

Tenant Selection Plan

Windsor Gardens



Tenant Selection Plan - Section 8 Elderly or Disabled

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PROPERTY INFORMATION

Property Name	Windsor Gardens
Landlord	Escondido Seniors Housing Corp
Agent	CFI
Address	1600 W. 9th Avenue
City, State, Zip	Escondido, CA 92029
Phone	(760)741-5606
Fax	(760) 741-0162
Website	www.wgescondido.com
TTY/TDD/Audio Relay	711 National Voice Relay

PURPOSE OF TENANT SELECTION PLAN

The Tenant Selection Plan helps to ensure that residents are selected for occupancy in accordance with the Community Redevelopment Law of the State of California (RDA) and IRS Section 42 program (Tax Credit) requirements and established management policies.

Please contact the management office if you need help understanding this document.

- Contacte por favor la oficina de gestión si usted necesita ayuda a comprender este documento. (Spanish)
- Por favor contate o escritório de gerência se deve ajudar entendimento este documento. (Portugese)
- Si vous avez besoin d'aide à la compréhension de ce document, veuillez communiquer avec le Bureau de gestion. (French)
- Souple kontakte Biwo jesyon a si w bezwen èd pou konprann dokiman sa a. (Haitian Creole)
- Xin liên lạc với văn phòng điều hành nếu bạn cần giúp đỡ sự hiểu biết tài liệu này. (Vietnamese)
- Пожалуйста свяжитесь с офисом управления, если Вам нужна помощь в понимании этого документа. (Russian)
- Bitte kontaktieren Sie das Leitungsbüro, wenn Sie helfen müssen, dieses Dokument zu verstehen. (German)
- 請聯絡管理辦公室，如果你需要幫助理解這份文件。(Chinese)
- もしこの文書を理解しているための助けを必要としていれば、経営オフィスと連絡を取ってください。(Japanese)



BUSINESS RELATIONSHIP

The parties referred to in this document are Escondido Seniors Housing Corp as owner and Commercial Facilities, Inc. (CFI) and its employees as agent.

The relationship between a landlord (owner/agent) and a resident or a landlord (owner/agent) and an applicant is a business relationship. A courteous and businesslike attitude is required from both parties.

The owner/agent reserves the right to refuse rental to anyone who is verbally abusive, disrespectful, makes threats, uses discriminatory language, appears to be under the influence of alcohol or drugs, or is argumentative.

If an applicant or any member of applicant's family demonstrates unprofessional behavior in the presence of the management team or other residents/applicants, including but not limited to appearing to be under the influence of alcohol or drugs or attempting to intimidate the staff, the applicant, the applicant's family, and other members of the applicant's entourage (if applicable) will be required to leave the property and the application will be rejected.

If the applicant is not appropriately attired, when visiting the management office, the applicant will be asked to leave. Appropriate attire includes shoes, shirt, and appropriate pants, shorts or skirt. Unacceptable attire includes, but is not limited to:

- Pajamas
- Bathing suits
- Clothing that allows display of foundation garments (underwear)
- Slippers or other footwear designed for the indoors only
- Clothing with inappropriate language or pictures

Employees of the project/property are not permitted to accept any money, gifts, services or favors connected with the application procedure, criminal or credit checks and/or unit selection.

SMOKE-FREE HOUSING

Smoking is prohibited in all areas of the property, both indoor and outdoor, with the exception of private patios. This policy applies to all owners, applicants, residents, guests, and servicepersons. "Smoking" shall include the inhaling, exhaling, burning, or carrying of any lighted cigarette, e-cigarette, cigar, pipe, other tobacco product, marijuana (including medical marijuana), herbal smoking products, "Legal Weed" or products known as "bath salts" or any other illegal substance.

PETS AND ASSISTIVE ANIMALS

Pets must be approved before they are allowed in the unit. Residents must agree to pay the required deposit, if applicable, and must agree to abide by the property's Pet Rules. A copy of the Pet Rules is available upon move-in or upon request.



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Assistive animals, companion animals, service animals and therapy animals are not considered pets. If an applicant has an assistive/companion/service/therapy animal, applicant must provide medical verification of the need for such assistance. Please keep in mind that the following criteria must be met in order for the owner/agent to approve such an accommodation:

- The applicant or resident must meet the DOJ's definition of person with disabilities
- The animal must be necessary to afford a person with a disability an equal opportunity to use and enjoy a dwelling
- The disability and need must be verified unless previously known or obvious
- The animal must not pose a threat to other residents, the property staff, or vendors
- The resident must agree to abide by the assistive animals policies (available for review upon request)

ASSISTANCE DEFINITION

The property is operating under the guidelines established for the Community Redevelopment Law of the State of California (RDA) and IRS Section 42 program (Tax Credit).

SUBSIDY

Residents at this property are offered subsidized rent. This means the rent that a household pays is based upon the household income. The rent paid by residents may vary. Subsidized rents are made available through participation in RDA.

POLICIES TO COMPLY WITH SECTION 504 OF THE REHABILITATION ACT OF 1973 AND THE FAIR HOUSING ACT AMENDMENTS OF 1988 AND TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

FAIR HOUSING

The Fair Housing Act prohibits discrimination in housing and housing related transactions based on race, color, religion, sex, national origin, disability, and familial status. In addition, the state of California has added Fair Housing protections based on gender expression. It applies to housing, regardless of the presence of federal financial assistance.

TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

The owner/agent complies with Title VI of the Civil Rights Act of 1964 which prohibits discrimination based on race, color, or national origin in any program or activity receiving federal financial assistance from HUD.

SECTION 504 OF THE REHABILITATION ACT OF 1973

The owner/agent complies with Section 504 of the Rehabilitation Act of 1973 which prohibits discrimination, based on the presence of a disability in all programs or activities operated by recipients of federal financial assistance. Although Section 504 often overlaps with the disability discrimination prohibitions included in the Fair Housing Act, it differs in that it also imposes broader affirmative obligations on the owner/agent to make their programs, as a whole, accessible to persons with disabilities.



COORDINATING EFFORTS TO COMPLY WITH SECTION 504 REQUIREMENTS

If an applicant or resident feels that owner/agent has violated Section 504 of the Rehabilitation Act of 1973, that person may contact the Department of Fair Housing and Employment at (800) 669-9777 or (800) 927-9275 (TTY).

REQUESTS FOR REASONABLE ACCOMMODATION OR MODIFICATION

In accordance with the Fair Housing Act and Section 504 of the Rehabilitation Act, the owner/agent will make reasonable accommodations or modifications for individuals with disabilities (applicants or residents) unless these modifications would change the fundamental nature of the housing program or result in undue financial and administrative burden. Please see Appendix A for additional information.

