

Tenant Selection Plan

Crestmont Complex **(“The Project”)**

RAD II, LP
1007 North Summit Street
Bloomington, IN 47404

Management Agent:
Bloomington Housing Authority
1007 North Summit St.
Bloomington, IN 47404

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Section I

Introduction

This Tenant Selection Plan (this "Plan") outlines the procedures that will be followed in selecting tenants for the Project. Management is responsible for implementing these procedures.

A. Project Description

(Check the one that applies):

- The Project does not offer subsidized rents.
- The Project offers subsidized rents. This means the rent that is paid by the tenant is based upon the tenant's household income. Therefore, the rent paid by tenants may vary among tenants as well as from time to time for an individual tenant. Attached to this Plan as **Exhibit A** reflect the contract rent for the Project and not the typical tenant portion of the rent.

In addition, the Project **does** **does not** accept Housing Choice Vouchers.

(Check which one applies)

B. Resident Type

The Project is designated housing for: *(Check all that apply)*

- Elderly
- Special Needs Family
- Family
- Family & Special Needs
- Elderly and Special Needs

If the "Elderly" or "Elderly & Special Needs" designation is selected, the age restriction, for the units designated Elderly, will be: *(Check the one that applies)*

- 55 and above (households whose head or spouse or sole member is at least 55 years of age) or,
- 55 and above (one person 55 years of age or older) or,
- 62 and above (all members of the household are 62 years of age) or,
- 62 and above (households whose head or spouse or sole member is at least 62 years of age) (this is only available to developments participating in a HUD housing program); or
- Other *(please describe)*: _____

If any of the "Special Needs" designations are selected, the Project is serving the following special needs population(s):

- Battered Women
- Disabled
- HIV/AIDS
- Homeless
- Foster Care Families
- Transient Families
- Developmentally Disabled
- Physically Disabled
- Ex-offenders
- Substance Abusers
- Other *(please describe)*: _____

C. Unit Distribution

The Project will offer 204 rental units. This **includes** **does not include** a management unit.

The income limitations for these units are as follows:

0 units at market rate (no income restrictions)

0 units at 50 % Median Income

204 units at 60 % Median Income

D. Rent Structure

The current rent structure for the Project, by unit size and income distribution, is attached to this Plan as [Exhibit A](#).

Section II

Fair Housing and Equal Opportunity Requirements

All applications are to be processed in accordance with HUD and tax credit regulations, Fair Housing and Equal Opportunity Laws, as well as all Federal, State and Local Laws.

A. Civil Rights and Nondiscrimination Requirements

1. General

Federal civil rights laws addressing fair housing prohibit discrimination against applicants or tenants on the basis of race, color, national origin, sex, disability, religion, and familial status. The Illinois Human Rights Act addressing fair housing prohibits discrimination against applicants or tenants on the basis of race, color, religion, sex, national origin, ancestry, age, order of protection status, marital status, physical or mental disability, military status, sexual orientation, gender identity or unfavorable discharge from military service.

HUD's Office of General Counsel issued a memo dated April 4, 2016, which is guidance concerning how the Fair Housing Act applies to the use of criminal history by providers or operators of housing and real-estate related transactions.

The remaining paragraphs in this section provide brief descriptions of key federal civil rights laws regarding fair housing and accessibility.

Owner and Management shall be familiar and comply with the regulations implementing these applicable federal civil rights laws and any state civil rights laws or local ordinance regarding fair housing and accessibility.

2. Fair Housing Act

Fair Housing Act Amendments of 1988 ("Fair Housing Act") prohibits discrimination in housing on the basis of race, color, religion, sex, disability, familial status and national origin regardless of any federal financial assistance.

Under the Fair Housing Act, Owner and Management shall not take any of the actions listed below based on race, color, religion, sex, disability, familial status and national origin:

- a. Deny anyone the opportunity to apply to rent housing, or deny to any qualified applicant the opportunity to lease housing suitable to his or her needs;
- b. Provide anyone housing that is different from that provided to others;
- c. Subject anyone to segregation, even if by floor or wing;
- d. Restrict anyone's access to any benefit enjoyed by others in connection with housing program;
- e. Treat anyone differently in determining eligibility or other requirements for admission, in use of the housing amenities, facilities or programs, or in the terms and conditions of a lease;
- f. Deny anyone access to the same level of services;
- g. Deny anyone the opportunity to participate in a planning or advisory group that is an integral part of the housing program;
- h. Publish or cause to be published an advertisement or notice indicating the availability of housing that prefers or excludes persons; and
- i. Retaliate against, threaten, or act in any manner to intimidate someone because he or she has exercised rights under the Fair Housing Act.

Fair Housing Act provides additional protections for persons with disabilities. It requires that the Management make reasonable accommodations in rules, policies, practices, or services as may be necessary to afford handicapped persons equal opportunity to use and enjoy a dwelling. Moreover, it contains specific accessibility requirements that apply to the design and construction of new multi-household housing.

Owner of federally assisted housing program shall display the Fair Housing poster required by the Fair Housing Act.

3. Title VI of the Civil Rights Act of 1964

Title VI of the Civil Rights Act of 1964 prohibits all recipients of federal financial assistance from discriminating based on race, color or national origin.

4. Age Discrimination Act of 1975

Age Discrimination Act of 1975 (the “Age Discrimination Act”) prohibits discrimination based upon age in federally assisted and funded program, except in limited circumstances. It is not a violation of the Age Discrimination Act to use age as screening criteria in a particular program if age distinctions are permitted by statute for that program or if age distinctions are a factor necessary for the normal operation of the program or the achievement of a statutory objective of the program or activity.

5. Section 504 of the Rehabilitation Act of 1973 (for HOME and CDBG programs)

Section 504 of the Rehabilitation Act of 1973 (“Section 504”) prohibits discrimination based upon disability in all programs or activities operated by recipients of federal financial assistance. Although Section 504 often overlaps with the disability discrimination prohibitions of the Fair Housing Act, it differs in that it also imposes broader affirmative obligations on the Owner to make their programs, accessible to persons with disabilities. Section 504 obligations include the following:

- a. Making and paying for reasonable structural modifications to units and/or common areas that are needed by applicants and tenants with disabilities, unless these modifications would change the fundamental nature of the project or result in undue financial and administrative burdens;
- b. Operating housing that is not segregated based upon disability or type of disability, unless authorized by federal statute or executive order;
- c. Providing auxiliary aids and services necessary for effective communication with persons with disabilities;
- d. Performing a self-evaluation of Management’s programs and policies to ensure that they do not discriminate based on disability; and
- e. Developing a transition plan to ensure that structural changes are properly implemented to meet program accessibility requirements.
- f. Section 504 also establishes accessibility requirements for newly constructed or rehabilitated housing, including providing a minimum percentage of accessible units.

If the Owner, Management and Project employ 15 or more persons, regardless of their location or duties, a Section 504 Coordinator must be designated.

Does the Section 504 Coordinator requirement apply? (*Check the one that applies*):

Yes

No

If “Yes” was checked, indicate the name of the Section 504 Coordinator:

Name: Leon Gordon

Telephone Number: 812-339-3491 x 115

6. Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity (for HOME and CDBG programs)

Effective March 5, 2012, HUD implemented new regulations intended to ensure that HUD's core housing programs are open to all eligible persons regardless of actual or perceived sexual orientation, gender identity or marital status (HUD Notice 2015-01).

Owners and operators of HUD-assisted housing, or housing whose financing is insured by HUD, must make housing available without regard to sexual orientation, gender identity, or marital status.

All otherwise eligible families, regardless of marital status, sexual orientation, or gender identity, will have the opportunity to participate in HUD programs.

