



HOUSING OPPORTUNITIES, INC. / HOUSING OPPORTUNITIES EXTENSION, INC.

TENANT SELECTION PLAN

POLICY: Housing Opportunities, Inc. / Housing Opportunities Extension, Inc. utilizes this plan in all aspects related to HUD selection of tenants.

The procedures contained in this TENANT SELECTION PLAN have been established in compliance with the Department of Housing and Urban Development (HUD) Handbook 4350.3, REV-1, Change 3, as amended, and all other applicable federal statutes and regulations. It is designed to promote fairness and uniformity in tenant selection and to promote efficiencies in the process by which applications are processed.

PROJECT ELIGIBILITY REQUIREMENTS

PERSONS ELIGIBLE

All applicants must qualify as elderly households or developmental disabilities, which are defined as follows:

- A. Elderly Household is a family whose head or spouse or whose sole member is 62 years or older.
- B. Developmental Disabilities is a person 18 years or older with a developmental disability.

CITIZENSHIP REQUIREMENT

Assistance in subsidized housing is restricted to the following:

1. U.S. Citizens or Nationals; and
2. Non-citizens who have eligible immigration status.

A. Required Documentation

Each family member, regardless of age, is required to submit the following evidence:

- From U.S. citizens or nationals:
 - A signed declaration of citizenship **and**
 - A U.S. birth certificate or U.S. passport, if applicable
- From non-citizens 62 years and older:
 - A signed declaration of eligible non-citizen status **and**
 - Proof of age
- From non-citizens under the age of 62 claiming eligible status:
 - A signed declaration of eligible immigration status **and**
 - A signed consent form **and**
 - One of the DHS-approved documents.

Those family members **not** claiming eligible immigration status may elect to sign a statement that they acknowledge their ineligibility for assistance.

B. Timeframes for Submitting Evidence of Citizenship/Immigration Status

- Applicants must submit required documentation of citizenship/immigration status no later than the date the owner initiates verification of other eligibility factors. Citizen or non-citizen eligibility verification will be done first. Owner determines the applicant's citizenship or immigration status during the initial eligibility determination. Applicant's name may be added to wait list pending verification, but information must be submitted prior to move-in.

- If the applicant cannot supply the documentation within the owner's specified timeframe, the owner may grant the applicant an extension of **not more than 30 days**, but only if the applicant certifies that:
 - The evidence is temporarily unavailable;
 - Additional time is required in order for it to be obtained; **and**
 - Prompt and diligent efforts will be undertaken to obtain the evidence.

However, until the necessary documentation is received, a unit cannot be allotted to the applicant.

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

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

- Owner employs the INS automated Systematic Alien Verification for Entitlements System (S.A.V.E.) to verify eligibility for housing assistance.
- If secondary verification is necessary, owner must, within 10 days of receipt of such requirement, prepare and send DHS Form G-845S, Document Verification Request, to the Department of Homeland Security (DHS) office serving the property's jurisdiction.
- The owner must notify the family in writing as soon as possible if the secondary verification process returns a negative result. The family has 30 days from receipt of the notice to choose which option to follow.
- Assistance will not be delayed if the family submits immigration information in a timely manner but the DHS verification or appeals process has not been completed.
- Assistance may be prorated if some household members are eligible for assistance and others are not.
- Assistance must be denied or terminated if all family members are determined ineligible for assistance.
- If assistance is denied, applicants may appeal the determination with DHS

SOCIAL SECURITY NUMBER REQUIREMENTS

Applicant(s) must provide documentation of Social Security Numbers for all members of the family.

