

R Home Property Management, LLC

Resident Selection Plan

For Section 811 Program

Approved by the Maryland Department of Housing and Community Development
November 9, 2016

Bladensburg Commons

4200 58th Street
Bladensburg, Maryland 20710

Revised September 12, 2017



Resident Selection Plan

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Property Information

Property Name	Bladensburg Commons
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Email	bladensburgcommons@rhomecommunities.com
TTY/TDD/Audio Relay	<p>The Federal Communications Commission (FCC) has adopted use of the 711 dialing code for access to Telecommunications Relay Services (TRS).</p> <p>TRS permits persons with a hearing or speech disability to use the telephone system via a text telephone (TTY) or other device to call persons with or without such disabilities.</p> <p>For more information about the various types of TRS, see the FCC consumer fact sheet at http://www.fcc.gov/cgb/consumerfacts/trs.html, or visit the Web site of the Disability Rights Office (DRO) at http://www.fcc.gov/cgb/dro/.</p>

The Purpose of the Resident Selection Plan

The resident selection plan helps to ensure that residents are selected for occupancy in accordance with HUD requirements and established management policies. This resident selection plan sets out the requirements and policies for occupancy for the units at Bladensburg Commons participating in the Section 811 PRA Program. It must be read together with the DHCD-approved Tenant Selection Plan for the Section 811 PRA Program. Copies of this plan are available at the rental office or can be found at:

<http://dhcd.maryland.gov/HousingDevelopment/Documents/section811/AmendedTSPSection811DHCDApproved.pdf>

Assistance Definition

The property is operating under the guidelines established for the following contract type.

Subsidy
Section 811 Project Rental Assistance (PRA)



Subsidy

Residents for 15 of the 100 dwelling units at this property receive subsidized rents. This means the rent that a household pays is based upon the household income. Subsidized rents are available through participation in the HUD Section 811 Project Rental Assistance (PRA) Program. Rents for 75 of the remaining 85 units are restricted as required under the federal Low Income Housing Tax Credit Program, but residents in those units do not receive PRA subsidies. Certain restrictions also apply to selected units pursuant to the HOME Investment Partnerships Act, 42 U.S.C. 12701 et seq. and the Housing and Community Development Article of the Maryland Annotated Code. The 10 remaining units are not subsidized and are neither income- nor rent-restricted.

Policies to Comply with Section 504 of the Rehabilitation Act of 1973 and the Fair Housing Act Amendments of 1988 and Title VI of the Civil Rights Act of 1964

Fair Housing

Title VIII - The Fair Housing Act prohibits discrimination in housing and housing related transactions based on race, color, religion, sex, national origin, disability, and familial status.

The owner/agent will make reasonable accommodations and/or modifications to afford disabled persons equal opportunity to use and enjoy a dwelling. The owner/agent complies with specific accessibility requirements that apply to the design and construction of new multi-family housing.

Title VI of the Civil Rights Act of 1964

Title VI of the Civil Rights Act of 1964 prohibits discrimination based on race, color, or national origin in any program or activity receiving federal financial assistance from HUD.

Protections Provided Based on Sexual Orientation, Gender Identity or Marital Status

In addition to the protections under federal, state or local law, the Final Rule published by HUD as *Equal Access to Housing in HUD Programs - Regardless of Sexual Orientation or Gender Identity* ensures that HUD's core housing programs are open to all eligible persons regardless of sexual orientation, gender identity or marital status. The owner/agent will comply with this rule as well as applicable state or local laws providing similar protections.

Section 504 of the Rehabilitation Act of 1973

Section 504 of the Rehabilitation Act of 1973 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/agent to make their programs as a whole, accessible to persons with disabilities.



Coordinating Efforts to Comply with Section 504 Requirements

The owner/agent has designated a specific person to address questions or requests regarding the specific needs of our disabled residents and applicants. This person serves as the Section 504 Coordinator. The Section 504 Coordinator for this property is:

Jonathan Herz
Director of Compliance
R Home Property Management, LLC
875 Hollins St., Suite 202
Baltimore, MD 21201
Tel: 443.451.6800
Direct: 443.451.6819

Requests for Reasonable Accommodation or Modification

The owner/agent seeks to identify and eliminate situations or procedures that create a barrier to equal housing opportunity for all. In accordance with Section 504, the owner/agent will make reasonable accommodations or modifications for individuals with handicaps or disabilities (applicants or residents) unless these modifications would change the fundamental nature of the property or result in undue financial and/or administrative burden. Please see Appendix A for additional information.

Compliance with Requirements of the Violence Against Women Act

The owner/agent understands that residents or applicants who have been victims of domestic violence have rights under the Violence Against Women Act (VAWA). This includes incidents of rape, dating violence, sexual assault or stalking. If any resident wishes to exercise the protections provided by VAWA, he/she should contact the owner/agent immediately. The owner/agent is committed to ensuring that federal and state privacy protections also are observed in this as in all other tenancy matters.

The owner/agent will not assume that any act is a result of abuse covered under VAWA. In order to receive the protections provided by VAWA, the applicant/resident must specify that he/she wishes to exercise these protections.

Who is Covered by VAWA?

VAWA protects anyone who is a victim of actual or threatened domestic violence, dating violence, or stalking, or an immediate family member of the victim's household (spouse, parent, sibling, child, or any other person living in the household who is related by blood or marriage, or any person for whom the victim is acting in place of a parent). All members of resident households are covered and entitled to protection under VAWA regardless of age, gender identity, or sexual orientation.



Applicant/Resident Rights under VAWA

If a resident, member of a resident household, or applicant is certified as covered under VAWA, the owner must offer certain protections to the extent allowed by law. These can include bifurcation of a current lease to remove the abuser from occupancy without jeopardizing the lease for remaining household members, waivers of adverse credit reports if a poor credit report is reasonably related to covered incidents of abuse, priority unit transfers within the project (as defined by the funding source or other appropriate regulatory authority), among other things.

Certification and Confidentiality

When responding to a claim of protected status under VAWA, the owner/agent will request in writing, if appropriate, that the individual making the claim document the occurrence of domestic violence. The individual claiming rights under VAWA will provide required forms or other documentation necessary to certify and verify his/her status as a victim of an act covered under VAWA. The individual making the claim has 14 days from his/her initial request to the owner/agent for covered status to submit either the [HUD Form 91066, Certification of Domestic Violence, Dating Violence or Stalking](#), or provide another form of documentation acceptable under VAWA.

If the individual making the claim received or attempted to receive assistance in addressing domestic violence, dating violence, or stalking from a federal, state, tribal or territorial jurisdiction, local police or court, the individual may submit written proof of this outreach in lieu of HUD Form 91066.

Instead of submitting a HUD Form 91066, the victim may submit either of the following:

- A federal, state, tribal, territorial or local police record or court record; or
- Documentation signed, notarized and attested to by a professional (employee, agent or volunteer of a victim service provider, an attorney, medical professional, etc.) from whom the victim has sought assistance in addressing domestic violence, dating violence, or stalking or the effects of the abuse.

