

Tenant Selection Plan

October 19, 2018

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The Baptist Manor campus consists of four (4) buildings with HUD subsidy under Program Section 8.

1. The Drake Building located at 23200 Drake Rd., Farmington Hills, MI is classified as a Section 202/8 with no mandatory meal program. The Drake Building’s income level is classified as very low.
2. The Epsilon Building located at 30239 W. 13 Mile Rd., Farmington Hills, MI is classified as a Section 202/8 with no mandatory meal program. The Epsilon Building’s income level is classified as low.
3. The Alpha Building located at 30251 W. 13 Mile Rd., Farmington Hills, MI is classified as a Private Pay/Market Rent apartments with 40 unit slots for the Section 8 Program, with no mandatory meal program. The Alpha Building’s Section 8 program income level is classified as very low.
4. The Gamma Building located at 30245 W. 13 Mile Rd., Farmington Hills, MI is classified as a Private Pay/Market Rent with 30 unit slots for the Section 8 Program, with no mandatory meal program. The Gamma Building’s Section 8 program income level is classified as very low.

*When reviewing this Tenant Selection Plan please refer to the building specific criteria list above to define your building selection.*

The Metropolitan Detroit Baptist Manor, Inc., also known as The Baptist Manor, will be, in this Tenant Selection Plan, referred to as the acronym ‘MDBM.’

Metropolitan Detroit Baptist Manor, Inc. (MDBM) subscribes to the following procedures in selecting new residents for all of Private Pay and our Subsidized units. The purpose of this Tenant Section Plan is to implement the HUD regulations, including Quality Housing and Work Responsibility Act (QHWRA) for the Section 8 housing assistance payments program at this property.

**NOTE: All Market Rental Tenants will be required to show proof of rental insurance within 30 days of move-in.**

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1. **EQUAL OPPORTUNITY HOUSING**

The management of MDBM fully adheres to the Federal Fair Housing Law (Title VII of the Civil Rights Act of 1968; as amended by the Housing and Community Development Act of 1974), which stipulates that it is illegal to discriminate against any person because of race, color, religion, sex, national origin, marital status, handicap or familial status, including Admission and Occupancy Provisions of the Quality Housing and Work Responsibility Act of 1998 (QHWRA) for Multifamily Housing Programs.

The management of MDBM also fully adheres to the HUD’s Equal Access Rule Notice H2015-06 of July 13, 2015. The rule is intended to ensure housing is open to all eligible individuals and families regardless of actual or perceived sexual orientation, gender identity, or marital status. Applicants should be U.S. Citizens or have eligible immigration status and provide supporting documentation with the application.

1. **PROJECT ELIGIBILITY REQUIRMENTS IN A SECTION 202/8 OR SECTION 8 BUILDING FOR THE ELDERY FAMILY. [24 CFR 891.505]**

Project eligibility requirements in Section 8 of Alpha (40 units), Gamma (30 units). Section 202/8 of Drake (102 units) and Epsilon (100 units) Buildings for the Elderly.

1. Families of two or more persons, the head of which (or his or her spouse) is 62 years of age or older.
2. The surviving member or members of a family described in *‘B.1.’* living in a unit with the now deceased member of the family at the time of his or her death.
3. A single person who is 62 years of age or older; or
4. Two or more elderly persons living together or one or more such persons living with another person who is determined by HUD, based upon a licensed physician’s certificate provided by the family, to be essential to their care or well-being.

**C. PROJECT ELIGIBILITY REQUIREMENTS IN A SECTION 202/8 & SECTION 8 BUILDING FOR DISABLED FAMILY. [24 CFR 891.505]**

Project eligibility requirements in Section 8 of Alpha (40 units), Gamma (30 units). Section 202/8 of Drake (102 units) and Epsilon (100 units) Buildings for the Elderly.

1. Families of two or more persons the head of which (or his or her spouse) is a person with disabilities.
2. The surviving member or members of any family described in paragraph ‘C.1.’ of this definition living in a unit with the deceased member of the family at the time of his or her death.

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1. A single person with disabilities over the age of 18; or
2. Two or more persons with disabilities living together, or one or more such persons living with another person who is determined by HUD, based upon a licensed physician's certificate provided by the family, to be essential to their care or well-being.

**D. PROJECT ELIGIBILITY AS DEFINED FOR SECTION 202/8 & SECTION 8 PROGRAMS FOR PERSON WITH DISABILTY. [24 CFR 891.505 & 891.305]**

1. Any adult having a physical, mental, or emotional impairment that is expected to be of long-continued and indefinite duration, substantially impedes his or her ability to live independently, and is of a nature that such ability could be improved by more suitable housing conditions.
2. A person with 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:
3. Is attributable to a mental or physical impairment or combination of mental and physical impairments; is
4. manifested before the person attains age 22;
5. Is likely to continue indefinitely;
6. Results in substantial functional limitation in three or more of the following areas of major life activity:

 d.1. Self-Care,

 d.2. Receptive and Expressive Language,

 d.3. Learning,

 d.4. Mobility,

 d.5. Self-Direction,

 d.6. Capacity for Independent Living,

 d.7. Economic Sufficiency, and

1. Reflects the person’s need for a combination and sequence of special, interdisciplinary, or generic care, treatment, or other services which are of lifelong or extended duration and are individually planned and coordinated.
2. A person with a chronic mental illness, i.e., a person who has a severe and persistent mental or emotional impairment that seriously limits his or her ability to live independently, and whose impairment could be improved by more suitable housing conditions.

