numbers by presenting their social security cards or other documentation displaying the social security number.
7. *Information Verification:* McCann Village will inform the family that a final decision on eligibility cannot be rendered until all information is verified. McCann Village will advise the family that HUD might compare the information a family has supplied with federal, state or local information about the family's income and household composition. McCann Village will also inform the family that federal laws prohibit discrimination against individuals with disabilities and provide an overview of its obligation toward such individuals. Obligations include:
 - a. Adopting and implementing non-discrimination procedures;
 - b. Implementing procedures and using auxiliary aids to ensure effective communication with the handicapped;
 - c. Permitting the use of assistive devices;
 - d. Accommodating requests to make units and facilities handicap accessible and usable;
 - e. Permitting handicapped tenants to modify individual units or common areas at their expense where the modification would impose an undue burden to McCann Village;



- f. Accommodating requests for reasonable modifications in rules, policies, practices and services where necessary to afford a handicapped person equal opportunity to use and enjoy the premises;
 - g. Keeping records regarding Section 504 compliance and making such records available to HUD;
 - h. Performing a self-evaluation (to determine compliance with 24 CFR Part 8 and Section 7 of the HUD Handbook 4350.3) and making necessary modifications after consultation with interested persons;
 - i. Designating at least one person to coordinate efforts to comply with Section 504 and notifying all applicants and residents in writing that McCann Village does not discriminate on the basis of handicap. *Note: McCann Village need not make physical alterations or programmatic adjustments that would result in undue administrative or financial burden or which would result in a fundamental alteration in the nature of the program. Where the burdens of the physical alterations are prohibitive, McCann Village still must allow a resident to make the alteration at his or her own expense. (See page 20 for Reasonable Accommodation Policy.)*
8. *Information for Elderly or Handicapped:* McCann Village will inform the elderly and persons with disabilities who are eligible applicants that they may not be prohibited from keeping household pets in their apartments, nor be discriminated against because of pet ownership, provided that they uphold our reasonable Pet Rules on keeping common household pets.

Screening

Purpose

McCann Village realizes that there may be circumstances that might affect the outcome of the original decisions when screening applicants. McCann Village is prepared to change its mind on rejections when presented with evidence. Consistency is important, but inflexibility does not accomplish McCann Village's purpose. McCann Village will verify the applicant's explanation of the facts surrounding the extenuating circumstances and refuse occupancy to applicants who are unable to establish a current ability to comply with its legitimate requirements of tenancy. All screening costs are charged to McCann Village.

It is important that all applicants be screened in accordance with HUD's regulations and sound management practices.

1. The screening and verification procedures of McCann Village attempt to ensure that the limited, federally assisted housing stock is available to those households which meet eligibility criteria established by HUD.



2. The objective of screening is to ascertain in a thorough and effective manner that the applicant meets all the fundamental requirements of occupancy. McCann Village applies adopted criteria uniformly to all applicants.

Policy

1. The personnel of McCann Village know and understand that the screening process is to be implemented consistently to eliminate the difference in opinion and approach. Personnel are courteous, professional and try to ask the right questions when obtaining and documenting information.
2. Screening is based on criteria that can be verified. Management must be able to defend screening decisions with documentation, which has been properly recorded, dated and signed.
3. McCann Village can request health information only when the applicant requests an apartment designed for persons with mobility disabilities or claims a preference for persons with mobility disabilities. In such cases, management will determine whether an applicant is qualified for a unit or preference available to persons with mobility disabilities or to persons with a particular type of disability.
4. An applicant may be screened on actions or behavior in previous housing complexes that relate to potential compliance with essential lease provisions. Essential lease provisions are provisions which, if violated, could result in eviction. Information related to assessing the conduct of the applicant and other family members listed on the application, in present or prior housing, is some of the information considered in screening.