- A. Effective January 31, 2010, all household members must provide:
- The complete and accurate SSN assigned to each member of the applicant's household and
 - Documentation necessary to provide that the Social Security Number is accurate (verification).
- Adequate documentation to verify the SSN means a social security card issued by the Social Security Administration (SSA) or other acceptable evidence of the SSN, including but not limited to an original social security card; driver's license with SSN; identification card issued by a federal, state, or local agency, a medical insurance provider, or an employer or trade union; earnings statements on payroll stubs, Form 1099; benefit award letter, etc.
- B. For eligibility purposes, the requirement to disclose a SSN is waived if no SSN has been assigned and:
- The household member is 62 or older as of January 31, 2010 and eligibility determination started before January 31, 2010
 - An individual does not contend eligible immigration status.
- C. Applicants must disclose and provide documentation to verify SSNs for all household members (except those exempt from the SSN requirements) **before being housed from the Waiting List**.

Applicants have 90 days from date they are offered a unit to disclose and/or provide documentation to verify all non-exempt household members' SSNs. Applicants may retain their position on the Waiting List during this



time. After 90 days, if SSN has not been disclosed and verified, the applicant should be determined ineligible and removed from the Waiting List.

- D. The SSN provided will be compared to the information recorded in the SSA database (through HUD’s EIV System) 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 assistance paid in error must be returned to HUD. If the applicant/resident deliberately provides an inaccurate Social Security Number, the owner/agent and/or HUD may pursue additional penalties due to attempted fraud.
- E. Adding household members after move-in:
 - For a new member, regardless of age, who has a social security number, SSN documentation must be provided no later than the processing of the certification that adds the new person to the household.
 - If the new member is a child under 6 without a social security number, the household has 90 days to provide SSN documentation. An additional 90 days will be granted only if failure to provide documentation is due to circumstances beyond the tenant’s control.
- F. Applicant(s) without Social Security numbers can contact the Social Security Administration:
 Web site: www.ssa.gov
 Or call: 1-800-772-1213

INCOME LIMITS

Applicant’s annual income must not exceed program income limits established by HUD annually.

- A. **Housing Opportunities, Inc. /Housing Opportunities Extension, Inc. is a Section 202/8 project:** Only applicants whose income is at or below the Low-Income Limit as defined by HUD are eligible for occupancy. The income limits for this project’s type of subsidy are:

Low-Income Limit	80% of Median Income
Very Low-Income Limit	50% of Median Income
Extremely Low-Income Limit	30% of Median Income
- B. **Income Targeting: At least 40 percent of the assisted units that become available in each fiscal year must be made available for leasing to families whose income does not exceed 30 percent of the area median income (extremely low-income).**
- C. All information is subject to verification and applicant(s) must sign an Authorization for Release of Information – 9887 & 9887A.
- D. Applicant(s) must submit income and asset information for verification.

SINGLE RESIDENCE/SUBSIDY CRITERIA

All applicants MUST disclose if they are currently receiving housing assistance. The owner/agent will not knowingly assist applicants who will maintain a residence in addition to the HUD-assisted unit.

HUD provides the owner/agent with information about an applicant’s current status as a HUD housing assistance recipient. The owner/agent will use the Enterprise Income Verification System (EIV) to determine if the applicant or any member of the applicant household is currently receiving HUD assistance.

Nothing prohibits a HUD housing assistance recipient from applying to this property. However, if the applicant moves in to this property before moving out of another subsidized unit, the applicant will be required to pay market rent until



the move out from the previous property is complete. Assistance in the new unit will begin, if the household is still eligible, the day after assistance ends for the previous unit.

If the applicant or any member of the applicant household fails to fully and accurately disclose rental history, the application may be denied based on the applicant's "misrepresentation" of information.

This information will be reviewed on an annual basis at each annual certification. If any household member receives or attempts to receive assistance in another HUD assisted unit while receiving assistance on this property, the household member will be required to reimburse HUD for assistance paid in error. This is considered a material lease violation and may result in penalties up to and including eviction and pursuit of fraud charges.

