

## Tenant Selection Plan

### Project Eligibility Requirements

#### *Project Specific Requirements*

Franciscan Village II, LP dba as Franciscan Village, sponsored by the Province of the Sacred Heart Franciscans, was approved by the U.S. Department of Housing and Urban Development for construction and subsidy of 176 apartments for adults over sixty-two years of age, under the Section 202/8 and PBRA programs.

The purpose of Franciscan Village, as approved by the Department of Housing and Urban Development, is to provide housing and appropriate support service to persons over sixty-two years of age.

#### *Citizenship/Immigration Requirements*

By law, only U.S. citizens and eligible noncitizens may benefit from federal rental assistance. Assistance in subsidized housing is restricted to the following:  
a) U.S. citizens or nationals; and b) noncitizens who have eligible immigration status as determined by HUD regulations.

Noncitizens (except those age 62 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. Noncitizens age 62 and older must sign a declaration of eligible immigration status and provide a proof of age document. **Attachment A** is an exhibit of the acceptable forms of documentation regarding the immigration status of a noncitizen.

U.S. citizens must sign a declaration of citizenship. Also, our owner policy requires at least one additional proof of citizenship (birth certificate, military discharge papers, valid passport, or naturalization certificate) for those declaring to be U.S. citizens or nationals.

Applicants must submit required documentation of citizenship/immigration status no later than the date the owner initiates verification of other eligibility factors.

#### *Social Security Number (SSN) Requirements*

Each member of an applicant's household **except** for those who do not claim to have eligible immigration status and persons 62 and older who were already receiving federal housing assistance somewhere else on January 31, 2010, must disclose such SSN before the household may be housed. However, they do not need to have or disclose their SSN in order to be placed on the waiting list. Furthermore, they may retain their place on the

### ***Social Security Number (SSN) Requirements (continued)***

waiting list if all household members required to disclose a SSN cannot do so at the time a unit becomes available for them.

The applicant who has not disclosed and/or provided verification of SSNs for all non-exempt household members has 90 days from the date they are first offered an available unit to disclose and/or verify the SSNs. During this 90-day period, the applicant may, at its discretion, retain its place on the waiting list. After 90 days, if the applicant is unable to disclose and/or verify the SSNs of all non-exempt household members, the applicant should be determined ineligible and removed from the waiting list.

Adequate documentation means a social security card issued by the Social Security Administration (SSA) or other acceptable evidence of the SSN. Refer to **Attachment B**.

### ***Eligibility of Students for Section 8 Assistance***

A student's eligibility for Section 8 assistance will be determined at move-in, annual recertification, initial certification (when an in-place tenant begins receiving Section 8), and at the time of an interim recertification if one of the family composition changes reported is that a household member is enrolled as a student.

Section 8 assistance shall not be provided to any individual who:

- a. Is enrolled as either a part-time or full-time student at an institution of higher education for the purpose of obtaining a degree, certificate, or other program leading to a recognized educational credential;
- b. Is under the age of 24;
- c. Is not married;
- d. Is not a veteran of the United States Military;
- e. Does not have a dependent child;
- f. Is not a person with disabilities, as such term is defined in 3(b)(3)(E) of the United States Housing Act of 1937 (42 U.S.C. 1437a(b)(3)(E)) and was not receiving section 8 assistance as of November 30, 2006).
- g. Is not living with his or her parents who are receiving Section 8 assistance; and
- h. Is not individually eligible to receive Section 8 assistance **and** has parents (the parents individually or jointly) who are not income eligible to receive Section 8 assistance.

***Eligibility of Students for Section 8 Assistance (continued)***

For a student to be eligible independent of his or her parents (where the income of the parents is not relevant), the student must demonstrate the absence of, or his or her independence from, parents. The student must meet, at a minimum **all** of the following criteria to be eligible for Section 8 assistance. The student must:

- a. Be of legal contract age under state law;
- b. Have established a household separate from parents or legal guardians for at least one year prior to application for occupancy, **or**  
  
Meet the U.S. Department of Education’s definition of an independent student. (See HUD handbook 4350.3 Rev 1 Glossary for definition of Independent Student);
- c. Not be claimed as a dependent by parents or legal guardians pursuant to IRS regulations; and
- d. Obtain a certification of the amount of financial assistance that will be provided by parents, signed by the individual providing the support. This certification is required even if no assistance will be provided.

