



Tenant Selection Plan Policy for Properties Monitored by the North Carolina Housing Finance Agency

Grant Station - Tenant Selection Plan

1. The housing is intended for low income families.
 - a. Income Restrictions
 - i. 9 units will be available to tenant(s) with 60% or less of Area Median Income. The specific income limit is available as an attachment to the written Tenant Selection Plan. 9 units will be available to tenant(s) with 50% or less of Area Median income. 6 of the aforementioned units will be available to HOPWA eligible clients at or below 60% of AMI.
 - ii. Minimum income will be based on the tenant's out of pocket rental payment and utility assistance. Tenants must have income that is 3 times the tenant paid portion of the rent plus the utility allowance.
 - iii. Reliance on a housing voucher will not be grounds to deny an application for housing.
 - b. The population type is family.
 - i. This property is intended to house families.
 - c. Student Status
 - i. We have no student rules to govern this property.
2. Occupancy Policy – Household Size by Unit
 - a. The minimum household size is 2 members and the maximum household size is 4 members.
3. Credit Reports
 - a. Minimum Credit Score – 550
 - b. Credit score requirements will be waived for applicants in a voucher program or applicants who receive assistance which provides the landlord with the ability to recover any economic losses related to the tenancy.
 - c. It is required that at least one adult household member of each applicant be in good standing with the local electric company and water company used by the property and each resident that resides within it. All applicants must show proof of positive standing with both Duke Power and Charlotte Mecklenburg Water & Sewer prior to move-in date. The tenant is



responsible for contacting the utility companies prior to the move in date and having the billing set up and the account put into their name effective the same day as the lease states as the move-in date. The Property Manager requires proof that both utilities have been taken out of the landlord's name and put into the tenant's name. The tenant must request a confirmation from Duke Power stating the service has been taken out of the landlords name and placed into the new tenants name on the lease. The confirmation must include the tenants first and last name, address, and the start date for service switch out. The tenant will be provided with the following information to give to the Duke Power associate they speak with. Letter may be sent via fax at # 704-531-4414 OR via email at maureen.g@regionalhousingpartnerships.org. Confirmation letters will not be accepted in any form other than the two listed above. No letter will be accepted by the tenant in person as it must come directly from the utility company's fax or email on business letterhead.

4. Criminal Record Check

a. Screening Process

In an addendum to the application form, the management company will explain its policies and procedures on criminal activity and will inform the applicant of his or her right to request a reasonable accommodation. The addendum will also inform the applicant of his or her opportunity to submit with the application evidence of mitigating circumstances if the individualized assessment is triggered.

The management company will conduct a national criminal background check on each adult member of an applicant household. An adult means a person 18 or older.

If the criminal background report reveals negative information about a household member and the management company proposes to deny admission due to the negative information, the subject of the record (and the applicant, if different) will be provided notice of the proposed adverse action and an opportunity to dispute the accuracy of the record. The notice will include the name, address, and telephone number of the agency that composed the criminal record report and inform the applicant of his or her right to dispute the accuracy of the criminal record report as well as his or her right to a free copy of the criminal record report.

If the applicant does not contact the management company to dispute the accuracy of the criminal record within 5 business days, the management company will send a written notice of ineligibility to the applicant stating the specific reason for denial and advise the applicant of their appeal rights and – if disabled – their right to request a reasonable accommodation, if applicable.

b. Admissions Criteria

- i. If a member of an applicant household has been convicted of a felony offense involving the sale or manufacture of a controlled substance, the management company:
 - Will deny admission if the conviction, or exit from incarceration, occurred within 5 years of application

- May deny admission if the conviction occurred more than 5 years but within 10 years of application
 - Will not deny admission if the conviction occurred more than 10 years before application
- ii. If a member of an applicant household has been convicted of a violent felony offense, the management company:
- Will deny admission if the conviction occurred within 5 years of application
 - May deny admission if the conviction occurred more than 5 years before application
- iii. If a member of an applicant household has been convicted of a nonviolent felony offense, the management company:
- May deny admission if the conviction occurred within 7 years of application
 - Will not deny admission if the conviction occurred more than 7 years before application
- iv. If a member of an applicant household has been convicted of a violent misdemeanor, the management company:
- Will deny admission if the conviction occurred within 2 years of application
 - May deny admission if the conviction occurred more than 2 years before application.
- v. If a member of an applicant household has been convicted of a nonviolent misdemeanor offense, the management company:
- May deny admission if the conviction occurred within 5 years of application
 - Will not deny admission if the conviction occurred more than 5 years before application.
- c. A violent felony is a Class A, B, C, D, E, F, or G felony or any felony requiring registration on the sex offender registry. A nonviolent felony is a Class H or I felony.
- d. A violent misdemeanor is a Class A1 misdemeanor or a misdemeanor requiring registration on the sex offender registry. A nonviolent misdemeanor is a Class 1, 2, or 3 misdemeanor.
- e. The management company will not consider an arrest or charge that was resolved without conviction. In addition, the management company will not consider expunged or sealed convictions. The management may deny admission if an applicant has pending charges at the time of application.

