Tenant Selection Plan



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Tenant Selection Plan

United Church Manor is a 49 unit federally subsidized apartment building nestled in a parklike setting in West Seneca, New York. It was opened in 1987 by the United Church Home Society and is operated by a volunteer board with a mission of "*providing an affordable, vibrant, faith-based community that encourages independent lifestyle*." The United Church Manor is composed of thirty-seven (37) one-bedroom apartments and twelve (12) studio apartments. Of the thirty-seven (37) one-bedroom apartments, four (4) are accessible and of the twelve (12) studio apartments, one (1) is accessible.

The Fair Housing Act of 1968 and its subsequent amendments, as well as state and local laws, United Church Manor will not discriminate based on race, color, sex, disability, religion/creed, familial status, national origin, age, military status, marital status, sexual orientation, gender identity and expression, and lawful source of income.

PROJECT ELIGBILITY REQUIREMENTS:

United Church Manor is a US Department of Housing and Urban Development subsidized Section 8/202 property providing housing primarily to elderly households with very-low incomes which is at or below 50% of the area's median income. Ten (10%) percent of the units are designed with special accessibility features for disabled/handicapped persons with mobility impairments.

Project Specific Requirements The head of household; co-head or sole member must be 62 years of age or older. If less than 62 years of age, must be 18 or older and physically disabled/handicapped which is defined as an individual with a physical impairment, including impaired sensory, manual, or speaking abilities, which results in a functional limitation in access to and use of a building; and if such impairments:

1) Is expected to be of long-continued and indefinite duration,
2) Substantially impedes the ability to live independently; and
3) Is of such a nature that such ability could be improved by more suitable housing conditions (i.e. the special accessibility features provided by the specially designed accessible apartment).

Examples of eligible persons would include, but not limited to, a person who uses a wheelchair, walker, or cane; a person with a heart ailment who experiences shortness of breath while walking and/or climbing stairs.

Citizenship Requirements

Only U.S. citizens, U.S. nationals, or eligible non-citizens may receive assistance under our Section 8 housing program.

1) All family members, regardless of age, must declare citizenship.
   a. Citizens must sign a declaration of citizenship;
   b. Noncitizens 62 years and older must sign a declaration of eligible noncitizen status and provide acceptable proof of age;
   c. Noncitizens under 62 years of age who claim eligible status must sign a declaration of immigration status; sign a consent form; and provide one of DHS-approved documents;
2) All required documentation of citizenship/immigration status must be submitted no later than implementation of verification of other eligibility factors.
3) It is management's policy to begin verification of citizenship/immigration status at time of application.

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Social Security Number Requirement: Applicants must provide documentation of Social Security Numbers (SSN) for all household members. The Social Security Number requirements do not apply to:
1) Individuals age 62 or older as of January 31, 2010, whose initial determination of eligibility was begun before January 31, 2010.
2) Individuals who do not contend eligible immigration status.
3) A child under the age of 6 years added to the applicant family within the 6-month period prior to the household's date of admission. The household will have a maximum of 90-days after the date of admission to provide the Social Security Number and adequate documentation that the Social Security Number is valid. An additional 90 days may be granted under certain circumstances. If the household does not provide the Social Security Number and adequate documentation to verify the Social Security Number within the prescribed timeframe, HUD requires that the owner/agent terminate tenancy.
4) Foster children or adults when:

- The foster agency will not provide the SSN or adequate documentation to verify the SSN; and
- HUD approves.

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 family must be offered the available unit. All non-exempt household members have ninety (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 but will not be considered again until the required documentation is provided. If, after ninety (90) days, the applicant family 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. The applicant may apply again, after obtaining the appropriate documentation. The applicant will be placed on the waiting list based on the date and time the **new** application is received.

Secondary Verification of the Social Security Number
The Social Security Number provided will be compared to the information recorded in the Social Security Administration database through HUD's Enterprise Income Verification System (EIV) to ensure that the Social Security Number, birth date and last name match. If EIV returns an error that cannot be explained or resolved, assistance and/or tenancy may be terminated, and any improper payment must be returned to HUD. If an applicant/resident deliberately provides an inaccurate Social Security Number, the owner/agent and/or HUD may pursue additional penalties due to attempted fraud.

