

I. Purpose

- A. The Minimum Tenant Selection Plan for Mixed-Income/Mixed Finance Communities (MTSP) outlines the minimum screening criteria that Chicago Housing Authority (CHA) residents and other individuals who apply for rental units must meet to be admitted to the CHA's mixed-income/mixed-finance communities.
 - a. If a resident covered by the CHA Leaseholder Housing Choice and Relocation Rights Contract 10/1/99 (RRC) or the CHA Relocation Rights Contract for Families with Occupancy after 10/1/99 (Post 10/1/99 RRC) does not initially meet the minimum screening criteria upon the initial unit offer, then he/she shall have an opportunity for admission to the mixed-income/mixed-finance community by demonstrating that he/she is in the Working to Meet category during the screening process.
 - b. If a resident covered by the RRC or Post 10/1/99 RRC is admitted into a mixed-income/mixed-finance community by demonstrating that he/she is in the Working to Meet category during the screening process, then the resident must meet the site specific screening criteria within a minimum of 12 months of admission into the mixed-income/mixed finance community.
 - c. If a resident covered by the RRC or Post 10/1/99 RRC is admitted into a mixed-income/mixed-finance community because they meet the site specific criteria at initial occupancy but falls out of compliance with the site specific screening criteria, then he/she has a minimum of 12 months to work himself/herself back into compliance.
- B. Each private developer may supplement the criteria set forth in the MTSP in their leases, tenant selection plans (TSP), and/or site-specific criteria to include more rigorous screening requirements. Leases, TSPs, and site specific criteria will continue to be developed via the working group process and will be subject to the notice, publication, and public comment provisions of the Federal regulations.
- C. TSPs must comply with the Code of Federal Regulations (CFR) and the U.S. Department of Housing and Urban Development (HUD)'s regulations.

II. Applicability

The MTSP applies to CHA residents and other persons who apply to live in rental units in the CHA's mixed-income/mixed-finance communities.

Working to Meet Criteria are only applicable to residents covered by the RRC and the Post 10/1/99 RRC.

III. Obligations of the Mixed-Income/Mixed-Finance Developer

- A. Each private developer of a mixed-income/mixed-finance community should adopt these minimum screening criteria prior to closing.
- B. Each site specific screening criterion adopted by a mixed-income/mixed-finance developer must be applied equally to all applicants applying for public housing, affordable, and market rate rental units.
- C. The developer must comply with all civil rights and disability rights laws now in effect and not discriminate on account of race, color, national origin, gender, sexual orientation, religion, familial status, source of income or disability.

IV. Minimum Criteria

A. Maximum Income

1. Maximum income limit for public housing rental units should not exceed the maximum permitted by law .
2. If the mixed-income/mixed finance development's financing structure contains tax credits, or other financing programs, the tax credit or other program rules regarding maximum income and eligibility for public housing rental units apply.

B. Minimum Rent

1. Minimum rent for public housing rental units is \$25.00.
2. Hardship exemption: A hardship exemption shall be granted to residents who can document that they are unable to pay the minimum rent because of a verifiable long-term hardship (over 90 days). Exemption from minimum rent does not mean that the family doesn't pay rent. The family is required to pay the greater of 30% of adjusted monthly income or 10% of monthly income.

C. Minimum Age

Minimum age to be head of household shall be 18 years old.

D. Credit And Financial Standing

1. Rent

- a. Current in rent, including no rent due to any public housing program.
- b. Working to Meet: Documented history of paying rent and of paying any repayment agreement, if applicable, for one year.
- c. Exception: Entered into a repayment agreement and current with payments for the past three months for residents covered by the Relocation Rights Contract.

2. Utilities

- a. Outstanding or current delinquent debts owed to a utility provider must be made current prior to approval for admission or the applicant must be current on a payment plan.
- b. Applicant must be able to obtain utilities in his or her name.

3. Bankruptcy

- a. No bankruptcies within the past two years of the financial screening.

4. Delinquent Debts

- a. No debt owed to any public housing program.
- b. Medical-related expenses and student loans must be exempt.

E. Residential History

1. Management will verify the past two years of residential history, including any lease violations.
 - a. If a resident is lease compliant at the time of application to the mixed-income/mixed-finance community, any lease violation in the past two years shall not be a bar to admission.

2. No judgments in favor of a current or past landlord within the past two years. A judgment that is not the fault of the tenant shall not be considered a judgment in favor of a landlord.
 - a. If an applicant has a landlord judgment in the past two years, the applicant must demonstrate one year without a landlord judgment. The first year of residency in the mixed-income/mixed finance community will be evaluated to satisfy the second year of the requirement.

F. Employment And Economic Self-Sufficiency

1. Head or co-head of household must work 120 hours a month (30 hours a week) and all other household members age 18 or older must be engaged in one or a combination of the following activities to meet the 30 hours per week work criterion:
 - a. Employment;
 - b. Enrollment and regular attendance in an economic self-sufficiency program;
 - c. Verified job search and/or employment counseling;
 - d. Basic skills training;
 - e. Enrollment and consistent attendance in a regular program of education, including GED classes, secondary or post-secondary education, or English proficiency or literacy classes.
2. Working to Meet: Head or co-head of household who are not employed for 120 hours a month (30 hours a week), must be engaged in one or a combination of the following activities to meet the 30 hours per week work criterion:
 - a. Employment;
 - b. Enrollment and regular attendance in an economic self-sufficiency program;
 - c. Verified job search and/or employment counseling;
 - d. Basic skills training; and/or
 - e. Enrollment and consistent attendance in a regular program of education, including GED classes, secondary or post-secondary education, or English proficiency or literacy classes.