RESTRICTIONS ON STUDENTS FOR SECTION 8 ASSISTANCE

A student enrolled in an institute of higher Education as defined by the Higher Education Act of 1965-Amended 1998 will be deemed eligible for Section 8 Assistance if the student meets all other eligibility requirements, passes screening criteria and is:

- Living with parents/guardian who are receiving Section 8 assistance or are applying to receive Section 8 assistance or
- Disabled and receiving assistance as of November 30, 2005 or
- At least 24 years of age or
- Veteran or
- Married or
- Can provide independence of parents including providing certification that the parents did not claim the student on the most recent tax return or
- A person who has parents who are income eligible for the section 8 program.

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 a student:

- Is classified as a Vulnerable Youth; a student meets HUD's definition of a vulnerable youth when;
 - The individual 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,
 - The individual 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 individual's state of legal residence,
 - The individual has been verified during the school year in which the application was submitted as either an unaccompanied youth who is a homeless child or youth (as such terms are defined in section 725 of the McKinney-Vento Homeless Assistance Act) (42 U.S.C. 11431 et seq.) or as unaccompanied, at risk of homelessness, and self-supporting by
 - A local educational agency homeless liaison, designated pursuant to the McKinney-Vento Homeless Assistance Act,
 - The director of a program funded under the Runaway and Homeless Youth Act or a designee of the director,
 - The director of a program funded under subtitle B of title IV of the McKinney-Vento Homeless Assistance Act (relating to emergency shelter grants) or a designee of the director; or
 - A financial aid administrator
- The individual is a student for whom a financial aid administrator makes a documented determination of independence by reason of other unusual circumstances.
 - Any financial assistance a student receives (1) under the Higher Education Act of 1965 (2) from private sources, or (3) from an institution of higher education that is in excess of amounts received for tuition and other fees is included in annual income, except,



- If the student is over the age of 23 with dependent children or
- If the student is living with his or her parents who are receiving section 8 assistance
- Financial assistance that is provided by persons not living in the unit is not part of the annual income if the student meets the Department of Education’s definition of “vulnerable youth”.

PROCEDURES FOR ACCEPTING APPLICATIONS AND SELECTING FROM THE WAITING LIST

Housing Opportunities, Inc. / Housing Opportunities Extension, Inc. will create and permanently maintain a waiting list of interested persons. Each waiting list will be maintained in chronological order and must include the following information: (a) Date and time the applicant submitted an application; (b) Name of head of household; (c) Annual income; (d) Identification of need for accessible unit, including the need for accessible features; and (e) Unit size. An in-use waiting list should also be created for residents requesting transfers as a reasonable accommodation.

Management shall make note of all correspondence, communication and actions taken regarding any applicant in the comment section of the waiting list.

ACKNOWLEDGING APPLICATIONS AND PREFERENCES

All applicants who wish to be admitted or placed on the waiting list at Housing Opportunities, Inc. / Housing Opportunities Extension, Inc. must complete an application and submit it to the office at:

600 East 43rd Street
 Texarkana, AR. 71854

1. Application requests can be made in person, by mail or by:
 - a. Phone: 903-791-2297
 - b. Email: hoihousing@oppinc.org
2. If the applicant requires assistance in reading, understanding or completion of the application because of a disability or limited English proficiency, he/she should contact the site office to request a reasonable accommodation.
3. ***Upon receipt of the application, the application will be marked with a date and time received. Applicants will be considered on a first received, first reviewed basis, based on the date that the completed and signed application is received by the management office.***

Preferences:

Preferences are given to elderly and developmental disabled adults as stated in the Regulatory Agreement.

- A. Elderly- Housing Opportunities, Inc. has a preference for elderly 62 years of age or older. Documentation of ages is issued to confirm that applicants claiming an elderly preference are 62 years of age or older. Acceptable documentation may include birth certificates. Also, social security or military documents that show the applicant’s birth date.
- B. Adults with Developmental Disabilities-Housing Opportunities, Inc. and Housing Opportunities Extension, Inc. have a preference for adults 18 or older that are diagnosed with a developmental disability. Documentation of disability must confirm only the existence of a disability and not the nature or extent of the disability. Verification of disability may be provided by form or letter, from a physician, psychologist, clinical social worker, or other licensed health care professional. Housing Opportunities, Inc. /Housing Opportunities Extension, Inc. may give preference to individuals who meet Medicaid Waiver Home and Community Based Services funding from the waiting list over applicants who do not meet this criteria.
 - Preference will be given to residents presently residing in an Opportunities, Inc. program who expresses an interest in moving from one contract facility to the other contract facility.
- C. Housing Opportunities, Inc. has preferences in selecting applicants from the waiting list. In filling vacancies for elderly and adults with developmental disabilities, vacancies for elderly are replaced with an elderly applicant and vacancies for adults with a developmental disability are replaced with an adult with a developmental disabilities who meet gender specification. It may be necessary to skip an applicant in order to comply with the preference.



