

TENANT SELECTION PLAN
QUALITY QUAKER MANAGEMENT
06/01/2007

The criteria to be used when approving persons for residency at any of the Quality Quaker Management sites is included in this tenant selection plan. The criteria applies to all who desire residency at Friendship Acres, Friendship Acres East, Quaker Apartments, Prairie View Apartments, Moyer Place, Mulberry Place, Esther Tuke Apartments, William Tuke Apartments, Smith House, Barker House, and Hale Street Apartments. Applications containing incomplete or fictitious information, either by statement or omission, will be rejected. Photo identification is required for the processing of all housing applications.

A. PROJECT ELIGIBILITY REQUIREMENTS.

1. For all but a few locations, the head of household must be at least 62 years of age or a non-elderly person between the ages of 18 and 61 who is disabled. Smith House, Barker House, and Hale Street Apartments are restricted to persons developmentally disabled and the William and Esther Tuke Apartments are restricted to those with chronic mental illness.
2. Applicants must disclose social security numbers for all family members who are at least 6 years of age and older and provide proof of the numbers reported.
3. All adults in each applicant family must sign an Authorization for Release of Information prior to receiving assistance and annually thereafter.
4. The unit for which the family is applying must be the family's only residence.
5. Only U.S. citizens or eligible non-citizens may receive assistance under Section 8, Section 236, Section 202/8 programs, and 811 Pracs programs. (See Addendum B)
6. An applicant must agree to pay the rent required by the program under which the applicant will receive assistance.
7. All information reported by the family is subject to verification.
8. The household size must be appropriate for the available apartments.

B. INCOME LIMITS

1. The family's annual income must not exceed the program income limits issued by HUD. Income limits are **extremely or very low** for all projects except for Prairie View Apartments, Friendship Acres, and Friends "DD" Housing, which can also accept low income. Clinton County annual HUD limits for the 2007 year are:

	<u>1 Person</u>	<u>2 people</u>
Extremely low	\$13050	\$14950
Very low	\$21750	\$24900
Low Income	\$34850	\$39800

2. Section 8 communities are required to ensure that during a fiscal year at least 40% of the units are rented to extremely low income families. No special methods are required at this time to insure the 40% extremely low-income limit, as our waiting list provides this for us. Communities without section 8-rental assistance have no income restrictions.

C. OCCUPANCY STANDARDS.

1. Occupancy shall be limited to a maximum of two persons per 1 bedroom or efficiency unit, and occupants must meet the project eligibility standards. This limit would include a live-in aide if necessary.
2. Each housing community maintains its own waiting list. Applications may be obtained either by stopping by the complex office or phoning the office to have one mailed.
3. Be age 62 or older, or between ages 18 and 61 and disabled.
4. Priority will be given to persons 62 years of age and older for the elderly facilities.
5. Other priority areas include:
 - a. Homelessness.
 - b. Displacement by Government action.
 - c. 50% of income spent on rent.
 - d. Living in sub-standard housing.
 - e. Unit transfer by tenant request.

(See Addendum “A” for priority Point System)

D. WAITING LIST ADDITIONS AND DELETIONS

1. The owner/agent will receive applications regardless of current unit availability.
2. If an applicant household is deemed eligible during the preliminary eligibility determination (described below in section E) but no unit is available, the applicant household will be placed on the property wait list.
3. To ensure that applicants are appropriately and fairly selected for the next available unit, it is essential for the owner/agent to maintain wait lists with appropriate information taken from the application for tenancy. Addendum “A” point system along with the date and time application was received will be used when placing applicants on the wait list.
4. The owner/agent will regularly update the wait list, and require applicants to contact the property, in writing or verbally, every six months in order to stay on the wait list. Failure to do so will result in rejection and removal of the applicant from the wait list.
5. The owner/agent may arrange like-type transfers for in-house residents to similar type unit when:
 - a. It is beneficial for health or safety reasons
 - b. Changes in family composition or family size
 - c. A deeper Subsidy
 - d. Medical reason certified by a doctor
 - e. A unit transfer based on the need for an accessible unit

