



Bluebonnet Gardens
An Affiliate of Corpus Christi Housing Authority

Tenant Selection Plan

Corpus Christi Housing Authority
Tenant Selection Plan
Table of Contents

Background & Purpose..... **3**
 Background 3
 Purpose 3

Program Eligibility Requirements **3**
 Citizenship/immigration status requirements 3
 Social Security number requirements 3

Income Limits **4**

Procedures for Accepting Applications **4**
 Applicant Screening 4
 Denying Applicants 6
 Third Party Screening Agency 6
 Not meeting Selection Plan Criteria/Notice of Denial 6
 Denied Applicants log 7
 Application Fee & Security Deposit 7

Occupancy Standards..... **7**

Unit Transfer Policy..... **8**

Fair Housing **8**
 Title VI of the Civil Rights Act Of 1964 8
 Section 504 of the Rehabilitation Act Of 1973 8

Opening & Closing the Waiting List **8**

Waiting List Policy..... **9**

Eligibility of Students **9**

Violence Against Women Act (VAWA) Policy **9**
 Violence Against Women Act 10

Reasonable Accommodation/Modifications **10**
 Service/Assistive animal 10

Animal Policy and Animal Deposits **11**

Acknowledgement..... **12**

Background & Purpose

Background

The Corpus Christi Housing Authority RAD Properties are HUD-subsidized multifamily properties, under the Section 8 Rental Assistance Demonstration (RAD) program. The program requires that all applicants have equal access to affordable housing and that all tenants are treated equitably. The occupancy requirements and procedures governing this property are found in the **HUD Occupancy Handbook 4350.3**. The federal regulations and statutes are found in 24 CFR, part 880, as modified by the procedures.

Purpose

The purpose of the Tenant Selection Plan (TSP) is to ensure that tenants are selected for occupancy in accordance with HUD requirements and established management policies and procedures.

Program Eligibility Requirements

Project eligibility describes the criteria by which management must determine whether a family is eligible to reside in a specific property (e.g. limited to a specific population, unit size, and occupancy standards).

Citizenship/immigration status requirements

- Citizen/immigration status is determined by the Corpus Christi Housing Authority Housing Choice Voucher program (HCVP).

Social Security number requirements

- All applicants are required to disclose and provide verification of the complete and accurate SSN assigned to them except for those individuals who do not contend eligible immigration status or tenants who were age 62 or older as of January 31, 2010, and whose initial determination of eligibility was begun before January 31, 2010.
- Applicants and tenants must provide adequate documentation to verify the complete and accurate SSNs assigned to all household members. Adequate documentation means a social security card issued by the Social Security Administration (SSA), an original document issued by a federal or state government agency, which contains the name and SSN or other acceptable evidence of the SSN listed:
 - Original Social Security card
 - Original document issued by a federal or state government agency which contains the name, SSN, and other identifying information of the individual
 - Driver's license with SSN

Income Limits

In order for an applicant to be eligible for occupancy, the applicant’s total family annual income must not exceed the applicable income limit, established yearly by HUD. Income limits are available at the management office or from HUD’s website at <https://www.huduser.gov/portal/datasets/il.html>

Income limits are based on the median income for a metropolitan statistical area (MSA), as follows:

Income Limit	Median income for the Area
Low-income limit	80% of median income
Very low-income limit	50% of median income
Extremely low-income limit	30% of median income

Procedures for Accepting Applications

Applicants are referred to Rental Housing by the HCVP and have met the criminal criteria required by Rental Housing. All applicants 18 years of age and older are required to complete a rental application so that management has enough information to determine the applicant’s eligibility.

- All interested persons are required to complete a TAA Rental Application. Applications will be made available at the appointed date and time scheduled by management. If requested, applications can be mailed to an interested applicant.
- Proof of identity will be required:
 - A current government issued ID for all family members 18 years of age and older
 - A social security card for all members of the household or a Social Security card request print-out
- Should the applicant be unable to complete the application and the application is completed by a third party; the applicant must be present to provide the third party the information to complete the application.
 - Once the application is completed, the applicant MUST sign and date the application.
 - The third-party person assisting with completing the application MUST sign a self-affidavit certifying that they completed the application on behalf of the applicant.
- Once the application fee, security deposit and application has been received, the Property manager will begin the preliminary screening.

It must be understood that submission of an application neither guarantees the applicant housing nor obligates management to provide housing. Admission and move-in is contingent upon meeting any and all screening criteria and the availability of a housing unit.