D. If an applicant(s) meets the key requirements (age and income limit) but no suitable unit is available, the applicant(s) will be placed on the waiting list according to the date and time the application was received.

NOTE: It is the policy of Housing Opportunities, Inc. / Housing Opportunities Extension, Inc. that the waiting list always remains open; the waiting list is never closed to applicants.

INCOME TARGETING

To comply with the U.S. Department of Housing and Urban Development's (HUD) Income Targeting, Housing Opportunities, Inc. / Housing Opportunities Extension, Inc. must rent 40 percent (40%) of subsidized units that become available each year to extremely low-income households, which earn 30 percent or less of the area's median income, as determined by HUD.

If Management determines that following Housing Opportunities Inc. / Housing Opportunities Extension, Inc., waiting list in standard chronological order may not (or will not) achieve the admissions necessary to meet the income-targeting requirement, then Management must implement procedures that will ensure compliance.

Management will implement the procedure of alternating between the first extremely low-income (ELI) applicant on the waiting list and the applicant at the top of the waiting list. To implement this method, Management will select the first extremely low-income applicant on the waiting list (which may mean "skipping over" some applicants with higher incomes) for the 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 continues 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 reached.

Note: An applicant may be skipped over, but will not lose his/her place on the waiting list.

UPDATING THE WAITING LIST

Housing Opportunities, Inc. / Housing Opportunities Extension, Inc., waiting list is maintained on a "first come, first served" basis, determined by the date and time of application submission.

- An update letter will be mailed to active waiting list applicant(s). The letter shall include a self-addressed envelope to return the response to the management office. Applicant will be provided fourteen (14) days in which to respond. If the applicant replies affirmatively, his/her application will retain its position on the waiting list. If the reply is negative or if update letter is returned because the address is not current, the applicant's name will be removed from the waiting list. If no reply is received within the specified time frame (fourteen days plus a week for mail delivery), the applicant's name shall be removed from the waiting list.
- The waiting list update conducted by management does not relieve applicant(s) of the responsibility to notify management of a change in address or a change in other critical aspects of the application.
- Applicant(s) will be allowed to refuse the first offer of a unit for any reason but will be advised that if he/she refuses a second offer, the applicant's name shall be removed from the waiting list. If the second refusal is due to a disability or an extenuating circumstance, however, then another offer will be made as a reasonable accommodation. Applicants who refuse a unit a second time shall be advised that they can reapply, but that their application will be treated as a new application for waiting list priorities.



FILLING VACANCIES

Upon vacancy, the applicant first on waiting list is contacted by the Director of Housing by phone. Every effort is made to contact applicant. Director of Housing contacts all telephone numbers listed on application, including emergency contacts.

Applicant is called a minimum of four times within 24 to 48 hours. If the applicant cannot be reached the next applicant is contacted.

An applicant is contacted when a unit is available, the Director of Housing will contact the applicant by phone to set up an application interview. The applicant will also be instructed to bring with him/her to this interview certain financial and medical expense documentation, a social security card and a picture I.D. (either a driver's license or a state-issued photo I.D.).

- Management shall simultaneously initiate the process to obtain the verifications necessary to certify the proposed household's income and assets in accordance with HUD regulations and to determine the applicant's compliance with the tenant selection criteria set forth below.