- f. When management deems the move is necessary
These types of transfers **will not** be placed on the waiting list.
6. Request for transfers by in-house residents for any other reason must be made by written request. In-house residents would then be placed on the same waiting list as outside applicants. The same point system will be used for in-house transfers as in addendum "A" of this document.
 7. Applicants will be notified in writing of any changes to the tenant selection plan. After being notified of the changes, applicants will have thirty days to notify the office that they accept the changes and would like to remain on the waiting list. If no response is received, applicants will be removed from the waiting list.
 8. Applicants who refuse the offer of an apartment two times will go to the bottom of the wait list and must work their way back to the top before being placed in an apartment. If an applicant refuses the offer of an apartment for a third time, the applicant will be removed from the waitlist.
 9. An applicant who wishes to be removed from the waiting list should do so in writing.
 10. The waiting list will be open for all communities unless it becomes greater than the number of units in the community. At what time the waiting list is to be closed. The communities would no longer accept applications. A notice to that effect would be placed in the local paper, stating the waiting list is closed due to the waiting list being greater than the number of units in the community. When the waiting list is to be opened again, the notice will be placed in the same local paper. The notice will state the rules for applying and the order in which applications will be processed. The notice will state where and when to apply and conform to the Affirmative Fair Housing Marketing Plan.
 11. Applicants will be notified in writing of changes to the tenant selection plan and for any reason they are being removed from the waiting list.
 12. The Clinton County Board of Mental Retardation will be used as the primary referral agency for those facilities limited to persons with developmental disabilities. The community mental health agencies will be primary for the communities restricted to the chronically mentally ill. This assures compatibility in the group home situation and appropriate community care for the tenants.

E. PRE-SCREENING CRITERIA

1. Every application must be filled out completely, accurately and signed by all adult household members. The application may be denied if any of the required information provided by the applicant on the application is found to be false, incorrect, or negative information is obtained in any category about the applicant
2. All adult members of an applicant or resident household must sign individual verification forms HUD H9887 & H9887A, authorizing the owner/agent to verify household eligibility factors (e.g., disability status). If the applicant or any adult member of the household does not sign and

submit the consent form as required, the owner/agent must deny assistance and occupancy to the applicant.

3. The owner/agent will review the application to ensure that there are no obvious factors that would make the applicant ineligible. If a preliminary screening 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 wait list for the property by bedroom size in order of application date, time received, and points assigned. If the applicant qualifies for more than one unit size, the household will be placed on the list for all sizes qualified, unless a size is chosen by the applicant.
4. A final eligibility determination is made at the time the unit is available and will include written verifications of all items needed to ensure that the applicant is eligible for occupancy.

F. FINAL ELIGIBILITY DETERMINATION

1. Verifications shall be attempted in the following order:
 - a. Third-party written.
 - b. Third-party oral with a record kept in the files.
 - c. Copies of third party documents provided by the applicant.
 - d. Notarized affidavits or self certifications of applicant
2. Only verified information that is less than 120 days old may be used for verification.
3. Items that must be verified.
 - a. Citizenship or eligible non-citizen determination for all members of the household. Assistance in subsidized housing is restricted to U.S. citizens or nationals and non-citizens that have eligible immigration status as determined by HUD.
 - b. Social Security Number verifications for all members of the household. When an applicant has a SSN but does not have the required documentation, the applicant may submit the SSN and certify that the number is accurate. The applicant will then have 60 days from the date on which he certified that the documentation was not available to provide the documentation to the owner/agent. However, an applicant **may not** become a participant in the program until the documentation is provided.
 - c. Income verifications from all sources. Proof of Social Security, SSI, VA, Non-federal wage, etc.
 - d. Verification of disability must be received from either the Social Security Administration or applicant's attending physician.
 - e. Asset and deductible expense verifications.
 - f. Age.
 - g. Rental history/landlord history for the last five years. The landlord check will be for the following:
 1. Applicant left owing money to the landlord.
 2. Habitual late payment of rent and mortgage.
 3. Allowing unauthorized persons to reside in the unit.

4. Applicant did not fulfill the lease term.
 5. Applicant did not give proper notice to vacate under the lease.
 6. Noise and/or disturbance complaints, inclusive of guests.
 7. Illegal activity on the premises, inclusive of guests.
 8. Damages to the apartment or common areas.
 9. Unsanitary or hazardous housekeeping.
 10. Eviction in the past five years.
- h. If sufficient rental history is not available, the applicant must provide a minimum of two (2) personal references.
- i. Criminal records check will be conducted on all applicants, spouse/co-head, or live-in aide asking to live in the apartment. The following will be checked:
1. Convictions for felonious crimes.
 2. Convictions for drug use and/or distribution.
 3. Convictions for prostitution or gang activity.
 4. Convictions for addictions involving violent physical crime.
 5. Convictions for crimes against minors.
 6. Convictions for sexual crimes or lifetime registration on a sexual offenders list.

Conviction for any of the above with-in the last five (5) years will mean the application will be immediately denied.

Conviction for item #6 (sexual offender) at any time will mean the application will be denied.