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1. Persons infected with the Human Acquired Immunodeficiency Virus (HIV) who are disabled as a result of infection with HIV are eligible for occupancy in the Section 202 projects designed for the physically disabled, developmentally disabled, or chronically mentally ill depending on the nature of the person’s disability (24 CFR 891.505).

**NOTE:** A person whose sole impairment is alcoholism or drug addiction (i.e., who does not have a developmental disability, chronic mental illness, or physical disability that is the disabling condition required for eligibility in a particular project) will not be considered to be disabled for the purposes of the Section 202/8 or 236 Program.

1. A person infected with the Human Acquired Immunodeficiency Virus (HIV) and a person who suffers with alcoholism or drug addiction, provided they meet the definition of “person with disabilities” in Section 811(42 U.S.C.)8013(1<)(2). A person whose sole impairment is a diagnosis of HIV positive or alcoholism or drug addiction (i.e., does not meet the qualifying criteria in Section 811, will not be eligible for occupancy in a Section 811 project. (24 CFR 891.305)

**E. PROJECT ELIGIBILITY DEFINED IN 202/8 & SECTION 8 PROJECTS FOR NON-ELDERLY DISABLED PERSON.**

1. Section 202/8 Projects designed to Serve the Elderly. For 10% of the units which are accessible, persons (elderly or nonelderly) who require the accessible features of the unit.
2. Section 8 Projects. Owner-Adopted Elderly Restrictions in Federally Assisted Housing Projects that were designed to Serve the Elderly. Section 658 of Title VI of Subtitle D of the Housing and community Development Act of 1992 (HCDA) permits owners of certain federally assisted projects to restrict occupancy in such project (or portions of projects) to elderly families in accordance with the rules, standards, and agreements governing occupancy in effect at the time of the development of the project.

**F**. **RESIDENT ELIGIBILITY**

1. The unit, which residents are applying for, should be the only residence that they shall be living in and receiving HUD assistance for.
2. The Tenant must demonstrate an ability to pay monthly rent and security deposit. Details of income, assets and expenses with supporting documents shall need to be provided.

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**G. NON-CITIZENS/PERMANENT RESIDENT ALIENS OR A LEGAL PERMANENT RESIDENT**

The MDBM must obtain the following documentation for each family member regardless of age.

1. From noncitizens under the age of 62 claiming eligible status:
2. A signed declaration of eligible immigration status
3. A signed consent form
4. One of the DHS approved documents:
5. I-551 Permanent Resident Card
6. I-94 Arrival-Departure Record annotated with one of the following:
7. Admitted as a Refugee Pursuant to Section 207.
8. Section 208 or Asylum
9. Section 234(h) or Deportation stayed by Attorney General
10. Paroled Pursuant to Section 212(d)(5) of the INA
11. I-94 Arrival-Departure Record (with no annotation) accompanied by one of the following:
12. A final court decision granting asylum (but only in no appeal is taken).
13. A letter from a DHS asylum officer granting asylum (if application was filed on or after October1, 1990) or from a DHS district director granting asylum (application filled was before October 1, 1990).
14. A court decision granting withholding of deportation.
15. A letter from an asylum officer granting withholding of deportation (if application was filed on or after October 1, 1990).
16. A receipt issued by the DHS indication that an application for issuance of a replacement document is one of the above listed categories has been made that the applicant’s entitlement to the document has been verified.
17. Other acceptable evidence. If other documents are determined by the DHS to constitute acceptable evidence of eligible immigration status, they will be announced by notice published in the Federal Register.
18. The MDBM employs the Systematic Alien Verification for Entitlements System (S.A.V.E. System) to verify eligibility for housing assistance.

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1. The MDBM shall verify with the Department of Homeland Security, the validity of the documents provided by applicants. If the applicant is a permanent resident or a Legal Permanent resident who relies on family support to meet financial obligations, the applicants shall need to include a copy of the Affidavit of Support (I-864), which gives

the name of the US Citizen who has sworn to support financially, the applicant. In case the applicant does not have a copy of this Affidavit, MDBM requires the applicants or sponsors to complete the G-369, which is the Freedom of Information/Privacy Act Request, which gives the MDBM permission to get copy of

the Affidavit of Support (I-864) from the local USCIS office. Either of these documents shall need to be submitted within 30 days of the receipt of application,

otherwise, the application will be rejected and the applicant will be removed from the waitlist, MDBM will continue to process the application as per normal procedure, pending the receipt of either of these documents during the 30 day period.