Owners and operators of HUD-assisted housing or housing insured by HUD are prohibited from asking about an applicant or occupant's sexual orientation and gender identity for the purpose of determining eligibility or otherwise making housing available.

7. Executive Order 13166 – Limited English Proficiency (for HUD programs only)

Executive Order 13166 requires Owner/Management to take reasonable steps to ensure meaningful access to the information and services they provide for persons with limited English proficiency. This may include interpreter services and/or written materials translated into other languages.

8. Violence Against Women and Justice Department Reauthorization Act of 2005 & 2013 (for Tax Credit, HOME, TCAP and 1602 developments only)

Violence Against Women and Justice Department Reauthorization Act of 2005 (VAWA 2005, and reinstated in the HUD Reauthorization Act of 2013) protects victims of domestic violence, dating violence or stalking, as well as their immediate family members generally, from being evicted or being denied housing assistance if an incident of violence is reported and confirmed.

Owner/Management responding to an incident of actual or threatened domestic violence, dating violence or stalking that could potentially have an impact on a tenant's participation in the housing program may request in writing that an individual complete, sign and submit within 14 business day of the request, the HUD-approved certification form (HUD-91066).

Alternatively, in lieu of the certification form or in addition to it, Owner/Management may accept (i) a federal, state, tribal, territorial, or local police record or court record or (ii) documentation signed and attested to by a professional (employee, agent or volunteer of a victim service provider, an attorney, medical personnel, etc.) from whom the victim has sought assistance.

Owner/Management is encouraged to carefully evaluate abuse claims as to avoid conducting an eviction based on false or unsubstantiated accusations.

Section III

Eligibility

A. Eligibility Criteria

Management Agent will accept applications from all interested persons. All applicants to the Project will be subject to the following criteria for admittance:

- a. Household's annual income must meet the requirements for Indiana RHTC 60% AMI, very low-income, or extremely low-income families described in **Exhibit B**.
- b. Dates of birth must be disclosed for all household members.
- c. The head of household/spouse/co-head must disclose Social Security Numbers for all household members. An explanation of acceptable documentation is provided in **Addendum 1** attached to this Plan.
- d. Applicants must meet the apartment Occupancy Standards in Section IX.
- e. Each household must have at least one family member that is a citizen, national, or eligible noncitizen.
 - i. Family members who declare citizenship or national status will not be required to provide additional documentation unless Management receives information indicating that an individual's declaration may not be accurate.
 - ii. Those declaring eligible noncitizen status must sign a verification consent form and cooperate with Management efforts to verify their immigration status.
- f. Applicant and all household members, including Live-In Aides, over the age of 18 will not be eligible if a history of the any of the following are found:
 - i. If any member of an assisted household that was subject to a lifetime sex offender registration requirement at admission. The family will be offered the opportunity to remove the ineligible family member from the household. If the family is unwilling to remove that individual from the household, Management must terminate assistance for the household.
 - ii. If any household member has ever been convicted of the manufacture or production of methamphetamine on the premises of federally-assisted housing.
 - iii. If any household member is actively using illegal drugs or Management determines that a pattern of illegal use of a drug interfered with the health, safety, or right to peaceful enjoyment of the premises by other residents. A pattern of illegal drug use means more than one incident of any use of illegal drugs during the previous twelve months.
- g. Households consisting entirely of full-time students are not eligible for Tax Credits unless the household is income eligible and one or more of the following exceptions applies to the household:
 - i. All members of the household are married (they do not need to be married to each other) and are entitled to file a joint tax return.
 - ii. The household consists of single parent(s) and their child (or children) and no one in the household is a dependent of a third party.
 - iii. At least one member of the household receives assistance under Title IV of the Social Security Act (i.e. TANF).
 - iv. At least one member of the household is participating in an officially sanctioned job training program.
 - v. At least one member of the household was formerly in foster care.Full-time status for purposes of the Low-Income Housing Tax Credit (LIHTC) program includes attendance at regular facilities for five or more months during the calendar year in which the taxable year of the taxpayer begins.

B. Eligibility Screening

Management will perform criminal background checks through local law enforcement agency records or any other contracted screening services for all adult household members. Management may deny admission based on certain types of current or past behaviors of family members discussed in this section. Management's authority is limited by the Violence Against Women's Act of 2013 (VAWA), which prohibits the denial of admission to an otherwise qualified applicant on the basis or as a direct result of the applicant being or has been the victim of domestic violence, dating violence, sexual assault, or stalking.

Management will deny applicants for the following cases:

- a. Any member of the household has been evicted from housing in the last three (3) years for drug-related criminal activity. Management may admit an otherwise –eligible family if the household member has completed an approved drug rehabilitation program or the circumstances which led to the eviction no longer exist (e.g. the person involved in the activity no longer lives in the household).
- b. Determination that any household member is currently engaged in the use of illegal drugs. *Currently engaged in* is defined as any use of illegal drugs during the previous six (6) months.
- c. There is reasonable cause to believe that any household member's current use or pattern of use of illegal drugs, or current abuse or pattern of abuse of alcohol, may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents.
- d. Any household member has ever been evicted or convicted of drug-related criminal activity for the production or manufacture of methamphetamine on the premise of any housing property.
- e. Any household member is subject to a lifetime registration requirement under a state sex offender registration program.
- f. If any household member is currently engaged in or has engaged in, within the past five (5) years, violent criminal activity that may threaten the health, safety, or welfare of other tenants, staff or other agents of the property. Violent criminal activity is any criminal activity that has one of its elements the use, attempted use, or threatened use of physical force substantial enough to cause, or be reasonably likely to cause, serious bodily injury or property damage.

If the results of the criminal background check indicate there may have been past criminal activity, but the results are inconclusive, Management will notify applicant of their opportunity to dispute criminal background findings. Management will give the applicant 10 days to respond with regard to the validity of the documentation. This response must be done in writing.

Management will use the Dru Sjodin National Sex Offender (NSO) database to screen applicants for admission.

If Management proposes to deny an applicant based on criminal history or being on the NSO list, Management will provide the applicant with a copy of the documentation used to support the decision. Management will give the applicant 10 days to respond with regard to the validity of the documentation. This response must be done in writing.

This action offers an opportunity for an applicant to dispute any claims of criminal activity that they have been accused of that they feel are in error.

If the charges are indeed valid, Management will then send a letter denying admission, at which time an applicant may request an appeal, which must be requested in writing within 10 days of the denial letter.

Management may deny admission based on relevant information pertaining to the family's previous behavior and suitability for tenancy including, but not limited to:

- a. Any household member has a pattern of unsuitable past performance in meeting financial obligations, including rent, within the past five (5) years.

- b. Any household member has a pattern of disturbance of neighbors, destruction of property, or living or housekeeping habits at prior residences within the past five (5) years which may adversely affect the health, safety, or welfare of other tenants.
- c. Misrepresented or does not provide complete information related to the eligibility, including income, expense, family composition or paid rent; or the family failed to sign necessary forms for each member of the household.

Management will consider the existence of mitigating factors, such as loss of employment or financial difficulties, before denying admission.

