

Tenant Selection Plan

Eastgate Senior Rental / Triangle View



Resident Selection Plan

Equal Housing Opportunity Provider – E&G Group will not discriminate against any person or persons on any basis, including but not limited to Color, Race, Creed, National Origin, Familial Status, Disability, Religion, Age, Sexual Orientation or Gender Identity.

Fair Housing - The Fair Housing Act prohibits discrimination in housing and housing related transactions based on race, color, religion, sex, national origin, disability, and familial status. This is further updated to include marital status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, matriculation, political affiliation, genetic information, source of income, place of resident, credit information and status as victim of an intrafamily offense in the District of Columbia.

Title VI of the Civil Rights Act of 1964 - The owner/agent complies with Title VI of the Civil Rights Act of 1964 which prohibits discrimination based on race, color, or national origin in any program or activity receiving federal financial assistance from HUD.

Privacy Policy - It is the policy of the owner/agent to guard the privacy of individuals conferred by the Federal Privacy Act of 1974 and to ensure the protection of such individuals' records maintained by the owner/agent.

Neither the property owner nor its agents shall disclose any personal information contained in its records to any person or agency, other than HUD, its Contract Administrators or other federal/state entity or investor auditing entities, unless the individual about whom information is requested gives written consent to such disclosure. Such consent may be provided in an equally effective manner, as reasonable accommodation, when there is the presence of a disability.

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.

Section 504 of the Rehabilitation Act of 1973 - The owner/agent complies with Section 504 of the Rehabilitation Act of 1973 which prohibits discrimination, based on the presence of a disability in all programs or activities operated by recipients of federal financial assistance.

Although Section 504 protections often overlap with the disability discrimination prohibitions included in the Fair Housing Act, Section 504 differs in that it imposes broader affirmative obligations to make their programs accessible to people with disabilities.

Coordinating Efforts to Comply with Section 504 Requirement - The owner/agent has designated a person to address questions or requests regarding the specific needs of residents and applicants with disabilities. This person is referred to as the Section 504 Coordinator.

Name of Section 504 Coordinator:	Melissa Steele
Address:	9319 Dawkins Crest Circle, Bristow, VA 20136



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Phone Number:	703-391-0303
TDD/TTY Number:	711 Voice Relay

Requests for Reasonable Accommodation or Modification - In accordance with the Fair Housing Act and Section 504 of the Rehabilitation Act, the owner/agent will make reasonable accommodations or modifications for individuals with disabilities (applicants or residents) unless these modifications would change the fundamental nature of the housing program or result in undue financial and administrative burden. Please contact the office for a reasonable accommodation / modification package.

Requirements Outlined in the Violence Against Women Reauthorization Act of 2013 - The owner/agent understands that, regardless of whether state or local laws protect victims of domestic violence, dating violence, sexual assault or stalking, people who have been victims of violence have certain protections provided through the Violence Against Women Reauthorization Act of 2013 (VAWA 2013).

If any applicant wishes to exercise the protections provided in the VAWA 2013, he/she should contact the owner/agent immediately.

The owner/agent will not assume that any act is a result of abuse covered under the VAWA 2013. In order to receive the protections outlined in the VAWA 2013, the tenant/applicant must specify that he/she wishes to exercise these protections. **Please see Appendix C for details.**

Income Limits - Income limits vary by household size. The owner/agent will provide applicants a copy of the 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.

For the property's public housing units, qualified applicant households meet the following income limit requirements:

Subsidy	Type of Income Limit
Public Housing / LIHTC	Very low – 50% of median income
	Extremely low – very low-income household whose income equals or is less than the greater of poverty level or 30% of median income
	LIHTC – 60% of median income



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Income Eligibility – Maximum amount of income for a household may have must not exceed HUD established limits. **Please see Appendix F for details.**

Income Eligibility – Minimum verifiable monthly income for a household must be equal to or greater than 2.5 times the monthly rent.

Income Eligibility – Documentation & Recertification – All applicants or households must provide acceptable documentation to verify that all qualifying criteria are satisfied. This Certification must be completed in full prior to occupying the unit and at least every 12 months for the duration of residency. Failure or inability to provide acceptable documentation will result in denial and or termination of residency.

Occupancy Standards - Occupancy standards serve to prevent the over-utilization or under-utilization of units that can result in an inefficient use of housing funding. Occupancy standards also ensure that residents are treated fairly and consistently and receive adequate housing space.

Below, please find this property’s occupancy standards description:

Number of Bedrooms	Min. # Household Members	Max. # Household Members
0	1	2
1	1	2
2	2	4
3	3	6

Any household placed in a unit size different from that defined in these Occupancy Standards shall agree to transfer to an appropriate size unit when one becomes available.

General Requirements – All households are required to be certified eligible under guidelines set forth by the IRS, Section 42 of the tax code and in concert or as outlined in HUD Handbook 4350.3 Rev-4 (as updated) and any other applicable federal guidelines.

Assistance Definition - To qualify for housing, all applicants must meet the qualifications of the Public Housing program and/or Section 42 of the Internal Revenue Code of 1986 (LIHTC Program). A person must be capable of fulfilling the lease requirements.

Public Housing Subsidy - Residents at this property are offered subsidized rent. This means the rent that a household pays in a public housing unit is based upon the household income. The rent paid by residents may vary and not all units have project-based subsidy.



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Single Residence/Subsidy Criteria - A household is eligible for assistance only if the unit will be the household's only residence. The owner/agent will not knowingly assist applicants who will maintain a residence in addition to the HUD-assisted unit.

Program Eligibility - Based on federal regulations, the owner/agent may admit only eligible applicants. In the selection of applicants for admission, eligibility criteria have been established in accordance with HUD guidelines.

The following eligibility standards will be applied in accordance with HUD requirements:

1. The household's annual income must not exceed program income limits at move-in
2. The Head-of-Household (HOH), co-Head-of-Household and the spouse (regardless of age) and all adults in each household must sign an Authorization for Release of Information (HUD Forms 9886) and owner/agent created verification documents prior to receiving assistance and annually thereafter
3. The unit for which the household is applying must be the household's only residence.
4. An applicant must agree to pay the rent required by the program under which the applicant will receive assistance.
5. Only U.S. citizens or eligible non-citizens may receive assistance (*See additional information below and in Appendix B*)
6. Applicants who claim eligible status must disclose Social Security Numbers for all household members and provide proof of the numbers reported (*See additional information below*)
7. The household size must be appropriate for the available apartments (*See Occupancy Standards*)
8. All information reported by the household is subject to verification.

Consent and Verification Forms - Regardless of age, the Head-of-Household (HOH), the co-Head-of-Household (HOH), the spouse of the Head-of-Household (HOH) and all adult members of a household must sign HUD's consent forms so that the owner/agent can verify eligibility.

- 1) HUD-9886, *Notice and Consent for the Release of Information to HUD and to a PHA*

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.

All adult members of an applicant or resident household must also sign individual verification forms authorizing the owner/agent to verify household income and applicable eligibility factors (e.g., disability status) and to allow for screening.

When a minor living in the unit turns 18, he/she will have thirty (30) days to meet with the management staff and sign appropriate forms. Failure to do so will result in termination of subsidy for the entire household.

Provisions for Refusal to Sign - If any member of the applicant's household does not sign and submit the consent forms as required, the owner/agent must reject the application and deny assistance and/or tenancy.



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Citizenship/Immigration Status Requirements - Applicants are required to declare U.S. citizenship or submit evidence of eligible immigration status for each household member seeking housing assistance. The owner/agent is required to obtain the following:

1. Citizenship Declaration - Each household member must complete a declaration of citizen or non-citizen status.
2. Forms and/or evidence of citizen/immigration status as required by HUD.

Additional information regarding submission and verification of proof of citizenship status or eligible non-citizen status can be found in Appendix B.

If any applicant has questions or has trouble providing the described information or determining the type of documentation required, the applicant should contact the management office. If any applicant is unable to provide the required documentation in the timeframe indicated in Appendix B, the applicant must contact the management office to request an extension. If any applicant fails to provide this information in the timeframes described, the owner/agent cannot provide assistance, and the application will be rejected.

The owner/agent will offer the household assistance, providing subsidy to those eligible household members whose documents were received on time, when the following criteria is met:

1. At least one member of the household has submitted the required documentation in a timely manner and has been determined to be eligible based on all of the criteria in this resident selection plan
2. Assistance/unit is available.
3. The household is the next household to be selected from the waiting list.

Proof of declared citizenship status must be provided for all household members. Members who claim U.S. citizenship can provide any documents approved by HUD or the Department of Homeland Security (DHS) to prove citizenship. Additional information is provided in Addendum B.

Non-citizens claiming eligible status must follow the guidance provided in Addendum B and in 24 CFR to prove eligible non-citizen status.

Applicants must be able to provide proof of citizenship or legal immigration status.

Citizenship eligibility must be reviewed after move-in if eligibility status can change. If any household member is determined to be an ineligible non-citizen, either at application or after move-in, assistance and/or tenancy may be denied, terminated or prorated as appropriate.

Tenant-based Vouchers - The owner/agent may not admit an applicant with a voucher to a unit with Public Housing assistance unless the applicant agrees to give up the voucher prior to occupancy. This will be verified with the former housing provider.



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If the owner/agent discovers that any household member failed to give up current HUD housing assistance before moving to the property, it may constitute grounds for termination of tenancy/assistance.

Household members who sign the lease will be responsible for paying the market rent until qualified to receive Public Housing assistance.

Applicants should consult with the local HUD office if the former landlord is accepting subsidy after moving out if they were living in a HUD assisted unit.

Please note that housing assistance provided through the public housing program is not the same as the housing assistance provided through the voucher program. If any family member moves out, the housing subsidy will not move with the family as it does with a voucher. The family will be required to re-apply to a PHA.