1. If the applicant cannot supply the documentation within the specified 30 day time limit, MDBM may grant the applicant an extension of up to 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. However, until the necessary documents are received, a unit cannot be allotted to the applicant. If during this period, the applicant comes to the top of the waitlist and a unit becomes available, the unit may not be allotted to the applicant and he/she may be moved to the bottom of the waitlist. It is therefore in the interest of the applicant to move quickly on the submission of the above documents.
2. If the applicant is supported by a family member/sponsor, a notarized Letter of Support must be submitted each year that the resident is recertified for stay at the MDBM Buildings.
3. If there is any change in the status of immigration, the applicant/resident must inform the MDBM of these changes, and submit the necessary documentation. In such case, the resident may be recertified, depending on change of the status and assistance eligibility. In such a case, the resident/MDBM may be recertified, depending on change of the status and assistance eligibility.

**H. MINIMUM RENT/TOTAL TENANT PAYMENT**

1. For Section 8 Project-Based Programs (other than moderate rehabilitation Programs), the minimum rent and total tenant payment (TTP) is $25.

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1. This minimum rent (TTP) will apply when the calculated total tenant payment for the family is less than $25. The tenant must demonstrate an ability to pay monthly rent and security deposit.
2. The responsible entity (owner/agent) must grant an exemption from payment of minimum rent if the family is unable to pay the minimum rent because of financial

hardship, as described in the owner/agent written policies. Financial hardship is described as follows and includes these situations:

1. When the family has lost eligibility for or is awaiting an eligibility determination for a Federal, State, or local assistance program.
2. When the family would be evicted because it is unable to pay the minimum rent.
3. When the income of the family has decreased because of a change in circumstances, including loss of employment,
4. When a death has occurred in the family, and
5. Other circumstances determined by the owner/agent or HUD.
6. For *‘b’* above (imminent eviction), management will start the process only if the family requests a financial hardship exemption after they received a “Notice to Vacate” for non-payment of rent. Management will verify and accept reasonable explanations. The Notice to Vacate for Delinquency form will include language informing residents to notify management in writing if there is a reason to request a hardship exemption to the minimum rent requirements and the family’s TTP is less than $25.
7. For *‘c’* above (decrease in income), management will verify the change has occurred.
8. For both‘d’ and *‘e’* above (death in family and other circumstances), management will evaluate the request for the exemption on a case by case basis.
9. When a family requests an exemption, management must suspend the minimum rent requirement the first of the following month, until verified whether or not it is long term or temporary.
10. Once status of exemption is determined:
11. Temporary: At the end of 90 days, minimum rent is reinstated retroactive to the initial suspension date. The tenant will be offered a reasonable repayment agreement for collection of the money owed. In this scenario, recertification is not required.

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1. Long-term: Minimum rent is exempted so long as the hardship exists. In this scenario management will process a HUD recertification retroactive to the initial suspension date. Management will require the resident to report the

status of the exemption every 60 days and reserves the right to recertify every 60 days.

1. Determinations will be made in a timely manner on resident requests for hardship exception, usually in one week. Documentation on all determinations will be maintained on file by the management.
2. Utility Reimbursements

The owner will pay the utility reimbursements to the utility supplier on behalf of the family, with tenant consent.

**I. UNITS RECEIVING RENTAL ASSISTANCE**

1. Income Eligibility.
2. The applicant must demonstrate an ability to pay the monthly rent and still be able to meet other living expenses.
3. The applicant must have a dependable, steady source of income.
4. The annual income of the applicant, adjusted for household size and usual medical or other expenses, must be less than the limits set by the United States Department of Housing and Urban Development (HUD).
5. A Section 8 resident must pay 30% of adjusted gross income toward the rent of the unit. HUD pays the balance of the rent directly to the owner on behalf of the resident. The applicant must demonstrate a financial ability to pay his/her monthly contribution towards the rent of the unit.
6. The rental agent and/or manager will verify the amount and the source of the applicant’s income and usual medical or other expenses, as well as the size of the applicant household. Credit reports on the applicant will be obtained through a credit bureau. The Baptist Manor reserves the right to request for any document(s) necessary to support income and expense claims made by the applicant.
7. For each project assisted under a contract for project-based assistance, of the dwelling units that become available for occupancy in any fiscal year that are assisted under the contract, not less than 40% shall be available for

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leasing only by families that are extremely low income families at the time of admission.

1. Any requests for exceptions to the income limits will be made in writing to HUD in accordance with HUD program requirements by management.
2. “Extremely low income” (ELI) means families with incomes at 30% or below median income.
3. Applicants from the project’s waiting list will be monitored to make sure that at least 40% of the units are rented to ELI families.
4. If the waiting list does not include eligible applicants with annual incomes at or below 30% of the area median, management will market and outreach the desired mix. If after actively marketing for at least 30 days, management may lease to other eligible families. Documentation of marketing efforts will be maintained on file by management. Wait List will not close.