Applicant Screening

The screening criteria will be applied uniformly and, in a manner, consistent with all applicable law, including Texas state laws, the Federal Fair Housing Act, the Federal Fair Credit Reporting Act and all Affordable Housing program guidelines. Information will be obtained for all household members 18 years of age and older who are listed on the application and that will reside in the unit. It is applicant’s responsibility to provide necessary information that allows Management to contact current and past

RAD Properties Tenant Selection Plan

landlords. If Management is unable to verify applicant's previous landlord and/or references, Management reserves the right to deny applicant's application.

In order to determine eligibility, applicant screening will consist of the following:

- Credit reports – and history of evictions, fraud and any balance owed to other landlords and Public Housing Authority (credit activity for five years prior to date of application).
- Landlord reports – history of disruptive behavior, poor housekeeping habits, late and/or missed rent payments, lease violations and violation of house rules.
 - Rental history from current and past (within the past 5 years from the date of application) landlords.
 - It is applicant's responsibility to provide necessary information that allows Management to contact current and past landlords. If Management is unable to verify applicants' previous landlord and/or references, Management reserves the right to deny applicants' application.
- Criminal reports – will be determined by the HCVP Department prior to referring to Blue Bonnet Gardens based on the criteria below.
 - Criminal Record(s) within the last 5 years (from date of application)
 - Felony Criminal Record(s) of any nature that include
 - Sex offender Registration
 - Suppressed Sex offender record(s)
 - Lifetime Sex offender record(s)
 - Manufacturing Methamphetamine
 - Probable Felony based on State DOC codes
 - Terrorist Related offense
 - Murder, homicide, manslaughter
 - Sexually oriented offense, Prostitution Solicitation
 - Assault & Battery, Simple Battery, Assault
 - Theft / Theft credit card, Fraud ID, Receiving or Possessing Stolen Property
 - Burglary, Breaking & Entering, Trespassing,
 - Larceny
 - Robbery
 - Kidnapping
 - Endangering, Neglect
 - Arson & Non-support Arson
 - Falsifying information
 - Weapons Concealed Unlawful
 - Narcotics, Cocaine offense, General possession of Drugs or Paraphernalia, Marijuana Offense
 - Gang Related Crimes
 - Escape
 - Pornography, Obscenity
 - Environmental Non-Humane Crime
 - Corruption of Minors

RAD Properties Tenant Selection Plan

- Mischief
- Property Damage
- Probation
- Protective Order Violation
- Domestic Violence

Denying Applicants

Applicants may be denied for the following reasons:

- Poor rental history obtained from current and previous public and private landlords
 - failure to pay rent in a timely manner
 - history of lease violations
 - repeated disturbance of neighbor's peace
 - reports of drug dealing, drug use, manufacturing
 - Damage to property beyond normal wear and tear
 - Failure to give proper notice when vacating
 - Eviction
 - Landlord claims or balances owed to landlords or collection agencies
 - Unauthorized occupants
- Unacceptable information in a report obtained from a consumer reporting agency
- Poor credit history reflecting outstanding balance(s) with other landlords (private or public)
- There is reasonable cause to believe that a household member's abuse or pattern of abuse of alcohol interferes with the health, safety, or right or peaceful enjoyment of the premises by other residents
- Management is unable to verify applicant's previous rental history
- Criminal History (Criminal Report Criteria)
- Application is incomplete and cannot be made complete based upon the applicant's lack of cooperation
- Applicant provided false information necessary in the determination of eligibility or suitability
- Management is not able to reach the applicant by phone, mail, email, or text

Third Party Screening Agency

RAD properties under Blue Bonnet Gardens will engage a third-party verification agency to assist with criminal background and/or credit checks. Applicants who are denied admission based on information provided by such third-party agency will, upon their request, be provided with contact information for that agency in order that the applicant can contact the agency with questions regarding the information provided.

Not meeting Selection Plan Criteria/Notice of Denial

If applicant does not meet the RAD Tenant Selection Plan Screening/Eligibility Criteria, they will be provided with a written explanation of the grounds for rejection within seven (7) days of application completion. The written explanation will state:

- Specific reasons for denial and reference the specific leasing criteria upon which the denial is based.

RAD Properties Tenant Selection Plan

- Contact information for any third parties that provided the information on which the rejection was based.

Denied Applicants log

- Denial Log will list basic household demographics and rental assistance information, if required during any part of the application process.
- Denial log will list the specific reason for which the applicant was denied, the date and time the decision was made.

All denied applicant files will be maintained in File Vision.

- a dated copy of the written notice of denial and
- the RAD Tenant Selection Criteria under which an applicant was screened and denied

Application Fee & Security Deposit

Cash payments are not allowed. Management will accept payments only in the form of a money order for the Application Fee and the Security Deposit.