NOTE: If the next available unit is to be leased to an extremely low-income applicant, the applicant's income should be re-verified. If the income has changed, and the applicant is no longer extremely low-income, he/she should be put back on the list and the application documented as to why the applicant(s) was passed over. Management shall then move on to the next extremely low-income application and follow the same income verification procedure. If that applicant is still considered extremely low-income, Management shall proceed with the application interview.

APPLICANT SCREENING CRITERIA

- A. Screening activities should occur prior to approval of tenancy. Screening generally occurs at the same time as, or immediately following, the full eligibility review.
- B. Screening for rental history. Rental history can be verified by talking with current and prior landlords.
- C. Information that owner can learn from a landlord that may be grounds for rejecting an applicant includes:
 - Any household containing a member who has been evicted in the last three years from federally assisted housing for drug-related criminal activity. There are two exceptions to this provision:
 - The evicted household member has successfully completed an approved, supervised drug rehabilitation program: or
 - The circumstances leading to the eviction no longer exist
 - 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 the health, safety, and right to peaceful enjoyment of the property by other residents;
 - Any household member who is subject to a state sex offender lifetime registration requirement; and
 - Any household member if there is reasonable cause to believe that member's behavior, from abuse or pattern of abuse of alcohol, may interfere with the health, safety, and right to peaceful enjoyment by other residents. The screening standards must be based on behavior, not the condition of alcoholism or alcohol abuse.
 - If an applicant is denied admission because the criminal background check reveal he/she provided false information, the owner must:
 - Notify the applicant of the proposed denial of admission
 - Provide the subject of the record and the applicant with a copy of the information the action is based upon.



- Provide the applicant with an opportunity to dispute the accuracy and relevance of the information obtained from any law enforcement agency.
- D. Provisions to drug abuse and other criminal activity screening criteria:
- Exclusion if culpable household members. Owner may require an applicant to exclude a household member when that member's past or current actions would prevent the household from being eligible.
 - Drug or alcohol rehabilitation. Owner may consider whether appropriate household member has completed a supervised drug or alcohol rehabilitation program. The household member is required to show appropriate documentation of the successful completion of a rehabilitation program.
 - Reconsideration of previously denied applicants. Applicant may be reconsidered if the owner has sufficient evidence that the members of the household are not and have not engaged in criminal activity for the past three years.

ENTERPRISE INCOME VERIFICATION SYSTEM (EIV)

Housing Opportunities, Inc. / Housing Opportunities Extension, Inc. will utilize the Department of Housing and Urban Development's (HUD) Enterprise Income Verification (EIV) system during the occupancy process. The EIV system is a source of information for verifying employment and household income. Data will include income from such sources as Social Security, Social Security Disability, SSI, Wages, Unemployment Compensation, Medicare/Medicaid, etc. for each family member. EIV will also show whether an applicant or any member of the applicant household is currently receiving HUD assistance. (See *Single Residence/Subsidy Criteria* above).

An Existing Tenant Search Report shall be run prior to offering an applicant a unit to determine if applicant is currently receiving HUD housing assistance. For existing tenants, EIV information will be reviewed on an annual basis at each annual certification. Failure of any household member to report accurate income, employment status, or current status as a HUD housing assistance recipient constitutes a material lease violation and may result in penalties up to and including eviction and pursuit of fraud charges. In addition, the household member will be required to reimburse HUD for assistance paid in error.

Tenants shall be notified of any discrepancies in the EIV data and given an opportunity to dispute and discuss the findings. The data contained and provided by the EIV system is subject to the provisions of the Federal Privacy Act (5 U.S.C. § 552 as amended) and other regulations governing the privacy of information. All EIV originals shall be retained during the term of the tenancy and for at least three years thereafter, at which time they shall be destroyed by shredding.