C. Suitability Screening

Management will consider the family's history with respect to the following factors:

- a. Past performance in meeting financial obligations, especially, payment of rent and utilities
- b. Demonstrated personal and/or financial responsibility
- c. Demonstrating care for a unit and premises
- d. Past five years of rental history
- e. Respecting the rights of other residents to the peaceful enjoyment of their housing
- f. Criminal activity that is a threat to the health, safety, or property of others
- g. Compliance with any other essential conditions of tenancy

Section IV

Pre-Application Promotion

(Please check which method will be used)

- The Project will use pre-application cards or;
- The Project will use pre-applications

A. Promotion of Pre-Application Cards or Pre-Applications

1. Before applying online, applicants are presented with a summary of the application (Exhibit C), persons of the following:
 - a. General information and documents needed to apply
 - b. Eligibility requirements as defined in Section III
 - c. Instructions for applying
 - i. Includes being prepared to mark if applicant qualifies for any preferences as explained in Section V
 - d. Waiting List notification information
 - e. Accommodation accessibility
 - f. Fraud Notice
2. Pre-applications explain that a second set of documents, referred to as “Part 2” of the application, must be submitted when the applicant’s name has reached the top of the waitlist. The applicant will be contacted by the Management Agent in writing to give notice to compete Part 2 within 30 days.

B. Processing Pre-Application Cards or Pre-Applications

1. If applicant does not submit Part 2 of application within 30 days, a letter (Exhibit D) will be sent notifying them that their application will not be processed without the documents contained within Part 2. This letter will be sent either by mail or electronically using the email provided by the applicant in the initial application.
1. Applicants can check their status on the Waiting List by using the link provided in the pre-application and their applicant login information on WaitlistCheck.com.

Section V

Preferences

A. Establishing Preferences

Preferences are not permitted if they are in any way negate affirmative marketing efforts or fair housing obligations. The following preferences apply to the Project:

1. Existing Tenant Preferences

The following actions are always given priority if applicable. If not, PHA Administrative Plan Preferences take precedence.

- a. A unit transfer because of household size.
- b. A unit transfer based on the need for an accessible unit.
- c. A unit transfer of a non-handicapped individual living in a handicapped accessible unit to accommodate a handicapped applicant on the Waiting List (as defined in Section VII). A lease addendum (Exhibit E) will be entered into with non-handicapped tenant living in a handicapped accessible unit.

2. Local Preferences

Management will use the following local preferences:

- a. Resident: Applicants who reside in Monroe County will receive four (4) preference points.
- b. Surrounding resident: Applicants residing in the surrounding counties of Owen, Greene, Lawrence, Brown, and Morgan will receive three (3) preference points.
- c. Military Veteran: Applicants who are a current member of the U.S. Military Armed Forces, a veteran of the U.S. Military Armed Forces, or surviving spouses of a veteran will receive one (1) preference point.
- d. Disability: A family which has a disabled individual in the household will receive one (1) preference point. Proof of disability will be required in order to receive the preference point. Because Management gives preference point(s) for working families, Management must also give the benefit of that preference to elderly (over 62 years old) or disabled applicant families that meet the following guidelines:
 - i. Applicant families whose head and spouse, or sole member, are elderly or disabled will receive two (2) additional preference points because Management gives preference point(s) for working families. [CFR 982.207(b)(2)]
- e. Full time employment: Applicants working thirty-five (35) hours or more per week at the existing Federal Minimum Wage will receive two (2) preference points.
- f. Part time employment: Applicants working twenty (20) to thirty-four (34) hours per week at the existing Federal Minimum Wage will receive one (1) preference point.
- g. Homeless: This preference is available for families that qualify as homeless under HUD's definition of homeless. In order to qualify for the homeless preference, applicants must be a resident of Monroe County or the surrounding counties of Owen, Greene, Lawrence, Brown, and Morgan. Management also will require a "Verification of Homelessness" form to be completed by a public shelter, social service agency or police department official. Applicants that qualify for the homeless preference will receive one (1) preference point.
- h. Date and time of receipt of a completed application.

B. Selection of Families for Participation

1. An eligible applicant who qualifies for a preference will receive housing before any other applicant who is not so qualified. These preferences take precedence over other applicants' place on the Waiting List, or date of submission of application.
2. Applicants will be informed of the availability of preferences, and will be given an opportunity to certify that they qualify for a preference. Applicants may claim a preference at any time during the application process.

C. When a Preference Is Denied

1. If it is determined that an applicant does not meet the criteria for receiving a preference, the applicant will promptly receive a written notice of this determination from Management (**Exhibit F**). The notice will contain a brief statement of the reasons for the determination, and state that the applicant has the right to meet with the Management's designee to review this decision. If the applicant requests a meeting, it will be conducted by a person or persons designated by Management.
2. Denial of a preference does not prevent the applicant from exercising any legal rights the applicant may have against Management and/or Owner.
3. Denial of a preference does not deny an individual's application. However, the will not receive the preference point(s) that Management rejected.

D. Exceptions to the Preference Rule

1. Relocation and/or Unit Transfers:
Management must give priority to current households:
 - a. when their units are designated for rehabilitation and/or,
 - b. for current households residing in a unit within the Project that has been designated as uninhabitable by federal, state, local municipalities or Management due to fire, flood or other natural disaster.

Section VI

Application Processing

Depending upon the length of time between the date of the application and the availability of housing, Management may use a one- or two-step application process.

A. One-Step Process

A one-step process will be used when it is expected that a family will be selected from the Waiting List within 60 days of the date of application. At application, the family must provide all of the information necessary to establish family eligibility and the amount of rent the family will pay.

B. Two-Step Process

A two-step process will be used when it is expected that a family will not be selected from the Waiting List for at least 60 days from the date of application. Under the two-step application process, Management will initially require families to provide only the information needed to make an initial assessment of the family's eligibility, and to determine the family's placement on the Waiting List. The family will be required to provide all of the information necessary to establish family eligibility and the amount of rent the family will pay when selected from the Waiting List.

C. Accessibility and Checking Application Status

Families may access an online application form anytime at the website address <https://www.waitlistcheck.com/IN2733>. Families may also go to the Bloomington Housing Authority website (www.bhaindiana.net) and click on "How to Apply" under the "Housing Programs" main menu item or visit the webpage at <http://www.bhaindiana.net/application-portal>. Paper applications will not be accepted. Families must apply during the period the list is open for applications.

Accommodations for assisting applicants with the online application will be made during scheduled computer lab hours in the Bloomington Housing Authority Community Building computer lab (1002 North Summit Street, Bloomington, IN 47404) where a staff person will be available to assist with applying online. Applicants must apply during the period the list is open for applications.

D. Submitting Applications

Completed applications must be returned to Management by mail, electronically, by fax, or submitted in person during normal business hours. Applications must be filled out completely in order to be accepted by Management for processing. If an application is incomplete, Management will notify the family of the additional information required.

E. Application Requirements

The following information will be used to determine program eligibility for anyone who is seeking housing at the Project.

Live in aides, new household members and police officers, security personnel or managers residing in HUD subsidized units will be subject to same screening for drug abuse and other criminal activity applied to other applicants.

1. The head of household must complete a written application certifying the accuracy of all information that is provided. The applicant will be provided with the appropriate disclosures

concerning the Privacy Act (5 U.S.C. § 552a). In addition to providing applicant(s) the opportunity to complete applications at the Project, Management may also send out and receive applications by mail. Management shall accommodate persons with disabilities who, as a result of their disabilities, cannot utilize the Management's preferred application process by providing alternative methods of taking applications.

2. A credit report will be ordered.
 A credit report will not be ordered.
3. A criminal background search will be obtained.
 A criminal background search will not be obtained.
4. Verification of employment, income, bank accounts, and other assets, etc., is required as applicable for each applicant.
5. Verification of previous housing, for years, is required. This will include references from previous landlords. If applicable, it will also include verification for those who were homeowners or lived with parents or guardians. Applicants will not be rejected solely for a lack of rental history.
6. Verification of Social Security Numbers for all members of the household is required.
7. Other: Any instance of responsibility history in place of previous housing history.

