Silvertip Apartments Project Based Rental Assistance

Tenant Selection Plan and Process

Tenant Eligibility

At the time of admission, a household considered for a unit receiving Project Based Rental Assistance (PBRA) subsidy must be Families or Individuals with very low incomes at or below 50% of Area Median Income (AMI), with 40% of households qualifying as extremely low income of 30% of AMI or less and be otherwise eligible to live at the Silvertip Apartments.

Assistance in subsidized housing is restricted to U.S. citizens or nationals and non-citizens who have eligible immigration status as determined by HUD. All family members, regardless of age, must declare their citizenship or immigration status. Applicants who hold a non-citizen student visa are ineligible for assistance, as are any non-citizen family members living with the student. Non-citizen applicants will be required to submit evidence of eligible immigration status at the time of application and will be verified through the U.S. Immigration & Customs Enforcement, Systematic Alien Verification for Entitlements (SAVE) Program.

Each member of an applicant’s household; except those who do not claim to have eligible immigration status or persons who were 62 or older and whose initial determination of eligibility was prior to January 31, 2010, must disclose and provide documentation of Social Security Numbers (SSN) before the household may be housed. All SSN’s for an applicant’s household must be verified using appropriate documentation before the household can be admitted into the project.

All family members who are 18 years of age or older are required to sign consent and verification forms. All information reported by the family is subject to verification.

The unit must be the family’s sole residence. The owner must not provide assistance to applicants who will maintain a residence in addition to the HUD assisted unit. Under no circumstance may any tenant benefit from more than one subsidy. When processing the application the property will conduct an Existing Tenant Search through the Enterprise Income Verification (EIV) System to verify the applicants and/or other household members are not currently residing in subsidized housing.

Applicants must agree to pay the rent required by the program under which they will receive assistance.

Student eligibility requirements apply to applicants enrolled at an institution of higher education who are under 24 years of age, unless the applicant is a student who is living with his/her parents who are applying for Section 8 assistance.

Students who are 24 years of age or over, married, a veteran of the US Military, have a dependent child or a person with disabilities, as defined in section 3(b)(3)(F) of the United States Housing Act of 1937 (42 USC 1437a (b3E)) that was receiving Section 8 assistance as of November 30, 2005 qualify.

If the applicant is legal contract age and is not claimed as a dependent on their parent(s) or guardian(s) latest tax return or meets the criteria from at least one of following questions, they qualify:
The student must 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.

If the applicant is claimed on their parent(s) or guardian(s) latest tax return or does not meet the criteria from at least one of above questions; they must meet eligibility requirements for Section 8 assistance and their parents, individually or jointly, must be income eligible for section 8 assistance.

Silvertip Housing, Inc. will secure Rental Assistance Contracts (RACs) at the Silvertip Apartments in Missoula, Montana.

**Application Process**

- Silvertip Apartments PBRA applicants must attend a mandatory orientation at the property management firm’s main office at the Missoula Housing Authority (MHA) to get on the waitlist.
- Silvertip Apartments PBRA applicants will apply for housing by having all adult household members complete the applicable Silvertip and PBRA application forms.
- Need for accessible unit will be specified on the application form.
- MHA staff will determine the income eligibility of the prospective tenant and inform Silvertip Property Manager and prospective tenant if they qualify for the PBRA unit.
- MHA staff will then follow PBRA procedures for contracting the unit into the program, and updating tenant and unit information for units already in the Silvertip PBRA program.

**Selection Process**

- Applications will be considered on a first come first serve basis according to date stamp on the application.
- Applicants must meet Silvertip Apartments PBRA eligibility requirements, income qualifications, and be approved by MHA.
- Accessible units will be matched with applicant’s needs as stated on the application or during the interview process.
- Property units and tenants are subject to Occupancy Standards. For the one bedroom units, minimum occupant is one person and the maximum occupants are two people.
- Silvertip Apartments properties and tenants are subject to unit transfer and relocation provisions as specified in PBRA Program Guidelines.
Applicant Screening Criteria

All applicants age 18 or older will be screened for suitability prior to residency. Screening criteria will be applied consistently to all applicants, consideration of extenuating circumstances will be considered in the screening process.

Credit History: Your credit record must currently be satisfactory. MHA will consider extenuating circumstances when screening applicants with disabilities or medical bankruptcy.

Rental History: You must have satisfactory rental references from at least two prior landlords or for at least the last two years.

