



## TENANT SELECTION PLAN

### Triple P Apartments, LP

245 W 38<sup>th</sup> Street, Indianapolis, IN 46208; 4317 E Washington Street, Indianapolis, IN 46201; 4509/4515 E Washington Street, Indianapolis, IN 46201; 530 N Rural Street, Indianapolis, IN 46201

Phone: 317-353-6784

Triple P Apartments comprised of Studio, 1-bedroom, and 2-bedroom apartments. 134 of the total apartments available in the building are subject to the Federal Low Income Housing Tax Credit (LIHTC) eligibility requirements; 39 of the total apartments are subject to HUD Continuum of Care eligibility requirements; 134 of the total apartments are subject to the Affordable Housing Program (AHP) eligibility requirements; 58 of the total apartments are subject to the HUD Project Based Voucher eligibility requirements; 3 of the total apartments are subject to the HUD HOME Fund eligibility requirements and 15 of the total apartments are subject to State Housing Trust Fund eligibility requirements.

### ELIGIBILITY REQUIREMENTS

Households applying for residency in a LIHTC apartment must meet the following criteria:

- The household must meet the Low-Income Housing Tax Credit (LIHTC) financial criteria for housing at 60% of the area median income or less.
- The household must have a verified income of near 1.5 times the amount of rent for the apartment for which they are applying unless they are receiving rental subsidy and/or disability income.
- The apartment must be the household's only residence
- All adult household members must sign an Authorization to Release Confidential Information prior to tenancy and annually thereafter
- Household members must provide consent to verify all information reported by the household
- The household must be of an appropriate size for the available apartment. Refer to the OCCUPANCY STANDARDS section for additional information

Households applying for residency in a COC unit must meet the following criteria:

- The household must meet the COC financial criteria for housing at or below 80% of the area median income. (39 units at or below 80% AMI)
- The household must meet the HUD homelessness definition
- Households must be selected from the Indianapolis Coordinated Entry System
- All adult household members must sign an Authorization to Release Confidential Information prior to tenancy and annually thereafter
- Household members must provide consent to verify all information reported by the household

Households applying for residency in a HUD Home unit must meet the following criteria:

- The household must meet the HUD Home financial criteria for housing at or below 50% of the area median income. (3 units at 50% AMI)
- The household must have a verified income of near 1.5 times the amount of rent for the apartment for which they are applying unless they are receiving rental subsidy and/or disability income.
- All adult household members must sign an Authorization to Release Confidential Information prior to tenancy and annually thereafter
- Household members must provide consent to verify all information reported by the household

Households applying for residency in a AHP unit must meet the following criteria:

- The household must meet the AHP financial criteria for housing at or below 80% of the area median income. (51 units at or below 80% AMI and 83 units at or below 50% AMI)
- The household must have a verified income of near 1.5 times the amount of rent for the apartment for which they are applying unless they are receiving rental subsidy and/or disability income.
- All adult household members must sign an Authorization to Release Confidential Information prior to tenancy and annually thereafter
- Household members must provide consent to verify all information reported by the household
- Meet the definition of homeless or mentally or physically disabled.

Households applying for residency in a HTF unit must meet the following criteria:

- The household must meet the HTF financial criteria for housing at or below 30% of the area median income (15 units at or below 30% AMI)
- The household must have a verified income of near 1.5 times the amount of rent for the apartment for which they are applying unless they are receiving rental subsidy and/or disability income.
- All adult household members must sign an Authorization to Release Confidential Information prior to tenancy and annually thereafter
- Household members must provide consent to verify all information reported by the household

Households applying for residency in a PBV unit must meet the following criteria:

- The household must meet the PBV financial criteria for housing at or below 50% of the area median income (58 units at or below 50% AMI)

- The household must have a verified income of near 1.5 times the amount of rent for the apartment for which they are applying unless they are receiving rental subsidy and/or disability income.
- All adult household members must sign an Authorization to Release Confidential Information prior to tenancy and annually thereafter
- Household members must provide consent to verify all information reported by the household

**INCOME LIMITS**

The Area Median Income (AMI) is determined each year by the U.S. Department of Housing and Urban Development (HUD). Income Limits are published by HUD and are subject to change without notice. Applicants can call the property manager at the number above to inquire about current income limits.