INCOME LIMITS

The household must meet the "very low annual income limit" based on the number of people in the household. HUD guidelines require that at least 40% of the households admitted each fiscal year to United Church Manor fall into the "extremely low income" category. The amounts used are updated annually by HUD and we use Buffalo-Cheektowaga- Niagara Falls area region.

PROCEDURES FOR ACCEPTING APPLICATIONS AND SELECTING FROM THE WAITING LIST

Applications Received

- Applications will be reviewed to confirm all pertinent information is provided to make a pre-determination of eligibility as well as signatures and dates. If an application is incomplete the application will be returned to the applicant with correspondence informing them what needs to be addressed.

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- If complete, applications are dated on the date they are received in the office, with the time recorded and entered onto the appropriate waitlist in chronological order.
- An acceptance letter will be U.S. mailed to the applicant informing them of their applicant number, that they have been added to the waitlist and if they have a preference.
- The acceptance to the waitlist is solely preliminary and once an apartment is available a meeting will be scheduled to verify the information provided.

Preferences

40% of the households admitted each fiscal year must fall into the “extremely low income" category and are flagged on the waiting list so they can be identified. United Church Manor will alternate between the first “extremely low-income” applicant on the waiting list and the applicant at the top of the waiting list. As subsequent units become available, tenant selection continues to alternate between extremely low-income and the eligible applicant at the top of the waiting list.

United Church Manor does not offer any additional local preferences beyond those explicitly listed in this Tenant Selection Plan. Should any preferences be added in the future, they will be implemented in accordance with HUD Handbook 4350 and subject to HUD approval.

Apartment Style Selection

Applicants denoting unit size preference on their applications will be placed on the waiting list for the unit size desired. Applicants that do not denote unit size preference will be placed on both the studio and the one-bedroom waiting list. This will hold true for individuals requiring an accessible apartment as well.

APPLICANT SCREENING CRITERIA

Mandatory reasons for denial

Applicants applying for HUD-funded housing and have a criminal record will be afforded rights and protections with the exception of the following two mandatory reasons for denial:

1. Individuals found to have manufactured or produced methamphetamine in the home
2. Sex offenders subject to a lifetime registration requirement under a state sex offender registration program

United Church Manor uses a Multi-State Criminal/National Sex Offender database with Onesite software.

HUD has Established Standards that Prohibit Admission of:

1. Any household containing a member(s) who 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 has reasonable cause to believe that a member’s illegal use or pattern of illegal use of a drug may interfere with health, safety and right to peaceful enjoyment of the property by other residents.
3. Any household member who is subject to a state sex offender lifetime registration requirement; and
4. Any household member if there is a reasonable cause to believe that the 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 are based on behavior, not the condition of alcoholism or alcohol abuse.

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Use of Marijuana
Applicants will be denied admission to federally assisted housing for any household member determined to be illegally using a controlled substance including marijuana in all forms.

All Other Convictions
An applicant who claims any type of conviction may be eligible for housing after a review of the criminal conviction using the "*Worksheet for Applying New York State's Anti-Discrimination Policies When Assessing Justice-Involved Applicants for State Funding Housing."* If the conviction did not involve physical violence or affect the health, safety and welfare of others, and has been confirmed, it may not be considered in assessing the housing applicant. If the conviction did, the applicant will be provided with an opportunity to answer specific questions such as:

- Time passed since conviction;
- Age at time of conviction;
- Seriousness of conviction, and
- Evidence provided regarding rehabilitation, treatment programs, volunteer work, and paid employment.

Once all the information is provided a decision will be made.

Failure to Report Criminal Activity
Any applicant who does not report a criminal conviction on the application for admission and it is discovered that the applicant does have a conviction will not be considered for admission.

