

## Public Housing Program Preference Information & Verification Forms

The City of Des Moines, Municipal Housing Agency has adopted the following preferences for ranking Public Housing applicants to prioritize selection for assistance. These preferences change the order of placement on the waiting list since selection will be based on need, in addition to the date the application was filed. This process will assist in targeting services to these applicants with the greatest need.

Public Housing applicants wishing to apply for a preference must print out the applicable Verification Form(s) below, complete the form, attach the required verification noted on the form and submit to the DMMHA Administrative Office. Applicants will be required to provide acceptable verification that they are eligible for a preference. Acceptable verification must come from a government agency, social service agency, law enforcement agency or employer. More information regarding acceptable verification is noted on each Verification Form. Adequacy of the verification shall be determined by the DMMHA in its sole discretion. The verification will be valid for ninety (90) days. If the applicant is not housed within ninety (90) days, the preference may be re-verified at the time the family is offered assistance.

Emergency Preferences:	Required Verification Form to be Submitted:
<p><u>As a result of Actual or Threatened Physical Violence</u> — violence directed against the applicant or one or more members of the applicant's family by a spouse or other member of the applicant's household; or, the applicant lives in a housing unit with such an individual who engages in such violence (police reports substantiating the violence will be required as verification that such violence has occurred in the applicant's household). Further, the individual who engages in such activity will NOT be allowed to reside with the applicant on Public Housing program unless DMMHA provides written approval.</p>	<p><a href="L:\SHARED\Secretarial Pool\Public Housing Procedures\Application Procedures\Preferences\domviolencepreferenceform.doc">L:\SHARED\Secretarial Pool\Public Housing Procedures\Application Procedures\Preferences\domviolencepreferenceform.doc</a></p>
<p><u>As a Result of Hate Crimes</u> — If one of more of the applicant's family have been the victim of one or more hate crimes; and the applicant has vacated a housing unit because of such crime, or the fear associated with such crime has destroyed the applicant's peaceful enjoyment of the unit (police reports substantiating the crime will be required as verification of such crimes).</p>	<p><a href="L:\SHARED\Secretarial Pool\Public Housing Procedures\Application Procedures\Preferences\HATECRIMpreferenceform.doc">L:\SHARED\Secretarial Pool\Public Housing Procedures\Application Procedures\Preferences\HATECRIMpreferenceform.doc</a></p>
<p><u>As a Result of a Natural Disaster</u> — An applicant who is a victim of a natural disaster may qualify for this preference upon verification that the natural disaster occurred and that the natural disaster was beyond the applicant's ability to control. In the event of a fire in a unit, verification from the Fire Marshall that the fire occurred as a result of natural causes, and not as the result of tenant neglect, will be required in order to qualify for this preference.</p>	<p><a href="L:\SHARED\Secretarial Pool\Public Housing Procedures\Application Procedures\Preferences\naturaldisasterpreferenceform.doc">L:\SHARED\Secretarial Pool\Public Housing Procedures\Application Procedures\Preferences\naturaldisasterpreferenceform.doc</a></p>
<p><u>As a Result of Involuntarily Displacement</u> – An applicant is displaced as a tenant as a result of an action by the owner of a housing unit as listed below:</p> <ul style="list-style-type: none"> <li>• The reason for the owner's action is beyond the tenant's ability to control and is not the fault of tenant; and</li> <li>• The action is occurring despite the tenant meeting all previously imposed conditions of occupancy; and</li> <li>• The action taken is other than a rent increase or an eviction notice for violation of lease.</li> </ul>	<p><a href="L:\SHARED\Secretarial Pool\Public Housing Procedures\Application Procedures\Preferences\involuntarydisplacementpreferenceform.doc">L:\SHARED\Secretarial Pool\Public Housing Procedures\Application Procedures\Preferences\involuntarydisplacementpreferenceform.doc</a></p>

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<b>Working Preference:</b>	
<p>The DMMHA may give a preference to applicants who meet the following minimum criteria (so long as DMMHA's Income Targeting requirements are not negatively affected):</p> <ul style="list-style-type: none"><li>• An applicant in which the head, spouse, or sole member of family is employed at least twenty five (25) hours per week (DMMHA Income Targeting requirements cannot be negatively affected). Written verification from the Employer and the most recent four paycheck stubs will be required as documentation to support the applicants eligibility for this preference.</li></ul>	<p><a href="L:\SHARED\Secretarial Pool\Public Housing Procedures\Application Procedures\Preferences\workingprefform.doc">L:\SHARED\Secretarial Pool\Public Housing Procedures\Application Procedures\Preferences\workingprefform.doc</a></p>