G. REASONS FOR DENIAL

1. The owner/agent reserves the right to reject applicants for occupancy if it is determined that the applicant or any member of the household fails to meet or is unable to verify any of the criteria in section F of this document.
2. If, during the course of processing an application, it becomes evident that an applicant has falsified or otherwise misrepresented any facts about his/her current situation, criminal history, or behavior in a manner that would affect eligibility, Federal preferences, priorities, application selection criteria qualification, allowances, or rent, the application shall be rejected.
3. Applicant refuses to assist the owner/agent by providing the necessary items needed for certification, or refuses to sign the necessary paperwork.

H. REJECTION NOTIFICATION

1. The owner/agent will promptly notify the applicant, in writing, of any reason for denial of occupancy or rental assistance. The notice will include the specifically stated reason(s) for the rejection as well as the applicant's right to respond to the notice in writing or request a meeting within fourteen (14) days to dispute the rejection.

2. The owner/agent will have five (5) days after said meeting to respond to the application of the final decision on eligibility.
3. Owner/agent may consider extenuating circumstances in evaluating information obtained during the screening process to assist in determining the acceptability of an applicant for tenancy.

I. GENERAL INFORMATION

1. A security deposit is required for all tenants equal to one months rent or in some communities the greater of one month's total tenant payment or \$50.00. The deposit may be divided into three monthly payments. The first amount is due at the time of move in, and the balance can be paid in equal amounts in the next two months.
2. Small-domesticated pets are allowed (See House Rules upon move-in). A \$100.00 pet deposit is required, of which \$50.00 is due at move-in. The balance can be paid at \$10.00 a month for the next five months.
3. The owner/agent may not require a physical examination as a condition of occupancy.
4. The only community with an approved requirement for a meal program is Prairie View Apartments.
5. No donation, contribution, or membership fee will be required as a condition for occupancy.
6. Management will not inquire about the nature or severity of an individual's disability or handicap. It is enough to know the individual qualifies as an eligible tenant because of a disability.
7. All residents must complete an annual certification process. This is to re-verify family composition and income status to make sure residents still meet all HUD guidelines for assistance. Residents will be notified 120 days before their annual certification is due. They must meet with the owner/agent to provide information and sign paperwork so this can be completed before their anniversary date, which will fall on the first of the month for the month they moved in.
8. Any change in household status or increase in income that is \$200.00 or more a month must be reported to the owner/agent so that an interim certification can be completed to adjust the amount of rental assistance they are receiving.
9. Verification if any member of your household is a student of higher education during five calendar months of this year or plan to be in the next calendar year at an educational institution(other than a correspondence school) with regular faculty and students.
The following Questions will be asked to determine if you qualify for the student discount.

1. Are you a full time student?
2. Are you disabled? If yes, were you receiving Section 8 assistance as of November 30, 2005?
3. Are you a graduate or professional student?
4. Are you at least 24 years of age?

5. Are you a veteran of the United States Military?
6. Are you married?
7. Do you have a dependent child?
8. Do you have dependents other than a child or spouse?
9. Were you an orphan or a ward of the court through the age of eighteen?
10. Will you be living with your parents?
 - If no: a. Are your parents receiving or eligible to receive Section 8 assistance?
 - b. Are you claimed as a dependent on your parent's tax return?
11. Are you receiving any financial assistance to pay for your Education?

The owner/agent will abide with the requirements of Section 504 of the Rehabilitation Act of 1973, The Fair Housing Act and Title VI of the Civil Rights Acts of 1964, as they apply to assuring that the rights of all persons are being met.

To carry out this Tenant Selection Plan, the owner/agent will not discriminate on the basis of race, color, creed, religion, national or ethnic origin, citizenship, ancestry, class, sex, sexual orientation, familial status, disability, military/veteran status, source of income, age or other basis prohibited by local, state or federal law in any aspect of tenant selection or matters related to continued occupancy. The owner/agent will follow the Affirmative Fair Marketing Plan and the regulatory agreement with HUD. The owner/agent will make reasonable accommodations in policies or reasonable modification of common or unit premises for all applicants with disabilities who require such changes to have equal access to any aspect of the application process or to the community and its programs and services.

**Addendum A: Tenant Selection Plan Priority Point System dated (04-01-05)
(Used in conjunction with Section C5 of this document)**

To better maintain the waiting list and avoid confusion, the following points shall be assigned when a person is accepted for the waiting list:

Is over age 62	3 points
Is disabled (under 62)	1 point
* Has an extremely low income	1 point
** Has one or more priority	1 point
Transfers for health or safety	1 point

Maximum points will be 5 (five). The date and hour of being placed on the waiting list will be the tiebreaker. **Note:** Fiscal years for each project are as follows:

- January 1 – Prairie View Apartments
- April 1 – Quaker Apartments
- July 1 – Moyer, Mulberry, William Tuke, and Esther Tuke
- October 1 – Smith House, Barker House (DD), Friendship Acres, Friendship Acres East