Rejecting Ineligible or Unqualified Applicants - The owner/agent reserves the right to reject applicants for admission based on any of the following:

- No unit of the appropriate size exists on the property
- The household fails to meet the HUD indicated eligibility requirements for the assistance program/property
- Any non-exempt member of the household fails to provide a Social Security Number or adequate documentation to verify the Social Security Number (SSN)
- Any member of the household fails to meet the applicant screening requirements
- Any member of the household fails to sign appropriate verification documents
- Misrepresentation
- Fraud
- Any member of the household fails to respond to management inquiries for additional information during the application process
- Any member of the household fails to provide changed household information to the management company as indicated
- The owner/agent is unable to contact the applicant via US Mail (letters undeliverable or returned) and/or by phone (number disconnected or changed)
- Any member of the household has a record of eviction, for lease violations, from any property managed by E & G Property Services
- Any member of the household has a record of eviction, for lease violations, from any property within the last three years
- There is record of outstanding or overdue payments to a previous landlord
- There is record of outstanding or overdue payments to HUD
- There is record of outstanding or overdue payments to utility providers
- Any member of the household refused to allow treatment of unit contents, at the cost of the owner/agent, when there is history of the presence of bed bugs, fleas, or other parasites
- The household is unable to establish utilities in the new unit
- The household is unable to pay the security deposit required
- The household is unable to take possession of the unit within 30 days
- The household is unable to pay the first month's rent (TTP)
- The household refuses two or more unit offers



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Rejection Notices - The owner/agent will promptly notify the household (Head-of-Household (HOH) (HOH)), in writing, of the denial of admission or assistance. A rejection letter will be sent to the Head-of-Household (HOH) (HOH) via First Class Mail. The rejection letter will include the reason(s) for the rejection.

Appealing the Rejection - Any applicant may make a request to appeal the denial in writing **fourteen (14) calendar days from the date of the rejection**. The owner/agent will accept the request in an equally effective manner, as reasonable accommodation, if there is the presence of a disability. Such requests are to be submitted to the property management office. If there is no appeal request **within fourteen (14) days**, the rejection will be considered final. Reasons to appeal include:

- You believe the decision has been made in error
- You believe there are extenuating circumstances that should be considered
- You or a member of your household is a victim of abuse covered by the Violence Against Women Act and you feel your status as a victim contributes to the decision to deny
- You or a member of your household is a person with a disability, and you believe a reasonable accommodation would allow us to continue processing the application
- Your household was rejected because the application includes someone who is a registered sex offender, and you wish to remove that household member

Any staff person engaged in the initial review will not be involved in the appeal. Applicants may bring a representative to assist in the appeal meeting. Applicants and/or their representatives have the right to request a reasonable accommodation to:

- Assist in facilitating your request for appeal
- To assist in your participation during the appeal meeting

The owner/agent will provide written notification of a final decision within five (5) business days of the meeting.

Offering an Apartment - When a unit becomes available and eligibility is determined, available units will be offered using one or more of the following methods:

- In writing
- Over the phone
- By email

If the owner/agent is unable to contact the household (Head-of-Household (HOH) within three (3) business days from the date of the letter, the offer will be cancelled, and the apartment will be offered to the next applicant based on the selection criteria described in this plan.

Failure to respond to the owner/agent within 14 days will be considered a refusal of the unit offer and the household will be removed from the waitlist. (See Right to Refusal policies.)



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Offering Accessible Units - Units that have been made accessible in accordance with the Universal Federal Accessibility Standards or the Americans with Disabilities Act Accessibility Guidelines will be offered to applicant households with disabled members first. In some cases, the owner/agent may implement marketing effort to ensure that disabled households occupy accessible units. Units with communication accessible features will be offered to households with a verified need for communication accessible units first.

After move-in, if the members of the household who required the special features of the accessible unit no longer reside in the unit, and where the lease permits, the owner will require the remaining members of the household to move to a unit without accessibility features when such a unit of the appropriate size becomes available.

If there is no household on the waiting list that has requested an accessible unit, the unit will then be offered to the next household based on the selection order. Before the applicant can accept that accessible unit, all adult members of the applicant household must sign an agreement that includes a requirement to move, at the household's expense, to the first available non-accessible unit that meets the household's occupancy requirements as described in this plan. The resident household will not be required to move if:

- 1) No unit that meets the household's occupancy requirements is available
- 2) There is no applicant household on the waiting list requesting an accessible unit

In either of the cases above, the household will have a maximum of thirty (30) calendar days to complete the move. If the applicant fails to move in thirty (30) calendar days, assistance will be terminated. This rule, in no way, affects the single residence criteria. The household can only accept assistance in one unit on any given day.

Offering Units to Disabled Applicants Requesting Accessibility Features - The owner/agent will not skip over a household that has reached the top of the waiting list and has indicated a need for certain unit features because of a disability.

The household will be given the opportunity to benefit from the program and decide, in compliance with the Fair Housing Act and Section 504, whether a unit meets the needs of the disabled household member. The household may accept the unit and request some modification to the unit as a reasonable accommodation. Please contact the office for a reasonable accommodation/modification package.

Changes in Household Composition

Removing Household Members after Initial Occupancy - Residents must notify the owner/agent if any household member listed on the lease or on HUD Form 50058 leaves the unit. This notification must occur as quickly as possible but within no more than thirty (30) calendar days. The household should request a roommate release and have it be signed by all adult household members and management

Upon notice, the rent payment will be re-calculated to remove any income or allowances for the previous household member. If the rent increases, the increase will take effect on the first of the month following



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delivery of a 30-day notice of change to rent when reported timely. If the rent decreases, the decrease will take effect on the first of the month following the removal of the household member.

Adding Household Members after Initial Occupancy - The owner/agent must approve any new adult household member **before** he/she moves into the unit.

Eligibility criteria, screening criteria and compliance with occupancy standards will be reviewed before the new household member is approved or denied.

The request to add a new household member will not be considered if the resident has provided notice to vacate the unit. This helps prevent applicants from “jumping” ahead on the waiting list.

Any new adult household member will be considered an applicant and must participate in the eligibility determination and screening processes described in the resident selection plan in place at the time of the eligibility determination.

Previous household members may not be added back to the unit’s 50059 until a period of 12 months has passed from the date that the member was removed from the household.

The rent/assistance payment will be re-calculated to reflect any income or allowances for the new household member. If the rent increases, the increase will take effect on the first of the month following delivery of a 30-day notice of change to rent. If the rent decreases, the decrease will take effect on the first of the month following the addition of the new household member.

This policy applies to live-in aides as well. Screening criteria will also be applied to live-in aides, **except for the criterion regarding credit performance or the ability to pay rent on time** because live-in aides are not responsible for rental payments. However, live in aides must meet other screening criteria established by the owner/agent. Income and/or allowances received by live-in aids will not be considered.

Information about new household members who are minors must be provided to the owner/agent as quickly as possible but within no more than thirty (30) calendar days. This includes, as applicable, required eligibility information including Social Security Numbers, proof of citizenship or non-citizen eligibility and other pertinent information.

If the new household member is under the age of six, special consideration regarding Social Security Number disclosure and verification of Social Security Numbers is given. The household will be given ninety (90) calendar days to provide the Social Security Number and adequate documentation to verify the Social Security Number provided. In some cases, an additional ninety (90) days may be provided.

If the household fails to provide the required Social Security Number information within the allotted timeframe, the household’s tenancy will be terminated (eviction) in accordance with HUD requirements.



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Each dependent child that lives in the unit may be eligible for a \$480 deduction (this amount will be reviewed by HUD on annual basis and may change) that decreases the monthly rent payment by roughly \$12.00 per month. The rent payment will be re-calculated to reflect any income or allowances for the new household member.

If the rent increases, the increase will take effect on the first of the month following delivery of a 30-day notice of change to rent. If the rent decreases, the decrease will take effect on the first of the month following the addition of the new household members.

Failure to notify the owner/agent about changes in household composition as described above may result in retroactive rent changes and/or termination of subsidy/tenancy for the entire household. Please contact the owner/agent or property staff if you have questions about this policy.

Failure to provide notice to the owner/agent, within thirty (30) days, could result in rent increases retroactive to the first of the month after the household member left. Subsidy paid in error will be returned, as required, to the Department of Housing & Urban Development.

If the resident fails to notify the owner/agent of a change in household composition within thirty (30) calendar days, and that change would result in a rent decrease, the owner/agent will make the decrease effective the first of the month following the notice. No retroactive rent credits will be returned to the resident.

Failure to notify the owner/agent about changes in household composition may result in termination of subsidy and/or tenancy for the entire household.

Note that household members may not be added back to the unit's 50058 until a period of 12 months has passed from the date that the member was removed from the household.

Please contact the owner/agent if you have questions about this policy.

Over-Income Households – If a family's income increases above 2.4 times the applicable very low-income limit, there are considered to be an over-income family. If the family continues to be over-income for a period of 24 months, tenancy will be terminated. When the over-income status is determined either at annual recertification or at the time of an IR, the family will be notified. A year later, another examination must occur. If the family remains over income notification will be provided within 30 days of the determination. The notice will indicate that if the family continues to be over income for another 12 months, tenancy will terminate, and the household is expected to move out. A final notice will be provided advising the family that tenancy has been terminated.

Extended Absence from the Apartment - The length of time tenant may be absent from the apartment is no longer than 60 continuous days, or no longer than 180 continuous days for medical reasons. An extended absence beyond that period will result in the resident giving up their right to occupancy of the apartment. Extenuating circumstances will be taken into consideration.

Apartment Inspections - All apartments must undergo periodic inspections conducted by the on-site management team, HUD or HUD's representatives/agents. These inspections include not only interior but also



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exterior inspections. Residents have the right to be present, and are, in fact encouraged, to be present during unit inspection.

The move-in inspection is an opportunity to familiarize the new resident with the property and the unit, as well as to document its current condition. By performing move-in inspections, the owner/agent and residents are assured that the unit is in livable condition and is free of damages. A move-in inspection gives the owner/agent an opportunity to familiarize residents with the operation of appliances and equipment in the unit.

The move-out inspection is conducted when a household vacates a unit. The owner/agent will list the damages on the Unit Inspection Form and compare it with the Unit Inspection Form completed at move-in to determine if there is any damage or excessive wear-and-tear.

In addition, the owner/agent will perform **unit inspections on at least an annual basis** to determine whether the appliances and equipment in the unit are functioning properly and to assess whether a component needs to be repaired or replaced.

This is also an opportunity to determine any damage to the unit and, if so, make the necessary repairs. At this time, residents may be charged for damages to the unit so long as those damages are not the result of normal wear-and-tear.

HUD, or its authorized contractor(s), has the right to inspect the units and the entire property to ensure that the property is being well maintained. These inspections assure HUD that owners and their agents are fulfilling their obligations under the regulatory agreements and/or subsidy contracts and that residents are provided with decent, safe, and sanitary housing.