ELIGIBILITY REQUIREMENTS

PROPERTY ELIGIBILITY DEFINITION

Household/Resident Type

This multi-family property is designed to provide housing to all elderly and disabled families who meet the eligibility and screening requirements. In order for a family/household to meet the “family type” eligibility requirements, the head-of-household, the co-head-of-household or a spouse must be 62 or older or disabled.

Elderly Family. Elderly family means a family whose head or spouse or sole member is a person who is at least 62 years of age.

Disabled Family. A disabled family is a family whose head, spouse, or sole member is a person with disabilities.

A person with disabilities for purposes of program eligibility:

- 1) Means a person who
 - a. Has a disability, as defined in 42 U.S.C. 423:
 - i. Inability to engage in any substantial gainful activity by reason of any medically determinable physical or mental impairment which can be expected to result in death or which has lasted or can be expected to last for a continuous period of not less than 12 months; or
 - ii. In the case of an individual who has attained the age of 55 and is blind, inability by reason of such blindness to engage in substantial gainful activity requiring skills or abilities comparable to those of any gainful activity in which he/she has previously engaged with some regularity and over a substantial period of time. For the purposes of this definition, the term blindness, as defined in section 416(i)(1) of this title, means central vision acuity of 20/200 or less in the better eye with use of a correcting lens. An eye which is accompanied by a limitation in the fields of vision such that the widest diameter of the visual field subtends an angle no greater than 20 degrees shall be considered for the purposes of this paragraph as having a central visual acuity of 20/200 or less.



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- b. Is determined to have a physical, mental, or emotional impairment that:
 - i. Is expected to be of long-continued and indefinite duration,
 - ii. Substantially impedes his or her ability to live independently, and
 - iii. Is of such a nature that the ability to live independently could be improved by more suitable housing conditions; or
- c. Has a developmental disability, as defined in Section 102(7) of the Developmental Disabilities Assistance and Bill of Rights Act (42 U.S.C. 6001(8)), i.e., a person with a severe chronic disability that:
 - i. Is attributable to a mental or physical impairment or combination of mental and physical impairments;
 - ii. Is manifested before the person attains age 22;
 - iii. Is likely to continue indefinitely;
 - iv. Results in substantial functional limitation in three or more of the following areas of major life activity:
 - A. Self-care,
 - B. Receptive and expressive language,
 - C. Learning,
 - D. Mobility,
 - E. Self-direction,
 - F. Capacity for independent living, and
 - G. Economic self-sufficiency; and
 - v. Reflects the person's need for a combination and sequence of special, interdisciplinary, or generic care, treatment, or other services that are of lifelong or extended duration and are individually planned and coordinated.
- 2) Does not exclude persons who have the disease of acquired immunodeficiency syndrome or any conditions arising from the etiologic agent for acquired immunodeficiency syndrome;
- 3) For purposes of qualifying for low-income housing, does not include a person whose disability is based solely on any drug or alcohol dependence; and
- 4) Means person with disabilities (individual with handicaps), as defined in 24 CFR 8.3, for purposes of reasonable accommodation and program accessibility for persons with disabilities

Income Limits

Income limits vary by household size. The owner/agent will provide applicants a copy of the income limits for the property area upon request. Income limits are generally updated at least annually.

For this property, qualified applicant households meet the following income limit requirements:

Subsidy	Type of Income Limit
RDA	Low, very low, and extremely low-income limit

Occupancy Standards

Occupancy standards serve to prevent the over-utilization or under-utilization of units that can result in an inefficient use of housing funding. Occupancy standards also ensure that residents are treated fairly and consistently and receive adequate housing space.

Below, please find this property's occupancy standards description:



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Number of Bedrooms	Min. # Household Members	Max. # Household Members
1	1	3
2	2	4

Any changes in household composition that result in the household no longer meeting these occupancy standards shall result in a unit transfer to an appropriate sized unit when one becomes available, pursuant to project's Unit Transfer Policy.

If a minor is listed on the household summary, but no other member of the household is the parent and/or legal guardian, verification of household composition will be conducted to ensure:

- Compliance with the owner/agent's Occupancy Policy
- That the child resides in the unit 50% or more of the time if the household requests a unit with an additional bedroom for that child

See Appendix B for additional information about Verification of Household Composition.

Verifying the Need for an Accessible Unit

When an applicant requests an accessible unit or a unit preference, such as a first floor unit, the owner/agent will conduct inquiries to:

- 1) Verify that the applicant is qualified for the unit, which is only available to persons with a disability or to persons with a particular type of disability
- 2) Verify that the applicant needs the features of the unit as an accommodation to his or her disability
- 3) Verify that the applicant is qualified to receive a priority on the waiting list available to persons with a disability or to persons with a particular type of disability

PROGRAM ELIGIBILITY

Based on federal regulations, the owner/agent may admit only eligible applicants. In the selection of applicants for admission, eligibility criteria have been established in accordance with RDA guidelines. The following eligibility standards will be applied in accordance with RDA requirements:

- 1) The household's annual income must not exceed program income limits at move-in
- 2) The unit for which the household is applying must be the household's only residence
- 3) An applicant must agree to pay the rent required by the program under which the applicant will receive assistance
- 4) Only U.S. citizens or eligible non-citizens may receive assistance
- 5) Applicants who claim eligible status must disclose Social Security Numbers for all household members and provide proof of the numbers reported
- 6) The household size must be appropriate for the available units
- 7) All information reported by the household is subject to verification

Disclosure and Verification of Social Security Numbers (SSN)

All household members receiving RDA housing assistance or applying to receive RDA housing assistance are required to provide a Social Security Number and adequate documentation necessary to



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verify that number. This rule applies to all household members including live-in aides, foster children and foster adults.

Adequate documentation includes a Social Security card issued by the Social Security Administration (SSA) or other acceptable evidence of the SSN such as:

- Original Social Security card
- Driver's license with SSN
- Identification card issued by a federal, State, or local agency, a medical insurance provider, or an employer or trade union.
- Earnings statements on payroll stubs
- Bank statement
- Form 1099
- Benefit award letter
- Retirement benefit letter
- Life insurance policy
- Court records

Exceptions to Disclosure of Social Security Number

The Social Security Number requirements do not apply to:

Individuals who do not contend eligible immigration status.

- When applicants and residents are required to declare their citizenship status, the existing regulations pertaining to proration of assistance or screening for mixed families must continue to be followed. In these instances, the owner/agent will have each resident's Citizenship Declaration on file - whereby the individual did not contend eligible immigration status - to support exception to the requirements to disclose and provide verification of a Social Security Number.

If, at the time a unit becomes available, all non-exempt household members have not provided adequate documentation necessary to verify Social Security Numbers, the next eligible applicant must be offered the available unit.

