



TENANT SELECTION PLAN CHECKLIST

		Property Name: Contract Number: MOR Review Date:		
General HUD Resource(s):		HUD Handbook 4350.3, REV-1, CHG-4, Chapter 3, Chapter 4, and Figure 4-2.		
Item	Tenant Selection Plan Topic for Review **items are not required – not a condition	Topic in Compliance? (<input checked="" type="checkbox"/>)	Page #	Comments or Corrections Required
1	Project Eligibility Requirements <u>Paragraphs 4-4C.1.a-c & Chapter 3, Section 3</u>			
1a	a) Project-specific (definition of population served i.e., elderly, disabled); <u>Paragraphs 3-28.A-C; Figures 3-5 & 3-6 and 4-4</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No		
1b	b) Citizenship/Immigration status Owner must comply with the following: • Describe how citizenship/immigration requirements are implemented • Notify applicants of the requirement to submit evidence of citizenship or eligible immigration status at the time of application • Include policy of verification, if any Note: Applicants assistance in subsidized housing is restricted to (1) U.S. Citizens or nationals; and (2) Non-citizens who have eligible immigration status; mixed households must comply with 3-12N-Q; all family members must declare their citizenship or immigration status regardless of age) <u>Paragraphs 3-12, 3-32 and 4-4</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No		
1c	c) SSN (include requirements for disclosing and providing verification) <u>Paragraphs 3-5, 3-9, 4-4 & 4-20.A.4</u> (include Streamlining Administrative Regulations that permits owners to accept applicant households that include an applicant family member who is under the age of 6, who does not yet have a Social Security Number (SSN) assigned to him/her, and was added to the household 6 months or less from the move-in date. As a result of this change, the owner or owner agent (O/A) must no longer deny occupancy to such applicant households. O/A must give the household 90 days from the effective date of their move-in certification to provide documentation of the SSN for the child. An additional 90-day period must be granted by the O/A if the failure to provide documentation of a SSN is due to circumstances that are outside the control of the household) <u>H-2016-09</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No		

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2	Income Limits (IL) (include economic mix for Sec. 8, identify IL schedule used (i.e., VL, L, EL); okay to exclude max annual income amounts) <u>Paragraphs 3-6 & 4-4C.2</u>	Yes <input type="checkbox"/> No		
3	Procedure for Taking Applications & Selecting from the Waiting List <u>Paragraphs 4-4C.3.a-e</u>			
3a	a) Taking Applications (include policy and policy for taking pre-applications, if applicable) <u>Paragraph 4-4 and 4-14</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No		
3b	b) Preferences (define each preference; any rating, ranking, or combination of preferences which will affect the order applicants are selected); **should describe acceptable sources of info to verify qualification for preference. Note: implementation of state, local, or residency pref. must have prior HUD approval; <u>Paragraph 4-6</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
3c	c) Income-targeting (for Sec. 8 properties only – describe procedures used to meet income targeting requirements, if applicable. If used explain how and when applicants will be “skipped over” in favor of housing EL households and how their application is treated when skipped). Note: owner may not need special procedures due to wait list composition. <u>Paragraphs 4-5.A-B</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
3d	d) Applicant Screening Criteria (describe standards used to screen for info on drug-related or criminal activity (including sex offender registration), and other owner adopted screening (i.e., rental history, credit) <u>Paragraphs 4-7 Screening for Suitability, 4-8 Prohibited Criteria, 4-27 Implementing Screening Reviews, & 4-28 Ensuring Screening is Performed Consistently</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	Drug-related or criminal activity <u>Paragraphs 4-7C.2.a-d</u> Required drug-related or criminal activity criteria: <ul style="list-style-type: none"> • Evicted in the last three years from federally assisted housing for drug-related criminal activity • Household is currently engaged in illegal use of drugs or there is reasonable cause to believe that a member’s illegal use or pattern of illegal use of a drug may cause interference • Any member who is subject to a sex offender lifetime registration • Reasonable cause of behavior, from abuse or pattern of abuse of alcohol, may cause interference 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No		

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3e	e) Rejecting Ineligible Applicants (describe circumstances under which an owner may reject an applicant; if the owner elects to consider any extenuating circumstances, where able and applicable, these must be described; If the applicant is a person with disabilities, the owner must consider extenuating circumstances where this would be required as a matter for reasonable accommodation) <u>Paragraph 4-28B & Chapter 2, subsection 4</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No		
3f	f) EIV: Include use of Existing Tenant Report as part of screening criteria <u>Paragraph 4-7.D</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No		
4	Occupancy Standards (describe how owner will determine the appropriate unit size, procedure to place families on lists for more than one unit size, if applicable) <u>Paragraphs 3-23 & 4-4C.4</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No		
5	Unit Transfer Policy <u>Paragraphs 3-23; 4-4C.5.a-e; 7-15 & 7-16</u> Include procedures for selecting between applicants on the waiting list and current tenants who need: a) Transfer for family size <u>Paragraph 3-23H</u> b) New unit based on change in family composition <u>Paragraph 3-27</u> c) A deeper subsidy (N/A for 100% Section 8) d) Transfer due to medical reason e) An accessible unit <u>Paragraph 4-29</u> Transfer for tenants to different units as a reasonable accommodation to a household member's disability <u>Paragraph 7-15E</u> <u>Paragraph 7-16C</u> Required topics for Unit Transfer Policy describe the following: 1. Transfer wait list (if any) 2. Procedure to fill vacancies 3. Policy for giving priority to tenants awaiting transfers or applicants from the property waiting list.	<div><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</div> <div><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</div> <div><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</div> <div><input type="checkbox"/> Yes <input type="checkbox"/> No</div> <div><input type="checkbox"/> Yes <input type="checkbox"/> No</div> <div><input type="checkbox"/> Yes <input type="checkbox"/> No</div> <div><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</div> <div><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</div> <div><input type="checkbox"/> Yes <input type="checkbox"/> No</div>		

