



TENANT SELECTION PLAN CHECKLIST

Property Name / Contract Number	
Reviewer Name / Date	
QC Reviewer	
General HUD Resource(s):	HUD Handbook 4350.3, CHG-4, Chapter 3, Paragraphs 3-9 – 3-12, Chapter 4, Paragraph 4-4; Figure 4-2. Note: Chapter 2, Section 2, Paragraph 2-38C: It is strongly recommended that owners include statements about the right of individuals with disabilities to request reasonable accommodations in all written notices given to applicants and tenants. HUD Notice N 10-08 issued April 13, 2010.

Item	Pg#	Topic for Review <small>**items are not required – not a condition</small>	Topic in Compliance?	Correction Required (√)	Compliance Notes
		<u>Project Eligibility Requirements Paragraph 4-4C.1.a-c & chapter 3, section 3</u>			
1.a		a) Project-specific (definition of population served i.e., elderly, disabled); see also 3-28A-C	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	
1.b		b) Citizenship/Immigration status Owner must comply with the following: <ul style="list-style-type: none"> ○ Describe how citizenship/immigration requirements are implemented ○ Notify applicants of the requirement to submit evidence of citizenship or eligible immigration status at the time of application ○ Include policy of verification, if any Note: Applicant's assistance in subsidized housing is restricted to (1) U.S. Citizens or nationals; and (2) Non-citizens who have eligible immigration status; mixed households must comply with 3-12N-Q.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	

Los Angeles LOMOD Corporation
2600 Wilshire Blvd., 5th Floor, Los Angeles, CA 90057
 (213) 252-2510 • (213) 252-1027 (fax) • 711 (CA Relay Service)
 (877) 240-4904 (Resident Toll Free Hotline) • (213) 252-2694 (RL Fax)

www.lomod.org

LA LOMOD is an Equal Opportunity Employer.
 If you need to request a reasonable accommodation, contact LA LOMOD.



Item	Pg#	Topic for Review **items are not required – not a condition	Topic in Compliance?	Correction Required (√)	Compliance Notes
		All family members must declare their citizenship or immigration status regardless of age) <u>& Paragraph 3-12 and paragraph 3-32</u>			
1.c		c) SSN (for all family members, regardless of age) (providing, extended time, procedures for no SSN) <u>& Paragraph 3-9 and 3-31 Collecting Proof, and Refinement of Income and Rent Determination Requirements – Final Rule (effective 1/31/10)</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	
2.		Income Limits (IL) (include economic mix for Sec. 8; identify IL schedule used (i.e., VL, L, EL); okay to exclude max annual income amounts) <u>Paragraph 4-4C.2 & paragraph 3-6</u> ** New definition of ELI effective 7/1/14 **	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	
		Procedure for Taking Applications & Selecting from the Waiting List <u>Paragraph 4-4C.3.a-e</u>			
3.a		Taking Applications (include policy and policy for taking pre-applications, if applicable)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	
3.b		Preferences (define each preference; any rating, ranking, or combination of preferences which will affect the order applicants are selected); **should describe acceptable sources of info to verify qualification for preference. Note: implementation of state, local, or residency pref. must have prior HUD approval; also see 4-6	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/>	
3.c		Income-targeting (for Sec. 8 properties only – describe procedures used to meet income targeting requirements, if applicable. If used, explain how and when applicants will be “skipped over” in favor of housing EL households and how their application is treated when skipped). Note: owner may not need special procedures due to wait list composition – see 4-5B.1. <u>& Paragraph 4-5A, B</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/>	
3.d		Applicant Screening Criteria (Describe standards used to screen for info on drug-related or criminal activity (including sex offender registration) and other owner adopted screening (e.g., rental history, credit). Also see 4-7 Screening for Suitability, 4-8 Prohibited Criteria, 4-27 Implementing Screening	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	