The signatory must attest under penalty of perjury (28 U.S.C. §1746) to his/her belief that the incident in question represents bona fide abuse, and the victim of domestic violence, dating violence or stalking has signed or attested to the documentation.

The owner/agent will carefully evaluate abuse claims so as to avoid conducting an eviction based on false or unsubstantiated accusations.

The identity of the victim and all information provided to the owner/agent relating to the incident(s) of abuse covered under VAWA will be retained in confidence. Information will not be entered into any shared database nor provided to a related entity, except to the extent the disclosure is:

1. Requested or consented to by the victim in writing;
2. Required for use in an eviction proceeding or termination of assistance; or
3. Otherwise required by applicable law.



The owner/agent will retain all documentation relating to an individual's domestic violence, rape, dating violence, sexual assault or stalking in a separate file that is kept in a separate secure location from other applicant/resident files.

Availability of Assistance for Persons with Limited English Proficiency

On August 11, 2000, the President signed Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency." The Executive Order requires the owner/agent to identify any need for Section 8 housing assistance to those with limited English proficiency (LEP), and develop and implement a system to provide Section 8 housing assistance so LEP persons can have meaningful access to federal programs.

The owner/agent will provide for such meaningful access consistent with, and without unduly burdening, the fundamental mission of the property. The owner/agent is committed to provide people in need of housing assistance meaningful access to the HUD Section 811 program.

Business Relationship

The relationship between the owner/agent (O/A) and resident or applicant is a business relationship. The O/A reserves the right to refuse rental to anyone who is verbally abusive, uses profanity, is disrespectful, makes threats, makes discriminatory comments, appears intoxicated, is argumentative, or in general displays discourteous behavior at the time of unit showing and application that causes the O/A to believe that we would not have a positive business relationship.

If an applicant or any person accompanying the applicant demonstrates discourteous behavior such as yelling or using profanity in the presence of the O/A's employees or residents, the application will be denied. If the applicant or any person accompanying the applicant exhibits threatening behavior, appears to be intoxicated or attempts to intimidate the O/A's employees, the applicant and other persons accompanying the applicant will be required to leave the property and the application will be denied.

If the applicant or a person accompanying the applicant is inappropriately attired when visiting the property, the applicant will be asked to leave. Appropriate attire includes shoes, shirts and appropriate pants or skirts. Unacceptable attire includes, but is not limited to:

- Tank tops;
- Pajamas or other sleepwear;
- Bathing suits; or
- Clothing that allows display of undergarments.

Animals (other than assistance animals necessary to allow the applicant or resident to conduct business with the O/A) are not allowed in the management office.

Use of electronic devices is not allowed in the management office without the O/A's permission. The use of cell phones or other electronic devices is not allowed during meetings with employees of the O/A. If the applicant is participating in a cell phone call, texting or reading a text or



otherwise using any electronic device (other than to alleviate the symptoms of a disability) the O/A will discontinue meeting with the applicant until the applicant discontinues use of the device.

Eligibility Requirements

Program Eligibility

Based on Federal Regulations, the owner/agent may not admit ineligible applicants. Therefore, these Eligibility Criteria for selection of applicants are consistent with HUD/Project Rental Assistance (PRA) eligibility criteria as described in this DHCD-approved Section 811 Tenant Selection Plan. **All information reported by the household is subject to verification.**

Questions pertaining to these selection criteria may be directed either to the owner/agent or, for Section 811 PRA requirements, Christina Bolyard with the Maryland Department of Disabilities (MDOD) at Christina.Bolyard@maryland.gov or 410-767-3647.

The owner/agent will screen all applicants carefully and apply the following eligibility standards:

1. The household's annual income must not exceed program income limits;
2. Applicants must disclose social security numbers for all household members and provide proof of the numbers reported;
3. All adults in each applicant household must sign an Authorization for Release of Information prior to receiving assistance and annually thereafter;
4. The unit for which the household is applying must be the household's only residence;
5. An applicant must agree to pay the rent required by the program under which the applicant will receive assistance;
6. The household size must be appropriate for the available apartments; and
7. All information reported by the household is subject to verification.

Disclosure and Certification of Social Security Number

An applicant must produce social security numbers for all members of the applicant household. Appendix B includes additional information regarding submission of documentation adequate to verify Social Security numbers (SSN's).

Starting January 31, 2010, all residents and applicants - including live-in aides and foster adults - must provide:

1. The complete and accurate SSN assigned to each member of the household, and
2. Proof that the SSN is accurate.

Before denying eligibility or occupancy for failure to provide verifiable SSN's, the owner/agent will allow an applicant up to 60 days from the date of application to obtain adequate SSN documentation and will continue processing the application in the interim. Applicants lacking SSN documentation also may request a meeting with management to request a reasonable accommodation and, if authorized by the applicant, the owner/agent can invite representatives of MDOD or a case manager to participate in any such meetings and assist the applicant in obtaining SSN documentation.



The owner/agent must deny the assistance eligibility of applicants, in accordance with the provisions governing the program, if any member of the applicant household does not meet the applicable SSN disclosure, documentation, and verification requirements. See Appendix B of this plan for more information.

Smoke Free Community

In accord with the policies of HUD, this property is a smoke free community. This means that smoking, including non-tobacco products such as e-cigarettes, is not permitted anywhere on the premises including all interior and exterior commons areas as well as apartments, balconies, etc. The owner/agent will not inquire about smokers in the applicant's household and smoking is not grounds for denial of application or lease renewal. Please ask the owner/agent for more information about smoke free living as well as other house rules.

Single Residence/Subsidy Criteria

Assisted residents must have only one residence and receive assistance only in that unit. A household is eligible for assistance only if the unit will be the household's sole residence. This rule is meant to ensure that the government pays assistance for only one unit for a household and provides assistance to as many eligible households as possible with available funding.

Applicants MUST disclose if they are currently living in another property and receiving assistance. Failure to disclose receipt of dual subsidies may result in denial of subsidy for one or both of the apartments. Residents will then be required to pay unassisted, or market, rent for that period. The owner/agent uses the Existing Tenant Search Report in the Enterprise Income Verification (EIV) system as part of the initial screening process for applicants seeking federal housing subsidies. The owner/agent uses the report to determine or confirm if the applicant or any member of the applicant's household are currently residing at another HUD-assisted Section 8 or Public Housing Authority location. Personal information on applicants for HUD-assisted housing will be entered by the owner/agent into the report to screen for and confirm current participation in HUD-assisted housing. In addition, the owner/agent will present each applicant for rental assistance a copy of the EIV and You and the Is Fraud Worth It? brochures. Receipt of the brochures will be documented in each resident's file upon admission.

The owner/agent will not knowingly assist applicants who maintain a residence in addition to the HUD-assisted unit. This prohibition does not prevent a person who is currently receiving assistance from applying for an assisted unit in another property.