F. Home Visits

- Home Visits will be conducted to inspect the current dwelling of the applicant to determine that the housekeeping practices are acceptable. Details of this process are outlined in Exhibit L. Home Visits will be conducted for all applicants who reside within 30 miles of the Project. Home Visits will be conducted for every applicant household reaching the final stages of the approval process.
- Home Visits will not be conducted.

G. Completion of Application Process

All applications will be processed within thirty days after the date of the applicant's initial interview or within ten business days of receipt of all required documentation, whichever is later (excluding weekends and designated federal holidays).

Section VII

Waiting List Procedures

If an applicant is eligible for tenancy, but no appropriately sized unit is available, Management will place the applicant on a Waiting List (the “Waiting List”) for the Project. The Waiting List(s) will be maintained in either: (*Check the one that applies*)

- A bound ledger (manually)
- A computer program (electronically) through WaitlistCheck.com

Management will maintain a site-based Waiting Lists for this Project based and assign units according to subsidy type and unit size, either one bedroom or two bedroom. Within the list, Management will designate preferences (as explained in Section IV) to easily identify who should be offered the next available unit.

Management will not combine this waiting list with another development that it manages.

The Waiting List will contain the following information for each applicant listed:

- a. Name and social security number of head of household
- b. Unit size required (number of family members)
- c. Amount and source of annual income
- d. Accessibility requirement, if any
- e. Date and time of application or application number
- f. Household type (family, elderly, disabled)
- g. Admission preferences, if any
- h. Race and ethnicity of the head of household

A sample of the Waiting List can be found in Exhibit H.

A. Placement on the Waiting List

Applicants will be placed on the Waiting List according to preference(s) explained in Section V and the date and time their complete application is received by Management.

Management will assign families on the Waiting List according to the bedroom size for which a family qualifies as established in its Occupancy Standards explained in Section IX. Families may request to be placed on the Waiting List for a unit size smaller than designated by the Occupancy Standards (as long as the unit is not overcrowded according to Management standards and local codes). However, in these cases, the family must agree not to request a transfer for two years after admission, unless they have a change in family size or composition.

Placement on the Waiting List does not indicate that the family is, in fact, eligible for admission. When the family is selected from the Waiting List, Management will verify any preference(s) claimed and determine eligibility and suitability for admission to the program.

If Management determines from the information provided by a family is ineligible, the family will not be placed on the Waiting List. When a family is determined to be ineligible, Management will send written notification of the ineligibility determination (Exhibit G). The notice will specify the reasons for ineligibility, and will inform the family of its right to request an informal hearing and explain the process for doing so.

B. Closing and Reopening the Waiting List

Management will close the Waiting List when the estimated waiting period for housing applicants on the list reaches approximately 24 months for the most current applicants. Where Management has particular preferences or other criteria that require a specific category of family, Management may elect to continue to accept applications from these applicants while closing the Waiting List to others.

Management will announce the reopening of the Waiting List at least 10 days prior to the date applications will first be accepted. If the list is only being reopened for certain categories of families, this information will be contained in the notice. The notice will specify where, when, and how applications are to be received.

Management will give public notice by publishing the relevant information in suitable media outlets including, but not limited to:

- i. Bloomington Housing Authority Website- www.bhaindiana.net
- ii. The Herald-Times newspaper
- iii. Local service agencies and nonprofit organizations

C. Updating the Waiting List

The Waiting List will be updated as needed to ensure that all applicant information is current and timely.

To update the Waiting List, Management will send an update request via first class mail or electronic mail to each family on the Waiting List to determine whether the family continues to be interested in, and to qualify for, the program (**Exhibit I**). This update request will be sent to the last address that Management has on record for the family. The update request will provide a deadline by which the family must respond and will state that failure to respond will result in the applicant's name being removed from the Waiting List.

The family's response must be in writing and may be delivered in person, by mail, by email, or by fax. Responses should be postmarked or received by Management not later than 30 business days from the date of the Management letter.

If the family fails to respond within 30 business days, the family will be removed from the Waiting List without further notice.

If the notice is returned by the post office with no forwarding address, the applicant will be removed from the Waiting List without further notice.

When a family is removed from the Waiting List during the update process for failure to respond, no informal hearing will be offered. Such failures to act on the part of the applicant prevent Management from making an eligibility determination; therefore no informal hearing is required.

If a family is removed from the Waiting List for failure to respond, the Hearing Officer may reinstate the family if s/he determines the lack of response was due to Management error, or to circumstances beyond the family's control.

Management will remove an applicant from the Waiting List upon request by the applicant family. In such cases no informal hearing is required.

If Management determines that the family is not eligible for admission as defined in **Section III** at any time while the family is on the Waiting List, the family will be removed from the Waiting List.

If a family is removed from the Waiting List because Management has determined the family is not eligible for admission, a notice will be sent to the family's address on record. The notice will state the reasons the family was removed from the Waiting List and will inform the family how to request an informal hearing regarding Management's decision (see Chapter 14) [24 CFR 960.208(a)].

Section VIII

Verification Process

Management must verify all information that is used to establish the family's eligibility, local or federal preferences, income, and level of assistance and is required to obtain written authorization from the family in order to collect the information. Applicants and program participants must cooperate with the verification process as a condition of receiving assistance.

Any documents used for verification must be the original (photocopies presented such that they appear to be authentic & legible are permissible) and generally must be dated within 60 days of Management's request. The documents must not be damaged, altered or in any way illegible.

Print-outs from web pages are considered original documents.

A Management staff member who views the original document must make a photocopy, annotate the copy with the name of the person who provided the document and the date the original was viewed, and sign the copy.

Any family self-certifications must be made in a format acceptable to Management and must be signed in the presence of a Management representative or Management notary public.

A. Verification of Family Information

1. Verification of Identity

Management will require families to furnish verification of legal identity for each household member.

Verification of Legal Identity for Adults	Verification of Legal Identity for Children
Certificate of birth, naturalization papers	Certificate of birth
Church issued baptismal certificate	Adoption papers
Current, valid driver's license or Department of Motor Vehicle identification card	Custody agreement
U.S. military discharge (DD 214)	Health and Human Services ID
Current U.S. passport	Certified school records
Current employer identification card	

If a document submitted by a family is illegible for any reason or otherwise questionable, more than one of these documents may be required.

If none of these documents can be provided and at Management's discretion, a third party who knows the person may attest to the person's identity. The certification must be provided in a format acceptable to Management and be signed in the presence of a Management representative or Management notary public.

Legal identity will be verified for all applicants at the time of eligibility determination and in cases where Management has reason to doubt the identity of a person representing him or herself to be a tenant or a member of a tenant family.

2. Social Security Number Verification

The family must provide documentation of a valid social security number (SSN) for each member of the household, with the exception of individuals who do not contend eligible immigration status in accordance with the requirements explained in **Addendum 1**. Exemptions also include, existing residents who were at least 62 years of age as of January 31, 2010, and had not previously disclosed an SSN.

Management accepts the following documentation as acceptable evidence of the social security number:

- i. An original SSN card issued by the Social Security Administration (SSA)
- ii. An original SSA-issued document, which contains the name and SSN of the individual
- iii. An original document issued by a federal, state, or local government agency, which contains the name and SSN of the individual

Management will reject documentation of an SSN provided by an applicant or resident if the document is not an original document, if the original document has been altered, mutilated, is illegible, or if the document appears to be forged.

Management will explain to the applicant or resident the reasons the document is not acceptable and request that the individual obtain and submit acceptable documentation of the SSN to Management within 90 days.

Management will grant one additional 90-day extension if needed for reasons beyond the applicant's control, such as delayed processing of the SSN application by the SSA, natural disaster, fire, death in the family, or other emergency.

3. Age Verification

A birth certificate or other official record of birth is the preferred form of age verification for all family members. For elderly family members an original document that provides evidence of the receipt of social security retirement benefits is acceptable.

