



TENANT SELECTION PLAN



Casa Queretaro –
1614 S. Damen Avenue

"Development"

Casa Queretaro LP
Owner's Name (the "Owner")

The Resurrection Project (TRP)
Managing Agent's Name (the "Management")

I. INTRODUCTION

This Tenant Selection Plan (this "Plan") outlines the procedures that will be followed in **selecting tenants for the Development**. This TSP shall apply, unless otherwise indicated, to **applicants for all units (affordable and PHA – Assisted)**. Management is responsible for implementing these procedures.

FOR PHA-Assisted Units

In circumstances where there is specific conflict between TRP lease terms, rules, policies or procedures and the Chicago Housing Authority rules, policies or procedures - as mandated by HUD regulations, federal or state laws and/or local ordinance – the Chicago Housing Authority rules, policies or procedures will apply. Additionally, TRP lease terms, rules, policies or procedures may be superseded by TRP's specific adoption of CHA policies or procedures. Where TRP's lease terms, rules, policies or procedures are silent, CHA policies and procedures may apply.

A. Development Description (Check the one that applies).

The Development is participating in the Low Income Housing Tax Credit (LIHTC), the HOME program, and others to provide affordable rents for tenants. These programs also have household income limitations, rent limits, and pre-determined rent amounts. The tenant must pay the rents, indicated in Exhibit A, in their entirety. These apartments are known as the "affordable units" throughout this document.

HUD/CHA ACC Subsidy

In addition to the LIHTC & HOME apartments, the development also consists of fifteen (15) apartments subsidized under an Annual Contributions Contract ("ACC") by the Chicago Housing Authority ("CHA"). These apartments are known throughout this document as "PHA - Assisted units." The rents for these specific units are calculated pursuant to HUD regulations and CHA's Admissions and Continued Occupancy Policy ("ACOP").

The rents attached to this Plan as Exhibit A reflect the market or contract rent for the Development and not the typical tenant portion of the rent. PHA - Assisted units will only be leased to households referred and authorized by the CHA under its public housing program.

All affordable and PHA - Assisted applicant households must submit documentation regarding the income and assets of all household members to meet LIHTC requirements.

In addition, the Development ☒ **does** ☐ **does not** accept Housing Choice Vouchers for its non PHA-Assisted units.
(Check the one that applies)

B. Tenant Type
(Check the one that applies)

The Development is not designated as housing exclusively for any particular tenant type. (This would typically include those developments known as "Family"). PHA – Assisted units will only be leased to households authorized by the CHA under its public housing program.

C. Unit Distribution
1. Development

The Development will offer rental units.

This ☐ **includes** ☒ **does not include** a management unit.
(Check the one that applies)

The income limitations of these units are as follows:

0 Market rate (no income restriction) units

12 Units affordable to households earning <30% AMI
4 of these are CHA ACC units (2-1BR, 2-2BR)

6 Units affordable to households earning <50% AMI
2 of these are CHA ACC units (2-1 BR)

27 Units affordable to households earning <60% AMI
9 of these are CHA ACC units (4-1BR, 5 2-BR)
1- 2BR unit is Vision/Hearing Impaired modified
1- 2BR unit is Section 504 mobility accessible

D. Rent Structure

The current rents are set to be below the maximum rent affordable to households earning less than 30%, 50%, and 60% of the Area Median Income, as determined by HUD annually, less the utility allowance for tenant paid utilities (e.g. cooking gas, heating gas, gas for heating water, and other electric).

The current rent structure for the Development, by unit size and income distribution, is attached to this Plan as **Exhibit A**.

Rent for PHA – Assisted units will be calculated pursuant to HUD regulations and the CHA's ACOP.

E. Civil Rights and Nondiscrimination Requirements

1. General

Federal civil rights laws addressing fair housing prohibit discrimination against applicants or tenants on the basis of race, color, national origin, sex, age, disability, religion, and familial status. The Illinois Human Rights Act addressing fair housing prohibits discrimination against applicants or tenants on the basis of race, color, religion, sex, national origin, ancestry, age, order of protection status, marital status, physical or mental disability, military status, sexual orientation, or unfavorable discharge from military service.

The remaining paragraphs in this section provide brief descriptions of key federal civil rights laws regarding fair housing and accessibility.

Owner and Management shall be familiar and comply with the regulations implementing these applicable federal civil rights laws and any state civil rights laws or local ordinance regarding fair housing and accessibility.

2. Fair Housing Act

Fair Housing Act Amendments of 1988 ("Fair Housing Act") prohibits discrimination in housing on the basis of race, color, religion, sex, disability, familial status and national origin regardless of any federal financial assistance.

Under the Fair Housing Act, Owner and Management shall not take any of the actions listed below based on race, color, religion, sex, disability, familial status and national origin:

- a. Deny anyone the opportunity to apply to rent housing, or deny to any qualified applicant the opportunity to lease housing suitable to his or her needs;
- b. Provide anyone housing that is different from that provided to others;
- c. Subject anyone to segregation, even if by floor or wing;
- d. Restrict anyone's access to any benefit enjoyed by others in connection with housing program;
- e. Treat anyone differently in determining eligibility or other requirements for admission, in use of the housing amenities, facilities or programs, or in the terms and conditions of a lease;
- f. Deny anyone access to the same level of services;
- g. Deny anyone the opportunity to participate in a planning or advisory group that is an integral part of the housing program;
- h. Publish or cause to be published an advertisement or notice indicating the availability of housing that prefers or excludes persons; and
- i. Retaliate against, threaten, or act in any manner to intimidate someone because he or she has exercised rights under the Fair Housing Act.