**J. HOUSEHOLD SIZE**

|  |  |  |
| --- | --- | --- |
| STUDIO UNIT | 1 BEDROOM UNIT | 2 BEDROOM UNIT |
|  |  |  |
| 0 BEDROOMS | 1 BEDROOM | 2 BEDROOM |
| 1 OCCUPANT | 1 OR 2 OCCUPANTS | 2, 3, OR 4 OCCUPANTS |

1. The unit applied for must have enough bedrooms to accommodate the applicant’s household. The unit application shall reflect the following occupancy standards:
2. In a Section 202/8 community, a handicapped/disabled person may occupy a two (2) bedroom apartment with a non-handicapped/disabled person who is essential for his/her well-being (determined by physician).
3. A single person who is not elderly or displaced, a person with disabilities, or the remaining member of a resident family may not be provided a housing unit with two or more bedrooms. As the statutory preference for admission of families before admission of single persons was repealed, single persons will be considered for admission in accordance with established tenant selection and occupancy policies. However, single persons will only be housed in a studio or one (1) bedroom units.

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1. An applicant may request to be placed on more than one wait list for units with different number of bedrooms, subject to eligibility under occupancy standards specified above.

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| **MONTHLY INCOME TO QUALIFY FOR MARKET RENTALS** | **ALPHA** | **GAMMA**  |
| **STUDIO** |  **$ 1400** |  **$ 1300** |
| **1 BEDROOM** |  **$ 1740** |  **$ 1520** |
| **2 BEDROOM** |  **$ 1960** |  **$ 1680** |

**K. SELECTION CRITERIA/APPLICATION REJECTIONS**

 **As of January 1, 2019**

1. Credit Standing. Eligible applicants must have a satisfactory history of meeting financial obligations, including timely payments of rent, bills, judgments. A history of late payments of bills and/or rent will be grounds for non-selection.

In general:

1. If the applicant has 3 or more non-medical collections in their history in the past three years, bankruptcy in the past 3 years or a public judgment against them in the past 3 years, this application may be rejected.
2. If an applicant has processed a ‘quick-claim’ deed within the last 2 years, the applicant may be rejected.
3. If the applicant has any unsatisfied tax liens within the last 10 years, the application may be rejected.
4. The application may be rejected, if DBM receives unsatisfactory landlord verification or if the applicant has a previous eviction on the eviction report within the last 3 years.
5. The applicant may reapply after stated time has expired for any negative credit items listed above in ‘K*. 1, a-d.’*
6. Proper documentation required to show all debts have been satisfied for *‘K. 1, c-d’*.
7. In certain circumstances, our inability to verify sufficient credit references may be grounds for rejection of an application. Consideration will be given to special

circumstances in which credit has not been established for some reason (income, age, etc.)

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1. An applicant and/or resident must be either an eligible citizen or non-citizen with eligible immigration status to receive rental assistance.
2. Information on the Application. If an application is not fully completed or contains false information, the applicant will be rejected.
3. An applicant will not be selected, nor any person living in the unit, if they have a history of criminal activity, or/and sex offenses and particularly those involving physical violence to persons or property. Any criminal activity, which would affect the health or safety of the other residents, would also be a basis for the applicant’s denial for residency.
4. Persons who have a history for disturbance of neighbors, destruction of property or living habits at prior residence which would adversely affect the health, safety, or welfare of other residents will not be selected for occupancy. A history of grossly unsanitary or hazardous housekeeping will be grounds for denial. This category is not intended to exclude households whose housekeeping is only superficially

unclean or disorderly, if such conditions do not appear to affect the health, safety, or comfortable possession of other residents.

**L. SECTION 524 – Occupancy by Police Officers and Security Personnel**

1. QHWRA permits occupancy by police officer/security personnel who are otherwise ineligible to lease an available unit because of income.
2. The owner will adhere to the following to receive authorization to house over income personnel in an assisted unit.
3. The police officer/security personnel must be employed full time (not less than 35 hours per week) by a (governmental unit or a private employer and compensated expressly for providing police or security services.
4. Owner/agent will submit a written plan to the contract administrator for authorization to lease an available unit to over-income police officers. The plan will include:
5. A statement detailing existing social and physical conditions of the property and the owners informed assessment of the need for crime deterrence for the property.
6. A statement of the anticipated benefits that the presence of police officers will create a the property and in the community.

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1. A statement detailing existing social and physical conditions of the property and the owners informed assessment of the need for crime deterrence for the property.
2. A statement of the anticipated benefits that the presence of police officers will create at the property and in the community.
3. Disclosure of any family relationship between the police officer, security personnel and owner.
4. A description of the proposed gross rent for the unit and any special conditions for occupancy, including the rent that would ordinarily be charged for the unit and the owner’s annual maintenance cost for the unit. The amount of Housing Assistance Payments will be in conformance with HUD requirements.
5. The terms of the lease including a provision that state the police officer’s right of occupancy is dependent on the continuation of employment that qualifies the officer for residence at the property.
6. Other information as may be requested by HUD or the contract administrator.
7. An owner may not offer a unit to a police officer if the officer would displace an income eligible tenant from leasing the available unit or would require an existing tenant to move to make the unit available to the officer