- f. Where the management company “may deny” admission to a household based on a criminal conviction or pending criminal charge, the management company will conduct an individualized assessment of the criminal record and its impact on the household’s suitability for admission. This individualized assessment will include consideration of the following factors: (1) the seriousness of the criminal offense; (2) the relationship between the criminal offense and the safety and security of residents, staff, or property; (3) the length of time since the offense, with particular weight being given to significant periods of good behavior; (4) the age of the household member at the time of the offense; (5) the number and nature of any other criminal convictions; (6) evidence of rehabilitation, such as employment, participation in a job training program, education, participation in a drug or alcohol treatment program, or recommendations from a parole or probation officer, employer, teacher, social worker, or community leader; and (7) tenancy supports or other risk mitigation services the applicant will be receiving during tenancy.
- g. If the applicant’s criminal conviction was related to his or her disability, the management company will consider a reasonable accommodation.

5. Landlord References

- a. It is preferred that applicants have at least one positive landlord reference. For applicants with no rental history, the credit score will be weighted more heavily in addition to employment history.
- b. It will not be held against the applicant if he or she owes another apartment community or property manager money, due to the owner’s participation in a low income housing assistance program, and our intention to be a low-barrier housing community.

6. Local, State, and Federal Preferences

- a. Federal funding requires that 6 units be restricted for families with a specific disability.
- b. The tenant must be able to provide lab results or physician’s statement regarding proof of disability in order to be considered under the federal preference. Tenants seeking to qualify under the state or local preferences must provide verification of total income. Income will be verified through tax returns, bank statements, award letters and/or payroll records for the previous quarter.
- c. We are not participating in North Carolina’s Targeting Program.

7. Application Process

- a. Applications can be sent via email to the HOME Specialist’s email address at: maureen.g@regionalhousingpartnerships.org. Applications may also be mailed to the Regional Housing Partnership’s mailing address at: 2217-D Matthews Township Parkway #266, Matthews, NC 28105 or lastly, by faxing the application to the Regional Housing Partnership’s fax Number at: 704-531-4414. (The application form is attached to this Tenant Selection plan, is available on the Regional Housing Partnership website, and is available from the above email address).
- b. We will not be participating in the Transition to Community Living Initiative (TCLI) Program.

- c. The cost of the application fee will be a non-refundable fee of \$50 and will be used to cover the costs of checking an applicant's credit, rental, and criminal record. This fee is payable by cash, check, or credit card.
- d. We will not be charging any reservation fees.

8. Waiting List

- a. RHP will maintain three written waiting lists. One for applicants with a specific disability, one for applicants with 60% AMI, and one for applicants with 50% AMI. The waiting list for applicants with the specific disability has first priority, then the 50% AMI list, then the 60% AMI list.
- b. Applicants will be selected from each waiting list first by list priority; then by first come, first serve based on date and time of submission of *completed* application.
- c. Income preference lists have more units available.
- d. We will attempt to contact the applicant by all means provided on the application including: phone number, text, email, or secondary contact person. Applicants will be encouraged to update their contact information as needed. An applicant may be removed from the waitlist at his or her request or if no contact is made within 5 days of being notified a unit is available. In addition, RHP will email waiting list applicants annually for updated information.
- e. RHP will advertise the opening and closing of the waiting list on our website, social media, and list serve comprised of housing case managers and other housing service providers.
- f. The waiting list will be open when there are less than two years' worth of applicants waiting. The waiting list will be closed when two years or more of applicants are waiting, based on historic turnover.

9. Multiple Levels of Rent Targeting

- a. Applicants are selected for various rent levels based on their income. (50% or 60% AMI)
- b. 9 units are set aside for tenants at or below 50% of AMI and 9 units are set aside for tenants at or below 60% of AMI. Half of the units will be held for tenants at or below 50% of AMI even if there are potential tenants at or below 60% of AMI on the waiting list or desiring to move in.

10. Procedure Used to Notify Applicants of Acceptance or Rejection

- a. Applicants will be notified by all means on application, including the applicant's mailing address, phone number, email address, and emergency contact phone number, within 5 days of receipt of completed application of acceptance, rejection, or wait list status. Applicants will have 5 business days to express their intent to accept the unit and provide letters of commitment for the deposit or cash or a check for the amount of the deposit. The unit will be held for 14 days or until the first business day of the following month before moving on to the next applicant.

- b. Applicant will be notified by all means on application, including the applicant's mailing address, phone number, email, and emergency phone number, within 5 days of receipt of completed application of rejection. The rejection notice will include a copy of RHP's appeal rights, process, and requirements. The specific reasons for the appeal will be included in the communication and will be based solely on the criteria expressed in this plan. If the rejection is based on information from a third party, contact information will be included.
- c. Appeals may be sent directly to Regional Housing Partnership's Executive Director, Shannon Frady, at 2217-D Matthews Township Parkway #266, Matthews, NC 28105. Appeals must be postmarked within 10 days of rejection. The ED and the RHP programs committee of the Board of Directors will review the appeal and issue the result within 30 days of receipt. Further appeals will be addressed to the Board Chair, whose decision is final.
- d. RHP will make reasonable accommodations for persons with disabilities, including a change in rules, policies, practices, or services so that a person with disabilities will have an equal opportunity to enjoy a dwelling unit or common space.