Application Fee and Security Deposit must be paid in full at the time that the application is submitted to the assigned Property, unless a security deposit payment plan has been arranged.

Applicant(s) understand that the Application Fees are NON-REFUNDABLE.

- Application Fee
 - \$15/applicant
 - \$20/couple
 - \$15/additional

The Security Deposit is refundable

- If the applicant is denied for not meeting the screening criteria.

The Security Deposit is Non-refundable

- If the application is processed and approved.

Occupancy Standards

Occupancy standards are determined by the Corpus Christi Housing Authority's HCVP Department and serve to prevent the over or underutilization of units that can result in an inefficient use of housing assistance. The standards also ensure that residents are treated fairly and consistently, and receive adequate housing space.

The bedroom size, for which the applicant qualifies, will be determined by the Corpus Christi Housing Authority HCVP at their initial interview with the applicant.

No changes to family composition will be allowed until after move in.

Only occupants listed on the Lease Agreement can occupy the unit. Anyone other than those listed will be considered an unauthorized occupant and resident will be subject to a lease violation.

RAD Properties Tenant Selection Plan

Management will reference the following chart in determining the appropriate voucher size for a family: Voucher Size Persons in Household

Voucher Size	Persons in Household (Minimum – Maximum)
1 Bedroom	1-2
2 Bedroom	2-4
3 Bedroom	3-6
4 Bedroom	4-8
5 Bedroom	6-10

Unit Transfer Policy

A transfer request must be submitted to the HCVP Department with the specifics of the transfer.

Fair Housing

RAD properties managed by Blue Bonnet Gardens will not discriminate against any program applicant or participant on the basis of race, color, religion, sex, national origin, disability, or familial status.

Specifically, all RAD properties will:

- Ensure all households the opportunity to apply for and lease housing suitable to their needs without discrimination on the basis of protected status;
- Ensure applicants and tenants are not subject to segregation or disparate treatment;
- Ensure that tenants and applicants in protected groups enjoy the same access to any benefit and services enjoyed by others in connection with the housing program;
- Ensure all applicants are treated equally in determining eligibility or other requirements for admission,

The Fair Housing Act prohibits discrimination in housing and housing related transactions based on race, color, religion, sex, national origin, disability, and familial status.

Title VI of the Civil Rights Act Of 1964

RAD properties managed by Blue Bonnet Gardens will comply 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.

Section 504 of the Rehabilitation Act Of 1973

RAD properties managed by Blue Bonnet Gardens will comply 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.

Opening & Closing the Waiting List

The Corpus Christi Housing Authority HCVP Department manages and operates the PBV RAD waiting list and any advertisements for opening and closing this list will be posted/managed by the HCVP Department.

Waiting List Policy

The HCVP will provide Blue Bonnet Gardens a list of referrals/applicants that have passed the HCVP screening criteria.

Blue Bonnet Gardens will then place the referrals/applicants on a waiting list according to the date and time sent by HCVP and in the bedroom size HCVP's occupy standards allows.

All applicants on the Waiting List are required to provide timely changes to their contact information to HCVP.

Eligibility of Students

Student Status Eligibility is determined by the HCVP Department prior to referring the applicant to Rental Housing.

Violence Against Women Act (VAWA) Policy

Notice to applicants and current residents about Violence Against Women Reauthorization Act of 2013 ("VAWA") protections.

Management understands that, regardless of whether state or local laws protect victims of domestic violence, people who have been victims of violence have certain rights under Federal Fair Housing laws. The intent of the policy is to support or assist victims of domestic violence, dating violence or stalking as well as to protect victims and members of their family, from being denied housing as a consequence of domestic violence, sexual assault, and dating violence or stalking.

- In all cases where a tenant is the victim of domestic violence, dating violence, or stalking or criminal activity directly related to domestic violence, dating violence, or stalking at the Property, in actions or potential actions to terminate a tenancy as a result of such domestic violence, dating violence or stalking, or criminal activity directly related to domestic violence, dating violence or stalking at the Property, the Owner shall follow 24 CFR part 5 subpart L. An applicant will not be rejected on the basis of being the victim of domestic violence, dating violence or stalking, or criminal activity directly related to domestic violence, dating violence or stalking if an applicant proves he or she is the victim of domestic violence or stalking if applicant otherwise qualifies for assistance or admission. In order to prove that the applicant is the victim of domestic violence, dating violence, or stalking, the applicant must (1) fill out and submit to Landlord a Certification of Domestic Violence, Dating Violence or Stalking (HUD Form 91066) and (2) submit a federal, state, tribal, territorial, or local police record or court record verifying that such domestic violence, dating violence or stalking has occurred or other documentation signed and attested to by a professional from whom the victim has sought assistance in addressing such domestic violence, dating violence or stalking verifying that such domestic violence, dating violence, or stalking has occurred.

