

Development Name:

Program:

Process Type:

Oversight:

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| Review Date: | <input type="text"/> |
| MSHDA #: | <input type="text"/> |
| MIE Month: | <input type="text"/> |
| # Family Units: | <input type="text"/> |
| # Elderly Units: | <input type="text"/> |

| | |
|---|----------------------|
| Date of last Tenant Selection Plan received/reviewed: | <input type="text"/> |
| items listed below: | <input type="text"/> |

Tenant Selection Plan Review

Reference the 4350 Rules (4-4.c) for further clarification on 236 properties requirements.
 Reference the LIHTC Compliance Manual for further clarification on the LIHTC requirements.

For all Developments, review the Tenant Selection Plan for the following items:

| | References | | | YES/ Page # | NO |
|--|-----------------|--------------------------------|--------------------------|-------------|----|
| | 4350.1 Rev 1 | LITHC Manual | Other | | |
| 1 - Project Eligibility Requirements | | | | | |
| A definition of the special population served, such as the property is designated for elderly, disabled, or homeless households. | 4-4.C.1.a | Section 5, Part 532, 538 & 546 | | | |
| A description of the implementation of citizenship requirements, including how citizenship will be verified (Note: illegal aliens can not reside in an LIHTC development.) | 4-4.C.1.b | Section 5, Part 544 | | | |
| The requirements for providing and documenting Social Security Numbers (SSN) for ALL household members; Also, a description of how inadequate proof of the SSN will be handled and whether any exceptions are allowed, such as for newborns. | 4-4.C.1.c & 3-9 | Section 6, Part 638 | MSHDA Checklist, Item 62 | | |
| | References | | | | |
| 2 - Income Limit Requirements (Including economic mix requirements for Section 8 properties) | 4350.1 Rev 1 | LITHC Manual | Other | YES/ Page # | NO |
| The income limits for the property. For example, low income, very low income, or extremely low income for 236 properties or 30%, 50%, and 60% of AMI for tax credit properties; specific maximum income amounts do not need to be included. | 4-4.C.2 | Section 4, Part 400, 406 & 416 | | | |
| | References | | | | |
| 3 - Procedures for accepting applications and selecting from the Waiting List | 4350.1 Rev 1 | LITHC Manual | Other | YES/ Page # | NO |
| a. Applications and Pre-Applications: | | | | | |

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|--|--------------------------------|-----------------------|----------------------------------|--------------------|-----------|
| The policy for taking pre-applications (if applicable) and applications. | 4-4.C.3.a | Section 6, Part 614 | | | |
| Any alternative methods for accepting applications. | 4-14.A.1 | | | | |
| | References | | | | |
| 3 - Procedures for accepting applications and selecting from the Waiting List | 4350.1 Rev 1 | LITHC Manual | Other | YES/ Page # | NO |
| b. Procedures for applying preferences (Section 8 and 236 Only) : | | | | | |
| Explain how preferences will be used to select applicants from the waiting list. | 4-4.C.3.b | | | | |
| A description of the acceptable sources of information that may be used to verify the qualification for each preference (Make an observation\recommendation, if not included). | 4-4.C.3.b | | | | |
| c. Methodology for income targeting (Section 8 and 236 Only) : | | | | | |
| Decribe how the property will meet income-targeting requirements and explain how and when applicants will be skipped over. | 4-4.C.3.c | | | | |
| d. Include applicant screening criteria for household members: | | | | | |
| Evicted from federally assisted housing within 3 years for drug-related criminal activity. | 4-7C.2.a | | | | |
| Currently engaging in illegal use of drugs that may interfere with the health, safety, and right to peaceful enjoyment by other residents. | 4-7C.2.b | | | | |
| Subject to the State sex offender registry and the Dru Sjodin National Sex Offender database, which can be accessed at: http://www.nsopw.gov . | 4-4.C.3.d. & 4-7.C.2.c | | Mgt. Agr. & HUD Notice H 2012-11 | | |
| Whose abuse of alcohol interferes with the health, safety, and right to peaceful enjoyment by other residents. | 4-7C.2.d | | | | |
| Rental History, Credit History, Criminal History, Housekeeping, and any other screening criteria used by the development, if applicable. | 4-4.C.3.d & 4-7E.1 through E.6 | Section 6, Part 615.D | Management Agreement | | |
| e. Procedures for rejecting ineligible applicants: | | | | | |
| Define the circumstances under which the owner may reject an applicant for occupancy or assistance. Define any exceptions to the rejection policy in the plan. All communication must include the right to appeal and the Fair Housing logo. | 4-4.C.3.e | | | | |
| Rejection notices must be provided in writing and include the specific reason for rejection (Make an observation\recommendation, if not included). | 4-9.C.1 & 2 | | | | |
| | References | | | | |
| 4 - Occupancy Standards | 4350.1 Rev 1 | LITHC Manual | Other | YES/ Page # | NO |
| The standards used by the owner to determine appropriate unit size, and procedures to place | | | | | |