Relevant information respecting the habits or practices to be considered may include, but is not limited, to:

1. An applicant's past performance in meeting financial obligations, especially rent.
2. A record of disturbances of neighbors, destruction of property or living or housekeeping habits at prior residences which may adversely affect the health, safety or welfare of other residents or neighbors.
3. Involvement in criminal activity on the part of any applicant family member involving crimes of physical violence to persons or property and other criminal acts including drug-related criminal activity which would adversely affect the health, safety or welfare of other residents. (Anti-Drug Act of 1988.)
4. Are subject to a state lifetime sex offender registration program.
5. Abuse or pattern of abuse of alcohol that interferes with the health, safety or right to peaceful enjoyment of the premises by other residents. (24 CFR Part 5, Subpart 1 and J).
6. The screening of live-in aides at initial occupancy, and the screening of persons or live-in aides to be added to the resident's household after initial occupancy involve similar screening. Both live-in aides and new additions to the resident's household will be screened for drug abuse and other criminal activity.



7. A record of eviction from housing or termination from residential programs (taking into account date and circumstances).
8. An applicant's ability and willingness to comply with the terms of the HUD lease.
9. An applicant's misrepresentation of any information related to eligibility, award of preference for admission, allowances, family composition or rent.
10. Care for the unit, keeping it clean, safe and sanitary, reporting maintenance needs in a timely fashion.
11. Avoid vandalism to grounds or common areas or damage to the apartment.
12. Comply with reasonable rules established by HUD and McCann Village.
13. Not to adversely affect the physical environment or financial stability of McCann Village.

The applicant's willingness to pay rent in a timely manner, care for the unit with or without assistance and abide by the lease may be determined by contacting current and previous landlords.

McCann Village Apartments will request health information only when the applicant requests an apartment designated for persons with mobility disabilities or claims a preference for persons with disabilities. In such cases, inquiries may be made to determine whether an applicant is qualified for a mobility impaired accessible unit. Otherwise, McCann Village may not make inquiries to determine whether a person is disabled or to determine the nature or severity of a disability. The applicant has to have the ability to fulfill the entire lease requirements with or without assistance. In addition, McCann Village cannot require prospective tenants to undergo physical examinations.

Rejections

Applicants may be rejected if they:

1. Are ineligible based on financial prerequisites or because they are not members of a group McCann Village is designed to serve.
2. Fail to meet McCann Village's Tenant Selection Criteria.
3. Are unable to disclose and document social security numbers or execute a certification when numbers have not been assigned.
4. Fail to meet HUD's criteria.
5. Fail to allow a HUD required criminal background history check in the state(s) where McCann Village is located and where the applicant has known to have resided.

Some examples of the rejections listed above are as follows:

1. McCann Village is an "elderly" apartment complex and the applicant is not 62 years of age or older or the applicant is under 62 years of age and is not mobility impaired.
2. The family income (using the HUD definition of income) is over the applicable income limits published by HUD.



3. Negative references from current and previous landlords.
4. Submission of false or untrue information on the application, or failure to cooperate in the verification process.
5. The household size (including live-in aides) is not appropriate for the size of the apartment.
6. Failure to sign designated forms and or documents upon request.
7. The applicant has a pet that does not conform to management or HUD rules and regulations. Assistive animals are not considered pets.
8. This is not the applicant's only residence.
9. The applicant is not capable of fulfilling the lease agreement, with or without assistance.
10. The applicant has a history of non-payment of rent or of being evicted for non-payment.
11. Any one conviction of a felony.
12. Any conviction for the use, distribution or manufacturing of any controlled substance.
13. Any household in which any member is currently engaged in illegal use of drugs for which McCann Village has reasonable cause to believe that an applicant's or household member's illegal use or pattern of illegal use of a drug may interfere with the health, safety and right to peaceful enjoyment of the property by other residents.
14. Any household containing member(s) who have been evicted in the last three years from federally assisted housing for drug-related criminal activity.
15. Any household member who is subject to a state sex offender lifetime registration requirement.
16. Any household member, if there is reasonable cause to believe that a member's behavior, from abuse or pattern of abuse of alcohol may interfere with the health, safety and right to peaceful enjoyment by other residents. Screenings will be based on behavior, not the condition of alcoholism or alcohol abuse.
17. Anyone whose tenancy would constitute a threat to the health and safety of other individuals or whose tenancy would result in substantial physical damage to the property of others, or whose tenancy would interfere with their peaceful enjoyment of the premises.
18. Failure to submit certificate of proof of "preference status" upon request.
19. The applicant cannot pay the security deposit at move-in. It is important to remember that the applicant has rights during the entire process, and is to always be treated courteously and fairly. All criteria are to be applied equally to all applicants.