Criminal Screening Discoveries
Criminal background screens are completed prior to move in time. If the criminal background investigation results indicate that the applicant does not meet the criminal screening criteria, the application will be rejected in accordance with the HUD guidelines for applicant rejections. Before rejecting the household, United Church Manor will compare the information provided by the applicant with the criminal history report. If the information conflicts, we will:

1. Notify the household of the proposed action based on the information obtained.
2. Inform the applicant how to obtain a copy of the report.
3. Provide the applicant with an opportunity to dispute the accuracy and relevance of the information obtained by providing documentation to refute the criminal discovery. Failure to provide the documentation will result in denial.
4. Allow the household the opportunity to remove the household member.

After the move-in, if the owner discovers that there was a criminal history that would have resulted in rejection, the owner will contact the resident to determine the accuracy of the criminal report. If the resident would have been rejected had the information been known at the time of the eligibility determination, the owner will take appropriate action including notifying HUD's Office of the Inspector General of potential fraud and pursuing termination of tenancy (eviction).

Credit
Credit or credit history is not considered in tenant selection, but all necessary utility services, specifically electricity with NYSEG must be secured by the applicant prior to move in.

Provisions for Previous Tenants
Any previous tenant of United Church Manor who has any financial obligation to the United Church Manor or who has received a lease violation in the last 12 months of their tenancy will not be eligible.

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REJECTING INELIGIBLE APPLICANTS

If an applicant is deemed ineligible, a letter with VAWA Rights and Certification Form will be sent within five (5) business days of receipt of the application that clearly states the reason the rejected determination has been made. The applicant will be informed of the reason for the rejection and advised of their right for an appeal. The applicant shall have fourteen (14) days from the date of the letter to respond in writing or to request a meeting to discuss the rejection.

Any meeting with the applicant to discuss the applicant's rejection will be conducted by another staff member who was not involved in the initial decision to deny admission. The final decision on eligibility will be sent via written notice within five (5) business days of having the meeting.

The application, the rejection notice, the applicant's reply (if any) and the final response will be maintained on file for a period of no less than three years. Any additional information that was used to verify information on which the determination was based will be included.

OCCUPANCY STANDARDS

Both for one bedroom and studio apartments, the minimum occupancy standard is one person with a maximum of two people per unit. Any surviving member of an eligible household who was listed as a household member on the HUD50059 and is of legal age can remain in the unit. Live in aides are not considered a household member. After moving in, if a unit becomes overcrowded due to a change in family composition, the family will be required to comply with occupancy standards. If unable to comply, they will need to vacate the unit.

UNIT TRANSFERS

Eligible applicants who become residents of a studio unit and complete six (6) months of residency may submit a "Unit Transfer Request" in the office. The resident must be in good standing specifically no pending termination or eviction, delinquent rents or lease violations in the prior six (6) months from date of request. Current tenants will have preference for a one-bedroom apartment over any applicant on the waiting list. All other requests for a unit transfer would be based on a VAWA emergency transfer, reasonable accommodation or the tenant no longer needs the features of an accessible unit.

SECTION 504, FAIR HOUSING ACT & CIVIL RIGHTS

United Church Manor provides equal access to and does not discriminate because of race, color, religion/creed, sex, including sexual orientation, gender identity and expression, disability, familial status or national origin per the Fair Housing Act and Civil Rights laws. In addition, and in accordance with New York State Human Rights Law, United Church Manor will not discriminate based on military status; in accordance with the Town of West Seneca Fair Housing Law, United Church Manor will not discriminate based on source of income.

Reasonable Accommodations

United Church Manor will seek to identify and eliminate situations or procedures which may create a barrier to equal housing opportunity for all. In accordance with Section 504 of the Rehabilitation Act of 1973 and the Fair Housing Amendments Act of 1988, United Church Manor will make such changes as will reasonably accommodate people with disabilities (applicants or residents). Such accommodations may include changes in the method of administering policies, procedures, or services. In addition, the

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property may perform structural modifications to housing and non-housing facilities on site where such modifications would be necessary to afford full access to the housing program for qualified individuals with disabilities.