HUD regulations prohibit a resident from receiving subsidy for two or more units at the same time. Residents can only receive subsidy for one day for one unit. If, for any reason, a resident moves in to this property before moving out of another subsidized unit, the new resident will be required to pay the market or applicable LIHTC program rent until the move out from the previous property is complete. Assistance in the new unit will begin, if the household is still eligible, the day after assistance ends for the previous unit.



Eligibility of Students Enrolled at an Institute for Higher Education

Assistance shall be provided to any individual who is enrolled as a student at an institution of higher education [as defined under section 102 of the Higher Education Act of 1965 (20 U.S.C. 1002)] if any of the following criteria apply. A student who is otherwise eligible and meets screening requirements is eligible if the student:

1. Is residing with his/her parents/guardians receiving Section 8 assistance; or
2. Is living independent of his/her parents/guardians;
3. Is 24 years of age or older;
4. Is a veteran; or
5. Is married; or
6. Has a dependent child; or
7. Is disabled and was receiving Section 8 assistance as of November 30, 2005; or
8. Has parents who, individually or jointly, are eligible, to receive assistance under section 8 of the United States Housing Act of 1937 (42 U.S.C. 1437f); or
9. Is regarded as vulnerable and homeless or at risk of homelessness.

For purposes of determining the eligibility of a person to receive assistance under Section 811, financial assistance received in excess of amounts received for tuition and other fees and charges under the Higher Education Act of 1965 from private sources (as defined that Act) is counted as income to that individual. The owner/agent may make exceptions for a person over the age of 23 with dependent children or a person living with his/her parents.

The owner/agent before providing assistance will verify a student's independence from his or her parents to determine that the parents' income is not relevant for determining the student's eligibility for assistance by doing all of the following:

1. Reviewing and verifying previous address information to determine evidence of a separate household or verifying the student meets the U.S. Department of Education's definition of "independent student;"
2. Reviewing a student's prior year income tax returns to verify the student is independent or verifying the student meets the U.S. Department of Education's definition of "independent student;" and
3. Verifying income provided by a parent by requiring a written certification from the individual providing the support, and this certification is also required if the parent is providing no support to the student.

NOTE: Verification of a Student's Independence is not required if the student meets the definition of vulnerable youth.

Properties regulated under Section 42 of the Internal Revenue Code (IRC) may not provide housing with or without assistance to households consisting entirely of fulltime students unless those households meet one of the following exceptions:

1. Household members are married and are entitled to file joint tax returns;
2. Any member of the household receives assistance under Title IV of the Social Security Act;
3. Any member of the household is enrolled in a job training program;



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4. A member of the household is a single parent with children who are dependents (as defined in IRC §152); or
5. Any member of the household who was previously in foster care.

Property Eligibility Definition

Household/Resident Type

This property is available to all household types. However, only households headed by a person with a disability referred through MDOD are eligible for rental assistance through the Section 811 program.

Income Limits

Income limits vary by household size and are recalculated by HUD annually. The owner/agent will provide applicants a copy of the current income limits for the property area upon request. In addition, applicants can review the income limits by accessing the following web site.

<http://www.huduser.org/datasets/il.html>

HUD requires that property managers incorporate the most recently published income limits when determining eligibility. HUD usually releases updated annual income limits around March. For this property, qualified applicant households must meet the following HUD income limit requirements:

Subsidy	Type of Income Limit
Section 811 Project Rental Assistance	Extremely low-income limit (30% of Area Median Gross Income)
Federal Low Income Housing Tax Credit and State and Local Loan Requirements	90 units occupied at or below 60% of Multifamily Tax Subsidy (MTSP) income limits as determined by HUD.

Occupancy Standards

Occupancy standards serve to prevent the over- or underutilization of units that can result in an inefficient use of housing assistance. Occupancy standards also ensure consistent and fair treatment of residents by allocating adequate housing space. Below, please find this property's occupancy standards description:

Number of Bedrooms	Min. # Household Members	Max. # Household Members
1	1	2
2	2	4

Household members who apply to live on the property are subject to residence verification in order to ensure compliance with the owner/agent's Occupancy Policy. The owner/agent has the right to verify the current address for each member of the applicant household. The owner/agent may verify current addresses by using a current lease agreement, direct contact with other



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landlords, valid driver's license, valid government issued photo identification card or current utility bill in the household member's name.

Schools, medical professionals, social service agencies, and others may need to provide verification information as required.

Procedures for Taking Applications and the Waiting List

Applications for units receiving Section 811 Project Rental Assistance (PRA) must be obtained through the Maryland Department of Disabilities (MDOD). The Maryland Department of Disabilities will identify Section 811 applicants for referral to the property in accordance with the requirements of the Section 811 PRA program, including the DHCD-approved Section 811 Tenant Selection Plan and the applicable provisions of this Resident Selection Plan. A copy of the DHCD approved Section 811 Tenant Selection Plan is available at the owner/agent's office or through MDOD at:

<http://dhcd.maryland.gov/HousingDevelopment/Documents/section811/TSP%20Section%20811DHCDAPPROVED-8-14-2015.pdf>

All applications for Section 811 PRA units are processed by the property and the Maryland Department of Disabilities (MDOD) in accordance with the Section 811 Resident Selection Plan.

The owner/agent will communicate with applicants, MDOD and, as authorized, the applicant's case managers by using one or more of the following methods:

1. First Class Mail;
2. Phone;
3. TTY;
4. Email;
5. In person; or
6. By Fax (facsimile).

Waiting lists for the Section 811 Project Rental Assistance (PRA) units are maintained by the Maryland Department of Disabilities in accordance with the DHCD approved Tenant Selection Plan for Section 811.

Privacy Policy

It is the policy of the owner/agent to guard the privacy of individuals as required by the Federal Privacy Act of 1974 and applicable state or local laws and to ensure the protection of such individuals' records maintained by the owner/agent. Except for official HUD purposes, neither the property owner nor its agents shall disclose any personal information contained in its records to any person unless the individual about whom information is requested gives written consent to such disclosure. The owner/agent must make an exception to this policy in cases where courts or government agencies request personal information.



This Privacy Policy in no way limits the owner/agent's ability to collect such information to determine eligibility, compute rent, or determine an applicant's suitability for tenancy. Consistent with the intent of Section 504 of the Rehabilitation Act of 1973, the owner/agent will treat as confidential any information obtained on an applicant's or resident's disability.

Verification

The owner/agent shall obtain verifications in compliance with requirements set forth in the HUD Handbook 4350.3, current revision. After the preliminary eligibility determination, the owner/agent will not reject an application until information provided on the application form and in subsequent interviews is collected and any necessary follow-up interviews performed. The owner/agent must verify and document all information relative to the following items:

Verifiable Types of Information:

1. Eligibility for Admission, such as
 - a) Income;
 - b) Assets and Asset Income;
 - c) Identification;
 - d) Age;
 - e) Household Composition;
 - f) Social Security Numbers;
 - g) Student Status;
 - h) Residency;
 - i) Disability Status; and
 - j) Receipt of HUD Assistance.