**M. STUDENT/STUDENT ELIGIBILTIY FOR ASSISTANCE**

1. Section 42 LIHTC Properties, full-time students receiving assistance under Title VI of the Social Security Act; enrolled in a job training program receiving assistance under the Job Training Partnership Act or under similar, Federal, State or Local laws; receiving AFDC payments; single parents with minor children, none of whom is a dependent of a third party; or married filing a joint tax return are eligible for approval for occupancy in the development.
2. To be eligible for Section 8 Assistance, an applicant – who is a student, is under 24 years of age, is not a veteran, is unmarried, is not disabled or handicapped and does not have a dependent child – must meet the applicable income limits (except as discussed in the HUD’s Guidance on the Student Eligibilty Rule), after taking into consideration both, the applicant and the applicant’s parent’s incomes.
3. Section 8 Assistance. DBM determines student’s eligibility for Section 8 move-in, annual recertification, initial certification, and as required by HUD.
4. Section 8 Assistance will not be provided to any individual who:

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1. 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.
2. Is under the age of 24.
3. Is not married.
4. Is not a veteran of the United States military.
5. Does not have a dependent child.
6. Is not a person with disabilities, as such term is defined in 3(b) (3) € of the United States Housing Act of 1937 and was not receiving Section 8 assistance as of November 30, 2005.
7. Is not living with his or her parents who are receiving Section 8 Assistance.
8. Is not individually eligible to receive Section 8 Assistance and has parents who are not income eligible to receive Section 8 Assistance.

For Section 8 Assistance, to be eligible independent of his/her parents, the student must demonstrate the absence of his or her independence from parents and must meet at a minimum all the following criteria:

1. Be of legal contract age under state law.
2. Have established a household separate from parents or legal guardians for at least one year prior to application for occupancy.
3. Meet the U.S. Department of Educations’ definition of an independent student.
4. Not be claimed as a dependent by parents or legal guardians pursuant to IRS regulations.
5. Obtain a certification of the amount of financial assistance that will be provided by parents, signed by the individual providing the support. This certification is required even if no assistance will be provided.

**N. APPLICATION PROCESS**

1. Interested parties can request a blank application via mail, fax, or by phone. Return the completed application via mail, fax, or drop off at the Central Office. Only completed application(s) will be accepted by the Marketing Director. A person with disabilities can request for reasonable accommodations for alternative methods of application process. The Marketing Director will then perform the following criteria activities:

**NOTE:** Applications will not be placed on any waitlist until applicant’s file has been completed.

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1. Verification of income (market rentals only).
2. Obtain a credit check, eviction and bankruptcy check, criminal background check and sex offender registry list for all states.
3. Social Security Number, Photo ID, Citizenship/Immigration status.

The owner must obtain the following documentation for each family member regardless of age:

1. From U.S. citizens, a signed declaration of citizenship. DBM requires presentation of a U.S. Passport or U.S. Birth Certificate. An Enhanced Driver’s License is acceptable.
2. See page 6 of this Tenant Selection Plan for Non-Citizen/Permanent Resident Aliens or Legal Permanent Resident.
3. The Baptist Manor may seek verification of Marriage Certificates.
4. All other verification requests will be made, as appropriate, by the building manager: medical expenses, educational expenses for children over 18, the need of current tenant’s need for live-in caregiver, etc.
5. All applicants who are at least 18 years of age and each family head and spouse, regardless of age must sign the HUD required consent forms.
6. All applicants must sign individual verification forms authorizing MDBM to verify required documents.
7. Landlord Verification forms must be signed, dated and list of previous landlord information (look-back five/5 years). If applicant has lived with family/friends, no landlord verification will be needed.
8. Applicants must provide documentation of Social Security Number (SSN). Adequate documentation means a Social Security Card issued by the Social Security Administration (SSA) or other acceptable evidence of the SSN. Application of benefits from State or Federal agency – non-citizens awaiting temporary lawful residency may produce a letter from DHS certifying the SSN issued, in place of the card. Applicants that have applied for legalization under the Immigration Reform and Control Act of 1986 should be able to disclose the SSN, but will be unable to produce the card for documentation. DHS will then verify the number until the applicant is granted temporary lawful resident status.

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1. The MDBM will accept a letter from DHS indication the SSN that had been assigned as verification instead of the physical card.
2. Other forms of documentation of a Social Security Number are:
3. A valid social security number card issued by the Social Security

Administration.

1. An original document issued by a federal or state government agency, which contains the name of the individual and the social security number of the individual, along with other identifying information of the individual
2. Such other evidence of the Social Security number as HUD may prescribe in administrative instructions.
3. All applicants that are unable to disclose at minimum, the SSN issued, and document that a number is certified will not be eligible for housing.
4. Social Security number requirements do not apply to individuals who do not contend eligible immigration status and individuals age 62 or older, as of January 31, 2010, whose initial determination of eligibility was begun before January 31, 2010.
5. If all household members have not disclosed and/or provided verification of their SSNs at the time a unit becomes available, the next eligible applicant must be offered the available unit.
6. The applicant who has not disclosed and provided verification of SSNs for all household members must disclose and provide verification of SSNs for all household members to the owner within 90 days from the date they are first offered an available unit.
7. If the owner has determined that the applicant is otherwise eligible for admission into the property, and the only outstanding verification is that of disclosing and providing verification of the SSN, the applicant may retain his or her place on the waiting list for the 90-day period during which the applicant is trying to obtain documentation.
8. After 90-days, if the applicant has been unable to supply the required SSN and verification documentation, the applicant should be determined ineligible and removed from the waiting list.
9. Once an applicant has disclosed and the MDBM has verified the social security number, the following rules apply:

