

Community Housing Initiatives, Inc.

Resident Selection Plan

Effective 12/29/2025

A. Right to Apply

No person shall be denied the right to apply for housing owned or managed by Community Housing Initiatives (the Agent). All applications must be completed in full and signed by the applicant. Incomplete applications received will not be processed until complete.

B. Statement of Non-Discrimination - Section 504 and Fair Housing Act

Community Housing Initiatives, Inc.:

- Complies with Section 504 of the Rehabilitation Act of 1973 and does not discriminate based on disability in any program or activity. Compliance with the Fair Housing Act is evidenced by placement of required signage, logos, and statements on the premises and in all publications and documents.
- Complies with Title VI of the Civil Rights Act of 1964 by prohibiting discrimination based on race, color, creed, religion, sex, gender identity, disability, familial status, national origin, age, marital status, veteran status or sexual orientation in its programs and activities.
- Does not discriminate based on disability status in the admission or access to, or treatment or employment in, its federally assisted programs and activities.
- Allows individuals with disabilities have the right to request reasonable accommodations.
- Does not retaliate, coerce, intimidate, threaten or interfere with any person's Right to Fair Housing, or take action on a person's endeavors to aid or encourage any other person in the exercise of their Fair Housing right.

C. Eligibility, Occupancy Standards and Selection Criteria

Community Housing Initiatives provides housing on a first come first serve basis. Housing is offered to a household pursuant to certain HUD occupancy guidelines.

Eligibility for Residency: To be considered for residency, applicants must submit a completed application and all relevant consent forms to agent. Agent must secure third party verification of the information needed to determine applicant's eligibility prior to approval for residency.

Note: Program Eligibility does not constitute acceptance, and further screening is required to determine applicant's ability to maintain successful residency.

Eligibility shall be determined on the following basis:

1. Project-Specific Requirements: Units and/or properties designated for occupancy by a special needs population such as elderly or disabled may only be occupied by those households meeting the criteria. All other properties can be occupied by anyone that meets our program screening criteria.



- Elderly/Senior Housing – 55 years and over, 62+ for HUD and USDA-RD as mandated by original funding agreements or governing documentation. This may include provisions for persons with disabilities under the age of 55 or 62, respectively if allowable by rules and regulations set forth by the funding source.
 - Special Needs - individuals with disabilities or persons who meet criteria outlined according to Resident Services program requirements.
 - Multi-Family Properties
 - HUD Multi – Family Property
 - USDA-RD Multi – Family Property
 - Single Family Properties
 - Housing Designated for specific populations, including but not limited to Artist Housing.
2. Occupancy Standard: An appropriately sized unit must be available within the property to house the household. The unit size will be based on the number of eligible persons in the household. Community Housing Initiatives occupancy standard is 2 per bedroom plus 1, unless HUD, USDA RD, local, state, or federal codes supersede this standard.
 3. Program Income Requirements: Units and/or properties receiving federal, state or local housing subsidies or utilizing the Low-Income Housing Tax Credit and/or HOME program are restricted to households meeting the criteria of the subsidy program.
 - Maximum Income: Annual household income must not exceed current income limits for the property in accordance with restrictions required by funders and annually updated by HUD.
 - Minimum Income: Households annual incomes must meet affordability criteria for property and demonstrate an ability to pay rent. The household monthly income should be at least 2 times the gross rent of the requested unit. *Exceptions to this:*
 - Applicant is receiving Section 8 housing assistance or other regular re-occurring subsidy source. Zero income households are not eligible. Households must have a minimum income of \$200/month (\$2,400 annually).
 - Applicant has a verifiable asset to pre-pay a minimum of 1 year rent in advance of residency and continues to pay 1 year's rent at a time until such a time that they meet the affordability requirements above.
 4. Student Status: If a single applicant or entire household is comprised of full-time students then applicant(s) will be considered ineligible for residency in accordance with IRS section 42 code. *Exceptions include:*
 - Any of the adult household members are married and eligible to file a joint tax return.
 - An adult member is a single parent with a minor child in the unit, the adult is not a tax dependent of any third party, and the children are not claimed as a tax dependent by anyone other than one of their parents (even if the other parent is not in the unit).
 - The household includes a member who receives welfare assistance in the form of Temporary Assistance to Needy Families (TANF).
 - The household includes a member who formerly received foster care assistance (that means they were a foster child or adult).
 - The household contains a member who gets assistance from the Job Training Partnership ACT (JTPA) or similar programs.
 5. Landlord Reference: Each applicant is required to provide CHI with a minimum of two years satisfactory rental reference confirming the applicant's ability to comply with lease terms.
 - Applicants will not be denied for lack of rental history, but in lieu of rental history, must provide acceptable alternative documentation to be considered for occupancy. Acceptable documentation can be 2 years of demonstrated recent personal credit history provided from applicant and/or credit report. Credit history must be in the

applicant's name with all payments having been made by the applicant.