Item	Pg#	Topic for Review **items are not required – not a condition	Topic in Compliance?	Correction Required (√)	Compliance Notes
		Reviews, and 4-28 Ensuring Screening is Performed Consistently. Drug-related or criminal activity (see 4-7C.2.a-d) Required drug-related or criminal activity criteria: <ul style="list-style-type: none"> ○ Evicted in the last three years from federally assisted housing for drug-related criminal activity ○ Household is currently engaged in illegal use of drugs or there is reasonable cause to believe that a member's illegal use or pattern of illegal use of a drug may cause interference ○ Any member who is subject to a sex offender lifetime registration ○ Reasonable cause of behavior, from abuse or pattern of abuse of alcohol, may cause interference with health, safety, right to peaceful enjoyment by other residents. 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No		
3.e		Rejecting Ineligible Applicants (Describe circumstances under which an owner may reject an applicant. If the owner elects to consider any extenuating circumstances, where able and applicable, these must be described. If the applicant is a person with disabilities, the owner must consider extenuating circumstances where this would be required as a matter for reasonable accommodation – see 4-28B; chapter 2, subsection 4.)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	
3.f		EIV: O/A has updated plan to include use of Existing Tenant Report as part of screening criteria (December 29, 2009 EIV Webcast & Housing Notice: H 2013-06	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	
4.		Occupancy Standards (Describe how owner will determine the appropriate unit size, procedure to place families on lists for more than one unit size, if applicable) Paragraph 4-4C.4 & paragraph 3-23	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	
5.		Unit Transfer Policy Paragraph 4-4C.5.a-e; 3-23; 7-15; 7-16B Include procedures for selecting between applicants on the waiting list and current tenants who need:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	

Item	Pg#	Topic for Review **items are not required – not a condition	Topic in Compliance?	Correction Required (√)	Compliance Notes
		a) Transfer for family size (also see 3-23H) b) New unit based on change in family composition (also see 3-27) c) A deeper subsidy (n/a for 100% Section 8) d) Transfer due to medical reason e) An accessible unit (also see 4-29) <u>Paragraph 7-16C</u>	a. <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A b. <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A c. <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A d. <input type="checkbox"/> Yes <input type="checkbox"/> No e. <input type="checkbox"/> Yes <input type="checkbox"/> No		
6.a-c		Policies to Comply with Section 504 of the Rehabilitation Act of 1973, 6b: The Fair Housing Act Amendments of 1988 and 6c: Title VI of the Civil Rights Act of 1964: Equal Access <u>Paragraph 4-4C.6a-c</u> <u>H 2015-01 and H 2015-06</u>			
		a) Section 504 prohibits discrimination on the basis of disability in any program or activity receiving federal financial assistance	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	
		b) The Fair Housing Act prohibits discrimination in housing and housing related transactions based on race, color, religion, sex, national origin, disability and familial status. It applies to housing regardless of federal financial assistance.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	
		c) Title VI of the Civil Rights Act prohibits discrimination on the basis of race, color or national origin in any program or activity receiving (HUD) federal financial assistance	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	
		d) Equal Access Rule ensures that all HUD programs are open to all eligible persons regardless of sexual orientation, gender identity or marital status.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	
7.		Policy for opening & closing the waiting list (**should describe methods of advertising used to announce open/close of waiting list). <u>Paragraph 4-4C.7</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	
8.		Eligibility of Students (include eligibility requirements for students enrolled in an institution of higher education); at move-in, annual recertification, initial certification, when in-	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	