Any financial assistance a student receives (1) under the Higher Education Act of 1965, (2) from private sources, or (3) from an institution of higher education that is in excess of amounts received for tuition is included in annual income, except if the student is over the age of 23 with dependent children or if the student is living with his or her parents who are receiving Section 8 assistance.

If an ineligible student is a member of an applicant household or an existing household receiving Section 8 assistance, the assistance for the household will not be prorated but will be terminated in accordance with the guidance in the HUD handbook 4350.3 Rev 1 paragraph 8-6 A.

An ineligible student cannot be evicted or required to move from a unit as long as the student is in compliance with the terms of the lease.

**Income Limits**

HUD establishes income limits and revises them annually to ensure that federal rental assistance is provided only to low-income individuals and families. The income limit schedule used for Franciscan Village is very low and extremely low-income limit due to our Section 8 (post-1981) subsidy.

## Procedures for Taking Applications and Selecting from the Waiting List

### *Taking Applications*

Prospective applicant calls or comes in and we inform applicant to be eligible they must be 62 years of age or older and must not exceed current income limits for single and double occupancy. Next, we advise the applicant of our no smoking policy. At the time of application request we take the following information from the applicant – their full name (including middle name, if applicable), date of birth, address, and phone number. Lastly, we advise the applicant that we will mail or hand them a preliminary application (**Attachment C**) to complete and return in our self-addressed envelope.

Upon receipt of the completed preliminary application, if we find the applicant to be eligible, we place them on the waiting list according to the date of their application and time received in the mail.

Applicants will be notified of an available apartment in chronological order. At no time will this chronological order be deviated from, unless our current occupancy goes below the 40% extremely low income limit, or a requested two bedroom or handicapped accessible unit is not available. These specified applicants would remain in place on the waiting list and would be notified once an appropriate apartment becomes available. When an apartment is available the applicant is contacted by phone for an interview.

As vacancies arise, applicants will be given two opportunities to decline. When an applicant first rejects a unit, they will be placed at the bottom of the waiting list as of the date they refused versus the original date of application and a letter will be sent (**Attachment E**). If they decline twice, they will be removed from the waiting list and a letter will be sent (**Attachment F**). If applicant is no longer interested in an apartment here, they will be taken off the waiting list and a letter will be sent (**Attachment G**).

Applicants will be contacted periodically by mail to determine if he/she wishes to remain on the waiting list (**Attachment H**). Applicants who fail to respond within thirty days are removed from the waiting list.

When setting up an appointment we ask the applicant to bring in the following information:

1. Social Security card, Birth Certificate, & Driver's License/  
State Identification card
2. Social Security award letter
3. Sources of monthly income (ex. pensions, employment, annuities, etc.)
4. Sources of assets and copies of statements (1 month savings, 6 months checking, IRA's, stocks, etc.)
5. Current tax bill or written statement from realtor showing current market value of house, if owned
6. Name & address of landlord, if renting

### ***Taking Applications (continued)***

7. Documentation of “out of pocket” medical expenses
8. Documentation of pharmacy expenses
9. Receipts for “over the counter” health/medical items prescribed for a specific medical condition and the medical doctor’s contact information

### ***Preferences***

Per the Violence Against Women Act (VAWA) regulations, an emergency transfer for a tenant from another LSC property would take preference over the next applicant on the waiting list.

### ***Income-Targeting***

Our current method for choosing families with extremely low-income is Method 1 in the HUD Handbook 4350.3 which states: “Method 1 – Admit only extremely low-income families until the 40% target is met. In chronological order, owners select eligible applicants from the waiting list whose incomes are at or below the extremely low-income limit to fill the first 40% of expected vacancies in the property. Once this target has been reached, admit applicants in waiting list order.” Currently our occupancy is in compliance with 40% at the extremely low-income limit.