Criminal History. Applicants will be rejected if any of the following apply:

*Note: The same criteria regarding criminal history applies to live-in aides also.

- Any household member has been evicted from Federally-assisted housing for drug-related criminal activity, for three years from the date of eviction. If the evicted household member who engaged in drug-related criminal activity has successfully completed a supervised drug rehabilitation program or circumstances leading to the eviction no longer exist (e.g., the household member no longer resides with the applicant household) the Owner may, but is not required to, admit the household.
- Any household member is currently engaging in illegal drug use.
- Any member of the household is subject to a lifetime registration requirement or is currently registered under a state sex offender registration program. During the admissions screening process, the Owner must perform the necessary criminal history background checks in the state where the housing is located and in other states where the household members are known to have resided.
- The Owner determines that there is reasonable cause to believe that a household member’s illegal use (or a pattern of illegal use) of a drug or abuse (or pattern of abuse) of alcohol may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents. (Screening standards must be based on behavior, not the condition of alcoholism.)
- Any member of the applicant’s household has been convicted of the manufacture of methamphetamine on the premises of federally subsidized housing (lifetime).
- Violent criminal activity which indicates a pattern of violence that may threaten the safety of residents or staff. Violent criminal activity includes sex crimes and crimes against children.
- Any criminal activity that would threaten the health, safety, or right to peaceful enjoyment of the premises by other residents, the owner or any employee who is in involved in the housing operations.
- Unlawfully obtaining government assistance.

An applicant will be offered a unit upon application approval. The applicant can accept or decline the offer. The applicant can decline a unit one time. Upon declining they will be moved to the bottom of the waitlist.

Upon acceptance of a unit, an applicant will work with property managers to complete the lease agreement.
**Reasonable Accommodation/Modification Policy**

Applicants/Tenants that request reasonable accommodations and/or modifications will follow the processes that are outlined in Silvertip Apartments and/or PBRA Program Guidelines, in compliance with federal fair housing law.

**Appeal Process**

PBRA applicants/tenants have appeal rights as outlined in HCV Informal Hearing Procedure.

**VAWA Protections**

The Landlord may not consider incidents of domestic violence, dating violence or stalking as serious or repeated violations of the lease or other “good cause” for termination of assistance, tenancy or occupancy of a victim who is protected from acts under the domestic or family violence laws of the jurisdiction.

The Landlord may not consider criminal activity directly relating to abuse, engaged in by a member of a tenant’s household or any guest or other person under the tenant’s control, cause for termination of assistance, tenancy, or occupancy rights if the tenant or an immediate member of the tenant’s family is the victim or threatened victim of that abuse.

The Landlord may request in writing that the victim, or a family member on the victim’s behalf, certify that the individual is a victim of abuse and that the Certification of Domestic Violence, Dating Violence or Stalking, Form HUD-91066, or other documentation as noted on the certification form, be completed and submitted within 14 business days, or an agreed upon extension date, to receive protection under the VAWA. Failure to provide the certification or other supporting documentation within the specified timeframe may result in eviction.

**Limited English Proficiency (LEP)**

For persons who do not speak English as their primary language and those who have a limited ability to speak, read, write, or understand English; we will make reasonable efforts to provide language assistance. We will arrange to provide forms relating to tenancy in a language that is understood by the individual. We will make every effort to obtain oral interpretation and written translation services if deemed necessary.

**Non-Discrimination**

The property adheres to the Fair Housing Act and Federal Civil Rights Laws. We will not discriminate against applicants or tenants based on race, color, national origin, sex, age, disability, religion or familial status. In compliance with Section 504 regulations, we will take reasonable, nondiscriminatory steps to maximize the use of accessible units by eligible individuals whose disability requires the accessibility features of a particular unit. We will consider extenuating circumstances in the screening process for applicants with disabilities, where required as a matter of reasonable accommodation.

**Changes in the Tenant Selection Plan**
It is the responsibility of Silvertip Apartments to review its TSP on an annual basis to ensure it is in compliance with the plan and HUD regulations. In the event changes are made to the Tenant Selection Plan, applicants will be notified in an annual letter that is sent out to update the waitlist and applicants will be informed of their right to request a copy of the TSP.

Appendix: MHA Informal Hearing Process
Appendix: Affirmative Fair Housing Marketing Plan.
Reference: HUD Handbook 4350.3 for additional reference and program guidance.