Any applicant household member who has not provided required Social Security Number information for all non-exempt household members has 90 days from the date they are first notified that a unit is available to provide documentation necessary to verify the Social Security Numbers. During this 90-day period, the household may retain its place on the waiting list. After 90 days, if the applicant is unable to disclose/verify the Social Security Numbers of all non-exempt household members, the household will be determined ineligible and removed from the waiting list.

Citizenship/Immigration Status Requirements

Applicants are required to declare U.S. citizenship or submit evidence of eligible immigration status for each household member seeking housing assistance.

Single Residence Criteria

A household is eligible for assistance only if the unit will be the household's only residence.



Determination of Applicant Eligibility

Information needed to determine applicant eligibility shall be obtained, verified, and the determination of applicant eligibility performed, in accordance with RDA and property eligibility requirements.

The owner/agent will make a preliminary eligibility determination before adding a household to the waiting list or initiating final eligibility tasks. The owner/agent will review the application to ensure that there are no obvious factors (under 62 and not disabled) that would make the applicant ineligible. If a preliminary eligibility review indicates that a household is eligible for tenancy, but units of appropriate size are not available, the owner/agent will place the household on the waiting list for the property and notify the household when a suitable unit becomes available.

If an applicant is otherwise eligible but no appropriate size unit exists in the property, the owner/agent will reject the application.

Final Determination of Eligibility

When a unit becomes available, all eligibility criteria, including the criteria described above will be reviewed before a final eligibility determination is made.

Being eligible, however, does not guarantee that the application will be approved. All adult applicants (and if appropriate minors) will be subject to the certain screening based on landlord/rental history, credit history and criminal history. If the screening process determines that the family meets RDA's and the owner/agent's standards for admission, the family is found eligible.

PROCEDURES FOR TAKING APPLICATIONS

It is the owner/agent's policy to accept and process applications in accordance with RDA regulations when applicable. The owner/agent will make a reasonable accommodation to assist in the application process if the applicant or any member of the applicant household is disabled.

Upon request, the owner/agent will provide interested parties with a copy of the application package.

The person who is indicated as the Head-of-Household must execute and sign all documents that are included in the application package. Before completing or executing any forms, additional copies should be made for all adult household members and in some cases for minors who will live in the unit. See additional information below.

All adult applicants must complete the application package as instructed. If any household member is not a U.S. Citizen, appropriate immigration documentation must be provided before the applicant eligibility can be determined..

If the family plans to include a live-in aide, the live-in aide is not required to sign these forms. Live-in aides will be required to sign criminal background screening consent forms, previous landlord verifications, a Live-in Aide Affidavit, and any other paperwork required by management. Please contact the management office staff if a live-in aide will be moving in to the unit. The live-in aide will be required to sign an acknowledgement the live-in aide has no right of residency or occupancy if the resident moves out for any reason including death. The live-in aide has no rights to the unit and will be required to relinquish possession of the unit within a reasonable time as stipulated by management.



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All applications can be submitted on site at the property management office. The owner/agent will accept applications via mail. The owner/agent will also accept the application in an equally effective format, as a reasonable accommodation, if there is the presence of a disability.

All documents in the Application Package must be **completed in full**, signed and dated in order to be accepted. Incomplete Application Packages will be returned.

WAITING LISTS

To ensure applicants are appropriately and fairly selected for the next available unit (when a unit of the appropriate size or type was not available at the time of application), it is essential for the owner/agent to maintain wait lists. The owner/agent will place the applicant household on the wait list after preliminary eligibility determination is complete.

Applicants will have the option of specifying a desired unit size or multiple unit sizes when completing the application. As long as the applicant household meets the Occupancy Standards described in this plan, the applicant will be placed on the wait list for all indicated unit sizes/types.

The applicant will be contacted, based on the wait list selection criteria, for the first unit that becomes available based on the selection guidelines described in this plan.

MAINTAINING WAITING LISTS

It is the policy of the owner/agent to administer its wait list as required by RDA regulations. The owner/agent will update the wait list by removing the names of those who are no longer interested in or no longer qualify for RDA housing assistance. It is recommended that applicants contact owner/agent at least every 6 months to express continued interest.

The owner/agent will contact applicants on the wait list periodically to determine the applicant's desire to remain on the wait list. If the applicant fails to respond to the owner/agent inquiries regarding the desire to remain on the wait list within the specified time frame, the application will be rejected.

In addition, the applicant household must contact the property, in writing, if information changes (i.e. number of household members, number of future household members, criminal history, income, etc.). If the household composition changes, the owner/agent will:

- 1) Update the wait list information and
- 2) Decide whether the household needs the same or a different unit size

If, as a result of the household composition change, it is determined that the household will be on the wait list for a different size unit than originally indicated, the household will maintain their place on the wait list for the new unit size, based on the time and date of application.

No communication regarding the application status will be given to anyone other than the actual applicant unless applicant has given expressed permission indicating otherwise.



REMOVAL OF APPLICANTS FROM THE WAITING LIST

The owner/agent will remove an applicant's name from the wait list when if any of the following apply:

- 1) Applicant* requests that the household name be removed
- 2) The unit that is needed – using household size as the basis – has changed, and no appropriate size unit exists in the property
- 3) Applicant fails to meet eligibility requirements
- 4) Applicant fails to meet screening requirements
- 5) Applicant is rejected for any other reason described in this plan
- 6) Applicant cannot be contact by U.S. Mail (letters are returned or undeliverable) AND applicant cannot be contacted by phone (number disconnected, changed, or no response). Owner/agent will make one attempt to contact via US mail and two attempts to contact by telephone. Attempt via email will be made if applicant has no permanent address and has provided an email address.
- 7) Applicant fails to keep application information up to date based on the requirements described in this plan
- 8) Applicant was clearly advised, in writing, of the requirement to tell owner/agent of his/her continued interest in housing by a particular time and failed to do so
- 9) Applicant* refused second offer of a unit
- 10) The owner/agent has notified the applicant of its intention to remove the applicant's name, because the applicant no longer qualifies for RDA housing assistance at this property

* This communication must come from the actual applicant, not someone speaking on applicant's behalf, except in the case of applicable Power of Attorney.

If an applicant is removed from the wait list and subsequently the owner/agent determines that an error was made in removing the applicant, the applicant will be reinstated at the original place on the wait list.

If an applicant household is removed from the wait list and later feels that they are now qualified for assistance/tenancy, the applicant household must submit a new application during the open wait list period. The applicant will be place on the wait list based on the submission date and time of the new application.

SELECTING APPLICANTS FROM THE WAITING LIST

When a unit becomes available, the owner/agent will contact the next household on the wait list and the household members will be required to meet with management for an eligibility interview. Applicants will be selected for an interview based on the time and date of application, with the following exceptions:

Owner/agent-Adopted Preferences

Current residents who have submitted a request to transfer based on a disability-related reasonable accommodation or for any other approved reason are given priority on the wait list above new applicants. See project's Unit Transfer Policy for details.