In reaching a reasonable accommodation with, or performing structural modifications for, otherwise qualified individuals with disabilities the United Church Manor is not required to:

1. Make structural alterations that require the removal or alteration of a load-bearing structural member;
2. Provide support services that are not already part of its housing program;
3. Take any action that would result in a fundamental alteration in the nature of the program or service;
4. Take any action that would result in an undue financial and administrative burden on the property (including structural impracticality as defined in the Uniform Federal Accessibility Standards).

If modifications necessary to afford a person with disabilities full enjoyment of the premises are found to be an undue financial or administrative burden, the individual may modify the premises at their own expense. Any modifications proposed which would detract from the future usability and marketability of the unit will be permitted contingent upon the resident agreeing to restore the interior to its original condition.

Limited English Proficiency
In accordance with HUD guidance regarding Limited English Proficiency (LEP), United Church Manor will take reasonable steps to assist persons with limited ability to read, write, speak, or understand English. This may include offering oral interpretation services or providing translated materials upon request to ensure meaningful access to housing services and programs.

Any person who believes their rights have been violated under the Fair Housing and Equal Opportunity laws should contact the Department of Housing and Urban Development's (HUD's) Regional Office of Fair Housing and Equal Opportunity.

OPENING AND CLOSING OF WAITLIST

The waiting list may be closed for one or more unit sizes or types when the average wait is over one year. When the list is closed, the owner will advise potential applicants that the list is closed and will refuse to accept any additional applications. In addition, the owner will publish a notice to that effect in a publication likely to be read by potential applicants. The notice will state the reasons for the owner's refusal to accept additional applications.

When the owner agrees to accept applications again, the owner will make an announcement in a publication likely to be read by potential applicants. Notifications will detail when and where to apply as well as the order in which applications will be processed.

The waiting list will be updated biennially or when the total number of applicants exceeds (75). A waiting list update letter will be mailed to each person on the list requesting the applicant to indicate their current interest in residing at United Church Manor. The letter will inform each applicant that failure to respond will be interpreted as a request to be removed from the waiting list. Any update letter that is returned to the United Church Manor for lack of forwarding address or stamped by the

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postal service as addressee unknown or return to sender will automatically result in the removal of the applicant from the waiting list.

In addition to the above mentioned, applicants will be removed from the waiting list when:

- The applicant no longer meets the eligibility requirements of the property or program;
- The applicant fails to respond to any written notification of an available unit.

Applicants who are removed from the waiting list for lack of response or for any reason mentioned above may reapply for residency.

ELIGBILITY OF STUDENTS ENROLLED AT AN INSTITUTE FOR HIGHER EDUCATION

Student eligibility is determined at move-in/initial certification and at each annual certification. Student eligibility may also be reviewed at interim certification if student status has changed since the last certification.

A student who is otherwise eligible and meets screening requirements is eligible for assistance if the student meets the criteria indicated below. Section 8 assistance shall be provided to any individual who is enrolled as either a part-time or full-time student at an institution of higher education for the purpose of obtaining a degree, certificate, or other program leading to a recognized educational credential: when the student:

1) Is living with his or her parents who are receiving Section 8 assistance;
2) Is individually eligible to receive Section 8 assistance and has parents who are income eligible to receive Section 8 assistance;
3) Is a graduate or professional student;
4) Is a veteran of the United States military or is an active member of the United States military;
5) Is married;
6) Has a dependent other than a spouse; (e.g., dependent child)
7) Is at least 24 years of age;
8) Is a person with disabilities, as such term is defined in section 3(b)(3)(E) of the 1937 Act and was receiving assistance under section 8 of the 1937 Act as of November 30, 2005;
9) Is classified as Vulnerable Youth; using HUD's definition of a vulnerable youth;
10) The individual is a student for whom a financial aid administrator makes a documented determination of independence by reason of other unusual circumstances;

If a student does not meet the eligibility criteria above, but can prove independence from parents under HUD rules, then the student would meet HUD's student eligibility criteria.