### ***Applicant Screening Criteria***

Applicants who meet all eligibility standards for residency must move into Franciscan Village within thirty days of the date of determination that they are eligible for residence. The applicant must meet the eligibility requirements listed below. At the time of the interview, documentation must either be provided or sent in order to verify eligibility in various areas.

1. Head of household must be sixty-two years or older.
2. Eligibility income must not exceed HUD established income limit in effect at the time of interview.
3. Rental history verified by prior landlords from the past three years must demonstrate that the applicant has paid rent on time, has had no housekeeping problems, has not violated security or noise regulations, and has had no social problems with other residents.
4. Applicants with pets and assistance animals must meet all requirements within the animal ownership rules, which have been established according to guidelines of the Dept. of HUD.
5. Franciscan Village will prohibit admission for the following regardless of when it occurred:

- a. Any person who was evicted from any type housing for drug-related criminal activity or criminal activity including the manufacture and/or sale of illegal or dangerous drugs.
- b. Any person who is currently engaged in illegal use of drugs or for which Landlord has reasonable cause to believe that a person'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;
- c. Any person who is subject to a national, state or local sex offender lifetime registration requirement;
- d. Any person who, at the time of application, is subject, for a specified length of time, to a national, state or local sex offender registration requirement.

Franciscan Village will prohibit admission for the following if it has occurred in the past three (3) years:

- e. An applicant, or member of applicant's household, directed abusive or threatening behavior towards a management agent's employee or other member of the Franciscan Village community.

Franciscan Village will prohibit admission for the following if it has occurred in the past five (5) years:

- a. Any person who has an eviction record, regardless of the circumstances leading to successful eviction.

Franciscan Village will prohibit admission for the following if it has occurred in the past seven (7) years:

- a. Any person who engages in other criminal activity that threatens the health, safety, and right to peaceful enjoyment of the property by other residents or the health and safety of Franciscan Village, its employees, contractors, subcontractors, or agents. Other criminal activity includes the following criminal history within the past seven (7) years (seven year look-back period begins from date of conviction or release from detention or incarceration whichever is more recent to the date of screening):
  - (1) Violent felonies involving injury to or death of another and destruction of property;
  - (2) Arson
  - (3) Violations of local, state, or federal health codes
  - (4) Two (2) or more drug or alcohol offenses including OVI offenses
  - (5) Any theft offense
  - (6) More than three (3) minor offenses (other than minor traffic offenses)

When applying screening criteria to a specific case, Franciscan Village may consider all of the circumstances relevant to a particular applicant or occupant's case before making a final decision. Franciscan Village takes into consideration each applicant's credit history, in regards to the following items within the past seven years: a) Late payments; b) NSF's; c) Outstanding balance; d) Write-offs; e) Collections; f) Civil Court judgments or possessions. Franciscan Village may take into consideration the seriousness of the offense, the degree of participation in the offending activity, and the effect denying housing would have on non-offending occupants.

### ***Applicant Screening Criteria (continued)***

If Franciscan Village discovers that a household member was erroneously admitted (the household member was subject to a lifetime registration requirement at admission and was admitted after June 25, 2001), Franciscan Village will immediately pursue eviction or termination of assistance for the household member. If Franciscan Village erroneously admitted a lifetime sex offender, the family will be offered an opportunity to remove the ineligible family member from the household. If the family is unwilling to remove that individual from the household, Franciscan Village will terminate assistance for the household.

6. An applicant who withholds or falsifies information on the application will not qualify to be a resident.
7. If the tenant or a member of the tenant's household, regardless of the date of admission, engages in criminal activity (including sex offenses) while living in HUD-assisted housing, Franciscan Village will pursue eviction or termination of assistance to the extent allowed by HUD requirements, the lease, and state or local law.