* This extra point for being extremely low income will be used to assure that 40% of the move-ins for the current fiscal year of the property has been extremely low income. Example: If eight units have been re-occupied since the start of the fiscal year, then four of these move-ins should be extremely low income. See chart below for examples:

<u># of Move-In Units</u>	<u># of Extremely Low Income Move-Ins Needed</u>
1	1
2	1
3,4, or 5	2
6,7	3
8,9,10	4
11,12	5
13,14,15	6

**Only one point will be assigned even if more than one priority category is fulfilled.

Addendum B: Citizenship Eligibility

The owner/agent must obtain the following documentation for each household member regardless of age:

- From U.S. citizens, a signed declaration of citizenship. The owner/agent may require verification of the declaration by requiring presentation of a U.S. birth certificate or U.S. passport.
- From non-citizens 62 years and older, a signed declaration of eligible non-citizen status and proof of age.
- From non-citizens under the age of 62 claiming eligible status:
 - A signed declaration of eligible immigration status
 - A signed consent form **and**
 - One of the DHS-approved documents

Non-citizens not claiming eligible immigration status may elect to sign a statement that they acknowledge their ineligibility for assistance.

Timeframes for Submitting Evidence of Citizenship/Immigration Status to the owner/agent

Applicants must submit required documentation of citizenship/immigration status no later than the date the owner/agent initiates verification of other eligibility factors (pre-application). Citizen or non-citizen eligibility verification will be done first. Owner/agent determines the applicant's citizenship or immigration status during the initial eligibility determination, prior to adding that household to the wait list or prior to move-in.

If the applicant cannot supply the documentation within the owner/agent's specified timeframe, the owner/agent **may** grant the applicant an extension of not more than 30 days, **but only if** the applicant certifies that the documentation is temporarily unavailable and additional time is needed to collect and submit the required documentation. (Although the extension period may not exceed 30 days, the owner/agent may establish a shorter extension period based on the circumstances of the individual case.)

The owner/agent will inform the applicant in writing if an extension request is granted or denied. If the request is granted, the owner/agent will include the new deadline for submitting the documentation. If the request is denied, the owner/agent will state the reasons for the denial in the written response. When granting or rejecting extensions, the owner/agent will treat applicants consistently.

Reviewing and Verification of a Household's Citizenship/Immigration Status

Owner/agent will conduct primary verification through the (Systematic Alien Verification for Entitlements) SAVE ASVI database-the Department of Homeland Security (DHS) automated system.

After accessing the ASIV database, the owner/agent enters the required date fields. The system will display one of the following messages for immigration status confirmation on the screen:

- Lawful Permanent Resident
- Temporary Resident
- Conditional Resident
- Asylum
- Refugee
- Cuban/Haitian Entrant
- Conditional Entrant

Secondary Verification. If the message “institute secondary verification” is displayed on the screen, the manual verification process must be used.

Within **10 days** of receiving an “Institute Secondary Verification” response, the owner/agent will prepare DHS Form G-845S, *Document Verification Request*. The owner/agent will send DHS Form G-845S and photocopies of the DHS documents submitted by the applicant to the DHS office serving the property’s jurisdiction.

The DHS will return to the owner/agent a copy of DHS Form G-845S indicating the results of the automated and manual search.

Notification to Applicants

Owner/agent will notify households in writing that they are:

- Eligible for assistance
- Eligible for partial assistance, as a mixed household

The owner/agent will notify households in writing if they are found to be ineligible based upon citizenship/immigration status.

Mixed Households

A mixed household—a household with one or more ineligible household members and one or more eligible household members—may receive:

- Prorated assistance
- Continued assistance

Appealing Determinations of Ineligibility

The owner/agent will notify the household in writing as soon as possible if the secondary verification process returns a negative result.

The household has 30 days from receipt of the notice to choose which option to follow.

The household may appeal the owner/agent's decision directly to the DHS. The household must send a copy of the appeal directly to the owner/agent. The DHS should respond to the appeal within 30 days.

If the DHS decision results in a positive determination of eligibility, the owner/agent can provide the household with housing assistance.

If the DHS decision results in a negative determination of eligibility, the household has **30 days** to request a hearing with the owner/agent.

Prohibition Against Delay of Assistance

Owner/agent may not delay the household's assistance if the household submitted its immigration information in a timely manner but the DHS verification or appeals process has not been completed.

If a unit is available, the household has come to the top of the wait list, and at least one member of the household has submitted the required documentation in a timely manner and has been determined to be eligible, the owner/agent will offer the household a unit and provide full assistance to those household members whose documents were received on time. Owner/agent will continue to provide full assistance to such households until information establishing the immigration status of any remaining non-citizen household members has been received and verified.