If an ineligible student applies for or is a member of an existing household receiving Section 8 assistance, the assistance for the household will not be prorated but will be terminated.

***NOTE**: An owner cannot evict or require an ineligible student to move from a unit as long as the student is in compliance with the terms of the lease.*

Prohibition of Assistance to Noncitizen Students

Noncitizen students and their noncitizen families may not receive assistance. Noncitizen students are not eligible for continuation of assistance or temporary deferral of termination of assistance. A noncitizen student is defined as an individual who is as follows:

1) A resident of another country to which the individual intends to return;

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2) A bona fide student pursuing a course of study in the United States; and
3) A person admitted to the United States solely for the purpose of pursuing a course of study as indicated on an F-1 or M-1 student visa;

This prohibition applies to the noncitizen student's noncitizen spouse and noncitizen children. However, spouses and children who are U.S. citizens may receive assistance. For example, a family that includes a noncitizen student married to a U.S. citizen is a mixed family.

Student Financial Assistance

Student financial assistance that is not specifically excluded will be included as part of the family's Annual Income unless the student is the head of household, co-head of household/spouse and is over 23 (24) with a dependent child.

For Section 8 programs, any financial assistance that is provided through a qualified Coverdell Education Savings Account (ESA) or other qualified ESA, is excluded when determining Annual Income for the family.

Any financial assistance a student receives (1) from private sources, (2) from an institution of higher education, or (3) under the Higher Education Act of 1965, that is in excess of amounts received for tuition and other qualified fees, is included when determining Annual Income for the family, except if the student is the head of household, co-head of household/spouse and is over the age of 24 with a dependent child or children (as defined by HUD).

Student financial assistance that is provided by persons not living in the unit is not part of annual income if the student meets the Department of Education's definition of ''vulnerable youth.''

Covered fees include tuition, books, supplies (including supplies and equipment to support students with learning disabilities or other disabilities), room and board, and fees required and charged to a student by an institution of higher education (as defined under section 102 of the Higher Education Act of 1965). For a student who is not the household, co-head of household/spouse, actual covered costs also include the reasonable and actual costs of housing while attending the institution of higher education and not residing in an assisted unit.

Students who are found ineligible based on the HUD student eligibility requirements may request an appeal in writing and submit any relevant supporting documentation. Management will review the request and provide a written determination within ten (10) business days of receiving the appeal.

VIOLENCE AGAINST WOMEN ACT (VAWA)

The Violence Against Women Act (VAWA) provides protections to women or men who are the victims of domestic violence, dating violence, sexual assault and/or stalking, economic abuse, and/or technological abuse – collectively referred to as VAWA crimes. The United Church Manor understands that, regardless of whether state or local laws protect victims of VAWA crimes, people who have been victims of violence have certain rights under federal fair housing regulations.

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This policy is intended to support or assist victims of VAWA crimes and protect victims, as well as affiliated persons, from being denied housing or from losing their HUD assisted housing as a consequence of their status as a victim of VAWA crimes. Affiliated persons include:

- A spouse, parent, brother, sister, or child of the victim, or a person to whom the victim stands in the place of a parent or guardian (for example, the affiliated individual is a person in the care, custody, or control of the victim); or
- Any individual, resident/applicant, or lawful occupant living in the household of that individual.

VAWA ensures that victims are not denied housing and housing assistance solely because the person is a victim of a VAWA crime. However, being a victim of a VAWA crime is not reason to change the eligibility or applicant screening requirements set forth in the Tenant Selection Plan unless such requirements interfere with protections provided under the VAWA.

Confidentiality

The ***Notice of Occupancy Rights under the Violence Against Women Act*** provides notice to the resident/applicant of the confidentiality of information about a person seeking to exercise VAWA protections and the limits thereof. The identity of the victim and all information provided to United Church Manor relating to the incident(s) of abuse covered under the VAWA will be retained in confidence. Information will not be entered into any shared database nor provided to a related entity, except to the extent that the disclosure is:

- Requested or consented to by the victim in writing; or
- Required for use in an eviction proceeding or termination of assistance; or
- Otherwise required by applicable law.