Fair Housing Act provides additional protections for persons with disabilities. It requires that the Management make reasonable accommodations in rules, policies, practices, or services as may be necessary to afford handicapped persons equal opportunity to use and enjoy a dwelling. Moreover, it contains specific accessibility requirements that apply to the design and construction of new multi-household housing.

Owner of federally assisted housing program shall display the Fair Housing poster required by the Fair Housing Act.

3. Title VI of the Civil Rights Act of 1964

Title VI of the Civil Rights Act of 1964 prohibits all recipients of federal financial assistance from discriminating based on race, color or national origin.

4. Age Discrimination Act of 1975

Age Discrimination Act of 1975 (the "Age Discrimination Act") prohibits discrimination based upon age in federally assisted and funded program, except in limited circumstances. It is not a violation of the Age Discrimination Act to use age as screening criteria in a particular program if age distinctions are permitted by statute for that program or if age distinctions are a factor necessary for the normal operation of the program or the achievement of a statutory objective of the program or activity.

5. Section 504 of the Rehabilitation Act of 1973

Section 504 of the Rehabilitation Act of 1973 ("Section 504") prohibits discrimination based upon disability in all programs or activities operated by recipients of federal financial assistance. Although Section 504 often overlaps with the disability discrimination prohibitions of the Fair Housing Act, it differs in that it also imposes broader affirmative obligations on the Owner to make their programs as a whole, accessible to persons with disabilities. Section 504 obligations include the following:

- a. Making and paying for reasonable structural modifications to units and/or common areas that are needed by applicants and tenants with disabilities, unless these modifications would change the fundamental nature of the project or result in undue financial and administrative burdens;
- b. Operating housing that is not segregated based upon disability or type of disability, unless authorized by federal statute or executive order;
- c. Providing auxiliary aids and services necessary for effective communication with persons with disabilities;
- d. Performing a self-evaluation of Management's programs and policies to ensure that they do not discriminate based on disability; and
- e. Developing a transition plan to ensure that structural changes are properly implemented to meet program accessibility requirements.
- f. Section 504 also establishes accessibility requirements for newly constructed or rehabilitated housing, including providing a minimum percentage of accessible units.

If the Owner, Management and Development employ 15 or more persons, regardless of their location or duties, a Section 504 Coordinator must be designated.

Does the Section 504 Coordinator requirement apply?

(Check the one that applies)

☒ Yes ☐ No

If "Yes" was checked, indicate the name of the Section 504 Coordinator:

Name: Eleazar Vazquez

Telephone Number: 312-666-1323

TDD Number: 800-526-0844

6. Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity

Effective March 5, 2012, HUD implemented new regulations intended to ensure that HUD's core housing programs are open to all eligible persons regardless of sexual orientation, gender identity or marital status.

Owners and operators of HUD-assisted housing, or housing whose financing is insured by HUD, must make housing available without regard to sexual orientation, gender identity, or marital status.

All otherwise eligible families, regardless of marital status, sexual orientation, or gender identity, will have the opportunity to participate in HUD programs.

Owners and operators of HUD-assisted housing or housing insured by HUD are prohibited from asking about an applicant or occupant's sexual orientation and gender identity for the purpose of determining eligibility or otherwise making housing available.

7. Executive Order 13166 – Limited English Proficiency

Executive Order 13166 requires Owner/Management to take reasonable steps to ensure meaningful access to the information and services they provide for persons with limited English proficiency. This may include interpreter services and/or written materials translated into other languages.

8. Violence Against Women and Justice Department Reauthorization Act of 2005

Violence Against Women and Justice Department Reauthorization Act of 2005 (VAWA 2005) protects victims of domestic violence, dating violence or stalking, as well as their immediate family members generally, from being evicted or being denied housing assistance if an incident of violence is reported and confirmed.

Owner/Management responding to an incident of actual or threatened domestic violence, dating violence or stalking that could potentially have an impact on a tenant's participation in the housing program may request in writing that an individual complete, sign and submit within 14 business day of the request, the HUD-approved certification form (HUD-91066).

Alternatively, in lieu of the certification form or in addition to it, Owner/Management may accept (i) a federal, state, tribal, territorial, or local police record or court record or (ii) documentation signed and attested to by a professional (employee, agent or volunteer of a victim service provider, an attorney, medical personnel, etc.) from whom the victim has sought assistance.

Owner/Management is encouraged to carefully evaluate abuse claims as to avoid conducting an eviction based on false or unsubstantiated accusations.

II. PREFERENCES

A. Preferences for Affordable Units

Preferences are not permitted if they in any way negate affirmative marketing efforts or fair housing obligations. The following preferences apply to the **Development only for applicants from the Development's waiting list, and does not supersede the CHA's own preferences and priorities for the PHA – Assisted units:**

1. Existing Tenant Preferences (For Federally Assisted Housing Programs)

The following actions are always given priority if applicable. If not, State Mandated Preferences take precedence.

- a) A unit transfer because of household size or composition.
- b) A unit transfer based on the need for an accessible unit.
- c) A unit transfer for a medical reason certified by a doctor.
- d) A unit transfer due to the need for a deeper subsidy.
- e) A unit transfer of a non-handicapped individual living in a handicapped accessible unit to accommodate a handicapped applicant on the Waiting List (as defined below). A lease addendum (**Exhibit B**) will be entered into with non-handicapped tenant living in a handicapped accessible unit.