**OCCUPANCY STANDARDS**

Management reserves the right to limit the number of individuals residing within a single apartment based on the allowable occupancy standards determined by Health & Hospital Corporation of Marion County. Consideration is given to overcrowding and underutilization factors as well as compliance with federal, state, and local laws. Generally, the acceptable number of persons per apartment, depending on household composition, will be:

Studio Apartments:	1-2 people
1-Bedroom Apartments:	1-2 people
2-Bedroom Apartments:	2-5 people (2 people minimum)

Due to restrictions in the Low-Income Housing Tax Credit program, households may not add a new member during the first year of residency. Any household wishing to add a member after the first year of residency must have the proposed new member of the household complete all application materials and must receive management approval prior to adding the member to the household or moving into the apartment.

The applicant and all household members 18 and older must supply a government-issued photo I.D., birth certificates for all minors, and sufficient information to enable management to request and receive written third-party verification from all income sources including, but not limited to: a) Employment; b) Public Assistance programs; c) Savings and Checking accounts; d) Pensions; e) Disability income; f) All assets including property, stocks, bonds, annuities, retirement accounts, etc.

**PREFERENCES FOR APARTMENTS**

All applications are placed on the wait list in the order they are received, all applications are on a first-come, first-serve basis.

**WAIT LIST ORDER AND MAINTENANCE**

The wait list is open at all times, to be added to the wait list a Resident Eligibility Application Package will need be completed. Applicants must notify management if any of the following changes occur:

- Address or phone
- Household composition

- Income
- Criminal history

Applications will be removed from the wait list if:

- The household no longer meets the eligibility requirements for the property or the project
- The household fails to respond to a written notice requesting response in the timeframe indicated in the notice
- The household is offered and rejects two units on the property.
- Mail sent to the address listed on the application is returned as undeliverable
- Changes in household size put the applicant household outside of the minimum or maximum occupancy standards

Once each year, applicants who have been on the wait list for longer than 6 months will receive a letter asking the household to confirm its continued interest in remaining on the wait list for the property. Applicants must respond to the letter in the timeframe indicated in order to maintain their position on the wait list. Applicants who do not respond in the timeframe indicated, or whose letter is returned as undeliverable, may be removed from the wait list.

## **ELIGIBILITY OF STUDENTS**

Households comprised of full-time students, as defined by LIHTC rules, are not eligible for housing at Colonial Park Apartments, with the following exceptions:

1. At least one individual is receiving assistance under Title IV of the Social Security Act (i.e., TANF);
2. At least one individual is enrolled in a job training program receiving assistance under the Workforce Investment Act or under other similar federal, state, or local laws;
3. The household consists of a single parent and his/her dependents, where neither the single parent nor their children are dependents of another individual (other than a parent of such children);
4. The household consists of persons who are married and eligible to file a joint tax return;
5. At least one individual was previously under the care of a state foster care program.

Documentation will be required to verify exceptions to an all-student household.

## **PROCEDURES FOR ACCEPTING APPLICATIONS**

The Application package includes the following forms which must be completed and submitted to the management office to be considered for occupancy and/or to be placed on the waitlist. Incomplete, inaccurate, or illegible forms will be returned to the applicant.

- Application – this form must be completed and signed by all adult household members during an in-person interview by a member of the leasing team.
- Household Demographics – Completion of the race and ethnic data on the form is optional, but each household member must sign this form, even if they choose to leave the data blank.\*
- Student Certification – All applicants must complete this form regardless of student status

- Tenant Selection Plan – Applicants should review this Tenant Selection Plan and retain it for their records. It does not need to be signed or returned to the office.
- The owners and management follow the Fair Credit Reporting (FCRA) which governs access to consumer credit report records and promotes accuracy, fairness, and the privacy of personal information assembled by Credit Reporting Agencies (CRAs)

\*This document will be filled out when the applicant has been approved to move-in.

## **TENANT SCREENING CRITERIA-LIHTC**

The applicants' landlord references must verify a history of responsible occupancy, behavior, and conduct. Current landlord references will be requested along with a third-party unlawful detainer search. All previous landlords during the past two years will also be contacted. Landlord references will help to determine whether or not the applicant has a good rent paying history, whether or not there have been any disturbing behavior patterns including repeated lease violations, destruction of property, etc. Any documented behavior which would constitute a material violation of the standard lease to be used at this location may be considered grounds for ineligibility.

A credit reference and background check will be required for all household members age 18 or older. A poor credit history may be grounds to deem an applicant ineligible for housing. Applicants will have the option to explain mitigating circumstances and/or include supplemental information with their application to explain any issues such as foreclosure, bankruptcy, and negative credit.

**Criminal activity resulting in a conviction.** If any member of the household expected to reside in the unit meets any of the following criteria, the household may be denied.

