

MONT PLEASANT COMMONS
MONT PLEASANT YMCA HOUSING CORPORATION
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Mont Pleasant Commons

Tenant Selection Plan

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A Hall



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Mont Pleasant Commons Tenant Selection Plan

HUD Subsidized Program type 202 PRAC
Resource HUD Handbook 4350.3
Rev 1 Chng 4 Chapters 2-4
HSG Notice 2015-01

Mont Pleasant Commons encourages and supports affirmative programs in which there are no barriers to obtaining housing because of race, color, religion, sex, handicap, familial status, or nation origin. We also comply with Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of disability in any program or activity receiving federal financial assistance from the U.S. Department of Housing & Urban Development, the Fair Housing Act Amendments of 1988 and Title VI of the Civil Rights Act of 1964.

We further support HSG Notice 2015-01 insuring applicant's sexual orientation, gender identity and marital status are not required information or information taken into consideration in the approval process for housing.

The guidelines stated below are to determine who can be admitted to reside at the facility (final approval will be subject to all verified material):

Project Eligibility Requirements

Project Specific Requirements -The head of household must be 62 years of age or older.

Social Security Number Requirements - Applicants and tenants must disclose SSNs for all households members, except those who do not contend eligible immigration status, and tenants age 62 or older as of January 31, 2010, whose initial determination of eligibility was begun before January 31, 2010, and provide verification of the complete and accurate SSN assigned to them. Exception to disclosure of SSN: **For Section 202 PRAC, the restriction on providing assistance to noncitizens does not apply. (Par. 3-5, Chg 4)**

Citizenship Requirements - At this property individuals who do not contend eligible immigration status must sign a certification, containing the penalty of perjury clause, certifying to that effect. The certification will support the individual not being subject to the requirements to disclose or provide verification of a SSN. The certification must be retained in the tenant file. (Par. 3-9, Chg 4)

Income Limit Requirements – A resident must meet income guidelines for the county in which the facility is located as set forth by HUD. Income limits are updated by HUD annually. Established for the year 2015, 1 person's maximum annual income can not exceed \$28,950 and \$33,100 for a 2 people.

Procedures for Accepting Applications

An applicant must submit a completed Application. Incomplete applications will not be accepted and will be returned to the sender.

Applications are accepted by mail at Mont Pleasant Commons, 1502 Chrysler Avenue, Schenectady, New York 12303. Other acceptable methods of submitting an application are: delivered to office at the above address Monday through Friday 9 to 4 PM; faxed to 518 382-1942 or emailed to ahall@cdymca.org.

An application is stamped with the date and time it is received. It is then evaluated. Any application meeting the requirements as stated in the Project eligibility and Income Limit will be placed on the wait list.

Any application not meeting these requirements will be rejected and not placed on the waiting list.

Applicant Screening Criteria

Once an application is received and the project specific requirements are met (age and income) before the application is placed on the waiting list a background check will be performed. Applications will be immediately rejected based upon 1) applicant's disclosure of eviction history or 2) Criminal History Search resulting in any conviction of one or more Federal Drug charges.

Upon being selected and offered a unit the following information is required by HUD:

Existing Tenant Search – As part of U.S. Department of Housing and Urban Development's Rental Housing Integrity Improvement Project, EIV was developed as a web-based computer system containing individual's income information who participates in HUD's rental assistance programs.

EIV is used to search for an existing applicant called an "Existing Tenant Search" to assure that the applicant is not residing in another subsidized facility and that rental assistance is being provided to the proper household.

For more information about EIV you may request a brochure entitled "EIV & You" and one is provided to you each year during your annual recertification.

Eviction – Using EIV, any applicant found previously evicted from Federally Funded HUD housing will automatically be denied.

Any applicant having been evicted from non Federally Funded HUD housing will automatically be denied.

Landlord References – Applicant will require a positive Landlord reference and that would include:

- Rent being paid in a timely manner
- Compliance with facility policies
- Compliance with Lease requirements
- Property left in an acceptable condition

Credit history - The applicant's credit history will be searched via a credit reporting agency. If a credit report shows a negative status, such as foreclosure, Management will review each case individually. It is our policy to consider extenuating circumstances. (Par 4-28 B Chg. 4). If these conditions exist, the applicant will be asked to give a written statement describing the circumstances.

Criminal History Search – A nation-wide criminal screening will be performed for each member of the household. Criminal screening indicating the following is grounds for denial of application:

Felony or misdemeanor history related to any household member's eviction from federally-assisted housing for drug-related activity.

Any household member being subject to a lifetime sex offender registration program.

Felony or misdemeanor history in the past seven (7) years relating to other criminal activity that threatens the health, safety, and right to peaceful enjoyment of the property by other residents or the health and safety of the owner, employees, contractors, subcontractors, or agents of the owner.

Other allowable screening criteria

Any household member currently engaging in or has engaged in violent criminal activity or other criminal activity that would threaten the health, safety, or right to peaceful enjoyment of the premises by other residents, or of the site's employees, contractors, or agents.

A resident must be able to live according to and abide by the terms of their lease agreement.