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1. Addition of new household member who is at least 6 years of age or under the age of 6 and has an assigned SSN. When the participant requests to add a new household member who is at least 6 years of age, or is under the age of 6 and has an assigned SSN, the participant must provide the following to the MDBM at the time of the request, or at the time of processing the interim reexamination or recertification of family composition that includes the new member(s):
2. The complete and accurate SSN assigned to each new member.
3. The documentation referred to in M.5. of this section to verify the SSN for each new member.
4. If a child under the age of 6 years was added to the assistance applicant household within the 6-month period prior to the household's date of admission, the assistance applicant may become a participant, so long as the documentation required in paragraph M.6. is provided to the MDBM within 90 calendar days from the date of admission into the program.
5. The MDBM must grant an extension of one additional 90-day period if the processing entity determines that, in its discretion, the assistance applicant's failure to comply was due to circumstances that could not reasonably have been foreseen and were outside the control of the assistance applicant.
6. If the applicant family fails to produce the documentation required in paragraph (g)(1) of this section within the required time period, the processing entity must follow the provisions of §5.218.
7. Rejection of documentation. The MDBM must not reject documentation referred to in M.5., except as HUD may otherwise prescribe through publicly issued notice.
8. Addition of new household member who is under the age of 6 and has no assigned SSN:
9. When a participant requests to add a new household member who is under the age of 6 and has not been assigned a SSN, the participant shall be required to provide the complete and accurate SSN assigned to each new

child and the documentation referred to in paragraph (g)(1) of this section to verify the SSN for each new child within 90 calendar days of the child being added to the household.

1. The MDBM shall grant an extension of one additional 90-day period if the processing entity, in its discretion, determines that the participant’s failure

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to comply was due to circumstances that could not have reasonably been foreseen and were outside the control of the participant. During the period

that the processing entity is awaiting documentation of a SSN. The MDBM

shall include the child as part of the assisted household and the child shall

be entitled to all the benefits of being a household member. If upon expiration of the provided time period, the participant fails to produce a

SSN; the MDBM shall follow the provisions of HUD 24 CFR 5.218.

1. Upon receipt of the above information, it will be assembled in the applicant’s file. Each week at a set time, the management agent will review all applicant files, which are incomplete. Personal interviews will be scheduled and conducted. After these items are completed the file will again be reviewed. Based upon these evaluations, applicants will be rejected or notified of approval status.
2. If an application for residency is preliminarily approved, the applicant will receive a formal letter of acceptance with noted date of placement on appropriate/requested waitlist(s).
3. The building manager will contact the potential tenant. The potential tenant has only seven (7) business days to respond to building manager to arrange the meeting for any additional information required. On the eighth day, the file will then be closed and returned to the marketing director. The applicant may re-apply and the process will start over from the beginning.

**O. APPLICATION REJECTIONS**

An applicant will be rejected if:

1. The household annual income is greater than the maximum allowed by HUD for
2. occupancy.
3. Household family size is inappropriate for available unit(s).
4. A family under the age of 62 and has no disability as defined by HUD guidelines.
5. The applicant(s) is under the age of 62, and does not require an accessible feature(s) of a unit.

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1. The applicant(s) is unable to disclose and document SSNs or provide certification that one has been assigned.
2. Applicant does not declare citizenship or non-citizenship status, or sign a statement electing not contend non-citizen status.
3. The applicant does not have proper credit or has filed for bankruptcy in the past 3 years or has 3 or more bad credit accounts listed on the report. If an applicant has processed a ‘quick-claim’ deed within the last 2 years, the applicant will be rejected. If the applicant has any unsatisfied tax liens within the last 10 years, the application will be rejected.
4. The application may be rejected, if MDBM receives unsatisfactory landlord verification or if the applicant has a previous eviction on the eviction report within the last 3 years.
5. The applicant has criminal history of any sort, is or has been a sex offender or on a sex-offender registry of any sort. See ‘K. Selection Criteria, 7’.
6. Information on the Application. If the application is not fully completed or contains false information, the applicant will be rejected.
7. An applicant will not be selected or any person living in the unit, if they have a history of criminal activity, or/and sex offenses and particularly those involving physical violence to persons or property. Any criminal activity, which would affect the health or safety of the other residents, would also be a basis for the applicant’s denial for residency.
8. Persons who have a history for disturbance of neighbors, destruction of property or living habits at prior residence, which would adversely affect the health, safety, or welfare of other residents, will not be selected for occupancy. A history of grossly unsanitary or hazardous housekeeping will be grounds for denial. This
9. category is not intended to exclude households whose housekeeping is only

superficially unclean or disorderly, if such conditions do not appear to affect the health, safety, or comfortable possession of other residents.

