

TENANT SELECTION PLAN
PROPERTY NAME
ADDRESS
PHONE AND TTY OR TDD NUMBER

PROJECT and PROGRAM ELIGIBILITY REQUIREMENTS

- ❖ **The property is limited to specific family types, such as those who are elderly or disabled.**
- ❖ Assistance in subsidized housing is restricted to U.S. citizens or nationals and non-citizens who have eligible immigration status as determined by HUD. All family members, regardless of age, must declare their citizenship or immigration status. Applicants who hold a non-citizen student visa are ineligible for assistance, as are any non-citizen family members living with the student. Non-citizen applicants will be required to submit evidence of eligible immigration status at the time of application and will be verified through the U.S. Immigration & Customs Enforcement, Systematic Alien Verification for Entitlements (SAVE) Program.
- ❖ Each member of an applicant's household; except those who do not claim to have eligible immigration status or persons who were 62 or older and whose initial determination of eligibility was prior to January 31, 2010, must disclose and provide documentation of Social Security Numbers (SSN) before the household may be housed. All SSN's for an applicant's household must be verified using appropriate documentation before the household can be admitted into the project. However, they do not need to disclose their SSN in order to be placed on the waiting list. SSN's will be verified through the Enterprise Income Verification (EIV) System within 90 days of move-in. Addition of a new household member (to an existing household) under the age of 6 with no assigned SSN is allowed; however, the SSN must be provided within 90 calendar days of the child being added to the household.
- ❖ All family members who are 18 years of age or older are required to sign consent and verification forms. All information reported by the family is subject to verification.
- ❖ The unit must be the family's sole residence. The owner must not provide assistance to applicants who will maintain a residence in addition to the HUD assisted unit. Under no circumstance may any tenant benefit from more than one subsidy. When processing the application the property will conduct an Existing Tenant Search through the Enterprise Income Verification (EIV) System to verify the applicants and/or other household members are not currently residing in subsidized housing.
- ❖ Applicants must agree to pay the rent required by the program under which they will receive assistance.
- ❖ Applicants' gross income must not exceed the HUD established income limits for the property. Income eligible applicants must also need the assistance; the amount the family would be required to pay using the applicable HUD rent formula must be less than the Gross Rent for the unit.
- ❖ Student eligibility requirements apply to applicants enrolled at an institution of higher education who are under 24 years of age, unless the applicant is a student who is living with his/her parents who are applying for Section 8 assistance.

Students who are 24 years of age or over, married, a veteran of the US Military, have a dependent child or is a person with disabilities, as defined in section 3(b)(3)(F) of the United States Housing Act of 1937 (42 USC 1437a (b3E)) that was receiving Section 8 assistance as of November 30, 2005 qualify.

- ✓ If the applicant is legal contract age **and** is not claimed as a dependant on their parent(s) or guardian(s) latest tax return **or** meets the criteria from at least one of following questions, they qualify:
 - Will you be at least 24 years old by December 31 of the current year?
 - Have you established a household separate from parents or legal guardians for at least one year prior to application for occupancy?
 - Were you an orphan or a ward of the court through the age of 18?
 - Are you a veteran of the U.S. Armed Forces?
 - Do you have legal dependents other than a spouse?
 - Are you a graduate or professional student?
 - Are you married?

- ✓ The student must 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.
- ✓ If the applicant is claimed on their parent(s) or guardian(s) latest tax return or does not meet the criteria from at least one of above questions; they must meet eligibility requirements for Section 8 assistance and their parents, individually or jointly, must be income eligible for section 8 assistance.

INCOME ELIGIBILITY REQUIREMENTS

- ❖ HUD establishes and publishes income limits annually based on family size for each county in the United States based on the median income of the geographic area. The family's annual income must not exceed program income limits. Income limits for this property are listed below:

Low-income limit	80% of median income
Very low-income limit	50% of median income
Extremely low-income limit	30% of median income

- ❖ Owners must make at least 40 percent of the assisted units that become available each year (project's fiscal year) available for leasing to families whose income do not exceed 30 percent of the area median income (extremely low-income) at the time of admission. If the owner actively marketed at least 40 percent of the annually available units to extremely low-income families but was unable to fill all of the units with families meeting the requirement, the owner is permitted to rent to other eligible families after a reasonable marketing period has expired.