Item	Pg#	Topic for Review **items are not required – not a condition	Topic in Compliance?	Correction Required (√)	Compliance Notes
		place starts receiving assistance and due to household changes in enrollment – interim certification) <u>Paragraph 4-4C.8 & 3-13A.1; 3-13A.2.a-h</u> Section 8 assistance shall not be provided to any individual who: a) Is enrolled PT or FT at an institution of higher education to obtain a degree, certificate, or other program leading to a recognized educational credential b) Is under the age of 24 c) Is not married d) Is not a veteran of the U.S. Military e) Does not have a dependent child f) Is not a person with disabilities (defined in 3 (b) (3) (E) of the U.S. Housing Act of 1937 (42 U.S.C 1437 a (b) (3) (E) and was not receiving Section 8 assistance as of November 30, 2005. (See also Figure 3-6, definition E) g) Is not living with his/her parents who are receiving Section 8 assistance; and h) Is not individually eligible to receive Section 8 assistance or has parents (individually or jointly) who are not income eligible to receive Section 8 assistance. (See also 3-13A.3 & 3-33)	a. <input type="checkbox"/> Yes <input type="checkbox"/> No b. <input type="checkbox"/> Yes <input type="checkbox"/> No c. <input type="checkbox"/> Yes <input type="checkbox"/> No d. <input type="checkbox"/> Yes <input type="checkbox"/> No e. <input type="checkbox"/> Yes <input type="checkbox"/> No f. <input type="checkbox"/> Yes <input type="checkbox"/> No g. <input type="checkbox"/> Yes <input type="checkbox"/> No h. <input type="checkbox"/> Yes <input type="checkbox"/> No		
9.		<u>Independent Student Federal Register FR-5969-N-01 (9/21/16)</u> (see excerpt below) Establish Independence from Parents: Owners must use, and the student must meet, one or more of the following criteria: a) The individual is 24 years of age or older by December 31 of the award year; b) The individual is an orphan, in foster care, or a ward of the court at any time when the individual was 13 years of age or older; c) The individual is, or was immediately prior to attaining the age of majority, an emancipated minor or in legal guardianship as determined	<input type="checkbox"/> Yes <input type="checkbox"/> No a. <input type="checkbox"/> Yes <input type="checkbox"/> No b. <input type="checkbox"/> Yes <input type="checkbox"/> No c. <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	

Item	Pg#	Topic for Review **items are not required – not a condition	Topic in Compliance?	Correction Required (√)	Compliance Notes
		by a court of competent jurisdiction in the individual's State of legal residence; d) The individual is a veteran of the Armed Forces of the United States or is currently serving on active duty in the Armed Forces for other than training purposes; e) The individual is a graduate or professional student; f) The individual is a married individual; g) The individual has legal dependents other than a spouse; h) The individual has been verified during the school year in which the application is submitted as either an unaccompanied youth who is a homeless child or youth or a unaccompanied, at risk of homelessness, and self-supporting by: <ul style="list-style-type: none"> ○ A local educational agency homeless liaison; ○ The director of a program funded under the Runaway and Homeless Youth Act or a designee of the director; ○ The director of a program funded under subtitle B of title IV of the McKinney –Vento Homeless Assistance Act (relating to emergency shelter grants) or the designee of the director; ○ A financial aid coordinator. i) The individual is a student whom a financial aid administrator makes a documented determination of independence by reason of other unusual circumstance.	d. <input type="checkbox"/> Yes <input type="checkbox"/> No e. <input type="checkbox"/> Yes <input type="checkbox"/> No f. <input type="checkbox"/> Yes <input type="checkbox"/> No g. <input type="checkbox"/> Yes <input type="checkbox"/> No h. <input type="checkbox"/> Yes <input type="checkbox"/> No i. <input type="checkbox"/> Yes <input type="checkbox"/> No		
10.		Violence Against Women Act (VAWA) (final rule published 11/16/16) (see excerpt below) a) Owners must provide notice to Section 8 tenant of their rights and obligations under VAWA (protection from Domestic Violence, Dating Violence, Stalking and Sexual Assault);	<input type="checkbox"/> Yes <input type="checkbox"/> No a. <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	