- Section 8 voucher holders and applicants under the age of 24 will not be denied for lack of rental history.
6. Credit: A credit check shall be conducted on all persons in the applicant household over the age of 18. Owner/Agent will prioritize the most recent 2 years of credit activity. Negative medical and/or educational loan accounts will not be considered for denial of residency. however, may be used for positive payment history.
- Lack of credit is not sufficient grounds for rejection, but in lieu of good rental history, applicant must provide acceptable alternative documentation to be considered for occupancy. Good rental history can be considered in lieu of lack of credit.
 - Section 8 voucher holders and applicants under the age of 24 will not be denied for lack of credit history.
7. Exceptions for C5 and C6 above will only be made if approved by CHI Resident Services Department for clients referred by a Resident Services approved supportive services provider, demonstrating:
- Active and on-going participation in a service program as directed by the approved Supportive Services Agency serving the specific project, and:
 - A positive Community Referral form has been completed on their behalf stating the following:
 - They demonstrate that they can live independently.
 - They are participating in services programs available and will continue to be served throughout the occupancy period. If supportive services for the household end during occupancy period, CHI must be provided the date of service termination and a plan for the household to succeed in housing without on-going services.
 - They have good housekeeping habits.
 - They demonstrate the ability to respect others.
 - They are able and willing to manage personal finances and budget, either on their own or with assistance. A payee will also be accepted.
 - Employed with enough monies to afford the rents per the following requirements, or have rental, public or other financial assistance.

D. Disapproval of Application

In the event an application is denied, the applicant will be notified in writing by the Leasing Specialist and informed of the reason for application denial. Denied applicants will be informed they have 10 days in which to dispute the denial in writing. If a dispute is received, the Director of Compliance will review and inform the denied applicant of the review determination in writing within 10 days. If denial is upheld, applicant will be notified they are welcome to re-apply should their situation change.

Upon review of the application and credit/criminal background check, CHI will make a determination for eligibility. Reasons for denial may include, but are not limited to:

1. Criminal History: A criminal background check will be conducted on all applicants age 18 and over.
 - Felony: Applicants with a single felony within the last 7 years or 3 or more felonies in the last 20 years will be ineligible for residency.
 - Violent Behavior: Any convictions within the last 5 years or 3 in 10 years of acts of violence or of any other conduct, which would constitute a danger or disruption to

the peaceful occupancy of neighbors. Examples included, but not limited to assault, battery, going with intent, 1st degree harassment, or child endangerment.

- Multiple Convictions: 3 or more convictions (including all misdemeanors) within 5 years that would impact the safety of other residents . Examples include, but are not limited to, theft, destruction of property, or disorderly conduct.
 - Sexual Crimes: Include but are not limited to convictions for the offenses of rape, solicitation, stalking
pandering, indecent exposure or sex crimes.
 - Sex Offender Registry: All applicants will be deemed ineligible if listed on the sex offender registry.
 - Murder, Voluntary Manslaughter, or Arson: All conviction will be deemed ineligible for residency.
 - Drug convictions (does not include alcohol or marijuana): Applicants with any non-felony drug possession convictions within the last 3 years or any non-felony drug distribution or manufacturing conviction in the last 5 years will be ineligible.
2. Unsatisfactory Landlord Reference: As defined in sections C-5 and D-2 and D3, Examples include, but are not limited to:
- Evictions: Applicants will be denied if they were evicted or asked to vacate in lieu of an eviction within the last 3 years or if they have had 3 or more evictions in 20 years.
 - Records of Disturbance of Neighbors, Destruction of Property or Other Disruptive or Dangerous Behavior: Includes behavior or conduct which adversely affects the safety or welfare of other persons, or which damaged the equipment or premises. Excepting protections under the Violence Against Women’s Act of 2005.
 - Grossly Unsanitary or Hazardous Housekeeping: Any health or safety hazard created by acts of negligence and causing or permitting any damage to or misuse of premises and equipment. If the applicant was responsible for such hazards, damages or misuse, including but not limited to; causing or permitting pest infestations, depositing garbage improperly; failing to use and maintain utilities, facilities, services, appliances and equipment in a responsible and proper manner.
 - Illegal Drugs: Including, but not limited to, drug use, drug addiction, presence of drug paraphernalia, or suspicion of drug trafficking.
3. Poor Credit is defined as:
- Money owed to previous property owners. Including, but not limited, to judgments for damages, unpaid rent, and utilities.
 - There may be no judgments against an applicant by a property owner or manager.
 - Un-paid utilities at any of the utility companies, including city provided utilities, the property utilizes, unless applicant can provide written proof from utility company demonstrating balance has been paid in full or that there is a payment plan in place and utilities can be placed in their name.
 - Bankruptcy or foreclosure within the past 3 years.
 - More than 6 accounts (per adult household member) in any of the following (with the exception to medical and/or student loans):
 - Accounts in collections with a balance due
 - Current accounts with a past due balance
 - Accounts with no balance if they have had more than 3 late payments in the last 12 months
4. Insufficient Income: Not meeting the income criteria in Section C-3.