### ***Existing Tenant Search Report***

Authorized Franciscan Village staff will use an Existing Tenant Search report at the time they are processing an application to determine if the applicant or any applicant household members are currently residing at another Multifamily Housing or Public and Indian Housing (PIH) location. This report is accessed through EIV, a web-based computer system containing verification information on individuals participating in HUD's rental assistance programs. If the applicant or a member of the applicant's household is residing at another location, authorized Franciscan Village staff will discuss this with the applicant, giving the applicant the opportunity to explain any circumstances relative to his/her being assisted at another location. Depending on the outcome of the discussion with the applicant, authorized Franciscan Village staff may need to follow-up with the respective PHA or O/A to confirm the individual's program participation status before admission. The report gives the authorized Franciscan Village staff the ability to coordinate move-out and move-in dates with the PHA or O/A of the property at the other

location. The search results will be retained with the application along with any documentation obtained as a result of contacts with the applicant and the PHA and/or O/A at the other location.

### ***Procedures for Rejecting Ineligible Applicants***

Those applicants who do not meet the eligibility requirements for residency will be notified of such ineligibility. The applicant(s) shall receive a prompt, written notice advising them of the rejection, the reason(s) for the rejection of their application request, preliminary application, or application interview, and shall advise them of their right to dispute/appeal the rejection. Also, attached to the written rejection notice will be the Violence Against Women Act (VAWA) HUD forms HUD-5380 and HUD-5382. This notice shall also advise the applicant that they have fourteen (14) days to either respond in writing or to request an in-person meeting regarding their intent to dispute/appeal the rejection. Refer to **Attachment I** and **Attachment J** for rejection notifications and **Attachment K, and Attachment L** for the VAWA HUD forms.

### **Occupancy Standards**

By HUD regulation, the owner must develop and follow occupancy standards that take into account the size and number of bedrooms needed based on the number of people in the family. Occupancy standards serve to prevent the over- or under-utilization of units that can result in an inefficient use of housing assistance. Occupancy standards also ensure that tenants are treated fairly and consistently and receive adequate housing space.

Our occupancy standards comply with Federal, State, and local fair housing and civil rights laws; tenant-landlord laws; and HUD's Equal Opportunity and non-discrimination requirements under HUD's administrative procedures. Franciscan Village does not exclude otherwise eligible elderly families with children from our elderly/disabled property covered by HUD Handbook 4350.3.

Franciscan Village's policy to determine appropriate unit size is generally two-persons-per-bedroom. The property has 173 "one bedroom" units and 3 "two bedroom units".

The procedure used to place applicants on a list for more than one unit size is determined by the number of household members, a live-in aide, or for medical reasons.

### **Unit Transfer Policies**

Franciscan Village does not permit unit transfers unless a tenant requires a live-in aide, has a change in family composition, requires a documented reasonable accommodation, needs a handicap accessible unit, or needs an emergency transfer under VAWA regulations. The following outlines the unit transfer procedure:

1. Franciscan Village will act as quickly as possible to move a tenant who is a victim of domestic violence, dating violence, sexual assault, or stalking to another unit, subject to availability and safety of a unit.



2. Change in family composition would allow a tenant living in a one bedroom unit to transfer to a two bedroom unit when available.
3. Tenants requesting transfers would have priority over applicants on waiting list. An in-house tenant waiting list for unit transfers would be established.
4. A written request by the tenant for a unit transfer is required.
5. Third party verification would be required for reasonable accommodation unit transfer.

***Occupancy Standards (continued)***

6. Change in family composition in a two bedroom unit would require the sole tenant remaining to transfer to a one bedroom unit once one becomes available. (This does not apply to live-in aides.)

**Policies to Comply with Section 504 of the Rehabilitation Act of 1973,  
The Fair Housing Act Amendments of 1988,  
and Title VI of the Civil Rights Act of 1964**

Franciscan Village has a policy of non-discrimination. All services and accommodations of the facility are available to persons without regard to race, color, religion, sex, national origin, disability and familial status.

Franciscan Village specifically follows policies and regulations set forth by the U.S. Department of Housing and Urban Development and does not deviate from the purpose for which it was approved by HUD.

**Policies to Comply with Violence Against Women Act (VAWA)  
and Department of Justice Reauthorization Act of 2005  
and Violence Against Women Reauthorization Act (VAWA) of 2022**

The VAWA provides legal protections to victims of domestic violence, dating violence, sexual assault, or stalking. These protections prohibit Franciscan Village from evicting or terminating assistance from individuals being assisted under a project-based Section 8 program if the asserted grounds for such action is an instance of domestic violence, dating violence, sexual assault, or stalking.