INTERVIEW TOPICS

At the applicant interview, the on-site manager shall:

- A. Confirm and update all information provided on the application.
- B. Explain program requirements, verification procedures, and penalties for false information. The penalties include eviction, loss of assistance, fines up to \$10,000 and imprisonment for up to five years.
- C. Obtain family income and composition information and other data needed to certify eligibility and compute the tenant's share of rent.
- D. Review the financial information on the application and specifically ask the applicant whether any member of the proposed household:
 - Receives any types of income (e.g., self-employment income, unemployment compensation, income maintenance payments)
 - Has any assets.
- E. Sign the release of information consent portion of the Authorization for Release of Information (Forms HUD 9887 & 9887-A) and any other necessary verification required. These forms are signed by all persons age 18 or over who will reside in the unit.

- F. Obtain consent forms for verification for all household members as appropriate.
- G. Require the applicant and any person who will reside in the unit to disclose and document all social security numbers.
- H. Advise the family that HUD will compare the information families' supply with information federal, state, or local agencies have on those families' income and household composition.
- I. Inform the applicant that final decision on eligibility cannot be made until all verifications are complete.
- J. Provide each tenant with a copy of the appropriate HUD fact sheet, which describes how the tenant's rent is calculated.
- K. Inform applicants that the Housing Director has the responsibility for taking reasonable steps to provide meaningful access to the community's programs and activities and that they will need to complete the Resident's Request for Reasonable Accommodation if they require a change in rules, policies or procedures or modification to a unit to insure their use and enjoyment of the community.
- L. Inform all applicants about the rules on owning pets.
- M. Inform applicant that if documents requested are not returned in their entirety by the deadline specified, management will process the next applicant.

REJECTING INELIGIBLE APPLICANTS

- A. Rejecting Ineligible applicants:
 - If applicant does not meet eligibility requirements due to income, age requirements, disability, failed sex offender registration check, criminal history background, pattern of alcohol abuse, current engagement of illegal use of drugs, etc., a letter of explanation is mailed within a seven calendar day period of the date when Director of Housing makes the ineligibility determination.
 - If the unit for which the family is applying for is not the only residence.
 - If the applicant is unable to disclose and provide verification of SSNs for all household members, except for those household members who do not content eligible immigration status or tenants who were 62 or older on January 31, 2010, whose initial determination of eligibility was begun before January 31, 2010.
 - If the head of household, the spouse or co-head, and all other adults (age 18 and older) in each applicant family refuse to sign an Authorization for Release of Information (HUD Form 9887 and 9887A) prior to being accepted and every year thereafter.
 - If the applicant has household characteristics that are not appropriate for the specific type of unit available at the time, or has a family of a size not appropriate for the unit sizes that are available.
 - If the household includes family members who did not declare citizenship or non-citizenship status, or sign a statement electing not to contend noncitizen status.
 - If the family's annual income exceeds the program income limits.
 - If applicant refuses to pay rent required by the program under which the family will be receiving assistance.
 - If the applicant does not meet the screening standards that have been established.
- B. The written rejection will include;
 - The specifically stated reason(s) for the rejection; and
 - The applicant's right to respond to the owner in writing or request a meeting with 14 days to dispute the rejection.
- C. Executive Director's or designee meeting with applicant to discuss rejection notices.



- Meeting with the applicant to discuss the applicant’s rejection must be conducted by a member of the Opportunities, Inc. executive management staff who was not involved in the initial decision to deny admission or assistance.
- Within five business days of the Executive Director or designee response or meeting, the Executive Director or designee must advise the applicant in writing of the final decision on eligibility.
- Persons with disabilities have the right to request reasonable accommodations to participate in the informal hearing.