Procedures

When an application is rejected by management, the applicant will be notified of this decision in writing. This written statement, sent in a timely fashion, will include the reason(s) for the rejection and state the applicant has the right to request a meeting with management to discuss the rejection. The applicant will be further instructed to request the meeting in writing within 14 days of the applicant's receipt of the rejection letter.



If the applicant wants to request a meeting, the applicant's written request must be sent to McCann Village within 14 days of the application's receipt of the rejection notice. The requested meeting will be held by management within a reasonable period of time (usually 5 to 7 days) and is to be held by a "disinterested" third party. After the meeting, the applicant is notified in writing within 5 calendar days whether or not the original decision has been changed. All of this material (original application, rejection letter, applicant's request for a meeting and final determination) must be kept for three years, confidentially, in the files.

Offering a Unit

When a unit becomes available, in-place residents requiring a unit with accessible features will be housed appropriately before the unit is offered to an applicant on the waiting list. If there are no in-place residents in need of the accessible unit, the unit may be offered to an applicant on the Waiting List, pending eligibility certification.

If an applicant on the Waiting List is offered a unit and refuses the unit, the following procedure is followed:

1. The applicant is advised in writing that a one-time refusal of the unit places his or her name at the bottom of the Waiting List with a new chronological date and time being the date and time of the refusal;
2. If an applicant refuses a unit two times, the applicant is removed from the Waiting List and is notified in writing of the removal and advised to reapply again at a later date.

Preferences

Units Designed Specifically for Elderly or Handicapped/Disabled Persons

McCann Village must give preference to households whose head or spouse is a member of the group for which the apartments were designed.

When choosing among eligible applicants, McCann Village must apply these preferences in the following order:

1. Preference established by the statute governing the program under which assistance is provided;
2. Preference based on HUD rules;
3. Preference based on state or local law;
4. Additional owner-established preferences specified in McCann Village's Tenant Selection Criteria and consistent with nondiscrimination and equal opportunity requirements.



Fair Housing and Equal Opportunity Requirements

It is illegal to base resident selection on race, religion, color, creed, ethnicity, national origin, sex, familial status or handicap. It is also illegal to reject an applicant solely because he or she is handicapped, although it may not be possible to admit handicapped residents to certain units. Individuals with handicaps qualify for housing need based on “basic eligibility requirements that govern eligibility for admission.” 42 USC 3601-3619; 24 CFR Part 100.202, 29 USC 794:24 implementing the Fair Housing Amendments Act of 1988 prohibit discriminatory conduct on the basis of “handicap” related to advertising for the rental of housing and require owners to market their property to reasonably ensure the handicapped individuals who may be qualified for the housing have an opportunity to apply for the housing. 42 USC 3601-3619: CFR 100.75. An owner cannot determine if a handicapped person is eligible for the handicap program based on his or her ability to “take care of himself/herself or the unit;” the handicapped person makes that determination.

Nondiscrimination Standards

1. There is no assigning of minorities to designated units or sections of McCann Village.
2. There will be no renting of apartments to one sex and not the other.
3. There are no priorities based on sponsoring organizations.
4. There is no discrimination solely because of handicap within the guidelines of the housing program. McCann Village Apartments does not deny qualified individuals housing or any other benefits on the basis of handicaps. However, only a set number of units at McCann Village are designed for mobility impaired individuals.
5. No inquiries will be made to determine whether an applicant has a handicap or the nature or severity of such a handicap, provided that McCann Village will verify the applicant’s need for the architectural features of a mobility impaired unit, if one is requested.
6. There is no maximum age necessary for normal eligibility requirements, and no maximum age in this program.
7. No discrimination based on race, color, creed, religion, familial status, sex, ethnicity, national origin or handicap.
8. No priorities or application criteria (i.e., variations in charges or deposits) are based on race, creed, color, religion, sex, sexual orientation, national origin, familial status or handicap.
9. No limits are set on the number of one minority or another to be selected for tenancy.
10. There is no segregation on the basis of disability.