Verification of Preferences

All preferences will be verified using the verification methodology described in this Tenant Selection Plan.



OPENING AND CLOSING WAITING LIST

In order to ensure that applicants on the wait list are processed in a reasonable amount of time, the owner/agent may suspend application taking and close wait lists in whole or in part. Decisions about closing and opening the wait list will be based on the number of applications available for a particular size and type of unit and the ability of the owner/agent to house an applicant in an appropriate unit within a reasonable period of time.

The owner/agent will use a 24-month waiting period to determine whether the wait list may be closed. If the owner/agent has sufficient applications, they may elect to close the wait list completely. Notices announcing that the wait list is closed or open will be publicly announced in publications as described in the Affirmative Fair Housing Marketing Plan.

Interested parties who insist on submitting applications when the wait list is closed will not be considered. The application **will not be reviewed** and will be returned to the head of household indicated on the application. Owner/agent will keep a copy of the application and letter on file.

During the period when the wait list is closed, the owner/agent **will not** maintain a list of individuals who wish to be notified when the wait list is reopened.

PRIVACY POLICY

It is the policy of the owner/agent to guard the privacy of individuals conferred by the Federal Privacy Act of 1974 and to ensure the protection of such individuals' records maintained by the owner/agent.

Neither the property owner nor its agents shall disclose any personal information contained in its records to any person or agency other than Federal/State/local government auditing entities or financial auditing agencies hired by owner/agent, unless the individual about whom information is requested gives written consent to such disclosure.

This Privacy Policy in no way limits the owner/agent's ability to collect such information to determine eligibility, compute rent, or determine an applicant's suitability for tenancy.

VERIFICATION

The owner/agent shall obtain verifications in compliance with requirements set forth by RDA. After the preliminary eligibility determination, no decision to accept an applicant shall be made until information provided on the application form and during subsequent interviews has been collected and any necessary follow-up interviews have been performed. All information relative to the following items must be verified as described in these procedures:

INFORMATION TO BE VERIFIED

Information to be verified includes, but is not limited to:

- 1) Eligibility for admission, such as
 - a) Income
 - b) Assets and asset income



- c) Identification
- d) Age
- e) Household composition
- f) Social Security Numbers
- g) Citizenship and/or legal status
- 2) Compliance with Resident Screening Guidelines, such as
 - a) Criminal history
 - b) Credit history
 - c) Rental/residence history
- 3) The need for an accessible unit

METHODS OF VERIFICATION

Verifications will be attempted in the following order:

- 1) Third-party (as appropriate)
- 2) Phone verification by management (as appropriate, complete with clarification form)
- 3) Review of applicable documents
- 4) In the absence of any of the above, notarized statement or signed affidavit from the household member

SOURCES OF INFORMATION

Sources of information may include, **but are not limited to:**

- 1) Any member of the applicant household
- 2) Present and former housing providers/landlords
- 3) Present and former employers
- 4) Banks
- 5) Insurance companies
- 6) Any asset manager
- 7) Family members
- 8) Any person or organization providing gifts/regular contributions to the household
- 9) Credit screening providers
- 10) Criminal screening providers
- 11) Eviction screening providers
- 12) Social workers/parole officers
- 13) Court records
- 14) Drug treatment centers
- 15) Health providers
- 16) Physicians
- 17) Clergy
- 18) Schools/institutes of higher education
- 19) Department of Homeland Security (DHS)
- 20) Department of Health and Human Services (HHS)
- 21) The Internal Revenue Service (IRS)
- 22) The Social Security Administration (SSA)



- 23) Medicare/Medicaid
- 24) Representative of the United States Armed Forces
- 25) Any federal/local benefit providers
- 26) Local and non-local law enforcement
- 27) Automated criminal databases
- 28) Sexual offenders registries when available
- 29) The world wide web (internet)

Verification will be sent directly to the third party, not handled by the applicant.

The owner/agent will be the final judge of the credibility of any verification submitted by an applicant. If the owner/agent questions the validity of a document or the validity of information provided, it will be reviewed by management staff and a ruling about acceptability will be made. The owner/agent will continue to pursue credible documentation until it is obtained or the applicant is rejected for failing to produce it.

PERIOD FOR VERIFICATION

Only information that has been verified within 120 days of interview (and of move-in, where applicable) may be used for verification or recertification. Verified information not subject to change (such as a person's date of birth) will not be re-verified.

CONSENT AND VERIFICATION FORMS

All adult members of a household must sign consent for release of information forms, as well as any other necessary individual verification forms authorizing the owner/agent to verify household income and other applicable eligibility factors (e.g., disability status). This is in order to verify eligibility and screening criteria. Consent and verification forms protect the rights and privacy of residents and applicants by allowing them to have control over any information collected about them. Each household member age 18 and older and each household head and spouse regardless of age must sign an Authorization for Release of Information form regardless of whether they report income.

PROVISIONS FOR REFUSAL TO SIGN

If the applicant or any adult member of the applicant's household, does not sign and submit the consent forms as required, the owner/agent must deny assistance and tenancy.

MISREPRESENTATION

Any information provided by the applicant that verification subsequently proves to be untrue may be used to disqualify the applicant because of misrepresentation or attempted fraud. The owner/agent will not take any action to reduce or deny assistance based on inconsistent information received during the verification process until the owner/agent has independently investigated the information. The owner/agent considers false information about the following to be grounds for rejecting an applicant:

- 1) Identity
- 2) Social Security Numbers/information
- 3) Income
- 4) Assets/income from assets
- 5) Household composition



- 6) Disability
- 7) Birth date/age
- 8) Citizenship, naturalization, and/or eligible immigration status
- 9) Eviction history
- 10) Criminal history
- 11) Sexual offender status
- 12) Eligibility for preferences and priorities
- 13) Current/previous residence history

Unintentional errors that do not cause preferential treatment will not be used as a basis to reject applicants.

APPLICANT SCREENING CRITERIA

Screening is used to help ensure that households admitted to a property will abide by the terms of the lease, pay rent on time, take care of the property and unit, and allow all residents to peacefully enjoy their homes.

Anyone who wishes to live on the property must be screened prior to moving in. This includes, but is not limited to live-in aides; security/police officers; or additional household members wishing to move-in after the initial move-in. *Certain exceptions apply to children/minors.* The current screening guidelines in place at the time the new household member applies will be used to determine eligibility for admission.

Screening is performed in a manner that is reasonable, consistent, and complies with fair housing laws.