5. Incomplete and/or falsified application.
6. Harassment/Bullying is to use superior strength or influence to intimidate (someone), typically to force or coerce him or her to do what one wants. Any use of foul language or disruptive behavior during the application process could result in a denial of the application.
7. Does not meet program eligibility as described in Section C.

E. Unit Transfer Policy

Community Housing Initiatives may give current residents a priority of units, less any wait list applications, upon receipt of an approved Unit Transfer Request. If a Unit Transfer Request is approved, but a unit is not immediately available, the resident will be placed on the wait list in the order in which their Unit Transfer Request was received.

Unit Transfer Requests will be considered on a first come, first served basis, and only apply if:

- Change in household size.
- Change in medical status requiring features not provided in current unit.
- Decrease in income below the minimum income requirement and the request is for a smaller bedroom size unit, subject to occupancy standards outlined in Section C-2
- Need for more room and the request is for a larger bedroom size unit.
- Relocation for work or school.
- Other reasons that may be deemed appropriate by the manager.

Requirements:

- The initial lease term has ended.
- If medical, a doctor's note is required.
- All paperwork must be complete and appropriate paperwork signed prior to transfer.
- Transfer does not adversely affect the building and/or the unit status. The applicant will have to meet income requirements of the property/unit.
- Resident must show affordability for the new unit.
- The Resident must be in good standing. Rent must be paid on time, the resident must have a zero balance, the occupancy must be in full compliance with Lease and Community Rules, and no outstanding lease violations.
- The resident will be responsible to pay the additional security deposit to meet the requirement of the new unit.
- When offered a unit, if the applicant declines 2 offers, they will be removed from the internal wait list.

F. Waitlist Policy

A waitlist of eligible applicants will be maintained for each bedroom size. As vacancies occur, applicants on the applicable waiting list for such vacant units will be notified and, if approved, will be accepted on a first-come, first-served basis, in accordance herewith and subject to the income limits set forth for the property and unit.

Waitlist Policies:

- Waitlist shall be maintained and updated at least twice annually if a vacancy occurs.

- Applicants will be placed on waitlist in chronological order for the property(s) for which they applied.
- All applicants placed on the waitlist will include Name, Date/Time, Phone Number, Address, email (if available) unit type required and current AMI level.
- Waitlist applicants will be notified when units become available meeting their specified criteria. This notification will be via phone or email, allowing 3 business days to respond. If no response is received, applicant will be removed from waitlist.
- If the applicant declines 2 unit offers, they will be removed from the waitlist and must re-apply for occupancy consideration.
- If an applicant remains on the waitlist for 6 months or longer, a new criminal and credit screening will be completed at Community Housing Initiatives expense. If an applicant is on the waitlist for more than 2 months but less than 6 months, we reserve the right to check criminal records via any State's Courts Online Systems.
- Persons with disabilities will be given priority for units equipped for disabilities prior to individuals not requesting additional accommodations.
- If an applicant is removed from the waiting list and subsequently the owner determines that an error was made in removing the applicant, the applicant must be reinstated at the original place on the waiting list.
- During time of dispute, units will be leased to the next available qualified applicant. If the dispute is overturned and units are not available, the applicant can be placed back on the waitlist for the next available unit.

G. Violence Against Women Act (VAWA) Protections

Community Housing Initiatives supports victims of domestic violence, dating violence or stalking and protects victims, as well as members of their family, from being denied housing because of domestic violence, dating violence or stalking.

- Community Housing Initiatives provides all denied applicants notice of their rights and obligations under VAWA.
- Community Housing Initiatives provides applicants the option to complete the Certification of Domestic Violence, Dating Violence or Stalking, form HUD-91066. The certification form is available to all households upon their acceptance as a resident.

H. Grievances

All disputes concerning ineligibility for residency must be submitted in writing within 10 days of receiving letter of denial from Community Housing Initiatives. All disputes can be mailed to:

Director of Compliance
P.O. Box 473
Spencer, IA 51301