2. Allowances, such as
 - a) Age;
 - b) Disability;
 - c) Full Time Student Status;
 - d) Child Care Expenses;
 - e) Disability Assistance Expenses;
 - f) Medical Expenses (For Elderly/Disabled Households Only).

3. Compliance with Resident Screening Guidelines, such as
 - a) Criminal History;
 - b) Credit History;
 - c) Rental/Residence History.

4. The Need for an Accessible Unit.

Methods of Verification - methods of verification in order of acceptability are:

1. Enterprise Income Verification (EIV) system (PRA units only);
2. Third-party (as appropriate);
3. Review of applicable documents; or
4. In the absence of any of the above, notarized affidavits from the household member.



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Each file will be documented, when appropriate, to show that staff attempted to obtain third-party verification before relying on another form of information.

Sources of Information - Sources of information include, **but are not limited to:**

1. Any member of the applicant household;
2. Present and former housing providers/landlords;
3. Present and former employers;
4. Banks;
5. Insurance Companies;
6. Any Asset Manager;
7. Family members;
8. Any person or organization providing gifts/regular contributions to the household;
9. Credit Screening providers;
10. Criminal Screening providers;
11. Eviction Screening providers;
12. Social workers/Parole Officers;
13. Court records;
14. Health Providers;
15. Physicians;
16. Clergy;
17. Schools/Institutions of Higher Education;
18. The Department of Housing & Urban Development's (HUD's) Enterprise Income Verification System (EIV);
19. Department of Homeland Security (DHS);
20. The Internal Revenue Service (IRS);
21. The Social Security Administration (SSA);
22. The Department of Health and Human Services (HHS);
23. Medicare/Medicaid;
24. Any federal, state or local benefit providers;
25. Pharmacies;
26. Local and non-local law enforcement;
27. Automated criminal databases;
28. Sexual Offenders registries;
29. The World Wide Web (Internet);
30. Utility companies; and
31. U.S. Postal Service.

The owner/agent will be the final judge of the credibility of any verification submitted by an applicant. If the owner/agent considers documentation doubtful, management staff will review the information and make a ruling about its acceptability. The owner/agent will continue to pursue credible documentation from third parties for at least two weeks unless the third party declines to provide that documentation or charges for the documentation. If the applicant cannot produce an acceptable alternative, the owner/agent may reject the application based on the applicant's failure to produce the documentation.



Period for Verification

Only original documented information received within 120 days of the effective move-in or recertification date is acceptable for verification or recertification purposes. Verified information not subject to change (such as a person's date of birth) will not be re-verified.

Consent and Verification Forms

All adult members of a household must sign consent forms and, as necessary, verification documents, so that the owner/agent can verify eligibility and screening criteria. Consent and verification forms protect the rights and privacy of residents and applicants by allowing them to have control over any information collected about them.

Each household member age 18 and older and each household head and spouse regardless of age must sign the following forms regardless of whether they report income:

1. HUD 9887, *Notice and Consent for the Release of Information to HUD and to a PHA*;
2. HUD 9887A, *Applicant's/Resident's Consent to the Release of Information Verification by Owners of Information Supplied by Individuals Who Apply for Housing Assistance*; and
3. HUD 92006, *Supplement to Application for Federally Assisted Housing*.

With respect to HUD Form 92006, while applicants are not required to provide a contact person or organization to assist the household with matters of tenancy, applicants must sign the form. All adult members of an applicant or Resident household must also sign individual verification forms authorizing the owner/agent to verify household income and other applicable eligibility factors (e.g., disability status).

Provisions for Refusal to Sign

If the applicant or any adult member of the applicant's household, does not sign and submit the consent forms as required in 24 CFR 5.230, the owner/agent must deny assistance and tenancy.

Verifying the Need for an Accessible Unit

When an applicant requests an accessible unit or a unit preference, such as a first floor unit, MDOD and the owner/agent will conduct inquiries to:

1. Verify that the applicant is qualified for the unit, which is only available to persons with a disability or to persons with a particular type of disability; or
2. Verify in the least obtrusive manner that the applicant needs the features of the unit as an accommodation to his or her disability.

Verification of Household Composition

The owner/agent will exercise the right to verify household composition.

Suspected or unreported change in household composition: at any time, the owner/agent may request verification that one or more household members do or do not reside in the unit.



Resident Selection Plan

Verification of household composition is done when the owner/agent suspects that the resident is housing unauthorized household members or when a household member moves out of the unit for a reason other than death, hospitalization, or establishing a new residence that has not been verified by the owner/agent.

Verification of household composition uses methods described below. The owner/agent also reserves the right to verify household composition if there is evidence that a household member no longer resides in the unit, but the resident has not requested removal of that member from the lease or form HUD 50059.

If an applicant household indicates that one or more members should be removed from the application, the owner/agent will accept such notification from the head of household, as indicated on the application, if it is provided on a notarized form provided by the owner/agent.

If the household is rejected because a member is registered as a sex offender in any state lifetime sex offender registry, the owner/agent will take extra steps to ensure that the sex offender is not housed in any unit on the property. The household will have to provide documentation to prove that the sex offender will live at another location. Acceptable documentation includes but is not limited to:

1. Confirmation from a landlord with copy of an executed lease;
2. Confirmation from local police;
3. Confirmation from anyone who maintains sex offender registries including, but not limited to:
 - a. Yardi Resident Screening;
 - b. Dru Sjodin Sex Offender Registry;
 - c. Megan's List; and
 - d. State or federal Sex Offender Registries.
4. New driver's license with new address.

Information may be confirmed for up to one year following move-in.

If it is discovered that the household knowingly allowed any registered sex offender to live in the unit, an applicant or resident must understand that he/she is not qualified to receive subsidy or live in the property. All subsidy paid-in-error must be returned by the resident household to HUD. Because this is a material lease violation, all household members will be required to vacate the unit within thirty (30) days.

An essential duty under the lease for all residents of this property as well as all applicants is to disclose to the owner/agent all persons who will be living in the unit at any time. It is important to understand the difference between a resident and a guest.

Resident: A resident is any person who will reside in the unit and who is listed on the application, on any family summary, on the HUD Form 50059 and on the lease and, if applicable, the Tenant Income Certification (TIC) for the federal Low-income Housing Tax Credit (LIHTC) program.



Resident Selection Plan

Guest: A guest is any person who visits any resident and may stay overnight no more than (5) consecutive nights in any six (6) month period and may stay overnight no more than ten (10) non-consecutive nights in any six (6) month period without express written consent of the owner/agent.

If the owner/agent suspects that a guest should be classified as a resident, in accord with HUD requirements, the owner/agent will request a meeting with the head-of-household. The resident is expected to respond within ten (10) calendar days to meet or schedule a meeting with the owner/agent. Failure to respond to the request to meet could result in termination of subsidy assistance beginning on the first of the month following the ten-day notice.