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| families on the lists for more than one unit size, must be included in the plan. | 4-4.C.4 | | | | |
| | References | | | | |
| 5 - Unit Transfer Policies | 4350.1 Rev 1 | LITHC Manual | Other | YES/ Page # | NO |
| Procedures for selecting between applicants on the waiting list and current tenants who need transfer for below reasons are included in the plan. | 7-16.C | | | | |
| Family Size. | 4-4.C.5.a | | | | |
| Change in Family Composition. | 4-4.C.5.b | | | | |
| Deeper Subsidy (applicable if not 100% section 8). | 4-4.C.5.c | | | | |
| Medical Reason. | 4-4.C.5.d | | | | |
| Need for Accessible Unit. | 4-4.C.5.e | | | | |
| | References | | | | |
| 6 - Policies to comply with Section 504 of the Rehabilitation Act of 1973, the Fair Housing Act Amendments of 1988 and Title VI of the Civil Rights Act of 1964 | 4350.1 Rev 1 | LITHC Manual | Other | YES/ Page # | NO |
| Does not discriminate - Disability. | 4-4.C.6.a | | | | |
| Does not discriminate - Race. | 4-4.C.6.b & 4-4.6.c | Section 5, Part 566 | Elliot Larson Civil Rights Act | | |
| Does not discriminate - Color. | | | | | |
| Does not discriminate - Religion. | | | | | |
| Does not discriminate - Sex. | | | Federal Law | | |
| Does not discriminate - Familial Status. | | | | | |
| Does not discriminate - National Origin. | | | | | |
| Does not discriminate - Age. | | Section 5, Part 566 | Elliot Larson Civil Rights Act; Michigan - State Law | | |
| Does not discriminate - Marital Status. | | | | | |
| Does not discriminate - Height. | | | | | |
| Does not discriminate - Weight. | | | | | |
| | References | | | | |
| 7 - Waiting Lists | 4350.1 Rev 1 | LITHC Manual | Other | YES/ Page # | NO |
| A description of how the Waiting List is updated to maintain fairness and accuracy. | 4-16.D.1 & 2 | | | | |
| The policy in place for opening the Waiting List. | 4-4.C.7 | | | | |

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| The policy in place for closing the Waiting List. | 4-4.C.7 | | | | |
| The methods of advertising used to announce opening and closing of the waiting list. | 4-4.C.7 | | | | |
| | References | | | | |
| 8 - Eligibility of Students to Receive Section 8 Assistance | 4350.1 Rev 1 | LITHC Manual | Other | YES/ Page # | NO |
| The requirements for determining the eligibility of students enrolled at an instituion of higher learning. | 3-13.A & 4-4.C.8 | Section 5B, Part 508-530 | | | |
| | References | | | | |
| 9 - EIV - Existing Tenant Search (Section 8 and 236 only) | 4350.1 Rev 1 | LITHC Manual | Other | YES/ Page # | NO |
| EIV Policy regarding the use of the Existing Tenant Search parameters. | | | HUD Notice H 10-08 | | |
| | References | | | | |
| 10 - Violence Against Women Act (VAWA) (Section 8 and 236 only) | 4350.1 Rev 1 | LITHC Manual | Other | YES/ Page # | NO |
| A reference to the Violence Against Women Act. (Make an observation\recommendation, if not included) | | | HUD Notice H 09-15 | | |
| Comments: | | | | | |
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