- Has been convicted of multiple violent crimes against a person in the last five (5) years that is, or could be if in another state, classified as a Class A or B felony in Indiana. Violent crimes include, but are not limited to: Terrorist Related crimes, Sexually Oriented Offenses, Murder, Homicide, Manslaughter, Assault, and Battery, Theft, Burglary, Larceny, Breaking & Entering, Robbery, Domestic Violence, Simple Battery, Assault, Kidnapping, Endangering Children, Arson, Weapons Concealed Unlawful, Narcotics, Cocaine Offenses, Gang Related Crimes, Escape, and Child Pornography.
- Has been convicted in the last five (5) years of multiple charges of Class A or B felonies for drug dealing (distributing, trafficking, etc.) and/or manufacturing.
- Has been convicted of arson.
- Is a registered lifetime sex offender.
- Has a current warrant.
- Any applicant with an active criminal case pending will be asked to disclose details that will in turn be evaluated by staff on qualification determination.

**Poor payment history/balances due, misconduct, lease violations, destruction of property, disturbances of the peace, or dangerous behaviors while housed on PIH properties.**

If the applicant has a prior history with PIH involving these behaviors, the household will be denied. Additionally, any applicant who has a balance owing to PIH from a prior tenancy will not be eligible for approval until this balance is paid.

**Insufficient income to pay rent.** Verified monthly income that is at least two times the monthly amount of rent paid by the resident (including any utilities paid by the resident) will be considered sufficient. If utilities are included in the rent, monthly income must be at least 1.5 times the rent.

**Gross misrepresentation or incomplete application.** Willful and misleading information from the applicant will be cause for denial. Incomplete applications cannot be accepted.

**State or Federal Laws.** Failure to meet the eligibility requirements of applicable state and federal and any regulations promulgated thereunder will be cause for denial.

### **VICTIMS OF DOMESTIC VIOLENCE**

An applicant's or a tenant's status as a victim of domestic violence, dating violence, or stalking is not a basis for denial of rental assistance or for denial of admission if the applicant otherwise qualifies for assistance or admission.

### **TENANT SCREENING CRITERIA-COC**

#### **COORDINATED ENTRY**

Colonial Park Apartments will coordinate with Support Services staff to work with the Indianapolis Coordinated Entry System to receive appropriate referrals based on the applicable Coordinated Entry Policies and Procedures and project specific criteria. Indianapolis Coordinated Entry System utilizes the Vulnerability Index-Service Prioritization Decision Assessment Tool (VI-SPDAT) to prioritize households experiencing homelessness and in need of supportive housing, with the goal to prioritize those with the greatest need. For each available unit, a Referral Forecasting Form will be submitted to the Indianapolis Coordinated Entry System to refer the most vulnerable household on the prioritization list that meets project criteria. **Management Agent will be responsible for ensuring that applicants meet project eligibility criteria.**

#### **Housing First**

Partners in Housing has adopted the Housing First model, adopting practices and removing unnecessary barriers to receiving assistance, including criminal histories. HUD allows recipients to have discretion to establish their own policies regarding individuals with criminal histories and sex-offenders. HUD encourages providers to not exclude or deprioritize households on the basis of criminal history, with the exceptions of restrictions imposed by federal, state or local laws or ordinance.

#### **Minimum Income Requirements**

- Annual gross household income may NOT exceed the applicable income limits for the LIHTC / COC/HOME/AHP/HTF program upon initial occupancy to the development. Please see the property manager for a listing of the most current income limits.

#### **Citizenship Requirements**

All applicants must be a citizen or a noncitizen who has eligible immigration status as determined in accordance with 24 CFR part 5, subpart E.

#### **Background Check Requirements**

Applicants may not be admitted for residency to Triple P Apartments that has:

- a. Has been convicted in the last five (5) years of multiple charges of Class A or B felonies for drug dealing (distributing, trafficking, etc.) and/or manufacturing.
- b. Has been convicted of arson.
- c. Is a registered lifetime sex offender.
- d. Has been previously evicted from a Partners in Housing property from the result of harm to an employee or third-party management employee.

Each household member who is eighteen (18) years of age or older will be required to complete a separate application.