2. State Mandated Preferences

N/A

3. Optional Preferences

In addition to the preferences mandated by the State of Illinois and the Existing Tenant Preferences listed above, **the Development may establish the following preferences.** The preferences listed below are subordinate to State Mandated Preferences and Existing Tenant Preferences.

*(Check **all** that apply and rank in the order of highest preference (1) to lowest preference):*

- a) Former Federal Preferences ☐ Order # _____
- b) HUD Pre-approved Preferences
 - i. Preference for Working Families ☐ Order # _____
 - ii. Preference for persons with Disabilities ☐ Order # _____
 - iii. Preference for Victims of Domestic Violence ☐ Order # _____
 - iv. Preference for elderly, displaced, homeless, or disabled single person over other single persons ☐ Order # _____
- c) **Local Preferences (with HUD approval)** ☒ Order# _____

Community Residence Preference to applicants who live or work in
Community Areas 31, 34, 35 or 60 (Lower West Side, Armour
Square, Douglas or Bridgeport)

d) Local Preference (as established by PHA) ☐ Order # _____

e) Existing Tenant Transfers (other) ☐ Order # _____
including, but not limited to a change in household composition, a deeper
rent subsidy, or for medical reasons certified by a doctor.

4. **PHA – Assisted Units – Priorities**

The fifteen (15) PHA – Assisted units will be leased pursuant to the priorities outlined in CHA's Revised CHA Leaseholder Housing Choice and Relocation Rights Contract ("RRC") and ACOP. The preferences listed in Section II.A. 1-3 and the verification of, selection of applicants, denial and exceptions to preferences in this Section II, do not apply to the 15 PHA – Assisted units.

B. Verification of Preference

Verification of Community Residence Preferences to applicants who live or work in Chicago Community Areas 31-Lower West Side, 34-Armour Square, 35-Douglas, 60-Bridgeport will be made through a government or employer issued identification card, current utility bill, payroll stub, or bank statement that has both the applicant's name and residence or employment address

C. Selection of Applicants for Participation

1. An eligible applicant who qualifies for a preference will receive housing before any other applicant who is not so qualified. These preferences take precedence over other applicants' place on the Waiting List, or date of submission of application.
2. Applicants will be informed of the availability of preferences, and will be given an opportunity to certify that they qualify for a preference. Applicants may claim a preference at any time during the application process.
3. **For applicants for PHA – Assisted units,** the selection of families for participation will be based on this Tenant Selection Plan, the CHA's RRC, and the CHA's ACOP.

D. When a Preference Is Denied

1. If it is determined that an applicant does not meet the criteria for receiving a preference, the applicant will promptly receive a written notice of this determination from Management (**Exhibit D**). The notice will contain a brief statement of the reasons for the determination, and state that the applicant has the right to meet with the Management's designee to review this decision. If the applicant requests a meeting, it will be conducted by a person or persons designated by Management.
2. Denial of a preference does not prevent the applicant from exercising any legal rights the applicant may have against Management and/or Owner.

E. Relocation and/or Unit Transfers

1. **Affordable units:**
Management must give priority to current households as exceptions to the Preference rule:
 - a) when their units are designated for rehabilitation and/or
 - b) for current households residing in a unit within the Development that has been designated as uninhabitable by federal, state, local municipalities or Management due to fire, flood or other natural disaster.
2. **PHA – Assisted units:**
Management must give priority to current households as exceptions to the Preference rule as approved by the CHA and in accordance to HUD regulations and the CHA ACOP.

III. PRE-APPLICATION PROCESSING

The Development will use pre-applications for applicants who are not referred to the Development by the CHA. CHA RRC and CHA Waitlist referred applicants will follow the procedure agreed upon between TRP and CHA.

A. Distribution of Pre-Application

1. The Pre-Application will be handed or sent to households who request one and will be available to be printed at www.resurrectionproject.org. This Pre-Application (**Exhibit F**) is to be completed and returned to Management in person, via fax, or email. The Pre-Application will also inform persons about the Development's preferences and will indicate that all applicants will be given an opportunity to show that they qualify for a preference.
2. The Pre-Application will state that those persons qualifying for a preference will receive housing before any other applicant who is not so qualified.
3. In addition, the Pre-Application will inform all applicants that for those persons not claiming a preference, screening will be conducted according to the order in which the Pre-Applications are received.
4. Upon receipt, the time and date received will be entered on the Pre-Application and will indicate whether the applicant has claimed a preference or has requested a handicapped accessible unit.

B. Processing Pre-Applications

1. Pre-Applications will be processed and filed in the order of receipt. In addition, Pre-Applications will also be categorized according to preferences, unit size, income, and Special Occupancy Categories (as described in **Section X**).
2. All persons making inquires will be provided a Pre-Application with instructions to submit the Pre-Application to Management.
3. Pre-Applications will be retained on-site for up to 2 years, then stored off-site. Information from the Pre-Applications will be entered into Management's software and retained indefinitely.

4. All Pre-Applications that are approved for tenancy will become part of the tenant file and will be retained for the duration of tenancy and seven years after, except for Pre-Applications which are accepted at the Initial Lease-up of the Development, which will be retained for 21 years. If the applicant is rejected, the Pre-Application will be retained with the rejection letter and all supporting documentation for a period of three years.

IV. WAITING LIST(S) PROCEDURES

A. Creation of Waiting List(s)

Applicants will be notified of a vacant unit for which they are income eligible, only if such unit is available. If an applicant is eligible for tenancy, but no appropriately sized unit is available (as referred to in **Section VII**), Management will place the applicant on a waiting list (the "Development Waiting List") for the Development (**Exhibit H**). The Development Waiting List will be maintained in a computer program (electronically).