The law offers the following protections against eviction or denial of housing based on domestic violence, dating violence, sexual assault, or stalking.

*VAWA protections.*

An applicant will not be denied admission on the basis that the applicant is or has been a victim of domestic violence, dating violence, sexual assault, or stalking, if the applicant otherwise qualifies for assistance or admission.

An incident or incidents of actual or threatened domestic violence, dating violence, sexual assault, or stalking will not be construed as a serious or repeated lease violation by the victim or threatened victim of the domestic violence, dating violence, sexual assault, or stalking, or as good cause to terminate the tenancy of, occupancy rights of, or assistance to the victim.

***Policies to Comply with Violence Against Women Act (VAWA)  
and Department of Justice Reauthorization Act of 2005  
and Violence Against Women Reauthorization Act (VAWA) of 2022  
(continued)***

Criminal activity directly related to domestic violence, dating violence, sexual assault, or stalking, engaged in by a member of a tenant's household or any guest or other person under the tenant's control, shall not be cause for termination of tenancy of, occupancy rights of, or assistance to the victim, if the tenant or immediate family member of the tenant is the victim.

*Limitations of VAWA protections.*

Management has the authority to evict a tenant or terminate assistance for a lease violation unrelated to domestic violence, dating violence, sexual assault, or stalking, and management will not subject such a tenant to a more demanding standard than other tenants in making the determination whether to evict, or to terminate assistance or occupancy rights.

Management has the authority to evict or terminate assistance to any tenant or lawful occupant if management demonstrates an actual and imminent threat to other tenants or those employed at or providing service to Franciscan Village if that tenant or lawful occupant is not terminated from assistance.

Management has the authority to evict or terminate assistance only when there are no other actions that could be taken to reduce or eliminate the threat, including, but not limited to, transferring the victim to a different unit, barring the perpetrator from the property, contacting law enforcement to increase police presence or develop other plans to keep the property safe, or seeking other legal remedies to prevent the perpetrator from acting on a threat.

*Documenting the occurrence of domestic violence, dating violence, sexual assault, or stalking.*

Management presented with a claim for continued or initial tenancy or assistance based on status as a victim of domestic violence, dating violence, sexual assault, stalking, or criminal activity related to domestic violence, dating violence, sexual assault, or stalking will request that the individual making the claim document the abuse. The request for documentation must be in writing. Management will require submission of documentation within 14 business days after the date that the individual received the

request for documentation. However, management may extend this time period at its discretion. The documentation will remain confidential, unless required by law.

*Remedies available to victims of domestic violence, dating violence, sexual assault, or stalking.*

Notwithstanding any Federal, State, or local law to the contrary management may bifurcate a lease, or remove a household member from a lease without regard to whether the household member is a signatory to the lease, in order to evict, remove, terminate occupancy rights, or terminate assistance to any tenant or lawful occupant who engages in criminal acts of physical violence against family members or others, without evicting, removing, terminating assistance to, or otherwise penalizing the victim of such violence who is a tenant or lawful occupant. Such eviction, removal, termination of occupancy rights, or termination of assistance will be in accordance with the procedures prescribed by Federal, State, or local law for termination of assistance or leases under the relevant Section 8 project-based programs.

Management has authority, when notified, to honor court orders addressing rights of access to or control of the property, including civil protection orders issued to protect the victim and to address the distribution of property among household members in a case where a family breaks up.

The VAWA protections will not supersede any provision of any Federal, State, or local law that provides greater protection for victims of domestic violence, dating violence, sexual assault, or stalking.

### **Policy for Opening and Closing the Waiting List**

Franciscan Village has never closed the waiting list. However, if we would close the waiting list we would advise potential applicants that the waiting list is closed and refuse to take additional applicants. When we agree to open the waiting list and agree to accept applications again, the notice of this action will be announced in a publication likely to be read by potential applicants in the same manner (if possible, in the same publications) as the notification that the waiting list was closed. Advertisements will include where and when to apply and will conform to the advertising and outreach activities described in our Affirmative Fair Housing Marketing Plan.