OCCUPANCY STANDARDS

UNIT SIZE	MINIMUM OCCUPANTS	MAXIMUM OCCUPANTS
0 Bedroom	1	1
1 Bedroom	1	2
2 Bedroom	2	4
3 Bedroom	3	6

- ❖ A single person cannot occupy a unit with two or more bedrooms unless one of the following applies:
 - ✓ A person with a disability who needs the larger unit as a reasonable accommodation.
 - ✓ A displaced person when no appropriately sized unit is available.
 - ✓ An elderly person who has a verifiable need for a larger unit.
 - ✓ A remaining family member of a resident family when no appropriately sized unit is available.
- ❖ A smaller unit size may be assigned upon request; only if occupancy of the smaller unit will not cause serious overcrowding and will not conflict with local codes.
- ❖ A larger unit size may be assigned upon request if one of the following conditions exists:
 - ✓ No eligible family in need of the larger unit is available to move into the unit within 60 days, the property has the proper size unit for the family but it is not currently available, and the family agrees in writing to move at its own expense when a proper size unit becomes available.
 - ✓ The family needs a larger unit as a reasonable accommodation for a family member who is a person with a disability.
- ❖ If a family, based on the number of members, would qualify for more than one unit size, the owner must allow the family to choose which unit size they prefer.

VAWA PROTECTIONS

1. The Landlord may not consider incidents of domestic violence, dating violence or stalking as serious or repeated violations of the lease or other “good cause” for termination of assistance, tenancy or occupancy of a victim who is protected from acts under the domestic or family violence laws of the jurisdiction.
2. The Landlord may not consider criminal activity directly relating to abuse, engaged in by a member of a tenant’s household or any guest or other person under the tenant’s control, cause for termination of assistance, tenancy, or occupancy rights if the tenant or an immediate member of the tenant’s family is the victim or threatened victim of that abuse.
3. The Landlord may request in writing that the victim, or a family member on the victim’s behalf, certify that the individual is a victim of abuse and that the Certification of Domestic Violence, Dating Violence or Stalking, Form HUD-91066, or other documentation as noted on the certification form, be completed and submitted within 14 business days, or an agreed upon extension date, to receive protection under the VAWA. Failure to provide the certification or other supporting documentation within the specified timeframe may result in eviction.

APPLICANT SCREENING CRITERIA

- ❖ All applicants age 18 or older will be screened for suitability prior to residency. Screening criteria will be applied consistently to all applicants, consideration of extenuating circumstances will be considered in the screening process.
 - ✓ **Credit History.** Priority will be given to current credit activity over older activity. All rent and utilities must be paid in full. Poor credit history is grounds for rejection; however a lack of credit history is not.
 - ✓ **Rental History.** Past record of destruction, consistent late or unpaid rental obligations, police activity or poor housekeeping habits resulting in health or safety hazards is grounds for rejection. Lack of rental history is not grounds for rejection.
 - ✓ **Criminal History.** Applicants will be rejected if any of the following apply:
 - *Note: The same criteria regarding criminal history applies to live-in aides also.*
 - Any household member has been evicted from Federally-assisted housing for drug-related criminal activity, for three (3) years from the date of eviction. If the evicted household member who engaged in drug-related criminal activity has successfully completed a supervised drug rehabilitation program or circumstances leading to the eviction no longer exist (e.g., the household member no longer resides with the applicant household) the Owner may, but is not required to, admit the household.
 - Any household member is currently engaging in illegal drug use.
 - Any member of the household is subject to a lifetime registration requirement **or is currently registered under a state sex offender registration program.** During the admissions screening process, the Owner will perform the necessary criminal history background checks in the state where the housing is located and in all other states where the household members are known to have resided.
 - The Owner determines that there is reasonable cause to believe that a household member’s illegal use or a pattern of illegal use of a drug or alcohol may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents. Screening standards will be based on behavior, not the condition of alcoholism. Criminal history may be used to establish a pattern.
 - Failure to disclose criminal behavior or provide a complete list of states all members of the household is grounds for rejection or eviction.
 - **Any member of the applicant’s household has been convicted of the manufacture of methamphetamine on the premises of federally subsidized housing.**

- Violent criminal activity which indicates a pattern of violence that may threaten the safety of residents or staff. Violent criminal activity includes, but is not limited to, sex crimes, crimes against children, assault and stalking.
- Any criminal activity that would threaten the health, safety, or right to peaceful enjoyment of the premises by other residents, the owner or any employee who is involved in the housing operations.
- Unlawfully obtaining government assistance.