 **P. REVIEW OF REJECTED APPLICANTS**

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1. Applicants who are rejected will receive a written declination of their application, and will be given a fourteen (14) day period during which they may send a written appeal to the appellate authority.
2. Disputed cases will be automatically reviewed by the management’s designated agent, who shall not be the person originally handling the application and who shall take into account, any additional information supplied by the applicant. Applicants will be notified within five (5) business days of receipt of written appeal. If the applicant is denied at requested meeting with designated agent, there are no further avenues of appeal.
3. If cause for rejection is due to credit history, the correspondence will list the credit bureau used, their phone number/address, for direct contact with the service. Detailed information regarding applicant must be reported directly by the credit bureau.

**Q. SECURITY DEPOSITS**

1. For the Drake and Epsilon 202/8 units, a security deposit of one (1) month’s total tenant payment or $50.00, whichever is greater, will be collected for all Section 8 residents.
2. For Alpha and Gamma Section 8 units, a security deposit should be an amount up to but no greater than one (1) months total tenant payment.
3. For all market rate units, a security deposit of one (1) month’s rent will be collected.
4. Security deposits and first month’s rent (may be prorated) must be paid upon signing the lease for the unit.

**R. UNIT TRANSFERS**

1. Unit transfers are based on a change in family size or composition or to accommodate a resident for a Section 504 accommodation only.
2. A Section 504 request for a unit transfer by an in-place tenant will supersede any applicant on the waitlist with the next available unit being given to the in place tenant.

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1. In essence an applicant or a tenant on the waitlist with medical reasons or need for an accessible unit will supersede any applicant if need be.
2. The next available Section 8 Program subsidy slot in the Alpha or Gamma Building will go the in-place tenant with the greatest financial need. A waitlist is kept by each building manager, who will determine the next tenant to receive the Section 8 Program subsidy.
3. In case of a unit transfer to accommodate a request for 202/8 or Section 8 Program accommodations, MDBM must pay the costs associated with the transfer, unless doing so would be an undue financial and administrative burden.
4. When a unit becomes available, an in-place tenant having an approved unit transfer request or requiring a unit transfer based on family size, or composition will supersede the next eligible applicant on the waitlist.

**S. SELECTON OF TENANTS ON WAIT LISTS**

1. General Procedures. In the event of full occupancy, a revolving list of interested parties will be established. Applicants with higher incomes may be skipped on the waiting list in order to achieve 40% extremely low-income, lower-income tenants may not be skipped in favor of others who have higher incomes; all other persons will be contact according to the date their file is completed (i.e. the oldest dated application first).
2. If applicant is not interested at that time, but wishes to remain on the list, applicant may be revolved to the bottom of the list. The date of revolving to the bottom of the list will replace the original date of application to the list. If applicant declines an apartment twice, after having come to the top of the waiting list each time, he/she will be removed from the waitlist and will have to reapply to be place back on the waitlist.
3. If an applicant is eligible but no appropriate size unit is available, the owner must place

the family on a waiting list for the project and notify the family of when a suitable unit may be available.

1. The owner’s records must indicate the date and time the applicant is place on the waiting list. Applicants will be sent an ‘available unit’ notice. Failure to respond within the stipulated deadline will result in removal from the waitlist.

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1. There are two situations that warrant a waitlist exception. The first is to accommodate a resident’s request for a Section 504 accommodation. The second is a transfer based on a change in family size or composition. With the exception of the two situations listed here, there are no in-house unit transfers allowed within the buildings.
2. MDBM will not close its waitlists.

**T. DRUG FREE HOUSING**

1. “Drug-related criminal activity” means the illegal manufacture, sale, distribution or use, possession with intent to manufacture, sale, distribute or use, of a controlled substance

as defined in Section 102 of the Controlled Substance Act (21U.S.C.802). Independent Management Services, together with residents, is dedicated to creating a Drug Free Housing environment and eliminating drug and criminal activity from the property.

1. Management will conduct quarterly unit visits and inspections, with special attention to drug free housing and security related items.
2. In the event that this problem exists, regular meetings are conducted with residents and local authorities to coordinate a group effort to eradicate drug activity.

a. Special rules for drug abuse and criminal activity. The landlord owns and operates a subsidized multi-family housing development and therefore is mandated to utilize final rules published in the Federal Register, Volume Number 66 and 101 entitled “Screening and Eviction Drug Abuse and Other Criminal Activities.”

1. Denying Admissions - Mandatory Provisions. Applicants who fit into the following categories will be denied admission to this Federally Assisted Development if:
2. Any household member has been evicted from Federally-Assisted housing for drug-related criminal activity, for three (3) years from the date of eviction. If the

evicted household member who engaged in drug related criminal activity has successfully completed a supervised drug rehabilitation program or circumstances

leading to the eviction no longer exists, the owner may, but is not required to, admit the household.

1. Any household member currently engaging in illegal drug use.

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1. The owner determines that there is reasonable cause to believe that a household member’s illegal use or a pattern of illegal use of a drug may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents.

Examples of evidence of illegal activities may include a conviction record, former landlord references, etc.