Item	Pg#	Topic for Review **items are not required – not a condition	Topic in Compliance?	Correction Required (√)	Compliance Notes
		b) Certification of Domestic Violence, Dating Violence, Sexual Assault or Stalking and Alternative Documentation (HUD-5382) c) Confidentiality of Information d) Retention of Information e) VAWA Lease Addendum - requirement to have this addendum signed. OR a. Owners must provide the Notice of Occupancy Rights under the Violence Against Women Act to Section 8 tenants which outlines their rights and obligations under VAWA (protection from Domestic Violence, Dating Violence, Stalking and Sexual Assault) at the following: 1. When an Individual is denied residency; 2. When an Individual is admitted to a dwelling unit; and 3. With any notification of eviction or termination of assistance. b. VAWA Lease Addendum Requirement to have this addendum signed.	b. <input type="checkbox"/> Yes <input type="checkbox"/> No c. <input type="checkbox"/> Yes <input type="checkbox"/> No d. <input type="checkbox"/> Yes <input type="checkbox"/> No e. <input type="checkbox"/> Yes <input type="checkbox"/> No a. <input type="checkbox"/> Yes <input type="checkbox"/> No b. <input type="checkbox"/> Yes <input type="checkbox"/> No		
11.		Asset Limitation for New Admissions (24 CFR § 5.618) Section 8 and 202/8 programs only. Reference: Notice H 2023-10 / Attachment A MFH Owners must deny admission of an applicant family for the following: 1. Net family assets that exceed \$100,000 (adjusted annually for inflation); and/or 2. The family has a present ownership interest in, a legal right	a. <input type="checkbox"/> Yes <input type="checkbox"/> No		

Item	Pg#	Topic for Review **items are not required – not a condition	Topic in Compliance?	Correction Required (√)	Compliance Notes
		to reside in, and the effective legal authority to sell the real property (based on laws of the state or locality in which the property is located) that is suitable for occupancy by the family as a residence.			
12.		Asset Limitation at Annual and Interim Reexaminations (24 CFR § 5.618) Section 8 and 202/8 programs only. Reference: Notice H 2023-10 / Attachment A <i>*should be one enforcement option:</i> A. Is O/A implementing total enforcement, non-enforcement or limited enforcement. B. If limited or total enforcement, is there an exception policy? C. If there is limited enforcement is there a time period to cure noncompliance?	<input type="checkbox"/> total enforcement <input type="checkbox"/> non-enforcement <input type="checkbox"/> Limited enforcement		
13.		De Minimis Errors in Income Determinations (24 CFR §§ 5.609(c)(4); 5.657(f); 891.105; 891.410(g); and 891.610(g)) Reference: Notice H 2023-10 / Attachment B <i>*should be one option:</i> MFH Owners must take corrective action to credit or repay a family if the family was overcharged tenant rent because of de minimis errors in calculating family income. • MFH Owners may not implement policies to require families to repay in instances resulting in a family being undercharged for rent where the MFH Owner miscalculated the family's income.	<input type="checkbox"/> repaying families <input type="checkbox"/> Credit families		
14.		Hardship Exemptions for Health/Medical Care	a. <input type="checkbox"/> Yes <input type="checkbox"/> No		

Item	Pg#	Topic for Review <small>**items are not required – not a condition</small>	Topic in Compliance?	Correction Required <small>(√)</small>	Compliance Notes
		<p>Expenses – General Relief (24 CFR § 5.611(c)(2)) Reference: Notice H 2023-10 / Attachment C.</p> <p>MFH Owners must provide hardship relief to a family that demonstrates its eligible health and medical care expenses, or reasonable attendant care and auxiliary apparatus expenses exceed 5 percent of the family's annual income.</p> <p>An increase in health and medical care, reasonable attendant care, and auxiliary apparatus expenses constitutes a qualifying eligibility factor under 24 CFR 5.611(c)(2)(i), so long as it exceeds 5% of the family's annual income (24 CFR 5.611(c)(2)(ii)).</p> <ul style="list-style-type: none"> • To meet the requirements for the health and medical care expense hardship exemption, the family must have expenses that meet the definition of health and medical care expenses as provided by 24 CFR 5.603(b). • To meet the requirements for the reasonable attendant care and auxiliary apparatus expenses hardship exemption, the family must have expenses that meet the definition of reasonable attendant care and auxiliary apparatus expenses at 24 CFR 5.603(b). attendant care & auxiliary apparatus general hardship exemption, that would not otherwise trigger an interim reexamination. 			