NOTIFICATION OF APPLICANT REJECTION

If an applicant is denied admission to the property they will receive a written notice stating the reason (s) for the rejection. The applicant has the right to respond in writing or request a meeting to dispute the rejection within 14 days of the notice. Persons with disabilities have the right to request reasonable accommodations to participate in the informal hearing process. If admission is denied because criminal background screening indicates the applicant provided false information; the entity making the determination must provide the subject of the record and the applicant a copy of the information the action is based upon. The subject of the record and the applicant have the opportunity to dispute the accuracy and relevance of the information obtained from any law enforcement agency.

APPLICATION and WAITING LIST PROCEDURE

- ❖ Applications completed in full and properly signed will be accepted according to unit size and type in chronological order. Families that include persons with disabilities will be given preference for units with special accessibility features. If a unit that fits the applicant's needs is not available, their name will be placed on the waiting list (maintained in the same order) after preliminary eligibility determination. If an extremely low-income applicant is needed to achieve targeting requirements, and the next applicant has income above the extremely low-income limit, that applicant must be placed on the waiting list until the property is ready to house an applicant with income above the extremely low-income limit.
- ❖ Applicants will be removed from the waiting list for the following reasons:
 1. The applicant no longer meets the eligibility requirements.
 2. The applicant fails to respond to a written notice for an eligibility interview.
 3. The applicant is offered and rejects two (2) units in the property.
 4. The applicant fails to provide SSNs for all household members.
 5. Mail sent to the applicant's address is returned as undeliverable.
 6. Family characteristics change and no appropriate size unit exists in the property.
- ❖ The waiting list will be updated every six (6) months. Applicants and current tenants are required to contact the property within six months if they wish to remain on the waiting list. Failure to do so will result in removal from the waiting list.
- ❖ The waiting list will be closed for one or more unit sizes when the average wait is one year or more. Potential applicants will be advised if the waiting list is closed and additional applications will not be accepted. Notice of this action will be published in the local newspaper.
- ❖ When the waiting list is re-opened and applications will be accepted again, notice will be published in the local newspaper.

UNIT TRANSFER PROCEDURE

- ❖ Current tenants requiring a unit transfer for the following reasons will be given preference over applicants and those on the waiting list.
 - ✓ A required unit transfer due to family size or changes in family composition. When an owner determines that a transfer is required the tenant may remain in their current unit and pay the HUD-approved market rent or must move within 30 days after notification that a unit of the required size is available within the property.
 - ✓ A unit transfer for a medical reason certified by a doctor or the need for an accessible unit.
 - ✓ A deeper rent subsidy, if it applies to the property.
- ❖ Current tenants requesting a unit transfer for any other reason will be added to the waiting list of applicants provided there is no record of consistent late or unpaid rental obligations, no record of police activity and inspection of the tenant's current unit must indicate there is no damage to the property or poor housekeeping habits resulting in health or safety hazards.

LIMITED ENGLISH PROFICIENCY (LEP)

For persons who do not speak English as their primary language and those who have a limited ability to speak, read, write, or understand English; we will make reasonable efforts to provide language assistance. We will arrange to provide forms relating to tenancy in a language that is understood by the individual. We will make every effort to obtain oral interpretation and written translation services if deemed necessary.

NON-DISCRIMINATION

The property adheres to the Fair Housing Act and Federal Civil Rights Laws. We will not discriminate against applicants or tenants based on race, color, national origin, sex, age, disability, religion or familial status. In compliance with Section 504 regulations, we will take reasonable, nondiscriminatory steps to maximize the use of accessible units by eligible individuals whose disability requires the accessibility features of a particular unit. We will consider extenuating circumstances in the screening process for applicants with disabilities, where required as a matter of reasonable accommodation.

Housing shall be made available without regard to actual or perceived sexual orientation, gender identity, or marital status.

Anyone needing assistance completing the application process, please contact us at:

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