The Development Waiting List(s) will contain the following information for each applicant listed:

1. Applicant name
2. Household unit size (number of bedrooms household qualifies for under site occupancy standards) (*NOTE: applicant may qualify for multiple unit sizes*)
3. Date and time application received
4. Qualification for any preferences and ranking
5. Annual income and income level
6. Targeted program qualifications
7. Accessibility requirements
8. Number of persons in household

The Waiting List will be maintained in accordance with the following guidelines:

- The pre-application will be active for 6 months, at which time applicants will be asked if they wish to remain active for another 6 months by returning proof of current income to Management.
- All applicants will be maintained in order of preference. Applications equal in preference will be maintained by date and time sequence.

The list of applicants for **PHA – Assisted units** will be provided by the CHA and maintained in accordance with applicable CHA RRC and ACOP policies and procedures.

The CHA will provide a referral list comprised of RRC applicants. TRP will engage in outreach to the RRC applicants on this referral list. The RRC applicants on this list shall be processed pursuant to the RRC, including the priorities detailed in the RRC and the Housing Offer Process ("HOP") numbers assigned to such applicants pursuant to the RRC.

Upon the exhaustion of all RRC applicants, the CHA will supply TRP with CHA Applicant names from the CHA's transfer and public housing waiting list for any remaining or vacant PHA – Assisted units. These applicants will be processed in the order provided by the CHA and pursuant to the CHA's ACOP.

Consistent with the objectives of Title VI of the Civil Rights Act of 1964, the Regulatory and Operating Agreement, other statutory requirements, HUD regulations and policies, offers from the waiting list to appropriate sized units will be made after preferences are applied. Preferences for housing will be applied in accordance with the terms outlined in section 4d. of the RRC for all RRC Applicants awaiting PHA – Assisted units. Upon

exhaustion of the RRC Applicants, preferences for PHA – Assisted units shall be determined in accordance with both current CHA policy and this TSP.

B. Changes In Income or Household Composition

When placed on the Development Waiting List, applicants will be informed to notify Management when the following changes occur:

- Address and/or phone number
- Household composition
- Preference status
- Income (Optional)

If an applicant's income changes to an amount which is no longer eligible, written notice will be given advising the applicant that: (1) they are not presently eligible; (2) the applicant could be eligible if the household income changes, the number of household member changes, or the Income Limit changes; and (3) they may choose to remain or not remain on the Development Waiting List.

If an applicant's household composition changes resulting in a need for a different apartment size, Management will, upon notification by applicant, place the applicant on the appropriate Development Waiting List. If there are changes in household composition Applicant will receive new application date based on redetermination (i.e., Applicant will be placed at bottom of new bedroom list).

C. Contacting Persons on the Development Waiting List(s)

1. Applicants on the Development Waiting List will be contacted as follows:

When a unit becomes or will become available within 5 days, Management will select the next applicant who meets applicable preference criteria or whose name is chronologically at the top of the appropriate Waiting List. Management will contact the selected applicant via first class U.S. mail and a telephone call.

Applicants who respond timely and tentatively accept the offered unit, will be contacted to schedule a showing of the apartment. This represents the beginning of the screening process. Those applicants who do not respond timely or who do not accept the offered unit will be processed in the manner indicated below:

- a. If Management does not receive a response within 5 days, the applicant will forfeit the opportunity to apply for the offered unit (check the one that applies)

☐ and will be removed from the applicable Waiting List.

☐ but will remain at the top of the applicable Waiting List. When a second unit becomes available, Management will again attempt to contact the applicant and will explain that if the applicant does not respond within _____ days or fails to accept the second unit, the applicant's name will be removed from the applicable Waiting List.

☒ (other) Applicant will not be removed from the Development Waiting List, but will remain at the top of the Development Waiting List or if an applicant is a

CHA RRC Applicant or CHA Applicant, he/she will be processed according to applicable CHA policies and procedures.

- b. If Management receives a timely response but the applicant rejects the first offered unit, the applicant (check the one that applies)

☐ will be removed from the applicable Waiting List.

☒ **Applicant will not be removed from the Development Waiting List, but will remain at the top of the Development Waiting List. If applicant rejects the second offered unit, the applicant will be removed from the applicable Waiting List.**

☐ (other) _____

2. If, after an interview has been scheduled, the applicant fails to attend or to contact Management to reschedule the interview, the policy regarding how applicants will be addressed is: (Please indicate Management's policy below.)

Management will remove applicant from the Development Waiting List, unless applicant contacts Management by the end of the next business day to reschedule the appointment.

D. Updating the Waiting List(s)

1. The Development Waiting List will be updated at least once every twelve months in the following manner:

☒ A letter will be sent via **regular mail** to each applicant on the Development Waiting List(s) (**Exhibit I**). The letter will include a Reply Card (**Exhibit J**) to be returned if the applicant is still interested in living at the Development. The applicant will be given **14 calendar days** (excluding designated federal holidays) from the **date the letter was mailed** in which to respond. If the letter is returned with a forwarding address, it will be re-mailed to the address indicated and a new response time same as above will begin. If no response is received, the applicant's Pre-Application will be removed from the Waiting List.

☐ (Other) _____

2. After each of the Development Waiting List(s) are updated based on the Reply Cards returned, an acknowledgement letter (**Exhibit K**) ☐ will ☒ will not (*Check the one that applies*) be sent to each applicant. It is the applicant's responsibility to notify the Management office of any change in address, telephone number, income, household size, or telephone device for the deaf (TDD) number (if applicable).
3. If it is determined an applicant failed to respond to a Development Waiting List update due to a disability and such applicant was either removed or lowered on the Development Waiting List, the applicant must be reinstated at the original place on the Development Waiting List.