All other household members age 18 or older must be engaged in one or a combination of the following activities to meet the 120 hours a month (30 hours per week) criterion:

- a. Employment;
 - b. Enrollment and regular attendance in an economic self-sufficiency program;
 - c. Verified job search and/or employment counseling;
 - d. Basic skills training;
 - e. Enrollment and consistent attendance in a regular program of education, including GED classes, secondary or post-secondary education, or English proficiency or literacy classes; and/or
 - f. Retired receiving a pension.
3. Exemptions: The following applicant and household members are exempt:

- a. Those enrolled and attending high school, college, trade school, or other institution of higher learning as full time students;
- b. Those age 62 or older;
- c. Disabled with verification that disability precludes working;
- d. The primary caregiver of a disabled individual with verification of disability and the status as a caregiver;
- e. One adult household member who elects to stay home to care for young children, provided there are at least two adults in the household, and at least one of those adults meets the work requirements; or
- f. Retired and receiving a pension.

G. Criminal History

1. Criminal Background Check

- a. All household members 18 years old and over will be subject to a three year criminal background check. Sealed juvenile records will not be reviewed.
- b. Before the mixed-income/mixed-finance developer denies admission on the basis of a criminal record, the developer must notify the household of the information that provided the grounds for the proposed denial and must provide the subject of the record and the applicant with a copy of the criminal record and an opportunity to dispute the accuracy and relevance of that record.

2. Criminal Activity and Drug-related Activity

- a. Rejecting applicants previously evicted for drug-related criminal activity: The Property Manager is required to prohibit admission of an applicant for three years from the date of eviction if any household member has been evicted from any federally assisted housing for drug-related criminal activity.

However, the Property Manager may admit the household if the Property Manager determines that:

- i. The evicted household member who engaged in drug-related criminal activity has successfully completed a supervised drug rehabilitation program approved by the Property Manager, or
- ii. The circumstances leading to the eviction no longer exist (e.g., the criminal household member has died or is imprisoned).

b. Rejecting applicants for criminal behavior: The Property Manager must prohibit admission to an applicant if the Property Manager determines that:

- i. Illegal Drug Use: Any household member is currently engaging in illegal use of a drug, or if the Property Manager has reasonable cause to believe that a household member's current illegal drug use or pattern of use may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents;
- ii. Drug Production: Any household member has ever been convicted of drug-related criminal activity for manufacture or production of methamphetamine on the premises of federally assisted housing;

- iii. Sex Offender: Any member of the household is subject to a lifetime registration requirement under any State sex offender registration program, which includes the Illinois ten-year sex offender registration;
- iv. Irresponsible Alcohol Use: The Property Manager determines that he/she has reasonable cause to believe that a household member's abuse or pattern of abuse of alcohol may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents;
- v. Arson: Any household member has ever been convicted of arson; or
- vi. Criminal Activity: A Property Manager may prohibit admission of an applicant where any member of the household is currently engaged in or, during the past three years, has engaged in drug-related criminal activity, criminal activity involving crimes of physical violence to persons or damage to property, or other criminal acts that would adversely affect the health, safety, or welfare of other residents.

Exception: The Property Manager may give consideration to factors which may indicate a reasonable probability of favorable future conduct, such as:

1. Evidence of rehabilitation, and
2. Evidence of the applicant family's participation in social service or other appropriate counseling services programs and the availability of such programs.

H. School Enrollment And Child Care

1. Applicant must provide documentation that family members over age six (6) and through age sixteen (16) who live in the household attend school regularly.
2. Adequate day care or supervision must be provided for children under 13 years old.
3. Working to Meet: Children must be enrolled in school and demonstrate an improved attendance record and children under 13 years old must have adequate day care or supervision.
4. If a child between the ages of 16 and 18 drops out of school, that child must be engaged in one or a combination of the following activities at least 30 hours per week:
 - a. Enrollment and regular attendance in a regular program of education, including GED classes, secondary or post-secondary education, or English proficiency or literacy classes;
 - b. Employment;
 - c. Enrollment and regular attendance in an economic self-sufficiency program;
 - d. Verified job search and/or employment counseling; and
 - e. Basic skills training.

I. Grievance Procedure

1. The following CHA residents shall use the CHA Resident's Grievance Procedure:
 - a. Residents living in traditional public housing developments;
 - b. Residents living in mixed-income/mixed-finance communities;
 - c. Residents temporarily using a Housing Choice Voucher (Section 8); or

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- d. Residents and former residents covered by the RRC or Post 10/1/99 RRC.
2. Developers must create a process through which new applicants to public housing who are not covered by the CHA Resident's Grievance Procedure can appeal a decision to deny their admission to the mixed-income/mixed-finance community.