

Ald. James Witkowiak

- Taxable project
- Crisis with dignified, affordable housing for mentally ill
- To be an affordable project land purchased must be affordable
- Current property is vacant city-owned land
- Developer did site inspections and evaluations on a dozen sites
- Red Cross needs site control by July in order to “declare” interest in HUD supportive housing grant
- Our Space, which is already located in the 14<sup>th</sup> District, needs site control when they submit a letter of intent to the Robert Wood Johnson foundation in late July
- This project brings Federal \$ into Milwaukee
- Need to go forward today so that “due diligence” can be done to make sure project can be built

the waiting list if mail is returned due to incorrect mailing information or if a number is disconnected or incorrect.

Any eligible person who refuses an apartment due to medical necessity will not lose their place on the waiting list. Otherwise, any applicant who is offered a unit and refuses three times will be removed from the waiting list. The individual may reapply at any time, however their position on the waiting list will be determined by the date of their most recent application.

Any time there is a change to the Resident Selection Plan which affects the eligibility status of those on the list, the entire list will be notified of the change by mail.

### C. Applying Preferences

When a unit designated as handicapped becomes available, the first person on the waiting list who has indicated a verifiable need for the features of a handicapped unit will be contacted for an interview. If the applicant meets the minimum screening criteria, they will be offered the unit before other applicants.

D. Applicant Screening Criteria – Screening criteria are used to evaluate the applicant's willingness and ability to abide by the terms of the lease, pay rent on time, take care of the property and unit, and allow all residents the opportunity to peacefully enjoy their homes. All adult household members including live-in aides will be screened using the criteria below. Live-in aides will not receive credit screening. Failure to meet minimum criteria by one member of the household will mean rejection of the household.

Applicants must provide the name and address of all landlords from the past five years. If no rental references are available, one personal reference may be submitted which documents living arrangements in last five years. Lack of rental history will not be a reason for rejection.

The following minimum criteria must be met to be eligible for a unit in the properties managed by Cardinal Capital Management:

#### a. Credit Criteria

1. No bankruptcy filings within the last five years;
2. No civil judgments over \$5000 in last five years;
3. Total collections for non-medical debts not over \$3000.

#### b. Rental history and landlord references;

1. No court ordered evictions in last five years;
2. No evidence of late rent payment (more than two times in latest 12 consecutive months);
3. Demonstrated ability to abide by terms of the prior lease, house rules,

- or subsidy program rules, if applicable.
4. Record of acceptable housekeeping practices and ability to maintain apartment in satisfactory condition during tenancy;
  5. Demonstrated ability to respect the health, safety and right of other tenants to the peaceful enjoyment of their apartments;
  6. No utility shut-offs in last five years;
  7. No evictions from a federally assisted property in last three years for drug related criminal activity;

c. Criminal and Sex Offender criteria;

1. No convictions for sex crimes against adults or children;
2. No felony convictions in the last five years;
3. No drug related felony or misdemeanor convictions in last five years;
4. No misdemeanor convictions in last five years for offenses involving injury to a person or damage to property or theft of property over \$500.
5. No convictions in last five years for offenses involving illegal possession or use of a firearm or other dangerous weapon;
6. No evidence of current use or pattern of use of illegal drugs or alcohol which may interfere with the health, safety, and right to peaceful enjoyment of their apartments of other tenants.
7. No convictions for prostitution in the last five years;

**Note:** Processing of applications will be suspended if there is an eviction action or criminal charge pending. If the outcome of the pending action does not result in a disqualifying event, the application processing will resume.

E. Procedures for rejecting ineligible applicants - Applicants will be rejected who

- a. have incomes above eligibility limits for a particular property;
- b. is unable to disclose and document SSNs of all household members who are at least 6 years old, or does not execute a certification stating that no SSNs have been assigned;
- c. does not sign and submit verification consent forms or the Authorization for Release of Information;
- d. has household characteristics that are not appropriate for the specific type of unit available at the time or has a family of a size not appropriate for the unit sizes that are available;
- e. includes family members who did not declare citizenship or noncitizenship status;
- f. does not meet the owner's screening criteria.

Once all applicant screening has been completed and all materials have been verified and evaluated, any application not meeting the above criteria will be rejected. If the application is rejected, the applicant will receive written notification. The applicant shall