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6	6a: Policies to Comply with Section 504 of the Rehabilitation Act of 1973, 6b: The Fair Housing Act Amendments of 1988 and 6c: Title VI of the Civil Rights Act of 1964 and Equal Access <u>Paragraphs 4-4C.6.a-c</u>			
6a	a) Section 504 prohibits discrimination on the basis of disability in any program or activity receiving federal financial assistance	<input type="checkbox"/> Yes <input type="checkbox"/> No		
6b	b) The Fair Housing Act prohibits discrimination in housing and housing related transactions based on race, color, religion, sex, national origin, disability and familial status. It applies to housing regardless of federal financial assistance	<input type="checkbox"/> Yes <input type="checkbox"/> No		
6c	c) Title VI of the Civil Rights Act prohibits discrimination on the basis of race, color or national origin in any program or activity receiving (HUD) federal financial assistance	<input type="checkbox"/> Yes <input type="checkbox"/> No		
7	Does the TSP contain language about Equal Access? <u>HN 2015-06</u> Example language: The Final Rule - Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity is intended to ensure that housing across HUD programs is open to all eligible individuals and families regardless of actual or perceived sexual orientation, gender identity, or marital status.	<input type="checkbox"/> Yes <input type="checkbox"/> No		
8	VAWA: Include policies and procedures covering the VAWA protections (**policies must support or assist victims of domestic violence, dating violence, sexual assault and stalking. It must protect victims, as well as members of their family, from being denied housing or from losing their HUD assisted housing) <u>Paragraph 4-4.C.9</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No		
9	Policy for opening & closing the waiting list (**should describe methods of advertising used to announce opening/closing of waiting list). <u>Paragraphs 4-4C.7 & 4-16.B</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No		
10	Eligibility of Students (include eligibility requirements for students enrolled in an institution of higher education); at move-in, annual recertification, initial certification, when in place starts receiving assistance and due to household changes in enrollment – interim certification) <u>Paragraphs 3-13 & 4-4C.8</u> Section 8 assistance shall not be provided to any individual who:			
	a) Is enrolled PT or FT at an institution of higher education to obtain a degree, certificate, or other program leading to a recognized educational credential; and	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	b) Is under the age of 24; and	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	c) Is not married; and	<input type="checkbox"/> Yes <input type="checkbox"/> No		

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	d) Is not a veteran of the U.S. Military; and	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	e) Does not have a dependent child; and	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	f) Is not a person with disabilities (defined in 3 (b) (3) (E) of the U.S. Housing Act of 1937 (42 U.S.C 1437 a (b) (3) (E) and was not receiving Section 8 assistance as of November 30, 2005 Figure 3-6, definition E; and	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	g) Is not living with his/her parents who are receiving Section 8 assistance; and	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	h) Is not individually eligible to receive Section 8 assistance or has parents (individually or jointly) who are not income eligible to receive Section 8 assistance. <u>Paragraphs 3-13A.3 & 3-33</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	Definition of an Independent Student: Owners must use, and the student must meet, the following criteria to be eligible for Section 8 assistance as an independent student. The student must:			
	a) be 24 years of age or older by December 31 of the award year;	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	b) is an orphan, in foster care, or a ward of the court or was an orphan, in foster care or a ward of the court at any time when the individual was 13 years of age or older;	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	c) is or was immediately prior to attaining the age of majority, an emancipated minor or in legal guardianship as determined by a court of competent jurisdiction in the individuals State of legal residence;	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	d) is a veteran of the Armed Forces of the United States or is currently serving on active duty in the Armed Forces for other than training purposes;	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	e) is a graduate or professional student;	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	f) is a married individual;	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	g) has legal dependents other than a spouse;	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	h) has been verified during the school year in which the application is submitted as either an unaccompanied youth who is a homeless child or youth or as unaccompanied, at risk of homelessness and self-supporting;	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	i) is a student for whom a financial aid administrator makes a documented determination of independence by reason of other unusual circumstances.	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	Owners must verify the students independence from his or her parents. To determine that the students parents income is not relevant in determining the students eligibility for assistance by doing all of the following:	Note: The rule does not apply to students residing with their parents in a section 8 assisted unit or who reside with parents who are applying to received section 8 assistance.		
	a) Review and verify previous address information to determine evidence of a separate household verifying the student meets the U.S. Department of Educations definition of independent student;	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	b) Review a students prior year income tax returns to verify the student is independent or verifying the student meets the Department of Educations definition of independent student;	<input type="checkbox"/> Yes <input type="checkbox"/> No		



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	c) Verify income provided by parent by requiring written certification from an individual providing the support. Financial assistance that is provided by persons not living in the unit is part of the annual income.	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	d) Certification is also required if the parent is providing NO support to the student.	<input type="checkbox"/> Yes <input type="checkbox"/> No		
ADDITIONAL COMMENTS FOR TENANT SELECTION PLAN:				