4. The CHA's referral lists of CHA RRC Applicants and CHA Applicants will be updated and provided by the CHA, according to applicable CHA policies and procedures, and provided to TRP.

E. Closing and Re-Opening the Development Waiting List(s)

1. **Closing the Waiting List(s)**

If Management decides to close the Development Waiting List(s), future applicants will be advised that the Development Waiting List(s) are closed and additional applications will not be taken. A notice to that effect will be published in the following publication(s):

Chicago Sun-Times

The notice must state the reasons for Management's closing of the Management/Development Waiting List.

2. **Re-opening the Waiting List(s)**

Prior to each re-opening of the Waiting List(s), a notice, announcing the re-opening and providing information on how to apply, will be placed in the following publications:

Chicago Sun-Times

3. **CHA Referral Lists (PHA – Assisted Units)**

As such lists are not created or maintained by Management, Management will not provide notice regarding the opening or closing of these referral lists. Maintenance of the CHA RRC and CHA Waiting List are conducted by the CHA pursuant to the appropriate policies and procedures, as well as to applicable rules and regulations.

4. **Affirmative Marketing Plan Requirements**

Management will affirmatively market the Development in its outreach efforts during the re-opening of the Development Waiting List(s). Management will provide a copy of the Affirmative Fair Housing Plan to applicants upon request for review.

V. THE (INTERVIEW) SCREENING PROCESS

A. Application Requirements

The following information will be used to determine program eligibility for anyone who is seeking housing at the Development.

Live in aides, new household members and police officers, security personnel or managers residing in HUD subsidized units will be subject to same screening for drug abuse and other criminal activity applied to other applicants.

1. The head of household must complete a written application certifying the accuracy of all information that is provided. The applicant will be provided with the appropriate disclosures concerning the Privacy Act (5 U.S.C. § 552a). In addition to providing applicant(s) the opportunity to complete applications at the Development, Management may also send out and receive applications by

mail. Management shall accommodate persons with disabilities who, as a result of their disabilities, cannot utilize the Management's preferred application process by providing alternative methods of taking applications..

2. ☒ A credit report will be ordered for all household members over the age of 18 as described in Section VIII B.
☐ A credit report will not be ordered.
3. ☒ A criminal background search will be obtained for all household members over the age of 18.
☐ A criminal background search will not be obtained.
4. ☒ A landlord/tenant case history search will be obtained for all household members over the age of 18.
☐ A landlord/tenant case history search will not be obtained.
5. Verification of employment, income, bank accounts, and other assets, etc., is required as applicable for each applicant.
6. Verification of previous housing, for 2 years, is required. This will include references from previous landlords. If applicable, it will also include verification for those who were homeowners or lived with parents, family, or guardians. Applicants will not be rejected solely for a lack of rental history.
7. For the PHA – Assisted units, the CHA and TRP will require proof of citizenship or eligible immigration status and verification of Social Security Numbers for all members of the household or sign a certification under penalties of perjury for each family member who does not have a Social Security Number. Applicants and tenants for PHA – Assisted units must meet HUD requirements on citizenship or eligible immigration status. (24 Code of Federal Regulations § 5.506).
8. All household members for a PHA – Assisted unit will be screened using HUD's Enterprise Income Verification (EIV) system for information on employment, income, benefits and to determine if any household member is currently receiving rental assistance.

B. Home Visits

- ☒ Home Visits will be conducted by either the Management or an independent third-party contractor for the Management to inspect the current dwelling of the applicant that the housekeeping practices are acceptable. Home visits will be conducted for all applicants who reside within 50 miles of the Development. Home visits will be conducted for every applicant household reaching the final stages of the approval process.

C. Completion of Pre-Application Process

All pre-applications will be processed within 30 business days after receipt of pre-application or of all required documentation, whichever is later (excluding weekends and designated federal holidays).

VI. OCCUPANCY STANDARDS

The unit must have enough space to accommodate the household. Occupancy standards must comply with federal, state and local occupancy standards, and/or laws in connection with occupancy requirements, fair housing and civil rights laws, as well as landlord-tenant laws and zoning restrictions. The occupancy standards for the Development are attached as **Exhibit M**.

1. For the purpose of determining the unit size for which a household may be eligible; the following will be counted as members of the household:
 - o Fulltime household members .
 - o Unborn children
 - o Children in the process of being adopted
 - o Children whose custody is being determined
 - o Foster children
 - o Children temporarily in a foster home
 - o Children in joint custody 50% of the year or more
 - o Children away at school but home for recess
 - a. A head of household (leaseholder) shall not be required to share a bedroom unless the head of household is married, in a consensual relationship, or otherwise agrees to share a bedroom.
 - b. If the applicant or a member of the applicant's household is pregnant, unborn children will be counted in determining unit size when the family supplies documentation of pregnancy.
 - c. A single pregnant head of household may agree to share a bedroom with her child(ren) once born, but must agree to occupy the unit until the child turns age two or until the family size increases through birth, adoption, or court awarded custody of a child.
 - d. A child who is temporarily away from the home attending school will count, so long as the family can document that the child will be living with the family during the summer and vacation months.
 - e. A child(ren) will not count as living in the household if the parent has lost or terminated parental rights. The family must inform TRP and the CHA, if necessary, of a termination of parental rights within 10 calendar days of the occurrence.
 - f. A live-in aide shall not be required to share a bedroom with the head of household. A resident's bedroom size will not be adjusted to accommodate the family members of a live-in aide; a live-in aide's family members cannot cause overcrowding in the unit. If the addition of the live-in aide will not overcrowd the current unit, the bedroom size will not be increased.
 - g. Children who are subject to a joint custody agreement but live with the applicant, at least 51% of the time, will be considered members of that household. (51% of the time is defined as 183 days of the year, which do not have to run consecutively). Legal certification is required from families who claim joint custody or temporary guardianship.
2. Upon request, an applicant or resident may be placed on as many of the Development's Waiting List(s) that the household size qualifies.
3. A household may be required to provide proof of custody of related or unrelated occupants in order to be considered for a change in unit size.

