

## CENTER APARTMENTS LLC RESIDENT SELECTION PLAN

### 1. Program Inquiry Disbursement

- A. Program Inquiry Forms will be filled out in person. Outreach is available.
- B. All Applicants must be accepted (no discrimination).
- C. Screening of Applicants shall begin as soon as possible after supporting documentation has been returned.

### 2. Selection Criteria

A. Residency at Center Apartments LLC /Bridges West Transitional Housing Program is subject to the following criteria:

1. Homeless families (with minor children) or individuals (18 years of age or older) who are currently verifiably homeless according to HUD regulations AND
2. Meet income guidelines of no greater than 50% of AMI.

AND have **none** of the following:

1. Convictions for crimes committed against children or any other conviction that may threaten the safety and well-being of the Center Apartments LLC/Bridges West Transitional Housing Program and its Residents.
  2. Convictions for use of alcohol or a controlled substance and/or distribution of same (within the past 5 years).
  3. Are currently being investigated for crimes committed against children.
- OR**
4. Are currently using or distributing a controlled substance.

### B. Reasons for application denial:

1. Not homeless at time of application.
2. Not of legal age at time of application (18 years).
3. Over income limit.
4. Falsified information on application.
5. Over occupying apartment.
6. Incomplete application.
7. Failure to comply with state agency.
8. Failure to supply additional information when requested.
9. Failure to supply copy of Social Security Card.
10. Full time student (5 months per year and 12 credit hours per semester).

### 3. Prioritization

- A. Eligible inquiry forms are placed by date of completion after obtaining information for qualified occupancy size. Preference will follow priority according to homelessness status and date of inquiry form.

### 4. Fair Housing and Equal Housing Opportunity Requirements:

- A. ALL State and Federal Fair Housing and Equal Opportunity requirements will be followed as required by law.

- B. Prohibited discrimination practices include, but are not limited to:  
Race, color, national origin, religion, age, sex, disability, familial status, or sexual orientation.

## **5. Waiting Lists**

- A. If a prospective Resident completes an inquiry form when there are no vacancies, they will be informed that their name will be placed on a waiting list. They will be contacted by their preferred method (phone or letter) when a unit of appropriate size becomes available to verify their continued interest in and eligibility for the program (i.e. verifiably homeless according to HUD's regulations, meets income guidelines). The prospective Resident will be informed their file will only remain on the waiting list for two months unless they contact Center For Siouxland. It is not necessary to certify income of the prospective resident until an appropriate unit becomes available.
- B. When a unit becomes vacant, inquiry forms on the waiting list are reviewed. If there are no eligible applicants on the waiting list or the available unit is not the appropriate size, the vacancy can be advertised.
- C. **The information on the inquiry form will include:**
  - 1. Name
  - 2. Birth date
  - 3. Social Security Number
  - 4. Household information – other adults and/or children residing in the unit along with names, birthdates/ages, and SSN's, if appropriate
  - 5. Current Address
  - 6. Phone Number
  - 7. Income/Source of income
  - 8. Date inquiry form received