11. No inquiries can be made to determine if a person is disabled or to determine the nature or severity of a disability, provided that McCann Village will verify the need for the architectural features of mobility impaired unit.
12. No prospective residents can be required to undergo physical examinations.
13. McCann Village Apartments does not require donations, contributions or membership fees as a condition of admission.
14. There is no segregation on the basis of income.
15. McCann Village Apartments does not discriminate on the basis of disability status in the admission of or access to, or treatment or employment in, its federally assisted programs and activities.

Occupancy Standards

In developing Occupancy Policies/Standards for McCann Village Apartments (management or facility), it is recognized that local practices may vary significantly. Management does not allow occupancy which exceeds that which is allowable under local law. Management agents are permitted to set maximum Occupancy Policies/Standards which are more restrictive than the applicable codes.

Principles

1. Each individual will be treated on his or her own merits, without presumption of his or her abilities based on race, religion, gender, age, national origin, disability or familial status, recognizing specific program requirements may limit eligibility under law.
2. Management is obligated to:
 - a. Provide decent, safe and sanitary housing; and
 - b. Comply with housing assistance program requirements.

Note: In the event of failure to comply with these obligations, residents may avail themselves of appropriate remedies for redress, such as grievance procedures, provided by law.

3. Lease terms, house rules and other policies governing residency must be applied uniformly to all tenants.
4. Management must enforce essential performance-based lease requirements and may seek appropriate remedies up to and including evictions.
5. Management will provide timely, effective and adequate notices and an appropriate opportunity for review of its decisions that affect tenants, including responses to tenant requests for reasonable accommodations.
6. Management will seek information necessary to meet program requirements in the least intrusive ways possible. Management will protect the confidentiality of information provided by tenants and respect the individual privacy of tenants consistent



7. with program requirements. Similarly, landlords have an obligation to inform local authorities when they have a reasonable suspicion that a tenant:
 - a. Is engaged in illegal or potentially illegal activity on the premises.
 - b. Represents an immediate danger to him or herself or others.
 - c. May be in danger or harmed by someone else on the premises.
8. The tenant's essential requirements of occupancy include the following:
 - a. Timely payment of rent.
 - b. Maintenance of the apartment in a safe, decent and sanitary condition.
 - c. No unduly disturbances or endangering of neighbors, or infringing on others' rights to quiet enjoyment of their apartments and the related premises.
 - d. No on-site criminal activity or participation in criminal activity that affects McCann Village and its residents in any way, including the sale, use or manufacture of drugs in or around the premises.
 - e. Compliance with the housing assistance program requirements.
 - f. Abiding by all terms of the lease and the House Rules.

Standards

Congress prohibits HUD from establishing national occupancy standards. Therefore, management has a right to set reasonable standards regarding household size versus unit size. HUD has no program requirements concerning how many persons can share a bedroom. All persons who occupy an apartment at McCann Village must be eligible for the program per HUD Handbook 4350.3, and McCann Village's Tenant Selection Criteria.

These Occupancy Policies/Standards cannot, will not and do not unfairly restrict the housing opportunities of families with children who qualify and meet all of the criteria for occupancy. Nor does it restrict housing opportunities to persons with disabilities who require the specific features of the accessible units and who qualify and meet all of the criteria.

Number of Occupants Per Unit

In determining family size, management will count the number of full-time members of the household, children who will reside in the apartment and live-in aides. The appropriately sized unit for the applicant's household must be available within the facility. This facility only has one-bedroom units. Therefore, no consideration can be given to families who may qualify for more than one bedroom type (two or three bedrooms).