### **No Smoking Policy**

Franciscan Village is a non-smoking facility effective April 1, 2010. Smoking is prohibited by Tenants, their guests, family members, invitees and all other persons on, in or about the apartment buildings. A violation of the No Smoking Policy shall be a “material non-compliance” with the Lease Agreement and Lease Addendum and shall subject the Tenant to, among other things, but not limited to, termination of the Lease, eviction, injunctive relief and such other damages in law or equity that may be available to the Landlord. There will be no prohibition on smoking outside of Franciscan Village’s apartment buildings so long as such smoking does not interfere with the quiet enjoyment of any Tenant’s occupancy of his or her apartment.

## **Updates to the Tenant Selection Plan**

When this Tenant Selection Plan is updated, all applicants currently on the waitlist will receive a written notification of all revisions made, as well as contact information for any and all questions.

## **Safe Harbor Verification**

Franciscan Village does not accept Safe Harbor Verification

## **Asset Limitations**

Admission to Franciscan Village is unable to be provided to any household if: A) the household's net assets exceed \$100,000; and/or B) The household has a present ownership interest in, a legal right to reside in, and the effective legal authority to sell the real property (based on laws of the state or locality in which the property is located) that is suitable for occupancy by the household as a residence.

## **De Minimis Errors - Minimal Errors in Rent Determination**

A De minimis error occurs when a household's annual adjusted income is miscalculated by no more than \$360, resulting in the overcharging of rent to a household. If an error is made, within 7 days of the error being discovered, Franciscan Village will provide written notification informing the tenant that an error was made in the calculation of their rent and state the amount of overpaid rent that is due to the tenant. If the total amount due to the tenant is \$25 or less, a credit will be applied to the tenant's ledger, within 3 days of the error being discovered. If the total amount due to the tenant is \$26 or more, a refund will be issued in the form of the check, payable to the head of household, within 14 days of the error being discovered.

## **Phased In Relief**

All households who received a deduction for unreimbursed health and medical care and/or reasonable attendant care or auxiliary apparatus expenses based on their most recent income review prior to January 1, 2025, will begin receiving the 24-month phased-in relief at their next annual recertification or interim recertification, whichever occurs first after January 1, 2025. Households who receive phased-in relief will have eligible expenses deducted that exceed 5 percent of annual income for 12 months. Twelve months after the 5 percent phase-in began, households will have eligible expenses deducted that exceed 7.5 percent of annual income for the immediately following 12 months. After the household has completed the 24 months phase-in at the lower thresholds, as described above, the household will remain at the 10 percent threshold, unless the household qualifies for relief under the general hardship relief provision. When an eligible household's phased-in relief begins at an interim recertification, the Owner will need to process another transaction one year later to move the household along to the next phase. The transaction can be either an interim recertification if triggered, or a non-interim recertification transaction.

## **Childcare Expenses – Hardship Exemption**

If a household claims childcare expenses to allow an adult household member to work or go to school, and the household's eligibility for the expense is ending as the household member is no longer working or going to school, a hardship exemption may be requested.

At the time of annual and interim recertification, Franciscan Village will provide household's that were claiming childcare expenses on the last certification, a form titled "Childcare Expenses – Hardship Exemption Request form. This form can be completed by the household to request this exemption.

If granted a hardship exception would allow the household to continue the expense for a 90-day period. After the conclusion of the 90-day period, the household's income and rent will be recalculated by Franciscan Village, and a 30-day notice of any rent increase will be provided. A household may request an extension of this waiver if the hardship continues.

A hardship exception will only be granted, if the loss of the expense would result in the household's inability to pay rent. In order to be eligible for this exemption, a household must:

- Provide documentation that the household's total tenant payment, plus the expense amount, exceeds 45% of the household's adjusted income.
- Demonstrate why the childcare is still needed, even though the household member is no longer working or going to school. Examples include: health treatments, care of family member, loss of childcare if placement is not maintained, etc.