If an official record of birth or evidence of social security retirement benefits cannot be provided, Management will require the family to submit other documents that support the reported age of the family member (e.g., school records, driver's license if birth year is recorded) and to provide a self-certification.

4. Familial Relationship Verification

Family relationships are verified only to the extent necessary to determine a family's eligibility and level of assistance. Certification by the head of household normally is sufficient verification of family relationships.

5. Student Verification

Management requires families to provide information about the student status of all students who are 18 years of age or older. This information will be verified only if:

- i. The family claims full-time student status for an adult other than the head, spouse, or co-head, or
- ii. The family claims a child care deduction to enable a family member to further his or her education.

6. Disability Verification

For family members claiming disability who receive disability payments from the SSA, Management will attempt to obtain information about disability benefits through HUD's Enterprise Income Verification (EIV) system. If documentation is not available through HUD's EIV system, Management will request a current (dated within the last 60 days) SSA benefit verification letter from each family member claiming disability status. If a family member is unable to provide the document, Management will ask the family to obtain a benefit verification letter either by calling SSA at 1-800-772-1213 or by requesting one from www.ssa.gov. Once the family receives the benefit verification letter, it will be required to provide the letter to Management.

For family members claiming disability who do not receive SSI or other disability payments from the SSA, a knowledgeable professional must provide third-party verification that the family member meets the HUD definition of disability. See the Eligibility chapter for the HUD definition of disability. The knowledgeable professional will verify whether the family member does or does not meet the HUD definition.

7. Citizenship Verification

Family members who claim U.S. citizenship or national status will not be required to provide additional documentation unless Management receives information indicating that an individual's declaration may not be accurate.

B. Verification of Preferences

The State Mandated Preferences will be verified by third party verification. Third party verification will also be utilized if the Owner has adopted any of the Former Federal Preferences.

Management offers a preference for working families, described in Section V.

Management may verify that the family qualifies for the working family preference based on the family's submission of the working member's most recent paycheck stub indicating that the working member works at least 20 hours per week. The paycheck stub must have been issued to the working member within the last thirty days.

Management may also seek third party verification from the employer of the head, spouse, co-head or sole member of a family requesting a preference as a working family.

C. Verifying Income

1. Earned Income

Management will obtain income and income validation tool (IVT) reports for annual reexaminations on a monthly basis. Reports will be generated as part of the regular reexamination process.

Income and IVT reports will be compared to family-provided information as part of the annual reexamination process. Income reports may be used in the calculation of annual income. Income reports may also be used to meet the regulatory requirement for third party verification.

Income and IVT reports will be used in interim re-examinations to identify any discrepancies between reported income and income shown in the HUD's Enterprise Income Verification (EIV) system, and as necessary to verify earned income, and to verify and calculate unemployment benefits, Social Security and/or SSI benefits. EIV will also be used to verify that families claiming zero income are not receiving income from any of these sources.

Income and IVT reports will be retained in resident files with the applicable annual or interim reexamination documents.

When Management determines through EIV reports and third-party verification that a family has concealed or under-reported income, corrective action will be taken.

2. Business/Self-Employment Income

Business owners and self-employed persons will be required to provide:

- i. An audited financial statement for the previous fiscal year if an audit was conducted. If an audit was not conducted, a statement of income and expenses must be submitted and the business owner or self-employed person must certify to its accuracy.

- ii. All schedules completed for filing federal and local taxes in the preceding year.
- iii. If accelerated depreciation was used on the tax return or financial statement, an accountant's calculation of depreciation expense, computed using straight-line depreciation rules.

Management will provide a format for any person who is unable to provide such a statement to record income and expenses for the coming year. The business owner/self-employed person will be required to submit the information requested and to certify to its accuracy at all future reexaminations.

At any reexamination, Management may request documents that support submitted financial statements such as manifests, appointment books, cash books, or bank statements.

If a family member has been self-employed less than three (3) months, Management will accept the family member's certified estimate of income and schedule an interim reexamination in three (3) months. If the family member has been self-employed for three (3) to twelve (12) months Management will require the family to provide documentation of income and expenses for this period and use that information to project income.

3. Periodic Payments

To verify the SS/SSI benefits of applicants, Management will request a current (dated within the last 60 days) SSA benefit verification letter from each family member who receives social security benefits. If a family member is unable to provide the document, Management will help the applicant request a benefit verification letter from SSA's Web site at www.socialsecurity.gov or ask the family to request one by calling SSA at 1-800-772-1213. Once the family has received the original benefit verification letter, it will be required to provide the letter to Management.

To verify the SS/SSI benefits of residents, Management will obtain information about social security/SSI benefits through HUD's EIV system, and confirm with the resident(s) that the current listed benefit amount is correct. If the resident disputes the EIV-reported benefit amount, or if benefit information is not available in HUD systems, Management will request a current SSA benefit verification letter from each family member that receives social security benefits. If a family member is unable to provide the document, Management will help the resident request a benefit verification letter from SSA's Web site at www.socialsecurity.gov or ask the family to request one by calling SSA at 1-800-772-1213. Once the family has received the benefit verification letter, it will be required to provide the letter to Management.

4. Alimony or Child Support

The methods Management will use to verify alimony and child support payments differ depending on whether the family declares that it receives regular payments.

If the family declares that it receives regular payments, verification will be obtained in the following order of priority:

- i. Copies of the receipts and/or payment stubs for the 60 days prior to Management request
- ii. Third-party verification form from the state or local child support enforcement agency
- iii. Third-party verification form from the person paying the support
- iv. Family's self-certification of amount received

If the family declares that it receives irregular or no payments, in addition to the verification process listed above, the family must provide evidence that it has taken all reasonable efforts to collect amounts due. This may include:

- i. A statement from any agency responsible for enforcing payment that shows the family has requested enforcement and is cooperating with all enforcement efforts
- ii. If the family has made independent efforts at collection, a written statement from the attorney or other collection entity that has assisted the family in these efforts

Note: Families are not required to undertake independent enforcement action.

5. Assets

Management will verify the value of assets disposed of only if:

- i. Management does not already have a reasonable estimation of its value from previously collected information, or
- ii. The amount reported by the family in the certification appears obviously in error.

6. Net Income from Rental Property

The family must provide:

- i. A current executed lease for the property that shows the rental amount or certification from the current tenant
- ii. A self-certification from the family members engaged in the rental of property providing an estimate of expenses for the coming year and the most recent IRS Form 1040 with Schedule E (Rental Income). If schedule E was not prepared, Management will require the family members involved in the rental of property to provide a self-certification of income and expenses for the previous year and may request documentation to support the statement including: tax statements, insurance invoices, bills for reasonable maintenance and utilities, and bank statements or amortization schedules showing monthly interest expense.

7. Retirement Accounts

Management will accept written third-party documents supplied by the family as evidence of the status of retirement accounts.

The type of original document that will be accepted depends upon the family member's retirement status.

Before retirement, Management will accept an original document from the entity holding the account with a date that shows it is the most recently scheduled statement for the account but in no case earlier than 6 months from the effective date of the examination.

Upon retirement, Management will accept an original document from the entity holding the account that reflects any distributions of the account balance, any lump sums taken and any regular payments.

After retirement, Management will accept an original document from the entity holding the account dated no earlier than 12 months before that reflects any distributions of the account balance, any lump sums taken and any regular payments.

8. Income from Excluded Sources

Management will accept the family's self-certification as verification of fully excluded income. Management may request additional documentation if necessary to document the income source.