In developing occupancy standards, management considers the relationship and sex of the persons in the household. No more than two persons are required to share a bedroom. Unrelated adults and persons of the opposite sex (other than spouses) should not be required to share a bedroom. A child may share a bedroom with a parent or guardian if they so desire.



Management may not provide bedroom space for adults who are not members of the household, such as children in the active military, institutionalized family members or friends.

	<u>Number of Bedrooms</u>	<u>Minimum Persons</u>	<u>Maximum Persons</u>
Household with Spouse	1	2	2
Household without Spouse	1	1	2
Household with Children (under 18)	1	2	2
Household with Live-in Care Attendant	1	2	2

No adult is allowed to live in the unit if they are not signed on the lease (except qualified live-in aides). Any adult member added to the lease after the initial move-in must also meet the requirements of the Tenant Selection Criteria. If a household member dies, the remaining person on the lease is permitted to remain in the apartment.

Any tenant who has a child under the age of 18, who is the legal guardian or the child is in his or her custody as approved by the courts, is permitted to have the child share a bedroom with them at McCann Village if the tenant desires. If the tenant dies, the child under the age of 18 will have to move out of the apartment.

Management will accept a child of a tenant/applicant with disabilities, and the child can share the bedroom with the parent, if the parent so chooses. The tenant/applicant with disabilities under the age of 62 must require the accessible features of a mobility impaired unit.

A live-in aide is not a part of the household or the lease. The aide is counted as one of the two persons in the unit. If the tenant moves out of the facility or dies, the aide cannot remain in the apartment. A live-in aide qualifies for occupancy only so long as the individual tenant needs support services and may not qualify for continued occupancy as a remaining family member.

Accessible units are assigned in the following order:

1. To a current tenant household that includes a member with a disability requiring the special accessibility features of the unit;
2. To the next eligible, qualified applicant on McCann Village's Waiting List who has a preference required by the program under which McCann Village is assisted and who has a disability requiring the special accessibility features of the apartment;
3. To disabled applicants who have no preferences;



4. To eligible applicants on the chronological Waiting List.

If there is neither a current tenant nor a qualified applicant with disabilities requiring the special features of an accessible unit, the unit may be offered to a non-disabled applicant. However, the household occupying the accessible unit will move to a non-accessible unit when one becomes available and give the accessible unit to an applicant/tenant who requires the special features of the accessible unit. This unit transfer is an addendum to the Lease. The facility accepts responsibility for this type of move.

Overcrowding

Units shall be considered overcrowded if the household would be considered too large for the apartment. A household that increases in size to more than two persons would be considered overcrowded and in violation of the Occupancy Policies/Standards. Additional data on two persons per unit is found in HUD Handbook 4350.3 and the lease.

Underutilization

If a household decreases in size from two persons to one, the remaining tenant can stay in the apartment. See HUD Handbook 4350.3, paragraphs 2-19 and the lease.

Management makes every effort to place two persons in an apartment, when possible. The reason for this is to optimize the use of scarce subsidy resources.

Reasonable Accommodations

McCann Village's obligations to tenants and applicants are determined by law. Management has several obligations to its tenants and applicants which are defined in various statutes. Under federal law, landlords are required to seek a reasonable accommodation in rules, policies, procedures and operations to allow a qualified individual with disabilities an opportunity to equally enjoy or participate in the housing program. Accommodations are considered reasonable if they do not impose an undue burden on management and if they would not constitute a fundamental alteration to the nature of the program (42 USC 3601-3619; 24 CFR Part 100.204; 29 USC 794; 24 CFR Subtitle A, Part 8.11).

The concept of reasonable accommodation involves helping a tenant, when possible, by accessing resources in the community enabling them to meet essential requirements of occupancy. It does not require the lowering or waiving of genuinely essential requirements.



Accommodations are not reasonable if they require a fundamental alteration in the nature of the program or impose undue hardship and administrative burdens on management.

