



**Village of Bertrand, Bertrand Housing Authority  
Nebraska Affordable Housing Trust Fund Program**

**TENANT SELECTION POLICY**

Applications and copies of this Tenant Selection Policy are available from the Village of Bertrand Office, Bertrand, NE 68927. As the Owner (Village of Bertrand, Bertrand Housing Authority) receives completed applications, the date and time of arrival will be recorded if by hand, or the date of postmark by mail, or by the date and time of the email received. Postmarked applications will be time stamped for 5:00 pm on the date of mailing.

**Applicant Eligibility**

1. Ineligibility of dangerous sex offenders for admission to Public Housing:  
U.S. Code: Title 42: Section 13663: Subchapter V states in part as follows:  
*"Notwithstanding any other provision of law, an owner of federally assisted housing shall prohibit admission to such housing for any household that includes any individual who is subject to a lifetime registration requirement under a State Sex Offender Registration Program."*
2. Applicant(s) must meet the following criteria to be determined eligible to live in the project:
  - a. Meet Nebraska Department of Economic Development income-eligibility requirements, according to the definition found in 24 CFR5.609. The Housing Administrator must initially verify income, landlord references, personal information, social security numbers, and credit history, as part of the income-eligibility determination. Limits are reviewed annually by the U.S. Department of Housing and Urban Development (HUD).
  - b. Must have legal capacity to enter into a lease agreement.
  - c. Must have a history of compliance with past rental agreements.
  - d. Must not be engaged in or convicted of an illegal act including being a current user, manufacturer or distributor of a controlled substance. Persons presently enrolled in, or who have successfully completed a controlled substance abuse recovery program may be considered for occupancy.
  - e. Must have the ability to maintain a housing unit in a safe, sanitary and decent condition.
  - f. The applicant's tenancy must not constitute a direct threat to the health and safety of other individuals or their property.
  - g. Must have a good credit history and demonstrate willingness to pay debts. Mitigating factors will be taken into consideration when applicants have had or are presently experiencing a hardship situation that is beyond their control such as when they have had disputes with creditors, including landlords, or when they were having difficulty paying rent and utility expenses that exceeded 30 percent of adjusted monthly income.
  - h. Must have the financial capacity to meet the household's basic living expenses and pay required rents.
  - i. Must have good landlord/good housekeeping references.
  - j. Must agree to allow reference checks with previous landlords, criminal background checks, credit checks, credit reporting agencies, and other agencies as required to process application.
  - k. Occupancy standard for the 2-bedroom rental units:
    - Minimum – one person
    - Maximum – 4 persons, 2 per bedroom

## **Application Acceptance & Selection**

1. All potential applicants who inquire will be given the opportunity to complete and submit an application to become a tenant in the project. To be considered, the applicant must complete the application in its entirety and return it to the designated agent of the project.
2. **ONLY COMPLETED APPLICATIONS WITH REQUIRED INCOME VERIFICATION DOCUMENTS WILL BE PROCESSED FOR ELIGIBILITY.**
3. All applications will be processed using the same procedures. This policy is applicable to all Nebraska Affordable Housing Trust Fund Program (NAHTF) projects. Admission and occupancy of any housing units which are financed in whole or in part with NAHTF shall be governed by any and all applicable laws pertaining to such funding.
4. Applicant households must meet the criteria identified in "Applicant Eligibility," above, to be determined eligible to live in the project.
5. Applicants not meeting the project's eligibility policies will be informed in writing within 15 days of their application that they were not considered eligible. The correspondence will include the reasons for the denial and advise them of their right to appeal the decision under the "Tenant Grievance and Appeal" procedure.
6. Applicants determined eligible will be informed in writing that they have been selected for immediate occupancy or that their name has been placed on the project's waiting list for the size of unit for which they are eligible. The name of each applicant will be placed on the respective waiting list in chronological order by date and time.
7. If the applicant is offered an apartment, they must take it when it is available or their name **will be removed** from the waiting list, unless extenuating circumstances exist.
8. Except for the above priorities, selections will be made on a first come, first served basis from applicant(s) for the Income Qualified Units at 120% Area Median Income (AMI) or below, with rent not to exceed 30% of the applicant/household income. Selections for the Market Rate designated units will be made on a first come first served basis with a completed application.

## **Tenant Selection Policy Amendments**

Any revisions made to the Tenant Selection Policy must have approval from: 1) Bertrand Housing Authority Board, 2) Village of Bertrand Board of Trustees, and 3) Nebraska Department of Economic Development Program Representative.

## **Conflict of Interest**

No member of the governing body, official employee, agent or member of their immediate family of the Village of Bertrand who exercises policy, decision-making functions or responsibilities in connection with the planning and implementation of the housing rental program shall directly or indirectly benefit from this program. The Nebraska Department of Economic Development (NEDED) may grant written exception. This prohibition shall continue for one year after an individual's relationship with the Village of Bertrand ends. Any other employee, officer, or board member may be eligible, but will be treated no differently in the determination of applications

accepted in the program. Enclosed with the tenant’s application shall be a statement of disclosure which outlines the nature of the possible conflict and a description of how the public disclosure was made. Included will also be verification that the affected person has withdrawn from the active involvement in any housing grant related issues.

**Fair Housing**

The Nebraska Fair Housing Act prohibits the Owner (Village of Bertrand, Bertrand Housing Authority) from discrimination because of race, creed, religion, color, national origin, sex, disability, familial status, or ancestry.

**Grievance & Appeal Procedure**

An applicant that has been denied placement, should first try to resolve the issue with the Property Manager. If an applicant thinks they have been treated unfairly during any part of the process or discriminated against regarding application selection, the applicant can appeal to the Village of Bertrand, Board of Trustees for further consideration. All grievances (complaints) or appeals must be received by the Village of Bertrand in writing within 20 (twenty) days of the date of Non-Selection. The Village of Bertrand Board will consider the grievance at its next regularly scheduled meeting. The Village Board’s decision will be submitted in writing to the applicant within 7 (seven) days of the Board meeting. The applicant may appeal the decision of the Village of Bertrand Board, by submitted an appeal within 14 (fourteen) days of the date of the Board’s decision letter. The appeal will be reviewed by a third-party reviewer of a representative from South Central Economic Development District, serving as NAHTF grant administrator, and/or a third-party entity secured through the small-purchase procurement process, with the third-party reviewer providing their decision, in writing, to the applicant and the Village of Bertrand Board. Any subsequent grievance appeals will be forwarded to the Nebraska Department of Economic Development as the final party to address the grievance.

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\_\_\_\_\_  
Owner/Manager Signature

\_\_\_\_\_  
Date

**Owner:**  
Village of Bertrand  
507 Minor Avenue  
PO Box 295  
Bertrand, NE 68927

**Property Manager:**  
Bertrand Housing Authority  
% LaDonna Bennett  
327 Minor Avenue  
Bertrand, NE 68927

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I have read and understand the Tenant Selection Policy described above.

\_\_\_\_\_  
Tenant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Tenant

\_\_\_\_\_  
Date