Violence Against Women Act

- Landlord adheres to the federal Violence Against Women and Department of Justice Reauthorization Act of 2005 (“VAWA”), which provides certain protections to Victims of domestic violence, dating violence, dating violence or stalking. In order for Resident to be Afforded the protections of VAWA under the Lease, Resident must (1) fill out and submit to the Landlord Certification of Domestic Violence, Dating Violence or Stalking (HUD Form 91066) and (2) submit a federal, state, tribal, territorial or local police record or court record verifying that such domestic violence, dating violence or stalking has occurred or other documentation signed and Attested to by a professional from whom the victim has sought assistance in addressing such domestic violence, dating violence or stalking verifying that such domestic violence, dating violence or stalking has occurred. Please also refer to Brochure (VAWA Final Rule Nov 26,2010).
- Notice of Occupancy Rights under the Violence Against Women Act HUD Form-5380 will be given as part of the move in packet, renewal packet and eviction notices to inform each participant of their protections under the Notice of Occupancy Rights under the Violence Against Women Act.
- Certification of Domestic Violence, Dating Violence, Sexual Assault, or Stalking, and Alternate Documentation HUD Form-HUD Form 5382 will be given to all participants who request the form, will be included in all participant’s renewal packets and will be provided as an attachment in all Eviction notices.

Reasonable Accommodation/Modifications

If a reasonable accommodation was not set at the interview with HCVP, Bluebonnet Gardens will accept a request for reasonable accommodation(s) after the tenancy is established. The request may be in writing or verbal and must state the specific accommodation.

Management will not require household to provide specific medical or disability information. The disability verifications may be requested to verify eligibility for Reasonable Accommodations or special needs.

Management will review the request for approval/denial. Written notice of approval or denial will be given to the applicant within thirty (30) calendar days but no later than fourteen (14) calendar days if verification is received.

If approved, Management will complete the accommodation within fourteen (14) calendar days.

Management will not exclude a household with person(s) with disabilities from admission to the development because an accessible unit is not currently available.

Service/Assistive animal

Service Animal - Under the ADA, it is training that distinguishes a service animal from other animals. Some service animals may be professionally trained; others may have been trained by their owners.

However, the task that the service animal is trained to do must be directly related to the owner's disability.

Service/Assistive animals must be requested as a reasonable accommodation.

- The Reasonable Accommodation (RA) Request Form will be faxed, emailed or mailed to a licensed professional.
- There must be a verified nexus for assistive animals related to the owner's disability. If the nexus is not readily apparent, the RA Form will be required.

Management must approve all service/assistive animals prior to bringing the assistive animal onto the property.

The owner is responsible for the care and supervision of his or her service/assistive animal. If a service/assistive animal behaves in an unacceptable way and the person with a disability does not control the animal, management has the right to ask that the animal to be removed. Management also has the right to deny access to an animal that disrupts the peaceful enjoyment and quiet of the community or poses a direct threat to the health and safety of others.

Tenants are still required to follow the animal policy/addendum.

Animal Policy and Animal Deposits

Pet Deposit \$200 (Pet Deposit does not apply to service/assistive animals).

Pets are limited to 1 pet per unit. All pet requests must be approved by management and require a refundable pet deposit prior to bringing the pet on property. Resident's must first meet with management regarding this request. Management will review requirements with residents at the time of the request. For additional information please review the Animal Addendum that will be signed once the pet request has been approved.

The health, safety and well-being of all residents, visitors and staff is of the utmost importance, therefore, animals which constitute a threat to a resident or the community will not be allowed. Only dogs, cats, small birds or fish are allowed. An aquarium will be allowed with a 20-gallon maximum capacity. No more than one (1) pet/aquarium/birdcage shall be permitted per apartment. All pets must meet the following requirements:

- Animals should be at least 1 year old.
- Animal's full-grown weight must not exceed 30 lbs.
- A photograph must be provided at move-in or before animal is brought into the housing unit. Animal photograph will be attached to the Animal Agreement.
- All animals must have vaccinations and be registered with the City of Corpus Christi per city ordinance. Proof of vaccinations and pet license with the City of Corpus Christi must be submitted to Management office before the animal is brought in to the housing unit.
- Dogs and cats must be spayed or neutered at the time of registration.
- Animals must be on a leash when outside of the housing unit.

Acknowledgement

I acknowledge that I have received a copy of the Corpus Christi Housing Authority RAD Tenant Selection Plan.

Applicant Signature Date

Applicant Signature Date

Applicant Signature Date

Applicant Signature Date