Reasonable accommodations might include any and all of the services specifically designed to establish and/or maintain lease compliance. Examples of services would be housekeeping assistance, assistance with making rental payments and related services. Within the social service context, supportive services may be necessary as reasonable accommodations and are generally defined as services to help support the efforts of an individual or family with physical, mental or emotional impairments (regardless of one's classification as elderly, disabled, et cetera) to help them live within the community. Such support services might include special devices and aides, health and mental health services, rehabilitative services, vocational training, medication management, personal assistance and related services.

Reasonable structural modifications to housing units or common areas are given consideration. Examples of structural modifications includes installing ramps and widening doors (to accommodate wheelchair users), installing visual fire alarms (to accommodate persons with hearing impairments) and installing a Braille control panel in an elevator or the common areas (to accommodate persons with visual impairments).

Verification of Reasonable Accommodation Requests

When management receives a request for reasonable accommodation, management will communicate with the tenant/applicant advising him or her that the request will be considered subsequent to the return of the verification. The verification will state the reasonable accommodation requested and will ask the receiving party to affirm that the tenant/applicant requires the accommodation requested. The verification form will not contain inquiries which may tend to disclose the nature or the extent of the individual's disability or other confidential medical information.

This verification should be sent to an individual or business of the applicant's/tenant's choice, and should be completed by an individual who, in their professional capacity, is familiar with the circumstances of the applicant/tenant. This professional person does not have to be a physician. Requests for reasonable accommodations are confidential and are handled in accordance with properly established procedures for the safeguarding of such information.



Transfer of Apartments

It is the intention of the management to provide decent and sanitary housing to all eligible and qualified applicants and tenants. While management understands that there may be instances and circumstances which make an apartment transfer desirable, the cost in lost rental income and unit rehabilitation limits the acceptable reasons for granting such requests. Tenants requesting an apartment transfer must provide management with acceptable documentation from a qualified professional stating that such a transfer is necessary to the tenant's health and well-being, or that the tenant otherwise requires specific architectural features of an accessible apartment. The acceptability of the documentation provided will be determined and at the discretion of management, subject only to applicable laws and regulations. If the documentation is acceptable, the tenant will be offered the next appropriate apartment that becomes available. In the event of such a move, the cost of moving and labor are the responsibility of the tenant. If the tenant refuses the offered apartment, acceptable documentation from the qualified professional stating why the apartment is unacceptable is required in order for the tenant to be offered another apartment.

For a tenant-initiated transfer, the tenant may have to pay for apartment rehabilitation charges resulting from the move. A tenant should occupy an apartment for six months before considering a transfer. Management may request a tenant move from an accessible unit to a non-accessible unit in order to give the person with disabilities the unit with the accessible features. In this latter case, management will help coordinate the move and take responsibility for the costs of moving.

McCann Village Apartments consist of one-bedroom apartments. Applicants on the Waiting List are offered apartments as they become available.



Standards of Eligibility

1. Eligible applicants will be a single individual or a two-person household in which at least one of the members is 62 years of age or older, or has a physical impairment that is of such nature that they would be eligible for a mobility impaired accessible apartment.
2. Residents may occupy apartments with live-in attendants if assistance is essential to the resident's care and well-being. Such an aide or attendant will not be considered a member of the household and the attendant's income and assets will not be included in the financial information used to determine rent. Need for such a live-in attendant must be verified by a medical physician.
3. Mobility impaired persons may have an apartment altered to suit their special needs. Such alterations must be applied in advance by the management and must be done at the expense of the resident. The management may require the resident to restore the apartment as his or her own expense when vacated.
4. Assistance is available for the completion of the application, if needed.
5. All applicants must meet the financial requirements of HUD for rental assistance (low or very low) and be eligible for rental assistance on the current contract rent at McCann Village. Income limits vary from year to year. Current income limits are available at McCann Village's office.
6. Applicants must have the ability to pay monthly rent, plus a rental deposit equal to one month of rent for \$50.00, whichever is greater. (Rents can be 30 percent of the adjusted income, \$25.00 or 10 percent of monthly income.)