UNIT ASSIGNMENT/OCCUPANCY STANDARDS

Occupancy Standards

- A. Housing Opportunities, Inc.
- B. Elderly units available are one bedroom and efficiency units. Unit size is based on no more than two members of the household occupying the unit.
- C. Developmental Disabled adults has three, one bedroom units and one, ten bed group home. Unit size is based on one adult per bedroom in the group home and no more than two members of the household occupying the one bedroom apartment,
- D. Housing Opportunities Extension, Inc.
- E. Developmental Disabled adults – 12 unit size is based on one person occupying one bedroom.
- F. Multiple wait list
- G. Based upon applicant information given by phone or in-person, appropriate application (elderly or developmental disability) is mailed or given to applicant.
- H. Applicant specifies on application (elderly) whether he/she would prefer one bedroom or efficiency or first available.
- I. Unit offered as availability arises in one of the two group homes

UNIT TRANSFER POLICY

- A. Resident may transfer from an efficiency to a 1 bedroom
- B. Unit transfer may be requested based on the need for an accessible unit.
- C. Residents submit a transfer request form to the Director of Housing.
- D. The residents’ request will be placed on the waiting list (if available). The “first come, first serve” policy will be in effect.
- E. At the time the residents’ request moves to the top of the waiting list and a unit becomes available, the resident will be contacted.
- F. A unit inspection will be done for both the move out and move in.
- G. Security Deposit will transfer to the new unit number.

VIOLENCE AGAINST WOMEN ACT (VAWA)

The Violence Against Women and Justice Department Reauthorization Act of 2005 protects residents who are victims of domestic violence, dating violence, or stalking from being evicted or terminated from housing assistance based on acts of such violence against them. In accordance with the Violence Against Women Act (VAWA), Management will not penalize victims of domestic violence, stalking, dating violence, or rape. Some key points provided in the Act include:



- A. Status as a victim of one of the above cannot be a basis for denial of rental assistance OR admission if the applicant otherwise qualifies.
- B. Instances of actual or threatened domestic violence, dating violence or stalking will not be construed as serious or repeated violations of a lease or other “good cause” for terminating assistance, tenancy or occupancy rights of a victim of abuse.
- C. Criminal activity related to domestic violence or stalking by a member of a tenant’s household or guest/person under the control of tenant shall NOT be cause for termination of assistance, tenancy or occupancy of a victim.
- D. A lease may be “bifurcated”—divided as a matter of law so that certain tenants can be evicted or removed while the remaining family members’ lease and occupancy rights (as well as the victim’s) are allowed to remain intact.
- E. Notwithstanding VAWA, Management may terminate tenant’s tenancy under the lease if it can demonstrate an “actual or imminent threat” to other tenants or those employed at or providing service to the property if the tenant’s tenancy is not terminated.
- F. Residents in assisted housing who face violence may be allowed early lease termination for a matter of safety.

Victims must certify their status as victims and that the incident in question was a bona fide incident of domestic violence by presenting appropriate documentation to the Property Manager. Nothing prevents a victim who has committed a crime or violated a lease from being denied, evicted or terminated.

To learn more about the policies and procedures regarding VAWA, applicants/residents should consult the *Violence Against Women Act (VAMA) Policy* adopted by the project and posted in the site office.

PRIVACY POLICY

It is the policy of the property to guard the privacy of individuals to ensure the protection of such individuals’ records maintained by the property. Therefore, the property shall not disclose any personal information contained in its records to any person or agency unless the individual about whom such information is requested provides written consent to such disclosure (as permitted in the Authorization for Release Information Form). Staff are to limit the use or disclosure of, and requests for, PHI to the minimum necessary to accomplish the intended purpose. Internal and external auditors, surveyors and program monitors from federal funding sources (HUD) are authorized to access PHI as applicable.

This privacy policy in no way limits the property’s ability to collect needed information to determine eligibility and to compute rent.

Consistent with the intent of Section 504 of the Rehabilitation Act of 1973, any information obtained on the handicapped or disability of an individual will be treated in a confidential manner.

SECTION 504 & FAIR HOUSING COMPLIANCE

It is the policy of Housing Opportunities Inc. / Housing Opportunities Extension, Inc., to provide housing on an equal opportunity basis in compliance with all applicable nondiscrimination and equal opportunity laws, including without limitation the following laws, as amended from time to time: Title VI of the Civil Rights Act of 1964; Title VIII and Section 3 of the Civil Rights Act of 1968 (as amended by the Community Development Act of 1974 and the Fair Housing Amendments Act of 1988); Executive Order 11603; Section 504 of the Rehabilitation Act of 1973; The Age Discrimination Act of 1975; Americans with Disabilities Act of 1990; and The Florida Fair Housing Act.