1. Any member of the household is subject to a lifetime registration requirement under a state sex offender registration program. In accordance with Federal law, owners shall establish standards that prohibit admission to any Federally-Assisted property to sex offenders subject to a lifetime registration requirement under a state sex offender registration program. During the admissions screening process,

the owner must perform the necessary criminal history background checks in all states.

1. Should the owner determine that there is reasonable cause to believe that a household member’s pattern of abuse of alcohol interferes with the health, safety, or right to peaceful enjoyment of the premises by other residents, they will be denied admission.

**U. DENYING ADMISSIONS**

1. In addition to the above mandatory screening standards and guidance in HUD Handbook 4350.3, Occupancy Requirements of Subsidized Multifamily Programs, owners of Federally-Assisted Housing have the discretion to prohibit the admission of a household with a household member who is currently engaging in, or has engaged in during a reasonable time before the admission decision in:
2. Drug-related criminal activity.
3. Violent criminal activity.
4. Other criminal activity that would threaten the health, safety, or right to peaceful enjoyment of the premises by other residents.
5. Other criminal activity that would threaten the health or safety of the owner/management agent or any employee, contractor, subcontractor or agent of the owner/management agent involved in the housing operations.
6. To the extent that an owner’s admissions policy includes any item above or any similar restriction that employs a standard regarding a household member’s current or recent actions, the owner may delineate the length of time prior to the admission decision

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during which the applicant must not have engaged in the criminal activity that the owner will consider when making his/her determination.

1. Moreover, Metropolitan Detroit Baptist Manor has the discretion to reconsider an applicant who was previously denied admission to a Federally-Assisted housing

because of a determination concerning a member of the household who has been engaged in criminal activity. MDBM may admit the household if the household member is not currently engaged in and has not engaged in, the criminal activity described above during a reasonable period to be determined by MDBM. The MDBM policy will be uniformly applied to all applicants in a non-discriminatory manner and in accordance with applicable fair housing and civil rights laws.

1. A certification that states that she/he is not currently engaged in such criminal activity and had not engaged in such activity during the specified period.
2. Supporting information from such sources as a probation officer, a landlord, neighbors, social service agency worker, or criminal records that were verified by the owner.

**V. ADDITIONS AND OR DELETIONS**

1. The managing agent reserves the right to alter these policies and procedures.
2. At least 40% of the assisted units that become available each year of the projects fiscal year are available for leasing to applicant(s) whose income does not exceed 30% of the area median income (extremely low-income) at the time of admission.
3. MDBM has determined that the composition of the waitlist consists of mainly extremely low income applicants. Therefore the property is able to meet the 40% requirement for income targeting by following the chronological waitlist order. The MDBM Marketing Director will review the composition of the waitlist every three (3) months.
4. According to HUD Notice H 00-18, Admission and Occupancy Provisions of the Quality Housing and Work Responsibility Act of 1998 (QHWRA) for Multifamily Housing Programs – 24CFR 5.655, applicants with higher incomes may be skipped on the

waiting list in order to achieve 40% extremely low-income, lower income tenants may not be skipped in favor of others who have higher incomes until the 40% limit is met.

1. To ensure compliance for “income targeting” is met; MDBM will alternate between the first extremely low-income applicant on the waiting list and the applicant at the top of

the waiting list. MDBM will select the first extremely low-income applicant on the list (which may mean skipping over some applicants with higher incomes) for the

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available unit, and then select the next eligible applicant currently at the top of the waiting list (regardless of income level) for the next available unit. As subsequent units become available, tenant selection continue to alternate between the next extremely

low-income applicant and the eligible applicant at the top of the waiting list until the 40% target is met.

**W. VAWA PROTECTIONS**

 *APPLICABILITY:* Section 8 Housing.

1. The Violence Against Women Act of 2013 (VAWA 2013) provides protections for victims of domestic violence, dating violence, sexual assault, or stalking.
2. VAWA 2013 protections are not only available to women, but are available equally to all individuals regardless of sex, gender identity, or sexual orientation.
3. An applicant or tenant may not be denied admission to, denied assistance under, terminated from participation in, or evicted from housing or a housing program, on the basis or as a direct result of the fact, that the applicant or tenant is or has been a victim of domestic violence, dating violence, sexual assault, or stalking, if the applicant or tenant otherwise qualifies for admission, assistance, participation, or occupancy.
4. VAWA 2013 does not independently provide protections for victim of economic abuse who is not also victims of domestic violence, dating violence, sexual assault, or stalking.
5. Both VAWA 2013 and the final rule provide that applicants will be provided with notice when they are denied assistance or admission under a covered housing program for any reason. Applicants would then have the opportunity to assert that they are or were victims of domestic violence, dating violence, sexual assault, or stalking, and that they are eligible for VAWA protections.

**X. EIV EXISTING TENANT REPORT**

1. For all applicants of MDBM, the company will conduct an Existing Tenant Search on the HUD EIV system. This system will let the management know if the applicant is already receiving any kind of Section 8 subsidy in any other property.
2. This enables the management to work with the other property as well as the applicant to coordinate the move in and move out dates to avoid any double subsidies or subsidy overlaps. The forms HUD 9887 and HUD 9887A are completed by the applicant(s) and allows the management the required authority to run these reports.