9. Zero Annual Income Status

Management will check sources and/or request information from third-party sources to verify that certain forms of income such as unemployment benefits, TANF, SS, SSI, earned income, etc. are not being received by families claiming to have zero annual income.

Section IX

Occupancy Standards

A. Determining Unit Size

Management will reference the following standards in determining the appropriate unit bedroom size for a family:

BEDROOM SIZE	MINIMUM NUMBER OF PERSONS	MAXIMUM NUMBER OF PERSONS
0	1	1
1	1	2
2	2	4
3	3	6
4	4	8
5	6	10

Management's occupancy standards are as follows:

1. Management will assign one bedroom for each two persons within the household, except in the following circumstances:
 - a. Persons of different generations will not be required to share a bedroom.
 - b. Live-in aides will be allocated a separate bedroom. No additional bedrooms will be provided for the live-in aide's family.
 - c. Single person families will be allocated a zero or one bedroom.
 - d. Children related to a household member by birth, adoption, or court awarded custody will be considered when determining unit size.
 - e. Foster children will be considered when determining unit size. The family may add foster children to the household as long as it does not overcrowd the unit based on Management's occupancy standards as explained in Section IX.
 - f. Children away at school, but for whom the unit is considered the primary residence and children temporarily placed outside the home will be considered when determining unit size.
 - g. Children in the process of being adopted will be considered when determining unit size.
 - h. Children who will live in the unit less than 50 percent of the time will not be considered when determining unit size.

B. Exceptions to Occupancy Standards

Management will consider granting exceptions to the occupancy standards at the family's request if Management determines the exception is justified by the relationship, age, sex, health or disability of family members, or other personal circumstances.

For example, an exception may be granted if a larger bedroom size is needed for medical equipment due to its size and/or function, or as a reasonable accommodation for a person with disabilities. An exception may also be granted for a smaller bedroom size in cases where the number of household members exceeds the maximum number of persons allowed for the unit size in which the family resides (according to the chart above in Part A) and the family does not want to transfer to a larger size unit.

When evaluating exception requests, Management will consider the size and configuration of the unit. In no case will Management grant an exception that is in violation of local housing or occupancy codes, regulations or laws.

Requests from applicants to be placed on the Waiting List for a unit size smaller than designated by the occupancy standards will be approved as long as the unit is not overcrowded according to local code, and the family agrees not to request a transfer for a period of two years from the date of admission, unless they have a subsequent change in family size or composition.

Section X

Admission Guidelines and Resident Standards

Applications cannot be fully processed until all verification procedure are completed. Management reserves the right to deny admission to applicants if it is determined that any member of the household does not meet one or more of the criteria listed in Section III.

Applicants who do not meet the disclosure, documentation, verification, and certification requirements may be denied admission.

All household members over the age of 18 must be on the lease and sign the lease, all addendums, and tenant income certification forms.

Social Security Numbers are requires for all household members including newborns. A copy of all social security cards must be kept in the applicant or resident file.

Once the initial application is processed and Management has considered it to be complete and eligible, the application is sent to Intake Department for final approval. No applicant can move in or be approved prior to Intake Department approval.

All tenants must possess the ability to meet the following requirements:

A. Unit Offers

Once a unit becomes available, an offer will be made to the next applicant on the Waiting List for the appropriate size unit that conforms to the Occupancy Standards established in Section IX.

Management will maintain a record of units offered, including location, date and circumstances of each offer, each acceptance or rejection, including the reason for the rejection.

1. Number of Offers

Management has adopted a “one offer plan” for offering units to applicants. Under this plan the first qualified applicant in sequence on the Waiting List will be made one offer of a unit of the appropriate size.

2. Time Limit for Unit Offer Acceptance or Refusal

Applicants must accept or refuse a unit offer within 3 business days of the date of the unit offer.

Offers made by telephone will be confirmed by letter.

3. Refusal of Unit Offers

Applicants may refuse to accept a unit offer for “good cause.” Good cause includes situations in which an applicant is willing to move, but is unable to do so at the time of the unit offer, or the applicant demonstrates that acceptance of the offer would cause undue hardship not related to considerations of the applicant’s race, color, national origin, etc. Examples of good cause for refusal of a unit offer include, but are not limited to, the following:

- a. The family demonstrates to Management’s satisfaction that accepting the unit offer will require an adult household member to quit a job, drop out of an educational institution or job training program, or take a child out of day care or an educational program for children with disabilities.

- b. The family demonstrates to Management’s satisfaction that accepting the offer will place a family member’s life, health, or safety in jeopardy. The family should offer specific and compelling documentation such as restraining orders; other court orders; risk assessments related to witness protection from a law enforcement agency; or documentation of domestic violence, dating violence, sexual assault, or stalking. Reasons offered must be specific to the family. Refusals due to location alone do not qualify for this good cause exemption.
- c. A health professional verifies temporary hospitalization or recovery from illness of the principal household member, other household members (as listed on final application) or live-in aide necessary to the care of the principal household member.
- d. The unit is inappropriate for the applicant’s disabilities, or the family does not need the accessible features in the unit offered and does not want to be subject to a 30-day notice to move.
- e. The unit has lead-based paint and the family includes children under the age of six.

In the case of a unit refusal for good cause, the applicant will not be removed from the Waiting List as described later in this section. The applicant will remain at the top of the Waiting List until the family receives an offer for which they do not have good cause to refuse.

Management will require documentation of good cause for unit refusals.

4. Unit Refusal without Good Cause

When an applicant rejects the final unit offer without good cause, Management will remove the applicant’s name from the Waiting List and send notice to the family of such removal. The notice will inform the family of their right to request an informal hearing and the process for doing so.

The applicant may reapply for assistance if the Waiting List is open. If the Waiting List is not open, the applicant must wait to reapply until Management opens the Waiting List.

B. Leasing

1. Lease Orientation

After unit acceptance but prior to occupancy, a Management representative will conduct a lease orientation with the family. The head of household and all adult household members are required to attend.

When families attend the lease orientation, they will be provided with:

- a. A copy of the lease and HAP addendum (PBV only)
- b. A copy of Management’s grievance procedure
- c. A copy of the house rules
- d. A copy of supportive service opportunities
- e. A copy of Management’s schedule of maintenance charges
- f. For PBV, a copy of “Is Fraud Worth It?” (form HUD-1141-OIG), which explains the types of actions a family must avoid and the penalties for program abuse
- g. A copy of “What You Should Know about EIV,” a guide to the Enterprise Income Verification (EIV) system published by HUD as an attachment to Notice PIH 2017-12
- h. A copy of the form HUD-5380, VAWA Notice of Occupancy Rights
- i. A copy of form HUD-5382, Certification of Domestic Violence, Dating Violence, Sexual Assault, or Stalking
- j. A copy of Management’s smoke free policy

Topics to be discussed and explained to all families include:

- a. Applicable deposits and all other charges
- b. Review and explanation of lease provisions
- c. Unit maintenance requests and work orders
- d. Management's interim reporting requirements
- e. Review and explanation of occupancy forms
- f. Supportive services available
- g. Eviction prevention plan
- h. VAWA protections
- i. Smoke-free policies
- j. How to request an accommodation

2. Execution of Lease

The head of household, spouse or cohead, and all other adult members of the household will be required to sign the Project lease prior to admission. An appointment will be scheduled for the parties to execute the lease. The head of household will be provided a copy of the executed lease and Management will retain a copy in the resident's file.

Files for households that include a live-in aide will contain file documentation signed by the live-in aide, that the live-in aide is not a party to the lease and is not entitled to Management assistance. The live-in aide is only approved to live in the unit while serving as the care attendant for the family member who requires the care.

C. Security Deposits

Residents must pay a security deposit to Management at the time of admission. The amount of the security deposit is \$150.00, and must be paid in full prior to occupancy.