Waiting Lists - To ensure that applicants are appropriately and fairly selected for the next available unit (*when a unit of the appropriate size or type is not available at the time of application*), it is essential for the owner/agent to maintain waiting lists. The owner/agent will place the applicant household on the waiting list after preliminary eligibility determination is complete. This property uses the lottery method to fill the applicable waitlist.

Applicants will have the option of specifying a desired unit size or multiple unit sizes when completing the application. The applicant will be placed on the waiting list for all indicated unit sizes/types as long as:

- The applicant household meets the Occupancy Standards described in this plan, and
- The waiting list for the unit size is open

The applicant (Head-of-Household (HOH)) will be contacted, based on the waiting list selection criteria, for the first unit that becomes available based on the selection guidelines described in this plan.

Maintaining Waiting Lists - It is the policy of the owner/agent to administer its waiting list as required by HUD handbooks and regulations. The owner/agent will update the waiting list by removing the names of applicants based on the requirements set forth in this plan.



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The owner/agent will contact each applicant household annually. The Head-of-Household (HOH) will be the only person contacted unless otherwise requested.

If this letter is unable to be delivered by the United States Postal Service, the application will be rejected, and the household will be removed from the waiting list.

If the Head-of-Household (HOH) fails to respond to the owner/agent inquiries regarding the desire to remain on the waiting list, the application will be rejected, and the household will be removed from the waiting list.

In addition, an adult member of the applicant household must contact the property, in writing, if household information changes (i.e. number of household members, number of future household members, criminal history, income, etc.). If the household size or composition changes, the owner/agent will:

1. Update the waiting list information and
2. Decide whether the household needs the same or a different unit

If, as a result of the household composition change, it is determined that the household will be on the waiting list for a different unit than originally indicated, the household will maintain their place on the waiting list for the new unit.

If the waiting list is currently closed for the appropriate unit size, the application will be rejected, and the household will be removed from the waiting list.

If there are no units of the appropriate size on the property, the household will be rejected and will be removed from the waiting list.

Removal of Applicants from the Waiting List - The owner/agent will remove an applicant's name from the waiting list when if any of the following apply:

- Applicant requests that the household name be removed
- The unit that is needed – using household size as the basis – has changed, and no appropriate size/type unit exists in the property
- The unit that is needed – using household size as the basis – has changed, and the waiting list is closed for that unit size/type
- Applicant fails to meet eligibility requirements
- Applicant fails to meet occupancy standards
- Applicant fails to meet screening requirements
- Applicant is rejected for any reason described in this plan
- Applicant cannot be contact by US Mail (letters are returned or undeliverable)
- Applicant cannot be contacted by phone (number disconnected or changed)
- Applicant fails to keep application information up to date based on the requirements described in this plan
- Applicant was clearly advised, in writing, of the requirement to tell owner/agent of his/her continued interest in housing by a particular time and failed to do so
- Applicant refused second offer of a unit (*See Right to Refusal Policy for additional information.*)



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If an applicant is removed from the waiting list, and subsequently the owner/agent determines that an error was made in removing the applicant, the applicant will be reinstated at the original place on the waiting list.

If an applicant is removed from the waiting list and later, the applicant household feels that they are now qualified for assistance/tenancy, the applicant household must submit a new application. The applicant will be placed on the waiting list, as necessary, based on the submission date and time of the **new** application.

There are certain situations when the owner/agent may refuse to accept an application. The owner/agent will not accept applications from individuals who were previously rejected because the applicant:

- Is subject to a state lifetime sex offender registry
- Has been convicted of a crime as indicated in the criminal screening criteria (*certain time restrictions apply*)
- Has been evicted from another property managed or owned by the owner/agent
- Has been evicted from a federally assisted property for drug use in the last three years

In addition, if an applicant previously accepted a unit offered by the owner/agent and the applicant failed to take possession of the unit on the agreed upon date without notice to the owner/agent, the owner/agent reserves the right to refuse all future applications.

Selecting Applicants from the Waiting List - When a unit becomes available, the owner/agent will contact the next household on the waiting list (*based on the selection criteria described in this plan*) and the household members will be required to meet with management for an eligibility interview.

No decisions to offer the unit shall be made until all information presented by the applicant has been verified and the final eligibility determination is complete.

Opening and Closing Waiting List - In order to ensure that applicants on the waiting list are processed in a reasonable amount of time, the owner/agent may stop accepting applications and close waiting lists in whole or in part. Decisions about closing and opening the waiting list will be based on the number of applications available for a particular size and type of apartment and the ability of the owner/agent to house an applicant in an appropriate apartment within a reasonable period of time.

The owner/agent will use a twelve (12)-month waiting period to determine whether the waiting list may be closed. If the owner/agent has sufficient applications, the waiting list may be closed completely. Notices announcing that the waiting list is closed or open will be publicly announced in the following manner:

- Local newspaper – The Washington Post
- Publications described in the Affirmative Fair Housing Marketing Plan
- Flyers distributed in applicable neighborhoods.

Interested parties who insist on submitting applications when the waiting list is closed will not be considered. The application **will not be reviewed** and may be returned.



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During the period when the waiting list is closed, the owner/agent **will not** maintain a list of individuals who wish to be notified when the waiting list is reopened.

Smoking Policy

Smoking is allowed in individual apartments, on balconies attached to apartments and in designated smoking areas on the property. Smoking is prohibited in any other indoor or outdoor area. This policy applies to all owners, property staff, applicants, residents, guests, and servicepersons. "Smoking" shall include the inhaling, exhaling, or carrying of any lighted cigarette, e-cigarette, cigar, pipe, other tobacco product or other legal substance.

Use of Marijuana – Federally Funded Property - Regardless of the purpose of legalization under state law, the use of marijuana in any form, is illegal under the Controlled Substances Act (CSA) and therefore is an illegal controlled substance under Section 577 of the Quality Housing and Work Responsibility Act of 1998 (QHWRA). Based on federal law, new admissions of medical marijuana users are prohibited.

QHWRA requires that owner/agents establish lease standards that prohibit admission based on the illegal use of controlled substances including state legalized marijuana. State laws that legalize medical marijuana directly conflict with QHWRA and thus are subject to federal preemption.

Residents are prohibited from using marijuana (even in a smokeless manner) in their units or on or near the property.

HUD's Office of Multifamily Housing has issued a memorandum titled *Use of Marijuana in Multifamily Assisted Properties*. The memorandum details how owners must enforce the requirements found in the Controlled Substance Act and the Quality Housing and Work Responsibility Act of 1998.

As rules change, the property Resident Selection Plan and the property House Rules may be edited to conform to the policies set forth.

No Pets - Residents are not allowed to keep pets, of any kind, in the unit.

If an applicant wishes to request approval of an assistance animal – necessary to alleviate the symptoms or side-effects of a disability - the applicant (or applicant's representative) must request reasonable accommodation. Please contact the office to pick up a reasonable accommodation/modification packet. The applicant should also review the Assistance Animal Policy which is available upon request.

Assisted Living - The owner/agent and property staff does not provide, nor has the authority to provide, any personal care or personal supervision services. All care and supervision services must be provided by the resident or aides supervised by the resident or the resident's representative(s). The owner/agent and property staff do not provide assistance with personal activities or daily living.

Availability of Assistance for Persons with Limited English Proficiency - Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency (LEP)" requires the owner/agent to develop and



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implement a system to provide housing assistance so persons with Limited English Proficiency (LEP) can have meaningful access to assisted housing opportunities. The owner/agent will provide for such meaningful access consistent with, and without unduly burdening the fundamental mission of the property. The owner/agent will work to ensure that people who apply for and/or qualify for housing assistance are provided meaningful access to the property's affordable housing program(s).

Grievance Policy - This property does not discriminate on the basis of disability status in the admission or access to, or treatment or employment in, its federally assisted programs and activities whether this pertains to an Applicant, Resident, or Employee. Please Appendix D for more details.

Changes to the Resident Selection Plan - Applicants will be notified in writing when the resident selection plan undergoes significant change or when preferences are added or removed. At that time, applicants will be:

- 1) Given an opportunity to review the new plan.
- 2) Notified of changes to preferences
- 3) Asked if they wish to remain on the waiting list.

If the applicant household does not respond that household will be deemed ineligible and removed from the waiting list.

The current resident selection plan, in place at the time of final eligibility determination, will be used to make a final decision to approve or reject the application.

Application Process – What to Expect

- Fully complete the application provided, including the Authorization to Release Information and submit with application fee as applicable
- Credit & Criminal Determination – Allow 2 to 3 business days for results of credit and criminal screening (this process may be delayed depending on the response time of current or former landlords).
- Full Application Approval – Allow up to 7 business days for results of income eligibility (this process could be delayed depending on response time of third-party verifiers)

Identification – Both of the following are required:

- 1) Valid state or federally issued photo ID
- 2) Social Security card or equivalent identification

Disclosure of Social Security Numbers - All household members in affordable housing programs whether receiving assistance or not are required to provide a Social Security Number and adequate documentation necessary to verify that number. This rule applies to all household members including live-in aides, foster children and foster adults. Adequate documentation includes a Social Security card issued by the Social Security Administration (SSA) or other acceptable evidence of the SSN such as: (must disclose full SS number). See Appendix E for more details.

Legal Responsibility – All adults in the household must be legally able to enter a binding contract, meaning 18 years of age or older, married, or emancipated minors. All legal adults are responsible for



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the full terms of the lease separately and individually. Subsequently, all legal adult applicants are required to qualify individually and therefore must submit separate applications. Unfavorable information reported for any one legal adult applicant will result in application denial for the household.

Income Eligibility – Documentation & Recertification – All applicants or households must provide acceptable documentation to verify that all qualifying criteria are satisfied. This Certification must be completed in full prior to occupying the unit and at least every 12 months for the duration of residency. Failure or inability to provide acceptable documentation will result in denial and or termination of residency.

Student Household Eligibility – All student households are not eligible for residency, unless the household can demonstrate that they meet one of the student status exemptions. *Please see Appendix B for details.*

Household Size – The maximum household size for any unit is determined with the following calculation:

of Bedrooms X 2 = Maximum Number of Occupants (per Public Housing)
Efficiency = 2 People | 1 Bdrm = 2 People | 2 Bdrm = 4 People | 3 Bdrm = 6 People

Credit & Criminal Screening – All legal adult applicants are required to meet all qualifying standards for credit and criminal history prior to occupancy as outlined in the Resident Credit & Criminal History Standards. *Please see Appendix A for more details.*

Security Deposits – Security Deposits are collected prior to or the day of move in. Information on security deposit requirements are available at the property, which will not exceed one month's rent.

