



Housing Division – City of South St. Paul HRA

Pre-Application for Senior Public Housing

Nan McKay & John Carroll Apartments

Phone: (651)288-8159 ----- Fax: (651)340-4930

Thank you for your interest in South St. Paul's Senior Public Housing Program!

You must be at least 50 years old to apply.

Enclosed you will find the following information:

- Public Housing brochure
- Eligibility requirements – PLEASE READ CAREFULLY
- Floor layout plan for each building
- Pre-application form

If you meet the eligibility requirements and wish to be placed on the waiting list, please complete the pre-application form and return it to:

Nath Companies
200 Marie Avenue
South St. Paul, MN 55075

Your name will be added to the waiting list for both John Carroll and Nan McKay senior public housing high-rises. Management will contact you to schedule an application appointment to confirm your eligibility when your name gets closer to the top of the list.

You MUST call the management office to report any changes to your contact information. If we are unable to get ahold of you by the phone number or address provided, you will be removed from the waiting list.

ELIGIBILITY REQUIREMENTS FOR SOUTH ST. PAUL'S SENIOR PUBLIC HOUSING PROGRAM

To be eligible for admission into South St. Paul's Senior Public Housing Program, an applicant must meet the following qualifications:

Income Limits – To be financially eligible, the applicant(s) must meet the income limits that are in effect on the date of your move-in application. These income limits are determined by the Department of Housing & Urban Development (HUD) and are updated annually.

The current income limits went into effect April 1, 2020 and are as follows:

One-person household - \$55,950 Two-person household - \$63,950

The income limit represents gross annual income from all sources before deductions for all household members.

Elderly Designation – To meet the criteria for admission, the applicant must be at least 50 years of age or older. Those applicants age 62 years or older will receive a priority on the waiting list regardless of the date we received the pre-application. Elderly applicants will be housed before near-elderly applicants whenever it is possible and feasible to do so.

Non-Economic Criteria – In determining eligibility, the following factors shall apply:

- A. Persons evicted from public housing, Indian Housing, Section 23 or any Housing Choice Voucher program due to drug-related criminal activity are ineligible for admission to public housing for a three-year period beginning on the date of such eviction.
- B. Whether the conduct of the applicant in present or prior housing has been such that admission to the program would adversely affect the health, safety, or welfare of other residents, or the physical environment, or the financial stability of the project. A record of any of the following may be sufficient cause for the Housing Division to deny eligibility:
 - An applicant's past performance in meeting obligations especially rent.
 - A record of disturbance of neighbors, destruction of property, or unacceptable living or housekeeping habits.
 - A determination by the Housing Division that an applicant is illegally

- using a controlled substance.
- A determination by the Housing Division that there is reasonable cause to believe that an applicant abuses alcohol in a way that may interfere with the health, safety, or the right to peaceful enjoyment of the premises by other residents; and
 - A history of criminal activity involving crimes of physical violence to persons or property or a record of other criminal acts such as: possession, uses, sale, or manufacture of a controlled substance (illegal drugs), or a pattern of history which would adversely affect the health, safety, or welfare of other residents.
- C. In determining eligibility for admission, the Housing Division shall rely upon sources of information which may include, but are not limited to, the applicant (by means of interviews and/or home visits) records, previous landlords, employers, family social workers, parole officers, court records, drug treatment centers, clinics, physicians, or police departments when warranted by particular circumstances.
- D. Prior to the execution of any lease between the Housing Division and applicant, it will be determined that the family meets all conditions governing eligibility.
- E. In the event of the receipt of unfavorable information with respect to an applicant.
- F. Consideration shall be given to the time, nature, and extent of the applicants conduct and to factors which might indicate a reasonable probability of favorable future conduct or financial prospects; for example: evidence of rehabilitation, evidence of the applicant family's participation in or willingness to participate in social service or other appropriate counseling service programs and availability of such programs, evidence of the applicant family's willingness to attempt to increase family income and the availability of training or employment programs in the locality.

Notification of Ineligibility:

The Housing Division must promptly notify any applicant determined ineligible for admission to a project of the basis for such determination and must provide the applicant, upon request and within a reasonable amount of time after the determination is made, an opportunity for an informal review on such determination.