To verify a person's status as a guest, the owner/agent may ask the head-of-household for verification of alternative residence. Examples of verification that may be requested include:

1. Verification with the United States Postal Service that no mail, for the guest, is delivered to the unit or any other address on the property;
2. A current driver's license for the "guest" with an alternative address;
3. A current lease indicating an alternative residence;
4. A current utility bill in the person's name showing an alternative address; or
5. A current* insurance policy or invoice/bill showing an alternative address.

* "Current" for this purpose means issued/created within the last thirty (30) days.

Live-in Aides: A live-in aide must meet HUD's definition of a live-in aide and be approved by the owner/agent as a reasonable accommodation for a disability in advance of move-in provided:

1. The aide is essential to the care and well-being of the resident;
2. The aide is not dependent on the resident for support, nor is the resident dependent on the aide for financial support; and
3. The aide would not be residing in the unit except to provide the necessary support.

If a resident or applicant requests a live-in aide, the owner/agent is required by HUD to verify the need for a live-in aide using a third-party verification.

Live-in aides are required to complete the Live-in Aide Questionnaire. The information on the questionnaire will be verified by the owner/agent and the prospective live-in aide will be screened in accord with this plan. The live-in aide will not be screened for the ability to pay rent since the live-in aide is not responsible for rent payment.

Live-in Aides must be approved based on HUD requirements and the screening criteria of this plan. The owner/agent must sign a revised HUD form 50059 and the head-of-household, the live-in aide and the owner/agent must sign a Live-in Aide Lease Addendum as well as a copy of the house rules before the live-in aide is allowed to move-in. If a live-in aide moves in prior to screening and prior to signing the required forms, the owner/agent will issue a notice of lease violation to the resident and pursue other enforcement action including, but not limited to, eviction of the live-in aide, termination of subsidy assistance and/or termination of tenancy.



Resident Selection Plan

Children/Minors/Dependent Adults: at move-in, all non-exempt household members, including children, must have a Social Security Number (SSN) and adequate documentation to verify that SSN.

When dependents are added to the household, the following will be required. All adults or children who are born, adopted, or in foster care or in another legal custodial relationship with an existing household member or join the household in any capacity, the owner/agent requires the following:

1. SSN and proof that SSN is valid is required;
 - a. Children under the age of 6 years old with no SSN, the proof may be provided within ninety (90) days or the owner/agent is required to terminate tenancy; but
 - b. An extension of up to 90 days may be allowed at the owner/agent's discretion if extenuating circumstances exist.
2. Proof of age and custody also is required. Acceptable documentation for proof includes;
 - a. Original birth certificate indicating that a household member is a parent; or
 - b. Adoption paperwork from a recognized adoption agency indicating that a household member is a parent as appropriate; or
 - c. Verification from a foster agency indicating the unit as the primary residence of the foster child as appropriate; or
 - d. Other documentation acceptable to the owner/agent proving legal custody.

For children who are not part of a legal custody arrangement but who will be living in the unit, the owner/agent requires:

1. SSN and proof that SSN is valid is required;
 - a. Children under the age of 6 years old with no SSN, the proof may be provided within ninety (90) days or the owner/agent is required to terminate tenancy; but
 - b. An extension of up to 90 days may be allowed at the owner/agent's discretion if extenuating circumstances exist.
2. Two forms of proof acceptable to the owner/agent that the child resides with a member of the household which may include:
 - a. Verification from a government agency indicating that the unit will be the primary residence for the minor (examples include but are not limited to school records, child services agencies, foster programs, etc.);
 - b. Verification from a medical professional with knowledge of the child indicating that the unit will be the primary residence for the minor;
 - c. Verification from a social service organization indicating that the unit will be the primary residence of the minor (examples include but are not limited to homeless shelters, shelters for victims of domestic violence, etc.); or
 - d. A signed, notarized statement from an adult household member claiming guardianship of the minor child.

The owner/agent does not and will not establish policies intended to exclude children. If none of the household members can provide documentation for minors, as described above, the owner/agent will meet with the applicant or resident to discuss reasonable alternatives. The



owner/agent will be the final judge of what is adequate documentation proving household composition for residency.

Misrepresentation

The owner/agent will disqualify applicants for admission who provide false or misleading information because of misrepresentation or attempted fraud.

The owner/agent will not take any action to reduce or deny assistance based on inconsistent information received during the verification process until the owner/agent has independently investigated the information.

The owner/agent considers false information about the following to be grounds for rejecting an applicant:

1. Identity;
2. Social Security Numbers/Information;
3. Income;
4. Assets/Income from Assets;
5. Household composition;
6. Disability;
7. Birth date/Age;
8. Eviction History;
9. Criminal History;
10. Sexual Offender Status;
11. Eligibility for preferences and priorities;
12. Allowances;
13. Current/previous residence history;
14. Current status as a HUD housing assistance recipient; and
15. Status as a Student.

The owner/agent will not reject applicants based solely on unintentional errors or omissions by the applicant that do not cause preferential treatment. If the owner/agent discovers that a resident has deliberately misrepresented their income level, student status, household size, or any other item used to determine eligibility, the owner will notify MDOD and DHCD and ask the resident to vacate the unit and/or terminate assistance. Alternatively, upon termination of assistance and after notice to MDOD and DHCD, the owner will raise the rent to market rent in accordance with state and local tenant/landlord requirements and provide a replacement Section 811 unit for a new eligible applicant.

The owner/agent is obligated to make every attempt to complete the annual recertification even if a resident is asked to leave or an eviction proceeding is in process.

Determination of Applicant Eligibility

The owner/agent will obtain and verify information needed to determine applicant eligibility in accordance with HUD and property eligibility requirements.



Applicant Screening Criteria

In order to determine suitability for residency, the owner/agent screens applicants based on:

1. Past behavior;
2. Record of paying rent and other bills;
3. Record of complying with essential lease provisions; and
4. Record of complying with government requirements.

Screening helps ensure that households admitted to a property will abide by the terms of the lease, pay rent on time, take care of the property and unit, and allow all residents to enjoy their homes. **The owner/agent must screen anyone who wishes to live on the property prior to moving in.** This includes, but is not limited to, live-in aides, security/police officers or additional household members wishing to move-in after the initial move-in or current residents requesting transfers to other units.

After move-in has occurred, the owner/agent must approve any addition to the household. The owner/agent will use the current screening guidelines in place at the time the new household member applies to determine eligibility for admission.

The owner/agent is committed to screening applications in a manner that is reasonable, consistent, and complies with Fair Housing laws.

Screening For Drug Abuse and Other Criminal Activity

The owner/agent uses a criminal background check as part of the qualifying criteria at this community. An applicant with a criminal conviction that demonstrates a threat to the safety of residents and/or property, including violent crimes, will be rejected. Before rejecting an applicant based on a criminal conviction, the owner/agent will review the nature of the conviction and any additional facts and circumstances that are available. The owner/agent will consider mitigating factors, including the passage of time. In addition, Owner/Agent established eligibility standards restrict admission of:

1. Any household containing a member(s) evicted in the last three years from federally assisted housing for drug-related criminal activity, violent criminal activity, or other criminal activity that threatens the health, safety, or right to peaceful enjoyment of the property by other residents;
2. A household in which any member is currently engaged in illegal use of drugs or for which the owner/agent has reasonable cause to believe that a member's illegal use or pattern of illegal use of a drug may interfere with the health, safety, and right to peaceful enjoyment of the property by other residents;
3. Any household member who is subject to any federal or state sex offender registration requirement or has been subject to lifetime inclusion on any federal or state sex offender registration; and
4. Any household member if there is reasonable cause to believe that member's behavior, from abuse or pattern of abuse of alcohol, may interfere with the health, safety, and right to peaceful enjoyment by other residents.