Security Deposits and Unit Transfers - When a resident transfers to a new unit with all other household members, the owner/agent will charge a new security deposit. The security deposit for the old unit less any outstanding amounts for rent, fees or damages. The resident will receive a bill for any additional fees or damages. This bill must be paid within 30 days.

Hold Splits - If the household "splits" and one or more residents remain in the original unit, the original security deposit will remain with the original unit and a new security deposit will be collected for the new unit.

Taking Possession - The applicant must agree to take possession of a unit in no more than thirty (30) calendar days unless the owner/agent provides written exception to this policy.



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Appendix A

Credit & Criminal Screening Specifics

All legal adult applicants must undergo all a full credit & criminal screening, including landlord verifications for and must meet all E&G Group standards prior to occupancy. Screening is performed in a manner that is reasonable, consistent, and complies with fair housing laws.

Screening is used to help 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 peacefully enjoy their homes.

Anyone who wishes to live on the property must be screened 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. *Certain exceptions apply to children/minors.* The current screening guidelines in place at the time the new household member applies will be used to determine eligibility for admission.

If any member of the applicant household has been evicted from any property owned or managed by E and G Group for lease violations, that applicant household will be rejected.

The owner/agent will review rental history with any landlord indicated in the past three (3) years. The owner/agent will also review information provided through automated databases including eviction databases. If any member of the applicant household has been evicted from any property, for lease violations, within the last three (3) years, the application will be rejected.

If the applicant fails to identify one or more residences where he/she lived in the last three (3) years, the applicant will be rejected, and the household will be removed from the waiting list.

The owner/agent will contact the prior property owner/agent (as indicated above) and inquire about the following information:

- Adherence to the Lease & Community Policies
- Compliance with certification reporting requirements
- Rental Payment Performance
- Compliance with requirements to fully and accurately disclose income information in a timely manner.
- Requirement to Return Assistance Paid in Error due to under-reporting income or un-reported income.
- Unit Maintenance/Damage
- Presence of Bed Bugs, Head Lice, Roaches or other parasitic infestation
- Record of Disturbing Neighbors
- Complaints

If information obtained is negative the applicant will be rejected. Negative responses include but are not limited to:

- Failure to comply with the lease.



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- Failure to comply with House Rules, Pet Rules or Assistance Animal Rules
- Failure to fully and accurately report income, new employment or changes in household composition in a timely manner.
- Providing false information
- Attempting to receive or receiving HUD assistance in multiple units/homes.
- Slow or no response to requests to recertify.
- Poor rental payment history (average more than two (2) late payments per year, record of bounced checks, any outstanding balance)
- Record of poor unit maintenance or damage to the unit beyond normal wear-and-tear
- Presence of parasitic infestation unless the applicant agrees to have all unit contents treated before move-in (*owner/agent will arrange for and pay for treatment*)
- Complaints from neighbors regarding actions that directly affect the peace and quiet comfort of others living in the community.
- Record of actions that interfered with or prevented the previous landlord from effectively managing the property.
- A current outstanding balance owed by any household member to a prior landlord.
- A current outstanding balance owed by any household member to HUD to return assistance paid in error.
- Failure to execute or pay repayment agreements.

If the applicant has no landlord history, the landlord screening will be considered “positive”.

Criminal Background Criteria

HUD has established standards that prohibit admission of:

1. Any household in which any member was evicted in the last three years from federally assisted housing for drug-related criminal activity
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 state lifetime sex offender registration requirement
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. The screening standards must be based on behavior, not the condition of alcoholism or alcohol abuse
5. Sex Offender Registration: Applicant is or ever has been subject to registration under a state sex offender registration program

Current abuse is indicated and will be investigated if, within the last eighteen (18) months, the resident has been charged or convicted of substance abuse related crimes (including crimes related to alcohol abuse) or crimes involving controlled substances as defined by the Controlled Substance Act.

In addition to HUD requirements, the owner/agent has established a policy to reject all applications where the applicant or any household member has engaged in criminal activity as described in this document.



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Eligibility is pending criminal accusation or criminal conviction history of individuals over 18 years of age who will reside in the rental unit that occurred within the past 7 years or less, and only for offenses listed in the Fair Criminal Record Screening for Housing Act of 2016.

Criminal background history will only be obtained and considered AFTER making a conditional offer to rent.

After making a conditional offer, a housing provider may only consider a pending criminal accusation or criminal conviction that has occurred within the past 7 years when the pending criminal accusation or criminal conviction is for one or more of the following crimes, whether committed in the District of Columbia or any other state, or the United States:

- Arson under section 820 of An Act To establish a code of law for the District of Columbia, approved March 3, 1901 (31 Stat. 1323; D.C. Official Code § 22-301);
- Burning one's own property with intent to defraud or injure another under section 821 of An Act To establish a code of law for the District of Columbia, approved March 3, 1901 (31 Stat. 1323; D.C. Official Code § 22-302);
- Malicious burning, destruction, or injury of another's property under section 848 of An Act To establish a code of law for the District of Columbia, approved March 3, 1901 (31 Stat. 1327; D.C. Official Code § 22-303);
- Burglary under section 823 of An Act To establish a code of law for the District of Columbia, approved March 3, 1901 (31 Stat. 1323; D.C. Official Code § 22-801);
- Assault with intent to kill, rob, or poison, or to commit first degree sexual abuse, second degree sexual abuse, or child sexual abuse under section 803 of An Act To establish a code of law for the District of Columbia, approved March 3, 1901 (31 Stat. 1321; D.C. Official Code § 22-401);
- Assault with intent to commit mayhem or with dangerous weapon under section 804 of An Act To establish a code of law for the District of Columbia, approved March 3, 1901 (31 Stat. 1321; D.C. Official Code § 22-402);
- Aggravated assault under section 806a of An Act To establish a code of law for the District of Columbia, effective August 20, 1994 (D.C. Law 10-151; D.C. Official Code § 22-404.01);
- Mayhem or maliciously disfiguring under section 807 of An Act To establish a code of law for the District of Columbia, approved March 3, 1901 (31 Stat. 1322; D.C. Official Code § 22-406);
- Making, drawing, or uttering check, draft, or order with intent to defraud under An Act Regulating the issuance of checks, drafts, and orders for the payment of money within the District of Columbia, approved July 1, 1922 (42 Stat. 820; D.C. Official Code § 22-1510);
- Attempt to commit a crime under section 906 of An Act To establish a code of law for the District of Columbia, approved March 3, 1901 (31 Stat. 1337; D.C. Official Code § 22-1803), if the attempt is to commit a crime listed in this subsection.
- Conspiracy to commit a crime under section 908A of An Act To establish a code of law for the District of Columbia, approved July 29, 1970 (84 Stat. 599; D.C. Official Code § 22-1805a), if the conspiracy is to commit a crime listed in this subsection.
- Trafficking in labor or commercial sex acts under section 103 of the Prohibition Against Human Trafficking Amendment Act of 2010, effective October 23, 2010 (D.C. Law 18-239; D.C. Official Code § 22-1833);



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- Sex trafficking of children under section 104 of the Prohibition Against Human Trafficking Amendment Act of 2010, effective October 23, 2010 (D.C. Law 18-239; D.C. Official Code § 22-1834);
- Kidnapping under section 812 of An Act To establish a code of law for the District of Columbia, approved March 3, 1901 (31 Stat. 1322; D.C. Official Code § 22-2001);
- Murder in the first degree under section 798 of An Act To establish a code of law for the District of Columbia, approved March 3, 1901 (31 Stat. 1321; D.C. Official Code § 22-2101);
- Murder in the first degree under section 799 of An Act To establish a code of law for the District of Columbia, approved March 3, 1901 (31 Stat. 1321; D.C. Official Code § 22-2102);
- Murder in the second degree under section 800 of An Act To establish a code of law for the District of Columbia, approved March 3, 1901 (31 Stat. 1321; D.C. Official Code § 22-2103);
- Manslaughter as penalized under section 802 of An Act To establish a code of law for the District of Columbia, approved March 3, 1901 (31 Stat. 1321; D.C. Official Code § 22-2105);
- Murder of law enforcement officer under section 802a of An Act To establish a code of law for the District of Columbia, effective May 23, 1995 (D.C. Law 10-256; D.C. Official Code § 22-2106);
- Solicitation of murder or other crime of violence as penalized under section 802b of An Act To establish a code of law for the District of Columbia, effective April 24, 2007 (D.C. Law 16-306; D.C. Official Code § 22-2107);
- Abducting, enticing, or harboring a child for the purpose of prostitution; harboring such child under section 813 of An Act To establish a code of law for the District of Columbia, approved March 3, 1901 (31 Stat. 1322; D.C. Official Code § 22-2704);
- Robbery under section 810 of An Act to establish a code of law for the District of Columbia, approved March 3, 1901 (31 Stat. 1322; D.C. Official Code § 22-2801);
- Attempt to commit robbery under section 811 of An Act To establish a code of law for the District of Columbia, approved March 3, 1901 (31 Stat. 1322; D.C. Official Code § 22-2802);
- First degree sexual abuse under section 201 of the Anti-Sexual Abuse Act of 1994, effective May 23, 1995 (D.C. Law 10-257; D.C. Official Code § 22-3002);
- Second degree sexual abuse under section 202 of the Anti-Sexual Abuse Act of 1994, effective May 23, 1995 (D.C. Law 10-257; D.C. Official Code § 22-3003);
- First degree child sexual abuse under section 207 of the Anti-Sexual Abuse Act of 1994, effective May 23, 1995 (D.C. Law 10-257; D.C. Official Code § 22-3008);
- Second degree child sexual abuse under section 208 of the Anti-Sexual Abuse Act of 1994, effective May 23, 1995 (D.C. Law 10-257; D.C. Official Code § 22-3009);
- First degree sexual abuse of a minor under section 208a of the Anti-Sexual Abuse Act of 1994, effective April 24, 2007 (D.C. Law 16-306; D.C. Official Code § 22- 3009.01);
- Second degree sexual abuse of a minor under section 208b of the Anti- Sexual Abuse Act of 1994, effective April 24, 2007 (D.C. Law 16-306; D.C. Official Code § 22- 3009.02);
- First degree sexual abuse of a ward, patient, client, or prisoner under section 212 of the Anti-Sexual Abuse Act of 1994, effective May 23, 1995 (D.C. Law 10-257; D.C. Official Code § 22-3013);
- Second degree sexual abuse of a ward, patient, client, or prisoner under section 213 of the Anti-Sexual Abuse Act of 1994, effective May 23, 1995 (D.C. Law 10-257; D.C. Official Code § 22-3014);
- First degree sexual abuse of a patient or client under section 214 of the Anti- Sexual Abuse Act of 1994, effective May 23, 1995 (D.C. Law 10-257; D.C. Official Code § 22- 3015);
- Second degree sexual abuse of a patient or client under section 215 of the Anti-Sexual Abuse Act of 1994, effective May 23, 1995 (D.C. Law 10-257; D.C. Official Code § 22-3016);