- A “Household” will be considered all individuals residing in the unit (head/co-head of household, spouse, other adults, children under eighteen (18) years of age residing in the unit at least 50% of the time, and unborn children. However, the following individuals will NOT be included when determining income eligibility: Foster child(ren), foster adult(s), or Live-in Aide(s).
- A dwelling unit of the appropriate size must be available in order to permit occupancy by an eligible household.
- The property manager will not approve an addition of any person to a household until all necessary verifications, including credit report, criminal reports, landlord verifications, income, and asset verifications, etc., have been received and approved. Permitting unauthorized persons to occupy the unit is in violation of the lease and is grounds for termination of tenancy (eviction). **No additions to a household will be approved if the addition will cause the household to exceed the maximum number of persons residing in a unit permitted by the local occupancy code for the unit size or a violation to the affordable programs.**

## **REJECTION OF INELIGIBLE APPLICANTS**

Applicants who do not meet the screening criteria or eligibility requirements will be notified in writing within 72 hours why they will not be accepted as tenants. They will be given 14 days to appeal the decision by presenting additional information relevant to the screening process. If a unit was offered to the applicant prior to the denial of application, the unit will be offered to the next person on the wait list. However, if the applicant presents additional information that mitigates the reason for rejection, the household may be re-instated on the wait list at the position they held when the rejection was made.

Applicants will be notified by management when an adverse action is taken on the basis of credit reports. Information received by management from a credit report will not be provided to anyone who does not have a purpose for this information.

All declined applications and supportive documentation will be maintained for a period of 30 days after the appeal deadline or decision. Documentation will be maintained in a manner that assures confidentiality.

Partners have the right to review all criminal histories whether rejected for occupancy or not.

## **APPEALS PROCEDURES**

If an applicant household is deemed ineligible for occupancy, they will be notified in writing of the determination, and the notification will include the reasons for the determination. All applicants who are determined to be ineligible will also be notified of their right to appeal the determination. This appeal is preferred in writing, but verbal appeals will also be accepted. This written appeal must be received within 14 days from the date that the determination letter was mailed. If the applicant(s) does not exercise their appeal right in writing and within the required period, the applicant(s) will be ineligible for housing and their application removed from the waiting list

## **RESIDENT ACCEPTANCE**

Applicant will be offered only one apartment based upon the time of their approval and readiness to move. They will be offered the first appropriately sized unit for the household's income (AMI) and size. All offers of units will be made in writing.

If an applicant has been unable to accept a unit due to a disability or mitigating circumstances (i.e., medical reasons), the applicant shall retain his/her position on the waiting list.

Detailed records of all units offered and refused will be kept by the Management Agent.

## **UNIT TRANSFER POLICY**

Transfers between apartments with the same number of bedrooms are facilitated only as a Reasonable Accommodation or VAWA request, and only based upon the verified need for specific features in the unit. Transfers based on a Reasonable Accommodation and VAWA request take priority over new applications.

For accessible apartments, when there is neither a qualified applicant nor a current tenant with disabilities requiring the accessibility features of the apartment, management may offer the apartment to another household, providing that the household enter into an agreement that they will transfer to a non-accessible apartment within the same project if another household requires the features of the accessible apartment.

## **REASONABLE ACCOMMODATION**

Applicants with disabilities retain the right to request reasonable accommodations in rules, policies, practices, or services including those pertaining to the application process, & retain the right to request reasonable modifications to their apartment or common areas if such accommodations or modifications are necessary to afford the applicant equal opportunity to enjoy the premises. Requests for reasonable accommodation or modification should be made to management. The applicant will be asked to provide information to help verify disability and/or the need for the requested accommodation or modification. A written response will be sent to applicant within 14 days of the request.

## **LIVE-IN AIDES/ATTENDANTS**

Live-In Aides/Attendants must complete a Live-In Aide Application and all required forms and attachments and be approved by management prior to occupancy. Live-In Aides/Attendants must pass all screening criteria except the criterion to pay rent on time, as they are not responsible for rental payments. Live-In Aides/Attendants will be required to provide identification and proof of SSN in order to conduct the screening.



## **SERVICEMEMBER CIVIL RELIEF ACT (SCRA)**

The owners and management of Triple P Apartments comply with the SCRA which allows servicemembers to end a housing lease early without penalty provided the signed lease was before the tenant entered into active duty and will remain on active duty for a minimum of 90 days.

## **FAIR HOUSING AND EQUAL OPPORTUNITY**

The owners and management of Triple P Apartments comply with all federal, state, and local housing and civil rights laws. Federal law prohibits discrimination based on race, color, creed, religion, sex, national origin, age, or handicap. Administrative procedures further prohibit discrimination based on certain class memberships.

Management promotes and provides equal housing choice for all prospective and current tenants regardless of race, color, religion, creed, national origin, gender, gender identity, sexual orientation, handicap, familial or marital status, and veteran / military status

All of the above requirements apply to the acceptance and processing of applications, selection of tenants from among eligible applicants on the waiting list, assignment of units, and the certification and recertification of eligibility for housing assistance.