VII. ELIGIBILITY REQUIREMENTS

A. Income

The annual gross income of the applicant(s) must be equal to or less than the income limit established by the applicable program's administrative rules for the appropriate household size. Each apartment is restricted to households earning less than or equal to 30%, 50%, or 60% of the Area Median Income (AMI). The total of each household's annual income will be verified. PHA - Assisted units are also restricted to households who qualify for the CHA's public housing program. If a household's income is above the maximum for any unit, that household is not eligible. This is determined by comparing the verified annual (gross) income of each household against the maximum income allowed. The maximum limits below are effective as of December 18, 2013, and are subject to change by HUD:

LIMITS	1 PERSON LIMIT	2 PERSON LIMIT	3 PERSON LIMIT	4 PERSON LIMIT	5 PERSON LIMIT	6 PERSON LIMIT	7 PERSON LIMIT	8 PERSON LIMIT
60%	\$30,420	\$34,800	\$39,120	\$43,440	\$46,920	\$50,400	\$53,880	\$57,360
50%	\$25,350	\$29,000	\$32,600	\$36,200	\$39,100	\$42,000	\$44,900	\$47,800
30%	\$15,210	\$17,400	\$19,560	\$21,720	\$23,460	\$25,200	\$26,940	\$28,680

B. 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 (Applicable only to eligible RRC Applicants):** 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.

C. Age

The head of household must be at least 18 years of age.

D. Income Targeting – (Applicable Only to the Section 8 Project Based Program)

1. ☒ The Development is not required to comply with the Income Targeting requirement.
- ☐ The Development is required to comply with the Income Targeting requirement.

C. Determining Household Size

For purposes of determining the household size for income limits in the units, household members include all persons who consider the unit their primary residence. Also counted are those who are expected to reside in the unit during the next twelve months, such as:

- 1. Children under joint custody
- 2. Children away in foster care who will be returning to the household
- 3. Members temporarily in a hospital or nursing home
- 4. Unborn children,
- 5. Children in the process of being adopted
- 6. Future spouse or roommate
- 7. Temporarily absent members –
 - a. Dependent students away at school
 - b. Military household members assigned out of town, but who have a spouse or child(ren) in the unit.

The following are excluded toward the number of people living in a unit for LIHTC income limit purposes, even though they will live in the unit:

- 1. Live-in attendants for elderly or disabled – “A person who resides with one or more elderly persons, near-elderly persons, or persons with disabilities, and who:
 - a. Is determined to be essential to the care and well-being of the persons;
 - b. Is not obligated for the support of the persons; and
 - c. Would not be living in the unit except to provide the necessary supportive services.
 - d. Is not a dependent of the household
- 2. Foster children and adults
- 3. Temporary visitors and/or guests

The unit must be the applicant's sole residence in order for the applicant to be eligible for housing.

Permanently confined household members – The household has the right to decide whether to count the household member (and their income) or not, who is permanently confined to a hospital or nursing home.

D. Citizenship Requirements

Applicants and tenants for PHA – Assisted units must meet HUD requirements on citizenship or eligible immigration status. (24 Code of Federal Regulations § 5.506)

E. Social Security Numbers

The head of household/spouse/co-head of a PHA – Assisted unit must provide documentation of Social Security Numbers for all household members or sign a certification under penalties of perjury for each family member who does not have a Social Security Number as required under HUD regulation and the CHA's public housing program. (24 Code of Federal Regulations § 5.216)

F. Date of Birth

Date of Birth must be disclosed for all household members.

G. Student Eligibility Requirements

Pursuant to LIHTC eligibility rules, households made up entirely of full-time students do not qualify for an apartment. Full-time students:

- Attend a school with facilities and regular student body
- Attend all or parts of any 5 months out the year (not necessarily consecutively)
- Are considered full-time by the school that they attend
- Include college/university, elementary, junior, and senior High School Students

Full-time student households must meet one of five (5) exceptions continually to live in an LIHTC "affordable" unit:

- 1) All students are married and entitled to file a joint tax return.
- 2) All adult members are single parents with minor children, the adult is not a dependent of any third party, and the children are only claimed by a parent.
- 3) The household includes a member who receives Title IV welfare (TANF).
- 4) The household includes a member who formerly received foster care assistance.
- 5) The household contains a member who gets assistance from the Job Training Partnership Act (JTPA), Workforce Investment Act (WIA), or similar program.

VIII. SELECTION & REJECTION CRITERIA

CASA Queretaro
Tenant Selection Plan

The ability of the applicant to fulfill lease obligations will be considered. An applicant may be rejected for one or more of the following reasons:

A. Insufficient/Inaccurate Information on Application

Refusing to cooperate fully in all aspects of the application process or supplying false information will be grounds for rejection.