Behavior is the basis for application of screening standards and not a disability or the condition of alcoholism or alcohol abuse.

*NOTE: Sex Offender Registration: If the applicant or any household member is or ever has been subject to registration under a state Sex Offender Registry or registration program, the application will be rejected. The owner/agent is required to perform a criminal background check during the application stage to determine if the applicant or any household member is subject to a lifetime registration requirement under any State sex offender registration program. To further this review, applicants must provide a complete list of all states in which any household member has resided. If an owner/agent discovers that a household member was admitted in error, the owner/agent **will** immediately pursue eviction or termination of assistance. However, the owner/agent will offer the family the opportunity to remove the ineligible family member from the household.*

In addition, other charges (or related charges) may result in the owner/agent's decision to deny the applicant. The owner/agent bases decisions to reject an application on categories of criminal offenses by adjudication (conviction or otherwise) by the number of years elapsed between the conviction, the seriousness of the crime and the date of application. *However, tenancy will not be denied solely based on arrests absent either a conviction or guilty or uncontested plea.* The owner/agent has established categories of offenses with time elapsed from adjudication to serve as a basis for background screening for criminal behavior. The categories with adjudication periods are available from the rental office on request. The owner/agent will conduct a criminal background check using the services of a reputable service provider or vendor. Information on the service provider or vendor also is available to the applicant by the owner/agent on request. If the criminal background check indicates that the applicant has a history of convictions as listed in the owner/agent's categories for criminal activity, the owner/agent will reject the applicant in accordance with HUD guidance and the owner/agent's standards for applicant rejection.

If the applicant provided conflicting information on the application, before rejecting the household, the owner/agent will:

1. Notify the household of the proposed action based on the information;
2. Copy MDOD by email, if authorized by the applicant, with the proposed action;
3. Provide the subject of the criminal record and the applicant with information about how to obtain a copy of the information;
4. Provide the applicant with an opportunity to dispute the accuracy and relevance of the information obtained from any law enforcement agency;
5. Allow the household and, if authorized, MDOD or the case manager, to appeal and present evidence of mitigating factors; or
6. Allow the household the opportunity to remove the household member.

Any appeal of a rejection for criminal activity must be reviewed by the owner/agent's Senior Vice President of Operations prior to being finalized. If the appeal is rejected, applicants and, if authorized, MDOD will be notified. See the section on Rejecting Unqualified and Ineligible Applicants below for more information.



Screening for Credit History

The owner/agent will screen for credit history using a service provided by a reputable vendor. Information on the service provider or vendor is available to the applicant on request.

The owner/agent will review credit history and rental eviction/payment history. Eviction filings within the previous year regardless of adjudication also are grounds for denial of an application.

An unsatisfactory credit report is one reflecting past or current bad debts, late payments, or unpaid bills, liens, judgments or bankruptcies and considers the following types of information:

1. The type of account;
2. The age of the account;
3. The credit limit;
4. The balance;
5. Any past due amounts;
6. The length of time balances have been outstanding; and
7. Recent credit performance versus historical credit performance.

Poor credit history may be grounds for rejection of an application provided the rejection conforms to the requirements of the current version of the MDDHCD/MDOD Section 811 Referral and Tenant Selection Plan, but lack of credit history is not. As an accommodation for a disability, the owner/agent has access to programs to assist persons with disabilities applying for assistance who also have poor credit histories to repair their credit. Inquire at the owner/agent's office for more information.

The owner/agent will give applicants rejected for poor credit history the name, address and telephone number of the credit-reporting agency that provided the credit report, as required by the Fair Credit Reporting Act. The owner/agent will not release the content of any credit reports.

Screening for Rental History

The owner/agent reviews rental history using Yardi Resident Screening.

Households including any member evicted from any property owned by affiliates of Enterprise Homes, Inc. (EHI) or managed by R Home Property Management, LLC may be rejected. Those evicted applicants who have resolved any outstanding debt with R Home Property Management, LLC may receive special consideration.

Households including any member evicted from any property for lease violations within the last three years may be rejected. Those evicted applicants who have resolved any outstanding debt with the former owner/agent may receive special consideration.



Screening for Receipt of Assistance for Applicant or Residents Residing in another HUD Assisted Unit

All Applicants for rental assistance MUST disclose if they are currently receiving HUD housing assistance. The owner/agent will not knowingly assist applicants who will maintain a residence in addition to the HUD-assisted unit. This prohibition does not prevent a person who is currently receiving assistance from applying for an assisted unit in another property.

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

Nothing prohibits a HUD housing assistance recipient from applying to this property. However, the applicant must move out of the current property and/or forfeit any voucher before HUD assistance on this property will begin. Special consideration applies to minor children where both parents share 50% custody.

If the applicant or any member of the applicant household fails to disclose their rental history fully and accurately, this "misrepresentation" of information by the applicant may cause the application to be denied.

The owner/agent will review this information on an annual basis at each annual certification. If any household member received or attempted to receive assistance in another HUD assisted unit while receiving assistance on this property, the household member will be required to reimburse HUD for assistance paid in error. Receipt of dual subsidies is a material lease violation and may result in penalties up to and including eviction and pursuit of fraud charges.

Rejecting Ineligible or Unqualified Applicants

The owner/agent complies with applicant rejection requirements set forth in the HUD Handbook 4350.3, the Section 811 General Selection Plan and this plan.

The owner/agent reserves the right to reject applicants for admission if it is determined that the applicant or any member of the household falls within any one or more of the following categories:

1. Failure to meet the HUD indicated eligibility requirements for the assistance program and this property;
2. Failure to meet the applicant screening requirements;
3. No unit of the appropriate size exists on the property;
4. Failure to provide social security information;
5. Refusal to sign appropriate verification documents;
6. Misrepresentation;
7. Fraud;
8. Failure to respond to management inquiries for additional information during the application process;



9. Failure to provide changed household information to the management company as indicated;
10. Inability to contact the applicant via US Mail (letters undeliverable or returned) or by email (However, and if authorized, the owner will make every effort to contact the applicant's case manager and MDOD first prior to taking any adverse action);
11. Record of eviction, for lease violations, from any property managed by R Home Property Management, LLC;
12. Record of eviction from any property, for lease violations, within last three years;
13. Past non-compliance with rental agreements;
14. Record of disturbance of neighbors, destruction of property or other disruptive or dangerous behavior during tenancy: Includes behavior or conduct which adversely affects the safety or welfare of other persons by physical violence, gross negligence or irresponsibility, which damages the equipment or premises in which the household resides; or which is disturbing or dangerous to neighbors, family or the surrounding community;
15. Record of violent behavior: Includes evidence of acts of violence or of any other conduct, which would constitute a danger or disruption to the peaceful occupancy of neighbors;
16. Owing utility providers: Applicants who owe a balance to the local utility provider for present or prior residences will not be considered for admission;
17. Inability to pay the security deposit required; and
18. Inability to pay the first month's rent (TTP).