Management will hold the security deposit for the period the family occupies the unit. Management will not use the security deposit for rent or other charges while the resident is living in the unit.

Within 30 days of move-out, Management will refund to the resident the amount of the security deposit (including interest earned on the security deposit), less any amount needed to pay the cost of unpaid rent, damages listed on the move-out inspection report that exceed normal wear and tear, and other charges due under the lease.

Management will provide the resident with a written list of any charges against the security deposit within 10 business days of the move-out inspection. If the resident disagrees with the amount charged, Management will provide a meeting to discuss the charges.

If the resident transfers to another unit, Management will transfer the security deposit to the new unit. The tenant will be billed for any maintenance or other charges due for the "old" unit.

D. Rent Payments

The tenant rent is due and payable at the Management-designated location on the first of every month and late on the 6th.

If a family's tenant rent changes, Management will notify the family of the new amount and the effective date by sending a "Notice of Rent Adjustment" which will become an attachment to the lease.

If the family fails to pay their rent by the fifth day of the month, and Management has not agreed to accept payment at a later date, a 14 day Notice to Vacate will be issued to the resident for failure to pay rent, demanding payment in full or the surrender of the premises.

In addition, if the resident fails to make payment by the end of office hours on the fifth day of the month, a late fee of \$10.00 will be charged. Notices of late fees will be in accordance with requirements regarding notices of adverse action. Charges are due and payable 14 calendar days after billing. If the family requests a grievance hearing within the required timeframe, Management may not take action for nonpayment of the fee until the conclusion of the grievance process. If the resident can document financial hardship, the late fee may be waived on a case-by-case basis.

When a check is returned for insufficient funds or is written on a closed account, the rent will be considered unpaid and a returned check fee of \$15.00 will be charged to the family. The fee will be due and payable 14 days after billing.

1. Maintenance and Damage Charges

When applicable, families will be charged for maintenance and/or damages according to Management's current schedule. Work that is not covered in the schedule will be charged based on the actual cost of labor and materials to make needed repairs (including overtime, if applicable).

Notices of maintenance and damage charges will be mailed monthly and will be in accordance with requirements regarding notices of adverse actions. Charges are due and payable 14 calendar days after billing. If the family requests a grievance hearing within the required timeframe, Management may not take action for nonpayment of the charges until the conclusion of the grievance process.

Nonpayment of maintenance and damage charges is a violation of the lease and is grounds for eviction.

E. Criminal Activity

Management may terminate the lease for drug-related criminal activity engaged in on or off the premises by any tenant, member of the tenant's household or guest, and any such activity engaged in on the premises by any other person under the tenant's control.

Management may also terminate the lease when it determines that a household member is illegally using a drug or Management determines that a pattern of illegal use of a drug interferes with the health, safety, or right to peaceful enjoyment of the premises by other residents.

A pattern of illegal drug use means more than one incident of any use of illegal drugs during the previous six months.

Management will consider all credible evidence, including but not limited to, any record of arrests or convictions of covered persons related to the drug-related criminal activity.

A record of arrest(s) will not be used as the basis for the termination or proof that the participant engaged in disqualifying criminal activity.

In making its decision to terminate the lease, Management may, on a case-by-case basis, choose not to terminate the lease.

Section XI

Certification

By signing this Plan, Management confirms that the contents of this plan will be followed as written, and that no other Tenant Selection Plan has been executed for the Project.

Counterparts and Electronic Signatures. This Plan may be executed in counterparts, each of which shall be deemed an original, and all of which together shall constitute one and the same instrument. A signed copy of this Plan transmitted by facsimile, email, or other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original executed copy of this Plan.

MANAGEMENT:

Entity Name:

Signature:

Print Name:

Title:

Dated:

This Plan is acknowledged and agreed to.

Section XII

Exhibits

EXHIBIT A: Rent Structure

Rent Structure

Rent Schedule

% AMI	# BR	# Units	# Bath	Rental Assistance	Unit SF	Gross Rent	Utility Allowance
60%	1	40	1	RAD PBV	522.5	\$627	-
60%	1	8	1	PHA PBV	561.75	\$800	-
60%	1	24	1	TPV	568.5	\$627	-
60%	2	54	1	TPV	897.75	\$778	-
60%	2	8	1	TPB	897.75	\$1020	-
60%	3	56	1.5	TPV	1125.75	\$1401	-
60%	4	10	2	TPV	1356	\$1766	-
60%	5	4	2	TPV	1553.5	\$2030	-

Utility Allowance

<u>Utility</u>	<u>Type</u>	<u>Gas or Electric</u>	<u>Owner Paid</u>
Heat	Central	Gas	✓
Cooking	Ind Meter	Electric	✓
Other Electric	Individ Meter		✓
AC	Individ Meter		✓
Hot Water	Individ Meter		✓
Water / Sewer	Central		✓

EXHIBIT B: Income Requirements

FY 2021 Income Limit Area	Median Income	FY 2021 Income Limit Category	Persons in Family							
			1	2	3	4	5	6	7	8
Monroe County	\$76,300	Very Low (50%) Income Limits (\$)	26,750	30,550	34,350	38,150	41,250	44,300	47,350	50,400
		Extremely Low (30%) Income Limits (\$)	16,050	18,350	21,960	26,500	31,040	35,580	40,120	44,660
		Low (80%) Income Limits (\$)	42,750	48,850	54,950	61,050	65,950	70,850	75,750	80,600

EXHIBIT C: Pre-Application Notice

Instructions

Welcome to the Bloomington Housing Authority (BHA) online waitlist application process. BHA manages communities: Walnut Woods, Crestmont and Reverend Butler in Bloomington, INDIANA.

General Information

Before you begin the application process, please have available your social security card as well as the names, dates of birth and social security numbers of all family members. Also, you will need all sources of income and amounts of income for all family members. Make sure you have typed correctly all information. Do not leave applicable questions blank. Applications must be filled out completely to be accepted by the BHA for processing. After completing the applications, you will receive a confirmation number to acknowledge successful transmission of the application. **BE SURE TO WRITE DOWN AND KEEP THE GIVEN CONFIRMATION NUMBER FOR YOUR RECORDS.** Applications can be received online only when a wait list is open. Waitlists will remain open until further notice. At least a five day public notice will be given for closing of a wait list. By submitting this application information, you are not guaranteed placement on any waiting list.

Eligibility

Determining if you qualify for one of the BHA's housing programs is fairly simple. The biggest factor involves household income. You can check if you are income qualified by clicking [here](#). At least one family member must be a citizen, national, or non-citizen with eligible immigration status in order for the family to qualify for any level of assistance.

Applying

Applications must be submitted online and are not considered complete until a receipt with a confirmation number is generated. **Applicants are placed on the waitlist once the online application is completed.** When an applicant nears the top of the waitlist, an update letter will be mailed along with required paperwork (part 2 of the application) to be completed. Applicants must submit the required paperwork & documentation as requested in that update letter. **If an applicant fails to turn in the required documentation by the date specified, the application will be terminated without further notice.**

Applicants can check the status of their application through the [waitlist check portal](#). Please note: BHA is not able to recover your account information, applicants should use the [website](#) to recover their account information.

Please do not submit unsolicited application paperwork. Once requested, all required documentation can be emailed to jmartlage@blha.net. If you are not able to send the form or the required documentation via email please call the office at 812-339-3491 at Extension 133 for instructions of other acceptable methods of delivery. Applicants are placed on a wait list according to the size of the unit for which they qualify (RAD only), any local preferences for which they may qualify and the date and time of their application.