The United Church Manor will retain all documentation relating to an individual's domestic violence, dating violence, sexual assault and/or stalking in a separate file that is kept in a separate secure location from other applicant or resident files.

Requests & Certification

When the United Church Manor responds to a request to exercise protections provided under the VAWA, the United Church Manor will request that an individual complete, sign, and submit the VAWA certification form, within fourteen (14) business days of the request. This certification may be submitted in an equally effective manner, as a reasonable accommodation, if there is the presence of a disability.

If the applicant/resident has sought assistance in addressing domestic violence, dating violence, sexual assault and/or stalking from a federal, state, tribal, territorial jurisdiction, local police or court, the resident may submit written proof of this outreach in lieu of the certification form. The United Church Manor will accept the following:

- A federal, state, tribal, territorial jurisdiction, local police or record or court record
- Documentation signed and attested to by a professional (employee, agent or volunteer of a victim service provider, an attorney, medical personnel, etc.) From whom the victim has sought assistance in addressing domestic violence, dating violence and/or stalking or the effects of the abuse. This document must be signed by the applicant/resident.

The victim is not required to name his/her accused perpetrator if doing so would result in imminent threat or if the victim does not know the name of his/her accused perpetrator.

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Lease Bifurcation

If the United Church Manor determines that physical abuse caused by a resident is clear and present, the law provides the United Church Manor the authority to bifurcate a lease i.e., remove, evict, or terminate housing assistance to any accused perpetrator, while allowing the victim, who lawfully occupies the home, to maintain tenancy.

Legal Action

Victims are encouraged to seek police/legal protection from their accused perpetrator. In some cases, The United Church Manor may file a restraining order against the accused perpetrator to prevent the accused perpetrator from entering the property.

Emergency Transfer

The United Church Manor will consider an Emergency Transfer Request when a person seeking to exercise VAWA protections feels that he/she is:

- In in imminent danger;
- Was sexually assaulted on the property within 90 days of the request.

Nonretaliation

United Church Manor will not discriminate against any person because that person has opposed any act or practice made unlawful by the Violence Against Women Act or because that person testified, assisted, or participated in any matter related to the Violence Against Women Act or a VAWA crime.

Noncoercion

United Church Manor shall not coerce, intimidate, threaten, or interfere with, or retaliate against, any person in the exercise or enjoyment of, on account of the person having exercised or enjoyed, or on account of the person having aided or encouraged any other person in the exercise or enjoyment of, any rights or protections under the Violence Against Women Act including:

1. Intimidating or threatening any person because that person is assisting or encouraging a person entitled to claim the rights or protections under the Violence Against Women Act.
2. Retaliating against any person because that person has participated in any investigation or action to enforce the Violence Against Women Act.

Protections to Report Crimes from Home

Owner/agents, residents, occupants, service providers, guests and applicants:

1. Shall have the right to seek law enforcement or emergency assistance on their own behalf or on behalf of another person in need of assistance; and
2. Shall not be penalized based on their requests for assistance or based on criminal activity of which they are a victim or otherwise not at fault under statutes, ordinances, regulations, or policies adopted or enforced by covered governmental entities. Prohibited penalties include:
    a. Actual or threatened assessment of monetary or criminal penalties, fines, or fees;
    b. Actual or threatened eviction;
    c. Actual or threatened refusal to rent or renew tenancy;
    d. Actual or threatened refusal to issue occupancy permit or landlord permit;
    e. Actual or threatened closure of the property, or designation of the property as a nuisance or a similarly negative designation.

Copies of the Emergency Transfer Plan and full VAWA Policy are available upon request in the management office.

APPLICANT NOTIFICATION & OPPORTUNITY TO SUPPLEMENT INFORMATION

It is the responsibility of the applicant to notify the office at the United Church Manor of any changes of address, phone number, household size and income increases or decreases.