11. Protected Classes

RHP does not discriminate based on the following local, state, and federal classes:

- Race
- Sex
- Religion
- National origin
- Color
- Family status (including pregnant women)
- Disability (ex. someone in a wheelchair, a person with a mental illness, diabetes, who is HIV positive, or suffering from an addiction to drugs or alcohol)

12. The housing intends to comply with all applicable federal regulations related to fair housing laws in the state of North Carolina and Mecklenburg County.

- a. For all properties, this includes, but is not limited to: the Fair Housing Act, the 1988 Fair Housing Amendments Act, Title VI of the Civil Rights Act of 1964, and the Violence against Women Act (VAWA).
- b. Housing will receive funds and comply with all fair housing laws required by the federal, state and local government.
 - i. Housing will remain in compliance with 10(a), Section 504 of the Rehabilitation Act of 1973.
 - ii. The landlord will determine, as part of its obligation to take reasonable steps to ensure meaningful access to the property and its programs by persons with limited English Proficiency (LEP), Oral Language Services, and Written Language Services that may be required in connection with the implementation of the plan.
 - iii. Fair Housing logo will appear on all company documents and signage.

13. Reasonable Accommodations Requests

Disabled applicants have the right to request reasonable accommodations, including a change in rules, policies, practices, or services; or modification of an apartment. Requests must be received in writing by Regional Housing Partnership 10 days prior to move in date stated in the lease. In the event that a request must be denied, applicants will have 3 days to challenge the decision before the unit can be rented to another qualified applicant.

14. Unit Transfer Policy

The waitlist for transfers will be based on a first come first serve basis with an emergency situation being the only reason for a resident moving up on the waitlist. The property has only 2 bedroom units and no smaller or larger units to relocate into. The property is a townhome community and is consistent throughout.

Individuals whose income changes from 50% AMI to 60% AMI or from 60% AMI to 50% AMI should notify the HOME Specialist immediately and discuss desire to transfer units, if applicable. Because units are consistent throughout the property, there will not be certain units designated for 50% or 60% AMI, so moving upon change of income is not necessary.

Should tenants have conflicts with a neighbor and or other issues and wish to move to a different unit, they should speak with the HOME Specialist and describe the reason for wanting to move, the severity of the issue they are experiencing, and the availability of other units.

15. Pets are not allowed. Service animals will be allowed in accordance with Fair Housing Standards.

16. Smoking is permitted outdoors only. Residents may be charged a fee if cigarette butts must repeatedly be cleaned up outside their unit or if there is evidence of smoking inside the unit.

**Criminal Activities Addendum
Grant Station
Regional Housing Partnership**

Policy Regarding Reasonable Accommodations

Applicants may provide a written request for reasonable accommodation if the crime revealed on the criminal background check is related to the applicant's disabling condition. Requests for reasonable accommodations must be made in writing within 5 business days of notification of criminal background results. Written requests must include the crime, the sentence, and evidence of the crime being related to a person's disability and be submitted to Shannon Frady, Executive Director, via email (shannonw@regionalthousingpartnerships.org), mail (2217-D Matthews Township Parkway #266, Matthews, NC 28105), or by fax (704-531-4414). Management then has 5 business days to make a determination and inform the applicant by mail, phone, or email. The aforementioned appeals process applies, and the Board Chair will make the final decision.

Policy Regarding Mitigating Circumstances

Should the criminal background check reveal a conviction covered above that allows for an individual assessment of the case, applicants will have the opportunity to submit evidence of mitigating circumstances related to that particular conviction. Evidence of mitigating circumstances should include the conviction, the sentence, and the mitigating circumstances and be submitted in writing to Shannon Frady, Executive Director, via email (shannonw@regionalthousingpartnerships.org) or mail (2217-D Matthews Township Parkway #266, Matthews, NC 28105) within 5 business days of notification of criminal background results. Management then has 5 business days to make a determination and inform the applicant by mail, phone, or email. The aforementioned grievance policy applies, and the Board Chair will make the final decision.

Policy Regarding Convictions While Residing at Grant Station

Should any member of a household living at Grant Station be convicted of a crime, the case manager, head of household, or other household member should contact Shannon Frady, Executive Director, via email (shannonw@regionalthousingpartnerships.org) or mail (2217-D Matthews Township Parkway #266, Matthews, NC 28105) regarding the crime, the sentence, and the impact on income for the household. The schedule relayed in the Tenant Selection will apply in this situation, and the convicted tenant must abide by the policies set forth. The remaining family members will undergo recertification to determine if the income level and family size still meet the qualifications for Grant Station.

Determination of the family's eligibility will be reported to the head of household within 5 business days by email, phone, or letter. Should it be determined that the family does not meet the qualifications for Grant Station, the family will be given 60 days to vacate the property. RHP will provide assistance in identifying other income-based properties in the area and other assistance for which the family may qualify.

The aforementioned grievance policy applies, and the Board Chair will make the final decision.