Maintaining Your Status on the Waiting List

When your name comes to the top of the waiting list, or if we are updating our files, you will be notified by mail, email or phone. If you do not respond to our notifications, or your letter is returned undeliverable, your name will be removed from the waiting list. If at any time your household circumstances change (e.g., address, income, family size, contact number, etc.), you must notify the Housing Authority in writing to maintain your waiting list status. A digital application update form can be found on our website here: <http://bhaindiana.net/wp-content/uploads/2020/03/Application-Update-Instructions.pdf> **All changes must be in writing or via email (jmartlage@blha.net).** No changes will be taken over the phone. Please include your name, telephone number, email address, and correspondence address on any correspondence.

Accommodations

Accommodations for assisting applicants with the online application will be made on Thursday and Friday afternoons in the BHA Community Building computer lab (1002 North Summit Street, Bloomington, IN 47404) from 1:00pm to 4:00pm where a BHA staff person will be available to assist with applying online.

IMPORTANT NOTICE: Written requests for persons with disabilities or persons needing assistance must be put in writing to the BHA Main Office or RAD II Development management agent.

Fraud Notice

Applicants are committing fraud if they provide information and/or sign a form knowing that they provided false or misleading information. The information provided on housing assistance application and forms will be checked.

EXHIBIT D: Notice of Failure to Complete Part 2 of Application

DATE

«First_Name» «M_Initial». «Last_Name»
«STREET_NUM_CORR» «STREET1_CORR» «STREET2_CORR» «BOX_CORR»
«CITY_CORR», «STATE_CORR» «ZIP_CORR»

Dear Applicant:

Our records indicate that you have not completed step 2 of the Public Housing application process. In order to process your application, you must submit all verifications for family members, proof of income, preference point verifications, proof of assets, and other pertinent information. These required documents that are stated below can be found at [\[BHA website link\]](#)

For every additional adult (age 18 and over), please submit the following documents:

- HUD Form 92006 “Supplement to Application for Federally Assisted Housing”
- “Authorization for Release of Information”
- HUD Form 9886 “Authorization for Release of Information/Privacy Act Notice”
- HUD Form 52675 “Debts Owed to PHAs and Terminations”
- “Consent for Criminal Background Check”
- “Housing Suitability Screening”
- Declaration of 214 Status form
- Original Social Security Card of each member of the household (Copies can be mailed, however an original MUST be shown to BHA Intake before a unit is offered.)
- Birth Certificate
- Driver’s License, Military ID, Employment Card or Passport

Verifications for Children (for every child)

- Original Social Security Card (Copies can be mailed, however an original MUST be shown to BHA Intake before a unit is offered.)
- Birth Certificate
- Declaration of 214 Status form
- Adoption papers (if applicable)
- Custody agreement (if applicable)
- Health and Human Services ID (if applicable)
- Certified school records (if applicable)

These documents must be submitted within **ten (10) calendar days**. If our office does not receive these verifications within ten (10) calendar days, your application will be terminated.

If you have any questions, please feel free to contact me.

Sincerely,

EXHIBIT F: Applicant Preference Rejection

DATE

«First_Name» «M_Initial». «Last_Name»
«STREET_NUM_CORR» «STREET1_CORR» «STREET2_CORR» «BOX_CORR»
«CITY_CORR», «STATE_CORR» «ZIP_CORR»

Dear «First_Name»,

On DATE, a letter was sent requesting a response from you to make an appointment to update your (waitlist name) pre-application. This letter is written to confirm that according to our conversation on DATE, you no longer qualify for the following preference point(s):

- **PREFERENCE (# points)**

Since you stated that you were not able to verify these preference points, I have repointed your application and placed you back on the (waitlist name) waitlist. Please report any changes to your application, in writing, to the BHA.

Once your name is reached on the waitlist, you will receive notification of this and will need to schedule an appointment with me. Please note that for this appointment, you will need to provide verification of **all** preference points claimed on your pre-application. Failure to do so will result in a delay of assistance.

If I can be of further assistance please feel free to contact me. My full contact information is below.

Sincerely,

EXHIBIT G: Application Rejection

Date _____

Dear _____:

Thank you for your interest in renting an apartment at _____. After careful consideration and review of your application, we regret we are not able to accept your application for tenancy at this time for the following reasons:

If you wish to appeal this decision, please contact the _____ Management office at _____ (phone) or _____ (email) within 14 days of the date of this letter (excluding weekends and designated federal holidays) to schedule an appointment.

Regardless of whether or not you decide to respond to this notice, you may still exercise other avenues of relief available to you if you believe that you have been discriminated against on the basis of race, color, creed, religion, sex, national origin, age, familial status, ancestry, unfavorable military discharge, marital status, receipt of governmental assistance, or handicap.

The person named below has been designated to coordinate compliance with the nondiscrimination requirements contained in the Department of Housing and Urban Development's regulations implementing Section 504 (24 CFR Part 8 dated June 2, 1988).

Name

Address

City State Zip

Telephone

Sincerely,

Property Manager

EXHIBIT H: Sample Waiting List

<u>App. Name</u>	<u>SSN</u>	<u>DOB</u>	<u>Orig. Date/Time</u>	<u>Bdrooms</u>	<u>Pref. Points</u>	<u>Ann. Income</u>	<u>Access. Reqs</u>	<u>Race/Eth</u>
Jane Doe	123-45-6789	12/31/99	11/11/19 12:30	3	4	11000	N	W
John Doe	987-65-4321	01/01/65	5/25/18	1	9	6200	Y	B

EXHIBIT I: Waiting List Update

Date _____

Dear _____:

We are currently in the process of updating our waiting list for _____. Some time ago, you expressed an interest in living at our development, and your name was placed on the waiting list.

If you are still interested in living at _____, enclosed is a card that must be returned to _____, management office, within 15 days (excluding weekends and designated Federal Holidays). Failure to return this information within this time period will result in your name being permanently removed from the waiting list.

It is not necessary to call or come in to the office at this time, as we do not have anything immediately available.

The person named below has been designated to coordinate compliance with the nondiscrimination requirements contained in the Department of Housing and Urban Development's regulations implementing Section 504 (24 CFR Part 8 dated June 2, 1988).

Name

Address

City State Zip

Telephone

Thank you for your interest in _____.

Sincerely,

Property Manager

Section XIII

Addendums

ADDENDUM 1: Social Security Number Requirements

The head of household/spouse/co-head must disclose social security numbers (SSN's) for all household members. In addition, applicants must provide adequate documentation or acceptable evidence of the SSN including any of those listed below:

- 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
- Bank statement
- Form 1099
- Benefit award letter
- Retirement benefit letter
- Life insurance policy
- Court records

Applicants do not need to disclose or provide verification of a SSN to be placed on the waiting list; however, applicants must disclose a SSN and provide adequate documentation to verify each SSN for all non-exempt household members before they can be housed.

If household members have not disclosed and/or provided verification of the SSN at the time a unit becomes available, the next eligible applicant must be offered the available unit.

The applicant who has not provided required SSN has 90 days from the date they are first offered an available unit to disclose/verify the SSN. During this 90-day period, the applicant may retain its place on the waiting list. After 90 days, if the applicant has been unable to supply the SSN documentation the applicant will be determined ineligible and removed from the waiting list. An additional 90 days will be granted if the failure to provide documentation of a SSN is due to circumstances that are outside the control of the applicant.

Individuals who have applied for legalization under the Immigration and Reform Control Act of 1986 will be able to disclose their SSN, but unable to supply the cards for documentation. SSN are assigned to these persons when they apply for amnesty. The cards are forwarded to the Department of Homeland Security (DHS) until the persons are granted temporary lawful resident status. Until that time, their acceptable documentation is a letter from the DHS indicating social security numbers have been assigned.