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Each household will be offered the opportunity to accept an offered apartment two (2) times. If an applicant does not wish to accept an offered apartment, they have the right to refuse the offer. Applicants must notify United Church Manor of their intent to refuse the unit offer by phone, in writing or by email.

The first time an applicant or resident refuses a unit, the unit will be offered to the next qualified household based on the selection order previously described. The applicant will then be moved to the bottom of the waiting list and the date of refusal will become the new date of application (a cover sheet will be placed on the application with explanation of application date change). The second time an applicant or resident refuses an offered unit, the household will be removed from the waiting list.

However, if an applicant does not have a disability that could use the accessibility features of the apartment and is at the top of the waiting list, and there are no disabled households on the waiting list, that household may be offered an accessible unit. The 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 and they shall retain the same place on the waiting list. If the applicant household accepts the accessible unit, the household will be required to sign a lease attachment which will require them to move to the next available non-accessible apartment if a person requiring the accessible features is located.

Rental Timeframe and Taking Possession of a Unit

Once an applicant is contacted for an apartment, the applicant will have ten (10) days to meet with the Director of Housing and an additional ten (10) days to provide needed verifications to determine eligibility and calculate rent. The applicant must agree to take possession of the unit in no more than thirty (30) calendar days after accepting the offer. If the applicant does not adhere to these timeframes, they will be rejected and removed from the waiting list. The unit will be offered to the next eligible applicant/resident based on the selection order described in this plan.

SECURITY DEPOSIT

Security Deposits will be maintained in a separate interest-bearing sub account. The security deposit is due in full on the day of move in. The security deposit will be returned minus any unpaid rent, reasonable costs to restore the unit to its original condition minus normal wear and tear and/or other financial obligations.

Pet deposits are $300.00 which may be payable in increments, the first payment must not be less than $50.00.

Transfers

When a resident transfers to a new unit, the United Church Manor will charge a new security deposit and will refund the security deposit for the old unit less any outstanding amounts for rent, fees, or damages. Residents must be able to pay the required security deposit in full and sign a new lease before moving to the new unit.

RESIDENT CHARGES

At move in the tenant will receive a tenant handbook with a list of miscellaneous charges and cleaning fees related to work requested or due to damages.

INTERIM RECERTIFCATIONS /CHANGES IN HOUSEHOLD INCOME

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Interim recertifications are conducted to account for changes to a household's income that occurs between annual recertifications.

Increase of Income: If there is an increase in the tenant's income of more than $200 a month or more the tenant may be subject to an interim of their rent which must be reported within thirty (30) days of the change. If changes in increased income are not reported the office within thirty (30) days and results in an increase in rent, the increase will be applied retroactively to the first day of the month following the increase. In these cases, the household will be responsible for the retroactive rent amounts owed.

Decrease of Income: If changes in decreased income are not reported timely to the office within thirty (30) days and such changes result in decreased rent, the decrease in rent will not be applied retroactively. The decreased rent will be effective the first day of the month following the date the tenant reported the change.

Change in Household Size: All changes in household composition must be reported to the office within thirty (30) days. An interim will be conducted using the updated information including income and asset information

STREAMLINING

Assets: When determining household eligibility, the amount of assets held by the household must be taken into consideration. At move in, all household assets must be verified regardless of the value. After the initial verification, households may self-certify that the combined net value of all household assets is equal to or less than $5,000. Third party verification of assets is required every third year.

VERIFICATIONS

The owner/agent shall obtain verifications in compliance with requirements set forth by HUD. After the preliminary eligibility determination, no decision to approve an application shall be made until information provided on the application form and during subsequent interviews has been performed to collect all necessary verifications.