B. Credit and Financial Standing

1. Unsatisfactory history of meeting financial obligations (including, but not limited to timely payment of rent, outstanding judgments, and a low credit score) will be considered. More specifically, any of the following will be considered for rejection:

- **Credit Report** - In order to be approved based on credit history:
 1. Credit scores must be equal to or greater than 500.
 2. If a credit report is ordered for more than one person in a household, the average of all scores must be equal to or greater than 500.
- **Rent** –
 1. Current in rent, including no rent due to any public housing program.
 2. **Working to Meet (Applicable only to CHA RRC Applicants):** Documented history of paying rent and of paying any repayment agreement, if applicable, for one year.
 3. **Exception (Applicable only to CHA RRC Applicants):** Entered into a repayment agreement and current with payments for the past three months for residents covered by the Relocation Rights Contract.
- Delinquent debts
 1. No debt owed to any public housing program.
- Utilities
 1. 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.
 2. Applicant or a member of the household must be able to obtain utilities in his or her name.
- In cases where there is no credit score for whatever reason, two (2) of the following must be submitted:
 1. A notarized letter from the landlord of applicant's current residence, indicating good payment history and that there is no balance due.
 2. The three (3) most recent statements from a utility company (gas, electric, telephone) indicating good payment history and that there is no past due balance on the account at applicant's current residence.
 3. The three (3) most recent statements from a cellular/mobile phone company indicating good payment history and that there is no past due amount.
- Residential History - When there is/are Landlord/Tenant cases on an applicant's report, the following are reasons for denial, regardless of the credit score:
 1. A pending Case filed by a landlord (application will be denied if a case is pending. Once there is a judgment decided in the case,

the application may be revisited if applicant submits original order from court in favor of applicant.)

2. An unpaid Judgment against the tenant in Landlord/Tenant cases.
3. A judgment in favor of a current or past landlord in 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.
 1. 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 at Casa Queretaro will be evaluated to satisfy the second year of the requirement.

If an applicant is rejected based on the credit, criminal, or landlord report(s), they will be provided with the reasons for rejection and given the name of the credit bureau that submitted the report. Applicants will also be given two weeks to dispute any information on the credit report.

2. The inability to verify credit references may result in rejection of an applicant. Special circumstances will be considered in which credit has not been established (income, age, marital status, etc.) and lack of credit history will not cause an applicant to be rejected.
3. The applicant's financial ability to pay his/her monthly contribution toward the rent of the unit will be assessed.
 - a) For "affordable" units, the total of the applicant's monthly rental contribution should be less than 40% of his/her monthly gross income.
 - b) For PHA – Assisted Units only, applicants must be able to pay the minimum rent of \$75 per month. 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.
4. For PHA – Assisted Units, applicants must not have debt owed to any public housing program.

C. Criminal Convictions/Current Drug Use

1. Applicants, including any household members 18 years of age or older, who fall into the following categories will be rejected:
 - i. was convicted in the last five years of any criminal activity that threatened the health, safety, or right to peaceful enjoyment of the premises by other residents or any drug-related criminal activity on or off the premises; or
 - ii. had a household member, guest, or visitor while under the leaseholder's control, convicted in the last five years of any criminal activity that threatened the health, safety or right to peaceful enjoyment of the premises by other residents, or any drug-related criminal activity on or off the premises. This exclusion shall not

apply where the leaseholder agrees to exclude the offending person from the household;

- iii. Drug-related criminal activity that resulted in eviction from federally assisted housing within a three year period prior to application at Development (24 CFR 960.204 (a)(1)); however, the household may be admitted if it is determined that the evicted household member who engaged in drug-related criminal activity has successfully completed a supervised drug rehabilitation program (24 CFR 960.204(a)(1)(i)), or the circumstances leading to the eviction no longer exist (for example, the criminal household member has died or is imprisoned). (24 CFR 960.204(a)(1)(ii)).
- iv. any conviction for drug-related criminal activity for manufacture or production of methamphetamine on the premises of federal assisted housing.
- v. Any household member that is subject to a lifetime or any registration requirement under a state sex offender registration program including the ten-year Illinois State Sex Offender Registration Act.
- vi. Current addiction to, or engagement in, the illegal use of a controlled substance or property manager has reasonable cause to believe that a household member's current illegal drug use or pattern of illegal use may threaten the health, safety or right to peaceful enjoyment of the premises by other residents.
- vii. any household member for whom there is reasonable cause to believe that the 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.
- viii. any household member has ever been convicted of arson.

TRP may require an applicant to exclude a household member who has participated in or been culpable for the above actions in order for the remaining household members to be admitted to the development.

2. Applicants who fall into the following categories may be rejected. In addition, if other persons who will be living in the unit fall into these categories, the applicant may be rejected.
 - a) criminal convictions that involved physical violence to persons or property, or endangered the health and safety of other persons within the last 5 year(s); Examples of criminal offenses that will be considered include, but are not limited to: disturbing the peace, drunk and disorderly conduct, threats or harassment, domestic violence, including actual or threatened violence toward members of an applicant household, assault, destruction of property, arson, vandalism, citations for health and sanitary code violation, possession of an unlawful weapon, criminal damage, home invasion, sexual crimes requiring registration, and all other activities that may adversely affect the health, safety, or welfare of other tenants
 - b) criminal convictions in connection with the manufacture or distribution of a controlled substance within the last 5 year(s);

D. Household Characteristics

Household size or household characteristics were not appropriate for the specific type of unit available at the time of application. For example, the household size exceeds the person per bedroom limitations or other occupancy standards, or a unit is specifically designed for accessibility and a disabled applicant on the waiting list is in need of that unit.