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- Acts of terrorism under section 103 of the Omnibus Anti-Terrorism Act of 2002, effective October 17, 2002 (D.C. Law 14-194; D.C. Official Code § 22-3153);
- Manufacture or possession of a weapon of mass destruction under section 104 of the Omnibus Anti-Terrorism Act of 2002, effective October 17, 2002 (D.C. Law 14-194; D.C. Official Code § 22-3154);
- Use, dissemination, or detonation of a weapon of mass destruction under section 105 of the Omnibus Anti-Terrorism Act of 2002, effective October 17, 2002 (D.C. Law 14-194; D.C. Official Code § 22-3155);
- Fraud under section 121 of the District of Columbia Theft and White-Collar Crimes Act of 1982, effective December 1, 1982 (D.C. Law 4-164; D.C. Official Code § 22-3221);
- Credit card fraud under section 123 of the District of Columbia Theft and White-Collar Crimes Act of 1982, effective December 1, 1982 (D.C. Law 4-164; D.C. Official Code § 22-3223);
- Insurance fraud in the first degree under section 125b of the District of Columbia Theft and White-Collar Crimes Act of 1982, effective April 27, 1999 (D.C. Law 12-273; D.C. Official Code § 22-3225.02);
- Insurance fraud in the second degree under section 1250 of the District of Columbia Theft and White-Collar Crimes Act of 1982, effective April 27, 1999 (D.C. Law 12-273; D.C. Official Code § 22-3225.03);
- Forgery under section 141 of the District of Columbia Theft and White-Collar Crimes Act of 1982, effective December 1, 1982 (D.C. Law 4-164; D.C. Official Code § 22-3241);
- Prohibited acts A under section 401 of the District of Columbia Uniform Controlled Substances Act of 1981, effective August 5, 2001 (D.C. Law 4-29; D.C. Official Code § 48-904.01), excluding subsection (d)(l) of this section;
- Prohibited acts B under section 402 of the District of Columbia Uniform Controlled Substances Act of 1981, effective August 5, 2001 (D.C. Law 4-29; D.C. Official Code § 48-904.02);
- Prohibited acts C under section 403 of the District of Columbia Uniform Controlled Substances Act of 1981, effective August 5, 2001 (D.C. Law 4-29; D.C. Official Code § 48-904.03);
- Prohibited acts D under section 411 of the District of Columbia Uniform Controlled Substances Act of 1981, effective June 13, 1990 (D.C. Law 8-138; D.C. Official Code § 48-904.03a);
- Distribution to minors under section 406 of the District of Columbia Uniform Controlled Substances Act of 1981, effective August 5, 2001 (D.C. Law 4-29; D.C. Official Code § 48-904.06);
- Enlistment of minors to distribute under section 407 of the District of Columbia Uniform Controlled Substances Act of 1981, effective August 5, 2001 (D.C. Law 4-29; D.C. Official Code § 48-904.07); and
- Attempt or conspiracy to commit a crime under section 409 of the District of Columbia Uniform Controlled Substances Act of 1981, effective August 5, 2001 (D.C. Law 4-29; D.C. Official Code § 48-904.09), if the attempt or conspiracy is to commit a crime listed in this subsection.

If the owner/agent discovers an unresolved criminal charge of an act covered under the Violence Against Women Act, charge of a felony, or a charge involving the possession, use or distribution of marijuana, the application will be suspended until the charge is resolved. At that time, the owner/agent's current screening criteria will be applied.

If a resident or applicant has requested VAWA protections and such protections have been justified based on owner/agent investigation, the abuser/perpetrator will not be approved to live on the property.

If the owner/agent is unable to complete the required criminal or sexual offender screening, the application will be rejected.



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If the owner/agent determines that a sex offender is part of the household, the owner/agent will allow the household to remove the sex offender from the application. Removal must be documented using a signed, notarized copy of the owner's form.

The household will have ten (10) business days to provide verification that the household member has alternative housing or that the household member has applied for alternative housing. Failure to provide such documentation will result in rejection of the application for all household members.

In this case, the owner/agent reserves the right to monitor household composition after move-in. If the owner/agent discovers that a sex offender has moved into the unit, assistance will be terminated, and the household will be evicted in accordance with HUD requirements. Any assistance paid-in-error must be returned to HUD.

United States Code Title 8, subsection 1324(a)(1)(A) prohibits the harboring of illegal aliens. The provision of housing to illegal aliens is a fundamental component of harboring. All applicants will be required to provide proof of citizenship or legal immigration status. *Management may review lifetime sex offender status, based on HUD recommendations, for all adult household members at each annual certification.*

If criminal screening indicates that the applicant has an unacceptable criminal history, the owner/agent will reject the applicant in accordance with HUD guidance and the owner/agent's standards for applicant rejection.

Consideration of Extenuating Circumstances

In deciding whether to exercise discretion to admit an individual who has engaged in prohibited criminal activity, the owner/agent will consider all of the circumstances relevant to the particular admission decision, including but not limited to: the seriousness of the offending action; the effect that denial of the entire household would have on family members not involved in the criminal activity; and the extent to which the applicant has taken all reasonable steps to prevent or mitigate the criminal activity.

Additionally, when specifically considering whether to deny admission for illegal drug use by a household member who is no longer engaged in such activity, the owner/agent will consider whether the household member is participating in or has successfully completed a drug rehabilitation program or has otherwise been rehabilitated successfully.

Criminal Screening Discoveries

If the criminal background investigation indicates that the applicant does not meet the criminal screening criteria, the owner/agent will reject the applicant in accordance with HUD guidance and the owner/agent's standards for applicant rejection. Before rejecting the household, the owner/agent will compare the information provided by the applicant with the criminal history report. If the information conflicts, the owner/agent will:

- 1) Notify the household of the proposed action based on the information.
- 2) Provide the content of the criminal record and information about how to obtain a copy of the information.



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3) Provide the applicant with an opportunity to dispute the accuracy and relevance of the information obtained from any law enforcement agency.

4) Allow the household the opportunity to remove the household member.

In this situation, applicants will have ten (10) business days to resolve the discrepancy. If the applicant fails to contact the owner/agent or indicates that he/she cannot provide documentation to refute the criminal discovery, the owner/agent will reject the application and remove the household from the waiting list.

If, after move-in, the owner/agent discovers that there was criminal history that would have resulted in rejection, the owner/agent will contact the resident to ascertain the accuracy of the criminal report. If the resident would have been rejected had the information been known at the time of the eligibility determination, the owner/agent will take appropriate action including notifying HUD's Office of the Inspector General of potential fraud and pursuing termination of tenancy (eviction).

Screening for Rental History:

If any member of the applicant household has been evicted from any property owned or managed by E and G Group for lease violations, that applicant household will be rejected.

The owner/agent will review rental history with any landlord indicated in the past three (3) years. The owner/agent will also review information provided through automated databases including eviction databases. If any member of the applicant household has been evicted from any property, for lease violations, within the last three (3) years, the application will be rejected.

If the applicant fails to identify one or more residences where he/she lived in the last three (3) years, the applicant will be rejected, and the household will be removed from the waiting list.

The owner/agent will contact the prior property owner/agent (as indicated above) and inquire about the following information:

- Adherence to the Lease & Community Policies
- Compliance with certification reporting requirements
- Rental Payment Performance
- Compliance with requirements to fully and accurately disclose income information in a timely manner.
- Requirement to Return Assistance Paid in Error due to under-reporting income or un-reported income.
- Unit Maintenance/Damage
- Presence of Bed Bugs, Head Lice, Roaches or other parasitic infestation
- Record of Disturbing Neighbors
- Complaints

If information obtained is negative, applicants will be rejected. Negative responses include but are not limited to:

- Failure to comply with the lease.
- Failure to comply with House Rules, Pet Rules or Assistance Animal Rules



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- Failure to fully and accurately report income, new employment or changes in household composition in a timely manner.
- Providing false information
- Attempting to receive or receive HUD assistance in multiple units/homes.
- Slow or no response to requests to recertify.
- Poor rental payment history (average more than two (2) late payments per year, record of bounced checks, any outstanding balance)
- Record of poor unit maintenance or damage to the unit beyond normal wear-and-tear
- Presence of parasitic infestation unless the applicant agrees to have all unit contents treated before move-in (*owner/agent will arrange for and pay for treatment*)
- Complaints from neighbors regarding actions that directly affect the peace and quiet comfort of others living in the community.
- Record of actions that interfered with or prevented the previous landlord from effectively managing the property.
- A current outstanding balance owed by any household member to a prior landlord.
- A current outstanding balance owed by any household member to HUD to return assistance paid in error.
- Failure to execute or pay repayment agreements.

If the applicant has no landlord history, the landlord screening will be considered “positive”.