- **In carrying out this Tenant Selection Plan, Housing Opportunities, Inc. /Housing Opportunities Extension, Inc., will not discriminate against any person because of Race, Color, Religion, Sex, Disability, Familial Status, National Origin, Sexual Orientation, Gender Identity or Marital Status. Housing Opportunities, Inc. /Housing**



Opportunities Extension, Inc. does not discriminate on the basis of disability status in the admission or access to, or treatment or employment in, its federally assisted programs and activities. Persons with disabilities have the right to request reasonable accommodations.

- The Chief Compliance/QA Officer has been designated to coordinate compliance with the non-discrimination requirements contained in HUD’s regulations implementing Section 504 (24 CFR part 8 dated June 2, 1988). The Chief Compliance/QA Officer can be reached at 903-791-2270 or 6101 North State Line Ave. Texarkana Texas 75503 or lyoung@oppinc.org.

The property shall not...

- Deny any family the opportunity to apply for housing, nor deny any eligible applicant the opportunity to lease housing suitable to its needs;
- Provide housing which is different from that provided to others;
- Subject a person to segregation or disparate treatment;
- Restrict a person’s access to any benefit enjoyed by others in connection with the housing program;
- Treat a person differently in determining eligibility or other requirements for admission;
- Deny a person access to the same level of services; or
- Falsely deny the availability of a unit.

- **Applicant(s)/Resident(s) with Disabilities or Limited English Proficiencies and Reasonable Accommodations.** The Housing Opportunities, Inc./Housing Opportunities Extension, Inc., will make reasonable accommodations in policies or reasonable modification of common or unit premises for all applicants/residents with special needs – including those who are physically challenged, hearing or visually-impaired, or with limited English proficiency - who require such changes to have equal access to any aspect of the application process or to the housing community and its programs and services. The Owner will, for example, arrange for sign language interpreters or other communication aides for interviews during the application process. In addition, the property may add special design features to a unit, such as additional grab bars in the bathtub/shower, specially designed hand-held shower, strobe lighting, etc.

In reaching a reasonable accommodation with, or performing modifications for, otherwise qualified individuals with special needs, the property is not required to:

- Make alterations that require the removal or alteration of a load-bearing structural member;
- Provide an elevator for achieving accessibility;
- Provide support services that are not already part of its housing programs;
- Take action that would result in a fundamental alteration of the nature of the program’s service;
- Take any action that would result in an undue financial administrative burden for the property.

To learn more about the policies and procedures regarding reasonable accommodations under the Fair Housing Act, applicants/residents should consult the *Reasonable Accommodation Policy* adopted by the project and posted in the site office.

Appointments for an application or for reasonable accommodations, including materials in alternate formats, may be made by contacting the site office.

GRIEVANCE/APPEAL PROCEDURE

Applicants who believe they have been discriminated against or treated unfairly or who dispute a decision made by Management in the application process may file a complaint in accordance with the property’s Section 504 Grievance Procedure.

An applicant or resident may, at any time, exercise his/her right to appeal a decision or file a complaint through the HUD-FHEO office at:



Office of Multifamily Housing – Ft. Worth Regional Center
800 Cherry Street Suite 2500 Unit #45
Ft. Worth, TX. 76102
Ph.: 713.718.3142
Fax: 713.718.3272

Persons with disabilities or limited English proficiency may request a reasonable accommodation to assist them with the Grievance/Appeal Process.

UPDATING THE TENANT SELECTION PLAN

Housing Opportunities, Inc. / Housing Opportunities Extension, Inc. reserves the right to amend this Tenant Selection Plan from time to time when it is reasonably necessary to ensure that it accurately reflects current operating practices, program priorities, and HUD requirements.