SCREENING FOR DRUG ABUSE AND OTHER CRIMINAL ACTIVITY

RDA has established standards that prohibit admission of:

- 1) Any household in which any member was evicted in the last three years from federally assisted housing for drug-related criminal activity.
- 2) A household in which any member is currently engaged in illegal use of drugs or for which the owner/agent has reasonable cause to believe that a member's illegal use or pattern of illegal use of a drug may interfere with the health, safety, and right to peaceful enjoyment of the property by other residents.
- 3) Any household member who is subject to any state lifetime sex offender registration requirement.
- 4) Any household member if there is reasonable cause to believe that member's behavior from abuse or pattern of abuse of alcohol may interfere with the health, safety, and right to peaceful enjoyment by other residents. The screening standards must be based on behavior, not the condition of alcoholism or alcohol abuse.

In addition to RDA requirements, the owner/agent has established a policy to reject all applications where the applicant or any household member has engaged in criminal activity as described in this document.

The owner/agent will reject applications if any household member's criminal history includes one or more of the following:



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- 1) Record of any conviction or adjudication, other than acquittal, of the following felonies by any household member
 - a. Murder
 - b. Arson
 - c. Felony assault
 - d. Kidnapping
 - e. Burglary
 - f. Treason
 - g. Crimes involving harm to children
 - h. Sexual offenses
 - i. Crimes involving explosives
 - j. Crimes involving terrorism
 - k. Crimes involving the manufacture, distribution or illegal use of illegal or controlled substances
 - l. Fraud
- 2) Record of any conviction or adjudication, other than acquittal, of all but the felonies listed above within 10 years of conviction or parole, whichever is later
- 3) Record of any conviction or adjudication, other than acquittal, which involved a misdemeanor offense within 5 years of conviction or parole; whichever is later
- 4) Record of any act that interferes or may interfere with the peaceful and quiet enjoyment of the premises within 5 years of conviction or parole; whichever is later
- 5) Record of any conviction or adjudication, other than acquittal, which involved harm to a child
- 6) Sex offender registration: Applicant is or ever has been subject to registration under a state sex offender registration program

United States Code Title 8, subsection 1324(a)(1)(A) prohibits the harboring of illegal aliens. The provision of housing to illegal aliens is a fundamental component of harboring. Anyone claiming non-citizen status will be required to provide proof of legal immigration status even if the applicant is claiming to be a non-eligible, non-citizen.

If the owner/agent is unable to complete required criminal or sexual offender screening, the application will be rejected.

Criminal Screening Discoveries

If the criminal background investigation results indicate that the applicant does not meet the criminal screening criteria, the owner/agent will reject the applicant in accordance with HUD guidance and the owner/agent's standards for applicant rejection.

Before rejecting the household, the owner/agent will compare the information provided by the applicant with the criminal history report. If the information conflicts, the owner/agent will:

- 1) Notify the household of the proposed action based on the information;
- 2) Provide the content of the criminal record and information about how to obtain a copy of the information;
- 3) Provide the applicant with an opportunity to dispute the accuracy and relevance of the information obtained from any law enforcement agency; and



- 4) Allow the household the opportunity to remove the household member.

In this situation, applicants will have (10) calendar days to resolve the discrepancy. If the applicant fails to contact the owner/agent or indicates that he/she cannot provide documentation verify that the criminal screening information is not correct, the owner/agent will deny the application.

If after move-in, the owner/agent discovers that there was criminal history that would have resulted in rejection, the owner/agent will contact the resident to ascertain the accuracy of the criminal report. If the resident would have been rejected had the information been know at the time of the eligibility determination, the owner/agent will take steps to evict the household.

SCREENING FOR CREDIT HISTORY

The owner/agent reviews each adult applicant's credit history. The owner/agent does not consider medical bills/expenses when reviewing credit history.

Credit history will be reviewed to determine if there is any debt owed to a prior landlord. Applicants owing prior landlords will be rejected unless:

- Such debt has been paid or
- Applicant has entered in to a repayment agreement and can demonstrate that payments toward the principal amount(s) have been on time for the most current 6 months

Other credit history will be reviewed. The following discoveries will be reason for rejection:

- Six or more accounts in collection
- Eviction in the past seven years
- Current outstanding debt to current or past property management company or their attorneys

SCREENING FOR RENTAL HISTORY

If any member of the applicant household has been evicted from any property for any reason within the past seven (7) years, that applicant household will be rejected.

The owner/agent will review rental history with any landlord indicated in the past three years. Information will be gathered based on the application and information provided through automated eviction databases. If the applicant fails to identify one or more residences where he/she lived in the last three years, the applicant will be rejected.

The owner/agent will contact the prior property owner/agent (as indicated above) and inquire about the following information:

- 1) Adherence to the lease & community policies
- 2) Compliance with certification reporting requirements
- 3) Rental payment performance
- 4) Requirement to return assistance paid in error due to under-reporting income or un-reported income
- 5) Housekeeping and unit maintenance
- 6) Record of disturbing neighbors
- 7) Complaints

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If information obtained is negative, the applicant will be rejected. Negative responses include but are not limited to:

- 1) Failure to comply with the lease
- 2) Failure to fully and accurately report income, new employment, or changes in household composition in a timely manner
- 3) Providing false information
- 4) Slow or no response to requests to recertify
- 5) Ongoing poor rental payment history
- 6) Record of poor housekeeping, poor unit maintenance, or damage to the unit
- 7) Complaints from neighbors regarding actions that directly affect the peace and quiet comfort of others living in the community and/or record of actions that interfered with or prevented the previous landlord from effectively managing the property.
- 8) A current outstanding balance owed by any household member to a prior landlord
- 9) Failure to execute or pay repayment agreements

If no rental history is available, the owner/agent will require a self-clarification from the applicant to explain the reason for lack of available history. Applicant will provide three personal references to be contacted by owner/agent in absence of landlord history.

REJECTING INELIGIBLE OR UNQUALIFIED APPLICANTS

The owner/agent reserves the right to reject applicants for admission based on the following:

- 1) No unit of the appropriate size exists on the property
- 2) The household fails to meet the RDA indicated eligibility requirements for the assistance program/property
- 3) Any non-exempt member of the household fails to provide a Social Security Number or adequate documentation to verify the Social Security Number
- 4) Any member of the household fails to meet the applicant screening requirement. (The owner/agent will consider the application again if the person who failed screening criteria is removed.)
- 5) Any member of the household refuses to sign appropriate verification documents
- 6) Misrepresentation
- 7) Fraud
- 8) Any member of the household fails to respond to management inquiries while on the waiting list
- 9) The owner/agent is unable to contact the applicant both via U.S. Mail (letters undeliverable or returned) and by phone (number disconnected or changed)
- 10) Any member of the household has a record of eviction within seven years
- 11) There is record of outstanding or overdue payments to a previous landlord and no repayment plan, as explained above
- 12) The unit applied for would not be applicant's sole residence
- 13) The household is unable to establish utilities in the new unit
- 14) The household is unable to pay the security deposit required
- 15) The household is unable to pay the tenant's portion of first month's rent
- 16) The household refuses two or more unit offers



REJECTION NOTICES

The owner/agent will promptly notify the applicant, in writing, of the denial of admission or assistance. The result of the eligibility determination will be sent to the head of household, as indicated on the application, via First-Class Mail. The rejection notice will include:

- 1) The specifically stated reason(s) for the rejection
- 2) That persons with disabilities have the right to request reasonable accommodations to participate in the informal hearing process
- 3) Direction on how and where to access credit information when that information affects eligibility

Information about eligibility determination resulting in a rejection will NOT be provided over the phone or via email.