Rejection Notices

The owner/agent will promptly notify the applicant, in writing, of the denial of admission or assistance. The owner/agent will send via first class mail with an email copy to MDOD to the head of household, as indicated on the application, the result of the eligibility determination. The rejection notice will include:

1. A specific reason(s) for the rejection;
2. The applicant's right to respond to the owner/agent in writing or request a meeting within fourteen (14) calendar days to dispute the rejection; and
3. Those persons with disabilities have the right to request reasonable accommodations to participate in the informal hearing process.

Other than authorized communications with MDOD or case managers or to communicate with an applicant without a fixed address, the owner/agent generally will not provide information about the results of the eligibility determination to the household by either phone or email unless specifically requested by the applicant.

Meetings with Applicants to Discuss Rejection Notices

A member of the owner/agent's staff who was not involved in the initial decision to deny admission or assistance will conduct any meeting with the applicant to discuss the applicant's rejection.

Within five (5) business days of the owner/agent response or meeting, the owner/agent will advise the applicant in writing of the final decision on eligibility. MDOD will be copied by email of that decision as well.



Consideration of Extenuating Circumstances in the Screening Process

At any time during the screening process, the owner/agent may consider extenuating circumstances including requests for reasonable accommodations, if applicable, before or during the meeting to discuss rejection notices. If authorized, the owner/agent will consult and, with the applicant's consent, include representatives of MDOD or the case manager, at any point in the screening process. The owner/agent will accept applicants who are clearly eligible and pass the screening guidelines for admission. Likewise, the owner/agent will reject ineligible applicants. The owner/agent will notify MDOD by email of all screening decisions.

Management will follow the appeal process in compliance with requirements set forth in the HUD Handbook 4350.3 for the Section 811 Program.

Waiting Lists

A waiting list for the assisted units is kept by the Maryland Department of Disabilities (MDOD) as described in the DHCD-approved Tenant Selection Plan for the Section 811 PRA program. The owner/agent does not maintain a waiting list for the 15 HUD PRA-assisted units at the property.

Nondiscrimination When Matching Applicants to Available Units

Although the owner/agent has established criteria for selection of households with specific characteristics from MDOD's waiting list, the owner/agent will never base applicant selection or denial of assistance upon:

1. Membership in a socio-economic class (e.g., welfare recipients, single parent households) or lack of membership in the sponsoring organization;
2. Familial status;
3. Race, color, religion, sex, sexual orientation, gender identity or national origin of household members ;
4. Whether the household has a member with a specific disability (unless restricted by program statute);
5. Household size (except if the household size requires a unit size that does not exist in the property the household must be denied assistance); or
6. Age (unless restricted by program requirements).

Income Targeting

HUD's Rental Assistance Contract (RAC) requires the owner/agent to comply with the Income Targeting Requirement. Income Targeting requires that the owner/agent set up policies to ensure that during the property fiscal year, all households that move in to the assisted units in the property or who begin receiving assistance fall within the Extremely Low Income Limits for the area where the property is located. The above notwithstanding, initially qualifying incomes for all households moving into rent- or income-restricted units also must be verified in accord with the Tax Credit Low-income limit of 60% of Area Median Gross Income and other applicable State or local income restrictions.



Preferences

Waitlisted applicants referred to the owner/agent by MDOD for units assisted with Section 811 Project Rental Assistance (PRA) have an absolute preference for PRA assisted units. Assigning preferences to applicants who meet certain criteria is a method intended to provide housing opportunities to applicants based upon household circumstances. Preferences do not make anyone eligible who was not otherwise eligible. Application of preferences may not interfere, in any way, with affirmative marketing efforts or fair housing requirements.

Existing Resident Preference: Existing assisted Residents who have submitted a Unit Transfer Application and have been approved by MDOD for a transfer, have preference for available units. To be eligible for a transfer preference, at least one of the following criteria must apply: There is a need for a unit transfer based on the verified need for an accessible unit;

1. There is a verified medical need for a different unit;
2. There is a need for a unit transfer of a household that does not require the accessibility features of a unit in which they are living to accommodate a disabled resident/applicant on the waiting list;
3. There is a need for a unit transfer based on a change in household composition and a Section 811 unit of the needed size is available; or
4. If two or more adult household members reside in one unit and one or more adults choose to apply for a separate unit, they will be required to submit an application.

The application will be reviewed for eligibility as described above and if approved, that applicant will receive preference over other non-residents.

Selecting Applicants from the MDOD Waiting List

When a Section 811 PRA assisted unit becomes available, management will contact MDOD for referral of eligible households. Applicant household's members referred by MDOD will be required to meet with management for an eligibility interview. The owner/agent will conduct the interview in accordance with the HUD Handbook 4350.3 and other relevant program requirements. The owner/agent will make no decisions to offer the unit until verification of all information presented by the applicant is complete and a final eligibility determination made in accord with the screening and eligibility criteria of this plan.

Offering Accessible Units

Units that have been made accessible in accordance with the Uniform Federal Accessibility Standards (UFAS) will be offered to applicant households with disabled members who need the accessibility features. If Section 811 PRA applicants do not need the accessible units, the owner/agent may implement marketing efforts to ensure that disabled households in need of housing with accessible features occupy accessible units.

The owner/agent will offer accessible units to Section 811 PRA applicants first as follows:

1. Units with communication accessible features will be offered to households with a verified need for communication accessible units ; and



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2. Units with mobility accessible features will be offered to households with a verified need for mobility accessible units.

Where the members of the resident household no longer require special features of the accessible unit and as permitted by the lease, the owner/agent will require the household to move to a unit without accessibility features, at the owner's expense, when a unit of the appropriate size becomes available.

If there is no Section 811 household that needs or has requested an accessible unit, the owner/agent will offer the accessible unit to a non-811 household that requires the features next and then to any household.

Before the applicant who does not require the features can accept that accessible unit, all adult members of the applicant household must sign a lease addendum that includes a requirement to move, at the owner's expense, to the first available non-accessible unit that meets the household's occupancy requirements as described in this plan.

In either of the cases above, the household will have a maximum of 30 calendar days to complete the move. If the applicant fails to move, the owner/agent may terminate assistance. The owner/agent will not require the household to move if no unit that meets the household's occupancy requirements is available.

This rule does not affect the prohibition against receipt of dual subsidies. The household can only accept assistance for one unit on any given day.