Student Eligibility

There are restrictions at most communities for providing Section 8 assistance to any individual who is enrolled as either a part-time or a full time student at an institute of higher education for the purpose of obtaining a degree, certificate, or other program leading to a recognized education credential. Restrictions will apply if the student:

- Is under the age of 24
- Is not married
- Is not a veteran of the US Military
- Does not have a dependent child
- Is not a person with disabilities, as such term is defined in 3(b)(3)(E) of the US Housing Act of 1937 (42U.S.C. 1437 a(b)(3)(E) and was not receiving Section 8 assistance as of November 20, 2006); and
- Is not living with his or her parents who are receiving Section 8 assistance; and
- Is not individually eligible to receive Section 8 assistance and has parents (the parents individually or jointly) who are to income eligible to receive Section 8 assistance.

HUD Conditions Under Which Owners Will Reject Applicants

The applicant does not meet the program age or income requirements.

Using EIV, any applicant found previously evicted from Federally Funded HUD housing and/or non-Federally funded housing will be rejected.

Criminal History Search resulting in any conviction of one or more Federal Drug charges will result in applicant rejection.

If an applicant does not sign and submit verification consent forms or the Authorization for Release of Information (forms HUD-9887 and HUD-9887-A) (Par. 4-9 B 3 Chg 4)

Procedures for rejecting ineligible applicants

Once the applicant screening criteria has been completed and all materials have been evaluated, any application not meeting the above requirements will be rejected and the applicant will receive written notification.

The applicant shall have fourteen (14) days from the date of the letter to respond in writing or to request a meeting date to discuss the rejections. When an applicant is rejected, more detailed information concerning appeal rights will be furnished at the time of rejections.

Waiting List Procedures

The applicants place on the waiting list is determined by the date on which the completed application is received. However, acceptance to the waiting list does not automatically guarantee eligibility for an apartment. Further screening as described in the applicant screening criteria section will be completed at the time an apartment is offered.

Based on chronological order, from the waiting list, an offer of an apartment will be made by letter. A person offered an apartment has five (5) working days from the date of mailing to notify the office of their intention to accept or reject the offered apartment. If mail is returned due to incorrect mailing information we will attempt to contact the applicant by phone. Any deviation from this time frame must be approved in writing by the Director.

Any applicant who is offered a unit and is not able to move at that time will be put at the bottom of the list. If the individual is offered a unit for the second time and refused, the applicant will be removed from the waiting list. The individual may reapply at any time.

Updating Waiting List

At least twice a year a notice will be mailed to every household on the waiting list. The applicant must indicate their interest in remaining on the waiting list and mail the notice back to the property. Any notice returned "unable to forward" from the post office will be removed from the list. For those who do not respond a second notice will be generated informing them that they are being removed from list.

At that point an updated waiting list will be generated and mailed to those who remain on the list.

Occupancy Standards

No more than two (2) persons may reside in any apartment.

Procedures for Identifying and Assigning Units with Accessible Features

Any applicant in need of an accessible unit will be identified from the application. Under "Additional Information" on Page two (2) of the application it asks if any member of the household is in need of a "mobility accessible unit" and/or "in need of a reasonable accommodation". It will be noted in the software file that the applicant has indicated a need for an accessible unit.

Mont Pleasant was designed with a total of 5 accessible units in the building.

When an accessible unit becomes available the waiting list will be reviewed for anyone indicating a need for an accessible unit and they will be offered the unit first, regardless of their ranking on the list. (Par. 4-15 C 2 Chg 4)

Annual Recertification Requirement

HUD requires the household income and expenses be reviewed to assure that they are paying the proper subsidy and you are paying the proper rent. (7-4 A1-8)

The lease indicates in Paragraph 8 d 3 and 22 that if a household does not comply with the supplying of all required information it is a substantial violation of the Lease and grounds for eviction.

Interim Recertification Requirement

An interim recertification is processed for the following reasons: decrease in income; increase in income of \$200 or more a month and/or increase in medical expense/allowance. (7-11 A1-5)

Unit Inspection

Each unit will be inspected, with the tenant, upon move in. Thereafter each unit will be inspected a minimum of once a year, up to 4 times a year as scheduled by management.

A notice will be given at least 5 business days in advance of any inspection.

Each unit will be inspected, with the tenant, upon move out.

Unit Transfer Policy

A transfer request is only granted for medically necessary reasons, to be confirmed by a letter from the resident's physician.

Transfer requests will be placed on an in-house waiting list, in the order of the date they are received. In-house transfers have priority in with regard to accessible units and apartment availability.

Reasonable Accommodation as defined by the Fair Housing Act as any accommodation by management in rules, policies (including acceptance of assistance animals as an exception to a "no" pet rule) and practices of services to give a person with a disability an equal opportunity to use and enjoy a dwelling unit or common space. It is your responsibility to inform management of a situation where a Reasonable Accommodation is needed.

Reasonable Accommodations should be submitted in writing. If unable to provide the request in writing, please notify management. Reasonable structural modifications to units and/or common areas that are needed by applicants and tenants with disabilities may be approved and funded by Mont Pleasant Commons, unless these modifications would change the fundamental nature of the project or result in undue financial and administrative burdens.

Policy for Opening and Closing the Waiting List

It is not the policy of the Mont Pleasant YMCA Housing Corporation to close the waiting list for the Mont Pleasant Commons.

SPACE RESERVED PENDING FINAL DECISION PERTAINING TO VIOLENCE AGAINST WOMEN ACT (VAWA) AND APPLICABILITY TO 202 PRAC PROJECTS

Security Deposit Requirements

HUD requires collection of a security deposit at the time of the initial lease execution. The amount of the required deposit is equal to the Total Tenant Payment, line 50 from the HUD 50059 form.