Methods of Verification will be attempted as follows:

1. **Upfront Income Verification (UIV)** using HUD's Enterprise Income Verification (EIV) system (EIV may be used as the sole verification of Social Security income);
2. **Written, third-party verification from the source, also known as "tenant-provided verification".**
   An original or authentic document generated by a third-party source dated within 120 days of the date received by the owner/agent. (e.g., resident provided bank statement). For fixed-income sources, a statement for the appropriate benefit year is acceptable documentation. Owner/agents may also accept third-party verification directly from the verification source. For example, owner/agents may (but are not required to) obtain verification of disability directly from a medical care provider (e.g., physician, physical therapist, etc.) or may accept a letter provided by the provider to the resident;
3. **EIV with Self-Certification (Employment or Unemployment Income).** The EIV Income Report may be used to verify and calculate income if the family self-certifies that the amount is accurate and representative of current income. The family will be provided with the information from EIV.
4. **A Written Third-party Verification Form (as appropriate);**

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5. **Oral verification.** When verifying information over the telephone or via the internet, it is important to be certain that the person is the party he or she claims to be. When verifying information by phone, the owner must record and include in the tenant's file the following information:
   - Third-party's name, position, and contact information;
   - Information reported by the third party;
   - Name of the person who conducted the telephone/internet interview; and
   - Date and time of the call.
6. **Family Self-Certification.** In the absence of any of the above or as provided in HUD guidance, notarized or witnessed self-certification from the household member *(the owner/agent is not required to accept family/self-certification).* Except when accepted based on HUD guidance (e.g., Streamlining, Assets Disposed, etc.), when the owner/agent accepts Family Self-Certification, the tenant file will be documented, when appropriate, to show that staff attempted other acceptable verification before relying on family self-certification.

AUTHORIZATION FOR THE RELEASE OF INFORMATION/ HUD -9886/9887:

All applicants 18 and older must sign the Authorization for the Release of Information HUD 9886 and HUD 9887 prior to move in and annually at recertification.

When a minor living in the unit turns 18, he/she will have thirty (30) days to meet with the management staff and sign appropriate forms. Failure to do so will result in termination of assistance for the entire household.

ENTERPRISE INCOME VERIFICATION (EIV)

All applicants MUST disclose if they are currently receiving HUD housing assistance. The United Church Manor will not knowingly assist applicants who will maintain a residence in addition to the HUD-assisted unit or who attempt to receive HUD assistance in two separate residences. The United Church Manor will use the Enterprise Income Verification System (EIV) Existing Tenant Report to determine if the applicant or any member of the applicant household is currently receiving HUD assistance. Applicants moving in with any type of housing subsidy will be required to accept responsibility for paying the daily market rent if any subsidy overlaps from their previous residence. A maximum of three (3) days at market rent will be allowed so the applicant can make their move.

Special consideration applies to:
1) Minor children where both parents share 50% custody;
2) Recipients of HUD assistance in another unit who are moving to establish a new household when other family/household members will remain in the original unit.

After move in all tenants will be subject to EIV reports required by the Dept. of HUD as follows:
- The EIV Summary /Income/ Discrepancy Report within 120 days after the move in information is transmitted to HUD and annually at recertification and at interim recertification.
- New Hire Report, Multiple Subsidy, Deceased Tenant and Identity Verification Report will be ran monthly.

RENT CALCULATION

The Total Tenant Payment (TTP) will be calculated in compliance with HUD rules. This means that the family will pay the greater of:

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- 10% of monthly income;
- 30% of monthly adjusted income; or
- Welfare rent (welfare recipients in as-paid localities only); or
- The $25 minimum rent

MISCELLANEOUS PROVISIONS

- United Church Manor must be your sole residence.
- United Church Manor is a smoke free building.
- Tenants must cooperate with the annual recertification process which includes annual apartment inspection of unit.
- Applicants must conduct themselves in a manner which does not threaten the health and safety of themselves and/or other tenants, staff or the building.

MODIFCATION OF TENANT SELECTION PLAN

This tenant selection plan will be reviewed at least annually to ensure that we follow all current operating practices, program priorities, and HUD requirements. After any modifications to the tenant selection plans are made, they will be available to applicants on the website and in the office. If requested, the tenant selection plan will be U.S. mailed.