The owner/agent reserves the right to reject applicants for admission based on any of the following:

Rejecting Ineligible or Unqualified Applicants:

- No unit of the appropriate size exists on the property
- The household fails to meet the HUD indicated eligibility requirements for the assistance program/property
- Any non-exempt member of the household fails to provide a Social Security Number or adequate documentation to verify the Social Security Number (SSN)
- Any member of the household fails to meet the applicant screening requirements
- Any member of the household fails to sign appropriate release/verification documents
- Misrepresentation
- Fraud
- Any member of the household fails to respond to management inquiries for additional information during the application process
- Any member of the household fails to provide changed household information to the management company as indicated
- The owner/agent is unable to contact the applicant via US Mail (letters undeliverable or returned) and/or by phone (number disconnected or changed)
- Any member of the household has a record of eviction, for lease violations, from any property managed by Quantum Real Estate Management, LLC
- Any member of the household has a record of eviction, for lease violations, from any property within the last three years
- There is record of outstanding or overdue payments to a previous landlord
- There is record of outstanding or overdue payments to HUD
- There is record of outstanding or overdue payments to utility providers



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- Any member of the household refused to allow treatment of unit contents, at the cost of the owner/agent, when there is history of the presence of bed bugs, fleas, or other parasites
- The household is unable to establish utilities in the new unit
- The household is unable to pay the security deposit required
- The household is unable to take possession of the unit within 30 days

Rejecting Notices - The owner/agent will promptly notify the household (Head-of-Household (HOH) (HOH)), in writing, of the denial of admission or assistance. A rejection letter will be sent to the Head-of-Household (HOH) (HOH) via First Class Mail. The rejection letter will include the reason(s) for the rejection.

Appealing A Rejection - Any applicant may make a request to appeal the denial in writing **fourteen (14) calendar days from the date of the rejection**. The owner/agent will accept the request in an equally effective manner, as reasonable accommodation, if there is the presence of a disability. Such requests are to be submitted to the property management office. If there is no appeal request **within fourteen (14) days**, the rejection will be considered final. Reasons to appeal include:

- You believe the decision has been made in error
- You believe there are extenuating circumstances that should be considered
- You or a member of your household is a victim of abuse covered by the Violence Against Women Act and you feel your status as a victim contributes to the decision to deny
- You or a member of your household is a person with a disability, and you believe a reasonable accommodation would allow us to continue processing the application
- Your household was rejected because the application includes someone who is a registered sex offender, and you wish to remove that household member

Any staff person engaged in the initial review will not be involved in the appeal. Applicants may bring a representative to assist in the appeal meeting. Applicants and/or their representatives have the right to request a reasonable accommodation to:

Assist in facilitating your request for appeal

- To assist in your participation during the appeal meeting

The owner/agent will provide written notification of a final decision within five (5) business days of the meeting.



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Appendix B

Eligibility of Students Enrolled at an Institute for Higher Education-LIHTC Guidelines

Student eligibility is determined at move-in/initial certification and at each annual certification. Student eligibility may also be reviewed at interim certification if student status has changed since the last certification. A student who is otherwise eligible and meets screening requirements is eligible for assistance if the student meets the criteria indicated below. In order for a household of full-time students to be considered eligible, they must meet one of the following criteria or as updated by the IRS, Section 42 tax code:

1. Any member of the household is married and either files or is entitled to file a joint tax return.
2. The household consists of at least one single parent and his or her minor children, and the parent is not a dependent of a third party.
3. Any children may be claimed as a dependent of either parent, regardless of tenancy in unit.
4. At least one member of the household receives assistance under Title IV of the Social Security Act. (AFDC, TANF, etc. – Not SSA or SSI)
5. At least one member is enrolled in a job training program receiving assistance under the Work Investment Act (WIA) which was formerly known as the Job Training Partnership Act, or similar federal, state or local laws.
6. At least one member of the household is under age 24 and has existed with the Foster Care system within the previous 6 years.

Eligibility of Students Enrolled at an Institute for Higher Education-Section 8 Guidelines

Student eligibility is determined at move-in/initial certification and at each annual certification. Student eligibility may also be reviewed at interim certification if student status has changed since the last certification. A student who is otherwise eligible and meets screening requirements is eligible for assistance if the student meets the criteria indicated below. Public Housing assistance shall not be provided to any individual who:

1. Is enrolled as either a part-time or full-time student at an institution of higher education for the purpose of obtaining a degree, certificate, or other program leading to a recognized educational credential; and
2. Is under the age of 24; and
3. Is not married; and
4. Is not a veteran of the United States Military; and
5. Does not have a dependent child; and
6. Is not a person with disabilities, as such term is defined in 3(b)(3)(E) of the United States Housing Act of 1937 (42 U.S.C. 1437a(b)(3)(E)) and was not receiving section 8 assistance as of November 30, 2005; and
7. Is not living with his or her parents who are receiving Section 8 assistance; and
8. Is not individually eligible to receive Section 8 assistance or has parents (the parents individually or jointly) who are not income eligible to receive Section 8 assistance.



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NOTE: *Unless the student can demonstrate his or her independence from parents, the student must be eligible to receive Section 8 assistance **and** the parents (individually or jointly) must be eligible (income eligible) to receive Section 8 assistance in order for the student to receive Section 8 assistance.*

For a student to be eligible independent of his or her parents (where the income of the parents is not relevant), the student must demonstrate independence from, parents. While owners may use additional criteria for determining the student's independence from parents, owners must use, and the student must meet, at a minimum, **all** of the following criteria to be eligible for Section 8 assistance. The student must:

1. Be of legal contract age under state law;
2. Have established a household separate from parents or legal guardians for at least one year prior to application for occupancy, **or**,
 - a. meet the U.S. Department of Education's definition of an independent student. (See the Glossary for definition of Independent Student);
3. Not be claimed as a dependent by parents or legal guardians pursuant to IRS regulations; and
4. Obtain a certification of the amount of financial assistance that will be provided by parents, signed by the individual providing the support. This certification is required even if no assistance will be provided.
5. If an ineligible student is a member of an existing household receiving Section 8 assistance, the assistance for the household will not be prorated but will be terminated.

NOTE: *An owner cannot evict or require an ineligible student to move from a unit as long as the student is in compliance with the terms of the lease*

A student who is otherwise eligible and meets screening requirements is eligible for assistance if the student meets the criteria indicated below. Public Housing assistance shall be provided to any individual who is enrolled as either a part-time or full-time student at an institution of higher education for the purpose of obtaining a degree, certificate, or other program leading to a recognized educational credential, when the student:

Is classified as Vulnerable Youth; A student meets HUD's definition of a vulnerable youth when:

- a. The individual is an orphan, in foster care, or a ward of the court or was an orphan, in foster care, or a ward of the court at any time when the individual was 13 years of age or older.
- b. The individual is, or was immediately prior to attaining the age of majority, an emancipated minor or in legal guardianship as determined by a court of competent jurisdiction in the individual's State of legal residence.
- c. The individual has been verified during the school year in which the application is submitted as either an unaccompanied youth who is a homeless child or youth (as such terms are defined in section 725 of the McKinney-Vento Homeless Assistance Act) (42 U.S.C. 11431 et seq.), or as unaccompanied, at risk of homelessness, and self-supporting, by



Resident Selection Plan

- i. A local educational agency homeless liaison designated pursuant to the McKinney-Vento Homeless Assistance Act.
 - ii. The director of a program funded under the Runaway and Homeless Youth Act or a designee of the director;
 - iii. The director of a program funded under subtitle B of title IV of the McKinney-Vento Homeless Assistance Act (relating to emergency shelter grants) or a designee of the director; or
 - iv. A financial aid administrator; or
- 2) The individual is a student for whom a financial aid administrator makes a documented determination of independence by reason of other unusual circumstances.

Any financial assistance a student receives (1) under the Higher Education Act of 1965, (2) from private sources, or (3) from an institution of higher education that is in excess of amounts received for tuition and other fees is included in annual income, except:

1. If the student is over the age of 23 with dependent children or
2. If the student is living with his or her parents who are receiving section 8 assistance

Financial assistance that is provided by persons not living in the unit is not part of annual income if the student meets the Department of Education's definition of "vulnerable youth".

The definition of tuition is consistent with the definition provided by the Department of Education



Resident Selection Criteria

Appendix C

VAWA Emergency Transfer (Internal Transfer): In some cases, families that qualify for a VAWA Emergency Transfer may receive preference over other residents who have requested a unit transfer. Please see the VAWA Policy and/or contact property staff for additional information.

VAWA Emergency Transfer (External Transfer): In some cases, families that qualify for a VAWA Emergency Transfer may receive preference over other applicants. Please see the VAWA Policy and the VAWA Emergency Transfer Plan and/or contact property staff for additional information.

Verification of Preferences

All preferences will be verified using the verification methodology described in this resident selection plan.

Special consideration applies when a VAWA Emergency Transfer Request is submitted by a victim of a VAWA crime. If this is your situation, please contact the property staff for additional information.

When a Request for Preference is Denied

If it is determined that an applicant does not meet the criteria for receiving a preference, the applicant will receive written notice of this determination within ten (10) business days. The notice will contain the reasons for the determination. The applicant has the right to meet with the owner/agent representative to review or appeal the decision.

Change in Preference Status While on the Waiting List

Occasionally households on the waiting list who did not qualify for a preference when they applied will experience a change in circumstances that qualifies them for a preference. In such cases, it is the responsibility of the applicant to contact the owner/agent so that their change in status may be verified and the waiting list can be updated to reflect the preference as appropriate.

To the extent the verification determines the household does now qualify for a preference, they will be selected from the waiting list in accordance with the preference and the date the application was received.

Exceptions to the Preference Rule

Management will give priority to current residents:

- Residing in a unit that has been determined uninhabitable due to flood, fire or other natural disaster
- When a unit is designated for rehabilitation or repair
- Household needs to move related to changes in household composition which exceeds occupancy allowances for the current unit they reside in these situations represent extenuating circumstances, and the normal selection order may be adjusted to address the needs of these residents.



Resident Selection Criteria

Appendix D

Grievance Policy

This property does not discriminate on the basis of disability status in the admission or access to, or treatment or employment in, its federally assisted programs and activities whether this pertains to an Applicant, Resident, or Employee. Please Appendix D for more details.

Rejected Applicants.

Any rejected applicant may contact the Site Manager for a meeting concerning the denial. The meeting will take place within (14) days after the receipt of the denial.

Complaints Against Other Residents.

Residents should discuss his/her problems with each other. If they cannot be resolved submit the complaint in writing to the Property Manager. The Property Manager will contact the parties involved for a meeting.

Complaints Against Employees.

Discuss your problem(s) with the Property Manager.

In all cases, if the problem(s) cannot be resolved with the Property Manager, please put your concerns in writing. If you are not satisfied with the Regional Manager decision, you will be referred to the Director of Property Management at E and G Group's office. If an applicant appeals the rejection, then management will give the applicant a written final notice within (5) days of the response or meeting.