MEETINGS WITH APPLICANTS TO DISCUSS REJECTION NOTICES

Rejected applicants may request a meeting to discuss/appeal the denial. If there is the presence of a disability, the owner/agent will grant a reasonable accommodation to allow the applicant to participate in the appeal. Common reasons to appeal denial include:

- If applicant believes the decision has been made in error
- If applicant believes there are extenuating circumstances that should be considered
- If applicant is a person with a disability and believes a reasonable accommodation would allow owner/agent to continue processing the application

If an appeal meeting is requested within 14 calendar days, a person who was not involved in the initial decision to deny will conduct a meeting with the applicant to discuss the rejection. The applicant may bring a representative of the applicant's choice to the appeal meeting.

If an applicant is clearly eligible and passes the screening guidelines, admission shall be authorized. Likewise, if the applicant is not eligible or does not meet the screening requirements, rejection shall be authorized. The owner/agent will advise the applicant in writing of the final decision within five (5) business days of the meeting.

OFFERING A UNIT

When a unit becomes available and eligibility is determined, available units will be offered in one of the following ways:

- Over the phone
- Via US mail
- Via email

If the household does not contact the owner/agent within five (5) business days from the date of initial notification, the unit will then be offered to the next applicant, based on the selection criteria described above. The original application will then be placed on hold for as long as verification paperwork is still valid (within 120 days of verification). If the owner/agent has still not been contacted by the household

at this point, it will be assumed that the household is no longer interested. Owner/agent will remove applicant from the wait list and send a letter indicating such.

OFFERING ACCESSIBLE UNITS

Units that have been made accessible in accordance with the Universal Federal Accessibility Standards will be offered to applicant households with disabled members first. In some cases, the owner/agent may implement marketing effort to ensure that disabled households occupy accessible units. An accessible unit will be offered as follows:

- 1) Units with communication accessible features will be offered to households with a verified need for communication accessible units first
- 2) Units with mobility accessible features will be offered to households with a verified need for mobility accessible units first

In the case where the members of the household who required the special features of the accessible unit no longer reside in the unit, and where the lease permits, the owner will require the remaining members of the household to move to a unit without accessibility features when such a unit of the appropriate size becomes available if there is someone with that accessibility need who is waiting to move in or transfer.

If there is no household on the wait list that has requested an accessible unit, the unit will then be offered to the next applicant household on the wait list. Before an applicant not in need of the accessibility features can accept an accessible unit, all adult members of the applicant household must sign an agreement that includes a requirement to move, at the household's expense, to the first available non-accessible unit that meets the household's occupancy standards as described in this plan, in the instance that someone with that accessibility need is waiting to move in or transfer.

In either of the cases above, the household will have a maximum of 30 calendar days to complete the move. If the resident fails to move in 30 calendar days, assistance will be terminated or an eviction will be processed in the case that assistance is not currently being provided.

This rule in no way affects the single residence criteria. The household can only accept assistance in one unit on any given day.

OFFERING UNITS TO APPLICANTS WITH DISABLED HOUSEHOLD MEMBERS

The owner/agent will not skip over a household that has reached the top of the waiting list and has indicated a need for certain unit features because of a disability. The household will be given the opportunity to benefit from the program and decide for itself, in compliance with the Fair Housing Act and Section 504, whether a unit meets the needs of the disabled household member. The household may accept the unit and request some modification to the unit as a reasonable accommodation.

RIGHT TO REFUSAL

The Right to Refusal Policy applies to existing residents who have submitted a Unit Transfer Request and to applicants. Residents requesting unit transfer and applicants will be offered available units based on the procedures outlined in this Tenant Selection Plan.



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Each household will have the opportunity to accept an offered unit **two (2) times**. If a resident/applicant does not wish to accept an offered unit, they have the right to refuse the offer. Residents/applicants must notify the owner/agent of their intent to refuse the unit offer by using one or more of the following methods:

- In writing (delivered by fax, mail, or other means)
- By email
- Over the phone

Note: If the refusal is made over the phone, contact must be made with a member of the management staff. Leaving a message is not adequate.

The first time an applicant or resident refuses a unit, the unit will be offered to the next qualified household based on the criteria described above. The applicant or resident will move to the bottom of the wait list and receive a letter indicating such. The second time an applicant or resident refuses an offered unit, the household will be removed from the wait list. Right to refusal policies will be modified in two cases:

- 1) If a disabled applicant or resident is at the top of the wait list, they will be offered units as they become available regardless of whether they include accessible features. A disabled household has the right to refuse an unlimited number of non-accessible units or units that do not meet specific accessibility requirements.
- 2) If an applicant or resident household with no disabled members is at the top of the wait list and there are no disabled households on the wait list, that household may be offered an accessible unit. An applicant household with no disabled household members has the right to refuse an unlimited number of accessible units or units that do not meet their needs.

UNIT TRANSFER POLICIES

The owner/agent will accept applications for transfer based on the following:

- 1) There is a need for a unit transfer because of a change in household size and/or composition
- 2) There is a need for a unit transfer based on the verified need for an accessible unit
- 3) There is a verified medical need for a different unit
- 4) There is a need for a unit transfer of a household that does not require the accessibility features of a unit in which they are living
- 5) If two or more adult household members reside in one unit and one or more adults choose to apply for a separate unit, they will be required to submit an application. The application will be reviewed for eligibility as described in this plan and if approved, that applicant will receive preference over other non-residents

See project's "Unit Transfer Policy" for more details.



SECURITY DEPOSIT REQUIREMENTS

The owner/agent must collect a security deposit at the time of the initial lease execution. The owner/agent will comply with any RDA rules and applicable state and local laws governing the security deposit.

The resident is expected to pay the security deposit from his/her own resources and/or other public or private sources. An applicant will be rejected if he/she does not have sufficient funds to pay the deposit either in full or on an installment basis.

Upon move-out, resident must provide the owner with a forwarding address or arrange to pick up the refund. Owner/agent will provide the resident with the full security deposit minus any unpaid rent or charges due to damages within 21 days. Owner/agent will provide resident with an itemized statement of such charges.