Item	Pg#	Topic for Review **items are not required – not a condition	Topic in Compliance?	Correction Required (√)	Compliance Notes
		<p>MFH Owners may, pursuant to their own discretionary policies, extend the hardship relief for one or more 90-day intervals, while the family’s hardship condition exists.</p> <ul style="list-style-type: none"> • MFH Owners must state in their TSP whether extensions of the 90-day hardship period are allowable, and the maximum number of 90-day extensions (if establishing a maximum policy) families may receive. <p>Note: MFH Owners are not limited by HUD to a maximum number of 90-day extensions.</p> <ul style="list-style-type: none"> • MFH Owners must obtain third-party verification of the hardship or must document in the file the reason that third-party verification was not available. MFH Owners must attempt to obtain third-party verification prior to the end of the 90-day hardship period. 			
		<p>Hardship Exemptions for Health/Medical Care Expenses & Reasonable Attendant Care & Auxiliary Apparatus Expenses – Phased-In Relief (24 CFR § 5.611(c)(1))</p> <p>Reference: Notice H 2023-10 / Attachment C.</p> <p>All families who received a deduction for unreimbursed health and medical care and/or reasonable attendant care or auxiliary apparatus expenses based on their most recent income review prior to January 1, 2024,</p>	<input type="checkbox"/> Phased in or <input type="checkbox"/> 10 %		

Item	Pg#	Topic for Review **items are not required – not a condition	Topic in Compliance?	Correction Required (√)	Compliance Notes
		<p>will begin receiving the 24-month phased-in relief at their next annual or interim reexamination, whichever occurs first on or after the date the MFH Owner complies with HOTMA.</p> <p>MFH Owners may continue the phased-in relief for a new admission who was receiving the phased-in relief at their prior assisted housing at the time that the family is admitted to their current unit. This discretion should be stated in the TSP.</p> <p>Families who receive phased-in relief will have eligible expenses deducted as follows:</p> <ul style="list-style-type: none"> o 1st twelve months – in excess of 5% of annual income. o 2nd twelve months – in excess of 7.5%. of annual income. o After 24 months – in excess of 10% threshold will phase in and remain in effect unless the family qualifies for General Relief. <ul style="list-style-type: none"> • Once a family chooses to obtain general relief, a family may no longer receive the phased-in relief. 			
		<p>Hardship Exemption to Continue Child Care Expense Hardship (24 CFR § 5.611(d)) Reference: Notice H 2023-10 / Attachment C.</p> <p>MFH Owners must develop written policies to define what constitutes a hardship, which includes the family’s inability to pay rent, for the purposes of the childcare expense hardship exemption.</p>	a. <input type="checkbox"/> Yes <input type="checkbox"/> No		