In all cases, if the problem cannot be resolved with the management company, you may contact the government agency that regulates the property.

E and G Group
Attn: Melissa Steele
9319 Dawkins Crest Circle, Bristow, VA 20136
703-891-2380



Resident Selection Criteria

Appendix E

Disclosure and Verification of Social Security Numbers

All household members in affordable housing programs, whether receiving assistance or not are required to provide a Social Security Number and adequate documentation necessary to verify that number. This rule applies to all household members including live-in aides, foster children and foster adults. Adequate documentation includes a Social Security card issued by the Social Security Administration (SSA) or other acceptable evidence of the SSN such as: (must disclose full SS number)

- 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

Exceptions to Disclosure of Social Security Number

The Social Security Number requirements do not apply to:

1. A child under the age of 6 years is added to the applicant household within the 6-month period prior to the household's date of admission. The household will have a maximum of 90-days after the date of admission to provide the Social Security Number and adequate documentation that the Social Security Number is valid. An additional 90 days may be granted under certain circumstances. If the household does not provide the Social Security Number and adequate documentation to verify the

Social Security Number within the prescribed timeframe, HUD requires that the owner/agent terminate tenancy.



Resident Selection Criteria

Appendix G

Maximum Rent Limit

60% AMI

Apartment Size	Maximum Rent Limit
1 BDRM / Senior	\$1,770
1 BDRM / Walk up	Not Available At This Property
2 BDRM / Walk Up	Not Available At This Property
3 BDRM / Walk Up	Not Available At This Property
2 BDRM / Townhouse	Not Available At This Property
3 BDRM / Townhouse	Not Available At This Property
4 BDRM / Townhouse	\$2,448

Effective 9/1/2025



Resident Selection Criteria

Appendix F

Maximum Income Limit

60% AMI

Number of Occupants	Maximum Income Limit
1	\$68,880
2	\$78,720
3	\$88,560
4	\$98,340
5	\$106,260
6	\$114,120
7	\$121,980
8	\$129,840

Effective 5/1/2025



Resident Selection Criteria

Appendix G

Maximum Rent Limit

60% AMI

Apartment Size	Maximum Rent Limit
1 Walk up	\$1,770
2 Walk Up	\$2,118
3 Walk Up	\$2,440
2 Townhouse	\$1,990
3 Townhouse	\$2,263
4 Townhouse	\$2,491

Effective 5/1/2025



Resident Selection Criteria

Appendix H

HOTMA Update

Social Numbers - Hud updated the requirement for Social Security Numbers as they realized that obtaining verification of Social Security Numbers can be challenging, particularly for people who are currently unhoused. Hud still emphasizes that attempt(s) must be made to gather third-party verification of SSN. In the event they are unable to receive a verification from a third-party source, it is acceptable to obtain a self-certification and at least one third-party document that contains the name of the individual. Acceptable documents include but are not limited to:

- ① Bank Statement
- ② Utility Bill
- ③ Phone Bill
- ④ Benefit letter

The document must include the SSN in full and the person's name. Sites must document why they were unable to obtain verification. Hud went on to say that if the SSN becomes verified in EIV, no further action is required for those programs utilizing EIV (Multifamily and Public Housing). If the number fails to verify, then a valid SSN card issued from the SSA or an original document issued by a federal or state governmental agency that contains their name and SSN, along with other identifying information about them will need to be obtained. If an individual cannot provide proof of their SSN, assistance is terminated (Public Housing and Multifamily Programs).

Income - Hud updated the definition of earned income which is essentially any income other than income received for employment. Hud expanded the definition to explain transfer payments which are not included in earned income. This means that payments made, or income received in which no good or services are paid. This includes welfare, SS and certain government subsidies. Hud went on to narrow the definition of "non-recurring income" which does not include independent contractors or seasonal workers. This is income that is to be counted.

Assets - Hud updated the definitions or more so clarified that net family assets do not include the values of "non-necessary" items of personal property with a combined total of \$50,000 or less, to be adjusted by an inflation factor. Applicants and residents will be allowed to self-certify assets in years 2 and 3 when total assets do not exceed \$50,000 or as adjusted by the inflation factor. Assets will be verified for households at move in and then every 3 years. It is anticipated that tax credit properties will self-certify annually when assets do not exceed \$50,000 or as adjusted by inflation factor. Assets in excess of \$50,000 will be verified, as adjusted annually with inflation factor. When assets meet or exceed \$100,000 for current residents (does not apply to new move ins):

- ① The assets will be counted and no further action will be taken as long as they remain in the same unit

Families exceeding \$100,000 will not be subject to termination due to compliance when they remain in the same unit.

Inflationary Factors - Inflationary factors will be determined annually by HUD and if any changes occur, they will be implemented and become effective January 1 of the following year and included with the residents next certification.



Resident Selection Criteria

Inflationary adjustments will impact passbook rates for all affordable properties along with deduction amounts for HUD's multi-family and public housing programs as it relates to deductions (i.e. elderly deduction, child deduction, student rates, etc.).

Occupancy - HUD provided further clarification which impacts occupancy and income. Foster children and adults will be considered part of the:

- 1) The household when determining unit size
- 2) Will not be considered part of the family for determining annual or adjusted income or net family assets
- 3) Assets of foster children and adults will also not be included for determining asset limitations

Safe Harbor Verifications - Safe Harbor verifications will be used in relation to the verification process as denoted in 24 CFR Part 5.689. Although not required, we will use the following list of means tested forms/verifications that PHA's and owners may rely: the Low-Income Housing Tax Credit (LIHTC), the special supplemental nutrition program for women, infants and child, etc. If conflicting information is provided, then the most current document will be utilized.

Policy Updates (Public Housing and Multi-Family)

Asset Restrictions: Families exceeding \$100,000 will not be subject to termination due to compliance when they remain in the same unit. Based on HOTMA's asset limitation of net family assets and real property, does not apply, and will not be reviewed after their MI/IC unless the Owner/Agent has cause to correct their MI/IC or if the family's assistance is terminated. The owner/Agent is still required to calculate resident's net family assets as part of the process of calculating annual income in accordance with HOTMA regulations, which includes having to verify whether the family owns real property that must be included in net family assets, however, additional information relevant to determining compliance will the real property restriction such whether the real property is suitable for occupancy or the household meets one of the acceptable exceptions. The asset limitation will be enforced as part of the preliminary eligibility determination for all new Public Housing applications received on or after the date of full HOTMA implementation and as part of the detailed screening and verification process for all public housing applications received and accepted prior to the date of HOTMA implementation would then be ineligible based on the asset limitation unless the application is voluntarily withdrawn by the applicant after receiving notice of the HOTMA implementation potentially changing their eligibility for the public housing program.

Asset Restriction Based on Home Ownership – Real Property: Real property means "real property as provided under the State law in which the property is located". A dwelling unit may not be rented, and assistance may not be provided, to any applicant if they have a present ownership interest in a legal right to reside in, and the effective legal authority to sell real property (based on the jurisdiction in which the property is located) that is suitable for occupancy by the family as a resident. This includes, but is not limited to a home, condominium, townhome, duplex, mobile home, etc. As with most, the household may meet one of the allowable exemptions and support documentation provided:



Resident Selection Criteria

- 1.) The family receives assistance for the property under 24 CFR 982 or 982.620
- 2.) The property is owned jointly, where the other owner resides in the property
- 3.) The property is owned by a victim of domestic violence, dating violence, sexual assault or stalking
- 4.) The property is up for sale.
- 5.) The property is NOT suitable for occupancy
 - a. Property does not meet disability-related needs of all family members, including physical accessibility requirements, the need for additional bedrooms, or proximity to accessible transportation. Documentary requirements to establish disability-related needs will comply with applicable fair housing and civil rights requirements.
 - b. The property is not suitable for the family's size. (Owner/Agents occupancy standards will be utilized)
 - c. The geographical location of the property presents a hardship with regard to commuting to work or school as determined by Owner/Agent.
 - d. The property is not safe due to its physical condition and the condition of the property cannot be easily remedied or the alternations needed to make the property safe to live in are cost prohibitive. Unsafe property conditions could include external circumstances or environmental factors outside the control of the family.
 - e. The family does not have the legal right to reside in the property (as defined by State/local law).

Prior to admission to the program, the Owner/Agent may rely upon self-certification from the applicant stating that the family does or does not have any present ownership interest in any real property using a standard form that will also inquire about the family's legal right to reside in, and their effective legal authority to sell, any real property that is suitable for occupancy as a resident by the family, which may also require additional third party verification.

NOTE: Ownership of real property is relevant to the asset limitation in two distinct ways: 1) if the family has an ownership interest in real property, that interest may cause the family's net family assets to exceed the current Asset Cap (as adjusted for inflation), in which case the applicant is ineligible based on the Asset Cap restriction; and 2) if the family has a present ownership interest in, a legal right to reside in and the effective legal authority to sell said property that is suitable for occupancy by the family as a residence, then the applicant is also ineligible based on the real property asset restriction. While there are several exemptions to the real property restriction that identify when a real property ownership interest does not by itself render the applicant ineligible based on the new asset restrictions, the real property exemptions do not indicated that the value of such real property is excluded from the calculation of net family assets. Therefore, unless the real property is specifically excluded from net family assets (as defined by 5.603 as detailed above), it's value may still be included in net family assets, and the applicant may still be determined ineligible based on the new asset restrictions, if the cash value of exempted real property causes the applicants net family assets to exceed the current Asset Cap (as adjusted for inflation).

Student Financial Assistance: The treatment of student financial assistance depends on the HUD program, student/household characteristics, and the type of financial assistance received by the student. For the purpose of determining eligibility and annual income for the public housing program, any financial assistance that is not specifically excluded will be included as part of the family's annual income as program rules apply. The student financial assistance rule applies to both full and part-time students.



Resident Selection Criteria

For the public housing program, any student financial assistance a student receives(1) under section 479B of the Higher Education Act of 1965n (HEA), (2) private sources, or (3) from an institution of higher education (as defined under section 1-2 of the HEA), that is in excess of amounts received for tuition and other required fees and charges (herein referred to as “actual covered costs”), is included when determining annual income for the family, if the student is the HOH or co-HOH/spouse and is 23 years old or younger or without depended children.