Franciscan Village will provide written notification to the household within 7 days of the request, notifying the household if the exemption is approved or denied, or if an extension is approved or denied.

If approved, the notice will state the new rent, the date that the exemption begins and when it will expire. Households are required to report if the circumstances that made the household eligible for relief are no longer applicable. If Franciscan Village determines that the household is no longer eligible for the exemption, notification will be provided to the household stating the termination date. A 30 day notice of rent increase will be provided, if applicable.

### **Medical & Disability Assistance Expenses – General Hardship Exemption**

A household claiming medical or disability assistance expenses may only deduct as an expense the amount of the expense that exceeds 10% of the household's gross annual income. If a change in circumstance, such as a large medical bill or loss of income, results in a household's inability to pay rent, the household can request a general hardship exemption to allow the household to deduct as an expense that amount of the expense that exceeds 5% of the household's gross annual income.

At the time of annual and interim recertification, Franciscan Village will provide household's claiming medical or disability assistance expense, a form titled "Medical & Disability Assistance Expenses – Hardship Exemption Request form. This form can be completed by the household to request this exemption.

If granted, a hardship exception would allow the household to deduct medical or disability assistance expenses in excess of 5% for a 90-day period. After the conclusion of the 90-day period, the household's income and rent will be recalculated by Franciscan Village, and a 30-day notice of any rent increase will be provided. A household may request an extension of this waiver if the hardship continues.

A hardship exception will only be granted if the hardship results in the household's inability to pay rent. In order to be eligible for this exemption, a household must:

- Provide documentation that the household's total tenant payment, plus the expense amount, exceeds 45% of the household's adjusted income.
- Demonstrate that the household has experienced a hardship such as a loss of income, decrease in household size, large medical expense, etc.

Franciscan Village will provide written notification to the household within 7 days of the request, notifying the household if the exemption is approved or denied, or if an extension is approved or denied.

- If approved, the notice will state the new rent, the date that the exemption begins and when it will expire. Households are required to report if the circumstances that made the household eligible for relief are no longer applicable. If Franciscan Village determines that the household is no longer eligible for the exemption, notification will be provided to the household stating the termination date. A 30-day notice of rent increase will be provided, if applicable.

### **Interim Recertifications**

Interim Recertifications are conducted to account for changes to household income that occur between annual recertifications.

Income Increases:

All increases in income must be reported to Franciscan Village within ten days of the change. Interim recertifications will be conducted when a household's annual adjusted income has increased by 10% or more. Franciscan Village will not take increases in earned income (wages, military pay, and self-employment) into consideration when determining whether a household's adjusted income has increased by 10% or more. If changes in income are not reported in a timely manner, and such changes in income result in an increase in rent, the increase in rent will be applied retroactively to the first day of the month following the date of the increase. In such cases, the household will be responsible for paying Franciscan Village the retroactive rent amounts owed.

### **Income Decreases**

All decreases in income must be reported to Franciscan Village within ten days of the change. Interim recertifications will be conducted when a household's annual adjusted income has decreased by 10% or more.

If changes in income are not reported in a timely manner, and such changes in income result in a decrease in rent, the decrease in rent will not be applied retroactively to the first day of the month following the date of the decrease in income and instead the decrease in rent will be effective the first day of the month following the date that the household reported the change.

### **Changes in Household Size**

All changes in household size must be reported to Franciscan Village within ten days of the change. If a permanent decrease in household sizes results in any decrease in rent, Franciscan Village will conduct Interim Recertification to reduce the rent regardless of the percentage decrease in annual adjusted income.

**Self-Certification of Assets**

When determining household eligibility, the amount of assets held by household members must be taken into consideration. At move-in or initial certification, all household assets must be verified regardless of the value. After initial verification, Franciscan Village may accept the household's self-certification that the combined net value of all household assets is less than \$50,000. However, Franciscan Village reserves the right to require third-party verification of assets at any annual or interim recertification. If information is received indicating that a household has not fully disclosed all income or assets to Franciscan Village, Franciscan Village reserves the right to require 3rd party verification of assets. Further, in certain circumstances, bank statements or other financial statements may be required to be provided in order to support other income source amounts.