PET DEPOSIT

The pet rules require residents who own pets or keep pets in their units to pay a refundable pet deposit. This deposit is in addition to any other financial obligation generally imposed on residents of the property.

The owner/agent will use the pet deposit only to pay reasonable expenses directly attributable to the presence of the pet on the property. Such expenses include, but are not limited to: the cost of repairs and replacement to the unit, fumigation of the unit, and the cost of animal care facilities.

The owner/agent will return the unused portion of a pet deposit to the resident within 21 days after the resident moves from the property or notifies management that resident no longer owns or keeps a household pet in the unit.

The pet deposit will not exceed \$300.00. A \$50.00 initial pet deposit is required at the time the pet is brought on to the premises.

The resident will be required to pay the remaining balance in increments of a minimum of \$10.00 per month until the \$300.00 pet deposit is collected. Residents are allowed to pay the entire pet deposit in increments greater than those described if they so choose.

See project's "Pet Rules" for more information.

Assistive animals that assist persons with disabilities are exempt from the pet policy and from the refundable pet deposit. However, disabled residents who require assistive/companion animals will be required to comply with the "Assistive/Companion Animal Policies."

SECURITY DEPOSITS, PET DEPOSITS & UNIT TRANSFERS

When a resident transfers to a new unit with all other household members, the owner/agent will automatically transfer the security deposit to the new unit less any outstanding amounts for rent, fees, or damages. The resident is then responsible to reimburse the amount deducted. If the household splits and one or more residents remain in the original unit, a new security deposit will be collected for the new unit.



When a resident owns a pet, the original unit will be assessed for damages caused by the pet. The pet deposit will be reduced by damage charges and the resident will be required to obtain a pet deposit balance of \$300.00 for the new unit. The resident will be allowed to pay the new pet deposit in \$10.00 monthly payments until the \$300.00 pet deposit balance is reached.

CHANGES IN HOUSEHOLD COMPOSITION

ADDING HOUSEHOLD MEMBERS AFTER INITIAL OCCUPANCY

The owner/agent must approve any new household member **before** he/she moves in to the unit. Eligibility criteria, screening criteria and compliance with occupancy standards will be reviewed before the new household member is approved or denied.

The proposed new adult household member will be considered an applicant and must participate in the eligibility determination and screening processes described in the current Tenant Selection Plan. In addition, the rent payment will be re-calculated to reflect any income or allowances for the new household member. If the rent increases, the increase will take effect the first of the month following delivery of a 30-day notice of change to rent. If the rent decreases, the decrease will take effect the first of the month following the addition of the new household member.

This policy applies to live-in aides as well. Screening criteria will also be applied to live-in aides, **except for the criterion regarding credit performance or the ability to pay rent on time** because live-in aides are not responsible for rental payments. However, live in aides must meet other screening criteria established by the owner/agent. Income and/or allowances received by live-in aides will not be considered.

Information about new household members who are under 18 years of age must be provided to the owner/agent as quickly as possible but within no more than 30 days. This includes, as applicable, required eligibility information including Social Security Numbers, proof of citizenship or non-citizen eligibility, and other pertinent information. The household will be given 90 days to provide the Social Security Number and adequate documentation to verify the Social Security Number provided. In some cases, an additional 90 days may be provided. If the household fails to provide the required Social Security Number information within the allotted timeframe, the household's tenancy will be terminated in accordance with RDA requirements.

If the rent increases, the increase will take effect the first of the month following delivery of a 30-day notice of change to rent. If the rent decreases, the decrease will take effect the first of the month following the addition of the new household member.

Failure to notify the owner/agent about changes in household composition within 30 days may result in retroactive rent changes and/or termination of subsidy/tenancy for the entire household. Please contact the owner/agent if you have questions about this policy.

REMOVING HOUSEHOLD MEMBERS AFTER INITIAL OCCUPANCY

Residents must notify the owner/agent if any household member listed on the lease leaves the unit. This notification must occur as quickly as possible but within no more than 30 days. Failure to notify the



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owner/agent about changes in household composition within 30 days may result in retroactive rent changes (as explained below) and/or termination of subsidy/tenancy for the entire household.

Upon notice, the rent payment will be re-calculated to remove any income or allowances for the previous household member. If the rent increases, the increase will take effect the first of the month following delivery of a 30-day notice of change to rent. If the rent decreases, the decrease will take effect the first of the month following the removal of the household member.

Failure to provide notice to the owner/agent within 30 days could result in rent increases retroactive to the first of the month after the household member left. If the change would result in a rent decrease, the owner/agent will make the decrease effective the first of the month following the notice. No retroactive rent credits will be returned to the resident.

UNIT INSPECTIONS

All units must undergo periodic inspections conducted by the on-site management team or any other applicable government or financial agencies. These inspections include not only interior but also exterior inspections. Residents have the right, and are in fact encouraged, to be present during unit inspection.

The move-in inspection is an opportunity to familiarize the new resident with the property and the unit, as well as to document its current condition. By performing move-in inspections, the owner/agent and residents are assured that the unit is in livable condition and is free of damages. A move-in inspection gives the owner/agent an opportunity to familiarize residents with the operation of appliances and equipment in the unit.

The pre-move-out inspection is conducted at least 2 weeks before a household vacates a unit. The owner/agent will list the damages on the same Unit Inspection Form that was completed at move-in and to determine if there is any damage or excessive wear-and-tear. Residents are notified of all potential charges with sufficient time to rectify the issue themselves and avoid charges.

The move-out inspection is conducted when a household vacates a unit. The owner/agent will list the damages on the Unit Inspection Form and compare it with the inspection performed at pre-move-in to determine if any issues of damage or excessive wear-and-tear remain unresolved.

In addition, the owner/agent will perform **unit inspections on at least an annual basis** to determine whether the appliances and equipment in the unit are functioning properly and to assess whether a component needs to be repaired or replaced. This is also an opportunity to determine any damage to the unit or health or safety concerns in the unit and give the resident the opportunity to make the necessary repairs. At this time, residents may be charged for damages to the unit so long as those damages are not the result of normal wear-and-tear.

RDA, its authorized contractor(s), and any other applicable government or financial agencies have the right to inspect the units and the entire property to ensure that the property is being well maintained. These inspections ensure that owners and their agents are fulfilling their obligations under the regulatory agreements and/or subsidy contracts and that residents are provided with decent, safe, and sanitary housing.



CHANGES TO THIS TENANT SELECTION PLAN

Applicants will be notified in writing when the Tenant Selection Plan undergoes a significant change or when preferences are added or removed. At that time, applicants will be:

- 1) Mailed a notice that the Tenant Selection Plan has been revised
- 2) Given a list highlighting any changes that may affect their eligibility
- 3) Directed to the website to read full Tenant Selection Plan
- 4) May be asked if they wish to remain on the wait list

If the applicant household does not respond within the specified time frame, that household will be deemed ineligible and removed from the wait list.