Offering an Apartment

When a unit becomes available and eligibility is determined, the owner/agent will offer available units using one or more of the following methods:

1. In writing;
2. Over the phone; or
3. In person.

If the owner/agent is unable to contact the household within five (5) business days from the date of the letter, the owner/agent will, upon consultation with MDOD, cancel the offer and instead offer the apartment to the next applicant referred by MDOD based on the selection criteria in this plan.

Security Deposit Requirements

The owner/agent must collect a security deposit at the time of the initial lease execution. The amount of the security deposit established at move-in does not change when a Resident's rent changes.

The owner/agent calculates and collects security deposits based upon:

1. The type of housing program;
2. The date the Rental Assistance Contract (RAC) for the unit was signed; and
3. The amount of the total resident payment or resident rent.



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The owner/agent will comply with any applicable state and local laws governing the security deposit. The Section 811 Project Rental Assistance (PRA) Program expects that the resident pays the security deposit from his/her own resources, and/or other public or private sources.

The owner/agent may accept payment of security deposits in installments as agreed upon by the owner/agent and the applicant (based on ability to pay).

The owner/agent does not allow pets at this property. However, assistance, emotional support or service animals used by persons with disabilities are auxiliary aids and are not regarded by the owner/agent as pets. However, disabled residents who require assistance, companion or service animals will be required to comply with the owner/agent's policies with respect to assistance animals.

Failure to Take Possession of the Apartment on Time

If a household fails to take possession of the apartment within a reasonable time of the agreed date and time, the owner/agent will attempt to contact the household and, if authorized, MDOD to find out if the household still is interested in the apartment. If the owner/agent and MDOD are unable to contact applicant household, the owner/agent may reject the applicant household and notify MDOD. The owner/agent will offer the apartment to the next household referred by MDOD.

Unit Transfer Policies

Unit transfers for the Section 811 Program are offered for certified medical reasons or accessibility. Transfers must be approved by and will be coordinated through the Maryland Department of Disabilities (MDOD). Residents requesting a transfer will submit a written request to the leasing office and to the Maryland Department of Disabilities.

Factors concerning approval of transfers are as follows:

1. The household must be in good standing in accord with the lease; and
2. If the resident has requested a unit transfer as a reasonable accommodation for a disability, the owner/agent will pay for the transfer as long as doing so does not represent an undue financial and administrative burden.

Security Deposits & Unit Transfers

When a resident transfers to a new unit, the owner/agent will refund the original security deposit less any charges for damage to the original unit. The resident will be required to reimburse the owner for any damages exceeding the amount of the security deposit on the original unit as well as provide a new security deposit for the new unit prior to transferring. If the property also is regulated under the Low-income Housing Tax Credit (LIHTC) program, a new income verification (IC or MI) may be required for transfers between different buildings at the property.



Adding Household Members after Initial Occupancy

Management must approve any new household member **before** he/she moves in to the unit and MDOD must be notified of any household composition change. The owner/agent will treat all proposed new household members as applicants, and proposed new household members must participate in the eligibility determination and screening processes described above. In addition, the owner/agent will re-calculate the rent payment to reflect any income or allowances for the new household member.

This policy applies to live-in aides as well. Live-in Aides also are subject to owner/agent established screening criteria, **except for the criteria regarding credit performance or the ability to pay rent on time** because live-in aides are not responsible for rental payments. Accordingly, the owner/agent will not consider income and/or allowances received by live-in aides. However, live-in aides must meet other screening criteria established by the owner/agent.

Changes to the Resident Selection Plan

The owner/agent must notify MDOD and DHCD of any changes to this Resident Selection Plan and all changes must be approved by MDOD and DHCD. The owner/agent will use the current Resident Selection Plan, approved by DHCD/MDOD and in place at the time of final eligibility determination, to determine eligibility.



Appendix A – Request for Reasonable Accommodation or Modification

The owner/agent is committed to ensuring that its policies and practices do not deny individuals with disabilities the opportunity to participate in, or benefit from, nor otherwise discriminate against individuals with disabilities in connection with the operation of housing services or programs solely on the basis of such disabilities. Therefore, if an individual with a disability requests an accommodation or modification, the owner/agent will fulfill these requests, unless doing so would result in a fundamental alteration in the nature of the program or an undue financial and administrative burden. In such a case, the owner/agent will offer an alternative solution that would not result in a financial or administrative burden or a fundamental alteration to the program.

1. The owner/agent is responsible for informing all residents of their right to request reasonable accommodations for an individual with a disability.
2. At the time of application, the owner/agent will provide all applicants with the Request for Reasonable Accommodation Policy or, upon the applicant's request; the owner/agent will provide the Policy in an equally effective format.
3. The owner/agent will provide all applicants/residents the Request Form when requesting a reasonable accommodation or, upon the applicant/resident's request, the owner/agent will provide the Request Form in an equally effective format.
4. A resident or applicant may submit the request in writing, orally, or use another equally effective means of communication to request an accommodation or modification.
5. Residents and applicants may contact the management office located within their property or MDOD for information about requests.
6. Upon receiving the request, the owner/agent will respond to the request within twenty (20) business days. At this time, the owner/agent may request additional information or verification.
7. The owner/agent will consent to or deny the request as quickly as possible, but within thirty (30) business days after receiving all necessary information and documentation from the resident. All decisions to grant or deny reasonable accommodations will be communicated in writing or if required, in an alternative format in order to communicate the decision to the applicant/resident. Exceptions to the 30 business day period for notification of the owner/agent's decision on the request will be provided to the resident setting forth the reasons for the delay.
8. If the owner/agent denies the request for reasonable accommodation, the requestor has the right to appeal the decision within 10 business days of the date of the written notification of denial. The requestor should contact the Section 504 Coordinator to schedule an appeal of a denial of an accommodation request. Management staff not originally involved in the original denial will conduct the appeal meeting.
9. The owner/agent will inform MDOD about the status and results of requests for reasonable accommodations by Section 811 applicants and residents unless the requestor indicates that the information should not be shared with MDOD.



Appendix B: Required SSN Documentation

All household members receiving assistance or applying to receive assistance must provide their Social Security Number and adequate documentation to verify that number at the time of application for assistance or upon addition of new members to the household. This rule applies to all household members including live-in aides and foster adults. Adequate documentation means a social security card issued by the Social Security Administration (SSA) or other acceptable original documentation of the SSN and may include:

1. Original Social Security card;
2. Driver's license with SSN;
3. Identification card issued by a federal, State, or local agency, a medical insurance provider, or an employer or trade union;
4. Earnings statements on payroll stubs;
5. Bank statement;
6. Form 1099;
7. Benefit award letter;
8. Retirement benefit letter;
9. Life insurance policy; or
10. Court records.

Prior to occupancy, applicants must disclose their Social Security Number and provide adequate documentation so the owner/agent can verify each Social Security Number in accord with these requirements for each non-exempt member of the household before receiving assistance or housing.

If all non-exempt household members fail to provide verification of the Social Security Numbers at the time a unit becomes available, the owner/agent, in consultation with MDOD, will offer the available unit to the next eligible applicant.