If the student is the HOH or co-HOH/spouse and is at least 24 years old with a dependent child or children, all assistance under 479B of the HEA is excluded from annual income, but all other financial assistance received by the student that, either by itself or in combination with HEA assistance, exceeds the actual covered costs is in included in annual income.

Definition of “Actual Covered Costs”: Actual covered costs include tuition, books, supplies (including supplies and equipment to support students with learning disabilities or other disabilities), room and board, and fees required and charged to a student by an institution of higher education (as defined under section 102 of the HEA). For a student who is not HOH or co-HOH/Spouse, actual costs covered also include the reasonable and actual costs of housing while attending the institution of high education and residing in an assisted apartment.

Streamlining Policies and Methods: The Owner has implemented the following Streamlining policies as permitted by and in accordance with HUD’s FAST Act and/or any related notices, revisions, and/or final rules that may subsequently be released. Streamlining is a verification method intended to reduce the burden of annual income reexaminations by permitting “traditional” (or full third-party) verification, as described previously in Verification Hierarchy Section, of income and assets to be completed once every three years instead of every year with each annual reexamination. If eligible for streamlining years two and three of a family’s three-year cycle, verification of income and assets will be simplified using the policies described below. If, at any time, the family is no longer eligible for streamlining of income and/or assets, the three-year cycle(s) will be interrupted and start over as year one with traditional verification. Streamlining does not apply to deductions such as medical expenses which must always be verified using traditional verification methods. Please refer to the Owner’s Streamlining Procedures for more details.

Streamlined Determination of Fixed Income: At MI/IC and at least every three years, the Owner will verify income from any fixed income source using traditional verification methods. In Year 2 and in Year 3, the Owner will streamline income by using EIV and/or applying any published/documentated COLA(s) or fixed percentage increase(s) to the previous year’s fixed income amount(s), as necessary.

NOTE: Any incomes that are not fixed will be verified using traditional verification methods every year, unless the family qualifies as a “Fixed Income Family” (see below).

Streamlined Verification of Assets (When the Net Cash Value of Assets is at or Below the Current Asset Threshold Established by HUD): At MI/IC and at least every three years, the Owner will verify the cash value of assets that are not specifically excluded and will verify the income from those assets when possible, using traditional verification methods. In Year 2 and in Year 3, the Owner will conduct such verification only if the net cash value of all family assets exceeds the current Asset Threshold. If the net cash value of all family assets (except those specifically excluded), is equal to or less



Resident Selection Criteria

than the current Asset Threshold, the Owner will streamline assets by accepting the family's notarized or witnessed self-certification providing the net cash value of assets, that are not specifically excluded, and any known income from those assets.

NOTE: If the net cash value of all family assets exceeds the current Asset Threshold, the family is ineligible for asset streamlining (and self-certification) and the Owner must verify assets and asset income using traditional verification methods. The Owner may, but is not required to, accept self-certification of assets and anticipated income from those assets at MI so long as the net cash value of all assets is equal to or less than the current Asset Threshold.

Streamlined Certification for Fixed Income Families: When 90% or more of the family's total (unadjusted) annual income consists of fixed income (e.g., Social Security, Pension, Annuity, etc.) they are considered a "Fixed Income Family". At MI/IC and at least every three years, the Owner will verify the cash value of assets that are not specifically excluded, the income from those assets when possible, and any fixed and/or not fixed income amounts using traditional verification methods. In Year 2 and in Year 3, if the family certifies both that 90% or more of their unadjusted annual income is fixed income and that their sources of fixed income have not changed from the previous year, the Owner will apply Streamlined Determination of Fixed Income and Streamlined Verification of Assets and also streamline any not fixed income by either using the same amount of not fixed income reported on the Year 1 50059 for Year 2 and Year 3. The Owner may choose to adjust sources of not fixed income by an amount determined based on third-party verification.

NOTE: When less than 90% of the family's total unadjusted annual income consists of fixed income sources, the family is ineligible for streamlined verification of not fixed incomes. Fixed income sources are always eligible for streamlining even when the family's not fixed income is more than 10% of the family's total unadjusted annual income. It is only the not fixed income sources that have special qualifications for being eligible for streamlining.

Interim Requirements - Residents will continue to inform management within a reasonable time (not to exceed 30 days) any changes to income, assets, and household composition. Any changes to Student Status must be reported immediately (not to exceed 5 days). If adding members to the household, they must be approved through management prior to residing in the household.

HUD updates its policies on when interim certifications can or should be completed:

- 1) When income (earned or unearned) changes and exceeds 10% of adjusted income or income decreases by 10+ then an IR will be completed. These changes must be verified. If these changes fall within the 90 days of an Annual Recertification they will be picked up on the AR and no IR will be created.
- 2) All changes to household composition status must be reported within a reasonable time (not to exceed 30 days). All additions to the household must be approved prior to move in. Changes to household composition will require an interim to be completed which will also mean that any other changes in the household income/assets that were not previously captured (fell below the 10% threshold) will need to be captured on the IR.



Resident Selection Criteria

- 3) All changes to student status must be reported immediately (not to exceed 5 days) to ensure continued program eligibility.
- 4) Interim Certifications will be effective on the 1st of the month following the completion of the IR unless 30-day notice is required due to increases in rent when reported timely (meets the time frame specified herein).
- 5) Family members turning 18 after move-in or the annual recertification are required to come in and sign HUD's appropriated program consent (9886 for public housing or 9887/A for multi-family housing programs) at the next annual recertification.
- 6) If you or any adult household member revoke your consent, assistance will be terminated on the 1st day of the following month and rent will go to market rate rent.

Verification of Employment – Hud updated that only 2 current consecutive paycheck stubs will be required for determining employment income. This property will obtain a minimum of 4 paycheck stubs unless this new employment. In this case, an offer letter with 2 paycheck stubs or a verification of employment may be obtained.

Errors in Income Determinations Temporary Provisions: In general, residents are required to pay back any overpaid subsidy that is owed as a result of their own errors during the calculation of income and rent and residents are not required to pay back any overpaid subsidy that is owed as a result of the Owner's errors during the calculation of income and rent. De minimis errors occur when a determination of a household's income is different from the correct income determination by no more than the current De Minimis Threshold (subject to annual adjustment by HUD. Once the Owner/Agent becomes aware of the existence of an income calculation error, including de minimis errors, the error(s) will be corrected retroactive to the effective date of the action resulting in an error regardless of the dollar amount associated with the error(s). The resident will not be required to repay the Owner in instances where the Owner miscalculated income resulting in a resident being undercharged for rent. Once the corrections have been made, the residents will be provided with a 30-day notice of the increase to their rent portion. The Owner will take corrective action to credit or repay a resident if the resident was overcharged tenant rent due to the error, including de minimis errors, in the income determination. The Owner/Agent will:

- Request a meeting with the resident to discuss the error(s)
- Prepare corrections and/or new certifications that must be signed by all adult family members
- Provide the resident with written notification that includes the change in rent and the change's effective date retroactive to the date the error occurred, the new monthly rent the resident is required to pay and when it's effective, as well as the amount of the overpayment of rent due to them
- Provide refund for overpayment of rent to the resident within ten (10) days of correcting the error(s).

Errors Caused by Resident: If an Owner/Agent suspects that a resident has inaccurately supplied or misrepresented information that affects their rent or eligibility, the Owner/Agent must investigate and document the resident file. If the resident meets with the Owner/Agent to discuss the error, and the Owner/Agent is convinced the submissions were correct, the Owner/Agent will document the file accordingly and close the investigation. If, after meeting with the resident, the Owner determines that the provision of inaccurate information was an unintentional program violation, the Owner will correct the rent calculations(s), if applicable, and provide the resident with notice of the change in rent. If the resident receives an improper payment (of subsidy), the resident will be required to return the overpaid subsidy to HUD, in compliance with the HUD lease. If the resident is unable to repay the full amount of the improper payment, the Owner/Agent and resident may enter into a subsidy repayment agreement.

- If, after the



Resident Selection Criteria

income adjustment, the resident no longer qualifies for subsidy, the Owner/Agent will terminate resident's assistance in accordance with program requirements, but the resident may remain in their apartment subject to them making subsidy repayments and paying the HUD approved Contract Rent. • The Owner/Agent may terminate tenancy if the resident refuses to pay any new monthly rent or refuses to repay the previously overpaid subsidy (improper payment) pursuant to any repayment agreement. • The Owner/Agent may terminate tenancy if the resident refuses to enter into a repayment agreement, if such an option is offered. If the Owner/Agent determines the resident knowingly provided inaccurate or incomplete information, and this can be substantiated through documentation, the Owner/Agent may pursue the incident as fraud. If any adult member of the assisted family fails to meet with the Owner/Agent as requested, the Owner will initiate termination of tenancy (eviction) in compliance with HUD's guidance.

Medical and Health Care Expenses - Hud updated its definition of "medical expenses" to be health and medical care expenses. Long term care is included in this update.

Childcare Hardship Exemption - If eligible for the childcare deduction and there are temporary circumstances that exist that make them ineligible to continue receiving the deduction, then:

- (1) One 90-day extension may be granted with:
 - (a) At the resident's request
 - (b) Verification of childcare expense
 - (c) Verification of need (ex: work)
 - (d) When temporary circumstances can be verified (ie: temporary layoff, medical leave (FMLA))

New move ins will not be able to carry over any childcare hardship exemptions received under prior occupancy at another property.

Health/Medical and Disability Hardship Exemptions - For existing households, If eligible for health, medical and/or disability deductions and there are circumstances that exist that make them ineligible to continue to receive the deduction, then:

- (1) One 90-day extension may be granted with:
 - (a) At the resident's request
 - (b) Per situation
 - (c) When verifiable circumstances develop where a family can demonstrate their disability and/or health/medical expenses have increased or is experiencing a financial hardship that would not trigger an IR (relieve them of this financial hardship)
 - (d) Verification of the medical/health and/or disability associated with the expense the deduction threshold will be reduced to 5% of annual income for a 90-day period

Ex: Waiting on a determination of benefits due to an involuntary decrease/income of benefits, death of household member, or natural disaster.



Resident Selection Criteria

Phased In Relief - For existing tenants were eligible and already receiving the deduction for medica/health or disability expense will be subject to the following phased in schedule:

- (1) 1st annual recertification the expense limit will be 5%
- (2) 2nd annual recertification the expense limit will be 7.5%
- (3) Thereafter all years will be subject to the 10% deduction