Item	Pg#	Topic for Review **items are not required – not a condition	Topic in Compliance?	Correction Required (√)	Compliance Notes
		<ul style="list-style-type: none"> • MFH Owners must include this policy in their TSPs. • MFH Owners must obtain third-party verification of the family's inability to pay rent or must document in the file with the reason third-party verification was not available. MFH Owners must attempt to obtain third-party verification prior to the end of the 90-day period. 			
		<p>Self-Certification of Net Family Assets Equal to or Less Than \$50,000 (adjusted annually for inflation) (24 CFR §§ 5.603; 5.609; 5.618; 5.659; 891.105; and 891.415(a)(2)) Reference: Notice H 2023-10 / Attachment F; Appendix: Sample Net Family Assets Self-Certification Form</p> <p><i>*TSP should state “Yes” doing self cert or “No” not doing..</i></p> <p>MFH Owners must determine if the family's total net family assets are equal to or less than \$50,000, and they must determine the actual income earned from the asset(s).</p> <p>MFH Owners who choose not to accept self-certification must verify net family assets every year</p>	a. <input type="checkbox"/> Yes <input type="checkbox"/> No		
		<p>Interim Reexaminations - Decreases in Adjusted Income (24 CFR §§ 5.657(c)(2); 891.105; 891.410(g); and 891.610(g)) Reference: Notice H 2023-10 / Attachment I.</p> <p><i>*TSP should specify a percentage for decrease.</i></p> <p>MFH Owners are not permitted to establish a dollar figure threshold amount instead of a percentage threshold less than ten percent.</p> <p>MFH Owners must identify in their TSPs the percentage threshold</p>	a. <input type="checkbox"/> Yes <input type="checkbox"/> No		

Item	Pg#	Topic for Review **items are not required – not a condition	Topic in Compliance?	Correction Required (√)	Compliance Notes
		they will use for conducting interim reexamination for decreases in a family's adjusted income. • MFH Owners may establish policies to round calculated percentage decreases up or down to the nearest unit (e.g., a calculated decrease of 9.5% may be rounded up to 10%). <i>MFH Owners may decline to conduct an interim reexamination of family income if the MFH Owner estimates that the family's annual adjusted income will decrease by an amount that is less than ten percent of the family's annual adjusted income, or such lower threshold established by the MFH Owner.</i>			
12.		Interim Reexaminations - Increases in Adjusted Income (24 CFR §§ 5.657(c)(3); 891.105; 891.410(g)(2); and 891.610(g)(2) Reference: Notice H 2023-10 / Attachment I. <i>*Is O/A going to do an IR within 3 months of the AR.</i> MFH Owners must conduct an interim reexamination of family income when they become aware that the family's annual adjusted income has changed by an amount that would result in an estimated increase of ten percent or more in annual adjusted income or another amount established through a HUD notice, except MFH Owners may not consider any increases in earned income when estimating or calculating whether the family's adjusted income has increased, unless the family has previously received an interim reduction during the same reexamination cycle.	a. <input type="checkbox"/> Yes <input type="checkbox"/> No		

Item	Pg#	Topic for Review **items are not required – not a condition	Topic in Compliance?	Correction Required (√)	Compliance Notes
		<p>MFH Owners may choose not to conduct an interim reexamination if a family reports an increase in income <u>within three months</u> of their next annual reexamination effective date.</p> <ul style="list-style-type: none"> • MFH Owners may choose not to include earned income increases in determining whether the ten percent threshold is met for increases in adjusted income when the family previously had an interim reexamination performed for a decrease in annual adjusted income (earned, unearned, or combined) since the last annual reexamination. • MFH Owners must describe these policies in their TSPs. 			
		<p>Interim Reexaminations - Reporting Changes & Effective Date (24 CFR §§ 5.657(c)(4); 891.410(g)(2); and 891.610(g)(2) Reference: Notice H 2023-10 / Attachment I.</p> <p>MFH Owners determine the timeframe in which reporting must occur to be considered “timely.”</p> <ul style="list-style-type: none"> • If the MFH Owner has adopted a retroactive rent decrease policy, it may not be applied prior to the later of: <ul style="list-style-type: none"> o The 1st of the month following the date of the actual decrease in income; or The 1st of the month following the most recent previous income examination. o Does the TSP describe the O/A’s idea of timely reporting? 	<input type="checkbox"/> Yes <input type="checkbox"/> No a. <input type="checkbox"/> Yes <input type="checkbox"/> No b. <input type="checkbox"/> Yes <input type="checkbox"/> No c. <input type="checkbox"/> Yes <input type="checkbox"/> No d. <input type="checkbox"/> Yes <input type="checkbox"/> No		