The current Tenant Selection Plan, in place at the time of final eligibility determination, will be used to make a final decision to approve or reject the application.

Tenant Selection Plan may be revised at any time and without prior notice. This is the current version, last revised April 2014.

APPENDIX A – REQUEST FOR REASONABLE ACCOMMODATION OR MODIFICATION

The owner/agent is committed to complying with the Fair Housing Act and Section 504 of the Rehabilitation Act by ensuring that its policies and practices do not deny individuals with disabilities the opportunity to participate in, or benefit from, nor otherwise discriminate against individuals with disabilities in connection with the operation of housing services or programs solely on the basis of such disabilities.

If an individual with a disability requests an accommodation or modification, the owner/agent will fulfill these requests, unless doing so would result in a fundamental alteration in the nature of the program or create an undue financial and administrative burden. In such a case, if possible, the owner/agent will offer an alternative solution that would not result in a financial or administrative burden.

- (1) All applicants/residents are provided with a Reasonable Accommodation/Modification Request Form when requesting a reasonable accommodation or modification. The request will be accepted in an equally effective format, as a reasonable accommodation, if there is the presence of a disability. A resident or applicant may submit the request in writing, orally, or use another equally effective means of communication to request an accommodation or modification.
- (2) Residents and applicants may contact the management office located within their property for information about requests.
- (3) The owner/agent will provide an initial reply to requests in a reasonable timeframe from the receipt of the request unless the owner/agent explains the delay. Response may include but is not limited to:
 - i. Request Approval
 - ii. Request Denial
 - iii. Request for Additional Information or Verification of Need
- (4) The owner/agent will consent to or deny the request as quickly as possible. Unless the owner/agent explains the delay, the applicant/resident will be notified of the decision to consent or deny within no more than thirty (30) calendar days after receiving all necessary information and documentation from the resident and/or appropriate verification sources. All decisions to grant or deny reasonable accommodations will be communicated in writing or, if required/requested, in an alternative format. Exceptions to the thirty (30) day period for notification of the owner/agent's decision on the request will be provided to the resident setting forth the reasons for the delay.
- (5) If the request for reasonable accommodation or modification is denied, the requestor has the right to appeal the decision within fourteen (14) business days of the date of the written notification of denial. The appeal meeting will be conducted by a person who was not originally involved in the decision to deny.



APPENDIX B – VERIFICATION OF HOUSEHOLD COMPOSITION

In compliance with RDA, the owner/agent will make every effort to ensure that the correct assistance is provided to those who seek housing assistance.

One of the key requirements, at application and during residency, is to disclose who will be living in the unit at any given time. It is important to understand the difference between a resident and a guest.

Resident: A resident is any person who is listed on the application, on any Family Summary submitted and on the lease who will reside in the unit.

Guest: A guest is a person who visits any resident and may stay overnight no more than 14 nights in any 12 month period without express written consent of the owner/agent.

If the owner/agent suspects that a guest should actually be classified as a resident, the owner/agent will request a meeting with the head-of-household. In accordance with RDA requirements, the resident will have 10 days to meet with the owner/agent. Failure to respond to the request to meet will result in termination of assistance beginning the first of the month following the 10-day notice.

If the owner/agent suspects that a guest is actually living in the unit, the owner/agent will ask for verification of alternative residence. Samples of such verification include one or more of the following:

- Verification with the United States Postal Service that no mail for the guest is delivered to the unit address
- *A current driver's license for the guest with an alternative address
- *A current lease indicating an alternative residence
- *A current utility bill in the person's name showing an alternative address
- *A current insurance policy or other such invoice/bill showing an alternative address

**Current means issued/created within the last 30 days.*

In addition, the resident indicated on the lease must sign a notarized statement confirming that the guest does not violate the guest policy as indicated above and does not reside in the unit.

Live-in Aides: A live-in aide must meet HUD's definition of a live-in aide:

- Is essential to the care and well-being of the resident
- Is not dependent on the resident for support
- Is only living in the unit to provide essential support

If a resident or applicant requests a live-in aide, the owner/agent is required to verify the need for a live-in aide using third-party verification.

Live-in Aides are required to complete all paperwork and screening as outlined in this Tenant Selection Plan. The information on the Live-in Aide Questionnaire will be verified and the prospective live-in



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aid will be screened in accordance with the Tenant Selection Plan in place at the time of review. The live-in aide will not be screened for the “ability to pay rent” since the live-in aide is not responsible for rent payment.

The live-in aide must be approved and must sign the House Rules and Live-in Aide Addendum before move-in. The owner/agent must sign a revised [Tenant Income Certification](#) before the live-in aide is allowed to move-in.

If a live-in aide moves in prior to screening and prior to signing required forms, the owner/agent will issue a notice of material lease violation and may pursue other action including, but not limited to eviction of the live-in aide, termination of assistance, and/or termination of tenancy.

Children/Minors: When children are included as part of the family, the following will be required:

- For children who are born, adopted or in foster care or in another legal custodial relationship with an existing household member, the owner/agent requires the following:
 - Social Security Number and proof that the number is valid
 - For children five years old or younger - must be provided within 90 days or owner/agent is required to initiate termination of tenancy. An additional 90 may be provided if extenuating circumstances exist
 - Proof of custody
 - Birth certificate indicating that a household member is a parent; or
 - Adoption paperwork indicating that a household member is a parent as appropriate; or
 - Verification from the foster agency indicating the unit as the primary residence of the foster child as appropriate; or
 - Other documents proving legal custody arrangement as appropriate
- For children who are not part of a legal custody arrangement who will be living in the unit, the owner/agent requires:
 - Social Security Number and proof that the number is valid
 - For children five years old or younger - must be provided within 90 days or owner/agent is required to initiate termination of tenancy. An additional 90 may be provided if extenuating circumstances exist
 - Two forms of proof that the child resides with a member of the household
 - Verification from a government organization indicating that the unit will be the primary residence for the minor (examples include but are not limited to school records, children services agencies, foster programs, etc.)
 - Verification from a medical professional in the know indicating that the unit will be the primary residence for the minor
 - Verification from a social service organization indicating that the unit will be the primary residence of the minor (examples include but are not limited to homeless shelters, shelters for victims of domestic violence, etc.)
 - A signed, notarized statement from an adult household member claiming guardianship of the minor child



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The owner/agent does not and will not establish policies intended to exclude children. If none of the household members can provide documentation for minors, as described above, the owner/agent will meet with the resident to discuss reasonable alternatives. The owner/agent will be the final judge of what is considered adequate documentation proving household composition/residency.