Item	Pg#	Topic for Review **items are not required – not a condition	Topic in Compliance?	Correction Required (√)	Compliance Notes
		<i>Note: MFH Owners must clearly communicate to the family how a retroactive adjustment will affect the family’s responsibility for rent.</i>			
		Determination of Family Income Using Other Means Tested Public Assistance, i.e., “Safe Harbor” (24 CFR §§ 5.609(c)(3); 891.105; 891.410(b)-(c) and (g); • MFH Owners may determine the family’s income prior to the application of any deductions based on income determinations made within the previous 12-month period for purposes of the following means-tested forms of Federal public assistance: • MFH Owners that choose to implement Safe Harbor income determinations must: <ul style="list-style-type: none"> o Establish in policy when they will accept Safe Harbor income determinations (e.g., at reexamination only or at admission and reexamination), including which programs 11 2/1/2024 and 891.610(b)-(c) and (g) Reference: Notice H 2023-10 /10 / Attachment J. <i>*are they excepting safe harbor language “Yes or No”</i> <p>MFH Owners that choose to implement Safe Harbor income determinations must:</p> <ul style="list-style-type: none"> o Establish in policy when they will accept Safe Harbor income determinations (e.g., at reexamination only or at admission and reexamination), including which programs from which they will accept income determinations; and; 	a. <input type="checkbox"/> Yes <input type="checkbox"/> No		

Item	Pg#	Topic for Review **items are not required – not a condition	Topic in Compliance?	Correction Required (√)	Compliance Notes
		o Create policies that outline the course of action when families present multiple verifications from the same or different acceptable Safe Harbor programs (e.g., MFH Owners could establish policies to accept the most recent income determination).			

COMMENTS:

****Additional Owner Policies and Practices**

General: Owners are encouraged to incorporate their own policies and practices regarding the selection of tenants into the Tenant Selection Plan. See Figure 4-2 for a list of recommended topics. Paragraph 4-4D.1

Notification of Modification to the Tenant Selection Plan: It is a good practice for owner's to include a description of how they will notify applicants on the waiting list (and potential applicants) of any new or revised tenant selection plan or policy that may affect an application or tenancy. Paragraph 4-4D.2

Modification of the Tenant Selection Plan: Owners should review tenant selection plans at least annually to ensure that they reflect current operating practices, program priorities, and HUD requirements. Paragraph 2-30; paragraph 4-12E

Availability of the Tenant Selection Plan: When requested, the owner must make the plan available to the public. Paragraph 2-30; paragraph 4-12F

Information about Availability of Accessible Units: Owners must have policies and practices to ensure that information about the availability of accessible units reaches eligible persons with disabilities. Paragraph 2-30; paragraph 4-12D

Updating the Waiting List Information: Due to household composition changes, the owner updates the waiting list and determines if a new unit size is necessary: the owner's policy will determine if the household maintains the original application date or if the place on the waiting list is based on the date of the new determination of family composition. Paragraph 4-19B

Utility Reimbursement: The owner must provide the utility reimbursement to the tenant or utility provider within 5 business days of receipt of the assistance payment from HUD. Form HUD-9834

Criminal Screening: The owner may deny admission to an applicant using his/her standard for admission screening if the criminal background check indicates the applicant provided false information. If the determination is made by either the PHA or owner to deny admission to the applicant, the entity making the determination must:

1. Notify the applicant of the proposed denial of admission.
2. Provide the subject of the record and the applicant with a copy of the information the action is based upon.
3. Provide the applicant with an opportunity to dispute the accuracy and relevance of the information obtained from any law enforcement agency.

Paragraph 4-27E.6

PLEASE NOTE: This checklist has been provided to highlight specific areas of compliance and non-compliance related to the Tenant Selection Plan and is not a HUD form. Data on this checklist is periodically updated for quality control to ensure continued compliance with HUD regulations and may be updated without prior notice.