E. Unsanitary Housekeeping

Housekeeping will be considered because home visits are conducted. Housekeeping criteria are not intended to exclude households whose housekeeping is only superficially unclean or disorderly if such conditions do not appear to affect the health, safety, or welfare of other residents. TRP staff or a third party contractor hired by TRP will make a home visit to all applicants who have successfully completed all previous stages of this screening process. The purpose of the home visit is to determine whether the applicant is capable of caring for a unit in a way that creates a healthy and safe living environment. A maximum of two home visits may be conducted.

1. Home visits may be conducted by an individual or in teams using the Home Visit Form (Exhibit L). Applicants will be notified at least 24 hours prior to the scheduled visit.
2. If the unit inspected as part of the home visit indicates applicant-caused health or safety hazards, housekeeping that contributes to infestation or applicant-caused damage, the application may be rejected, or in the case of PHA – Assisted unit referrals, applicant will be referred for services prior to approval and admission. The public housing referred applicant must complete services and provide written documentation of satisfactory completion and will need to pass a subsequent home visit. If the applicant does not attend services, is not helped, or does not pass the subsequent home visit, they will be deferred to CHA.
3. If the home visit reveals that the applicant is currently permitting unauthorized occupants to share the unit, is engaged in criminal activity or some other situation that was inconsistent with the information presented on the application, the applicant could be rejected, or in the case of PHA – Assisted unit referrals, the applicant will be deferred to CHA. TRP will document any cases where a home visit results in a rejection.
4. Affordable/LIHTC applicants who fail a home visit will be rejected. Public housing applicants who do not pass a home inspection or re-inspection will be deferred to CHA.

F. Exception to Rejection Criteria

Extenuating Circumstances
(Check the one that applies)

☒ Extenuating circumstances will not be considered.

☐ Extenuating circumstances will be considered in cases when applicants would normally be rejected, but the applicants will have to indicate circumstances that he/she will be an acceptable resident in the future. Extenuating circumstances relating to credit delinquencies are those that were a one-time occurrence and beyond the applicant's control, specifically:

If the applicant is a person with disabilities, Management must consider extenuating circumstances where this would be required as a matter of reasonable accommodation.

G. 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 (Applicable only to CHA RRC Applicants)*: 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 aged 17 or 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.

IX. REJECTION PROCEDURES

A. Written Notification

Each rejected applicant will be promptly notified in writing of the reason(s) for rejection (**Exhibit N**). This notice will advise the applicant that he/she may, within **10 calendar days** of the **denial notice** (excluding designated federal holidays), respond in writing or request to meet with Management to discuss the notice.

B. Review of Rejected Applications

The **applicant will have 10 calendar days** (excluding designated federal holidays) to respond in writing or request a meeting to discuss the rejection. Any meeting with the applicant or review of the applicant's written response will be conducted by a member of Management's staff who did not participate in the decision to reject the applicant.

If the applicant appeals the rejection, the applicant will be given a final written decision from Management within five days (excluding weekends and designated federal holidays) of the applicant's written response or meeting. If the decision is reversed, the applicant will be offered a suitable vacant unit. If no such unit is available, the applicant will be offered the next appropriate unit.

Review of Rejected CHA RRC Applicants.

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
- d. Residents and former residents covered by the RRC or Post 10/1/99 RRC.

Review of rejected CHA Waitlist Applicants will be conducted pursuant to the CHA's ACOP.

X. SPECIAL OCCUPANCY CATEGORIES

Applicants will be interviewed and processed as authorized in **Sections V through VIII**, with exceptions made as follows:

A. Persons with Disabilities

An applicant with disabilities will be given priority for an accessible unit if such applicant deems that this type of unit is appropriate for their household.

If the household determines that the accessible unit is not appropriate for the household's needs, the household's name will be returned to its place on the Development's Waiting Lists, as applicable.

XI. AMENDING THE TENANT SELECTION PLAN

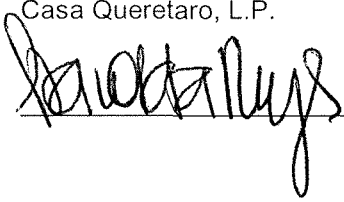
Any amendments to this Plan must be approved by the CHA and such amended plan will be submitted to the City of Chicago Department of Planning & Development and the CHA.

XII. CERTIFICATION

By signing this Plan, Management certifies that the contents of this Plan will be followed as written, and that no other Tenant Selection Plan has been executed for the Development at this time, or will be executed in the future without written approval from the Illinois Housing Development Authority.

OWNER:

Entity Name: Casa Queretaro, L.P.

Signature:  _____

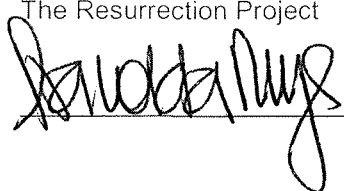
Print Name: _____

Title: _____

Date: 12-16-2014

MANAGEMENT:

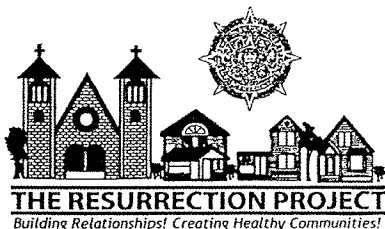
Entity Name: The Resurrection Project

Signature:  _____

Print Name: _____

Title: _____

Date: 12-16-2014



LEASE RIDER #4 BUILDING SAFETY ACKNOWLEDGMENT

I acknowledge receipt of ____ smoke detector and ____ carbon monoxide detector device(s) in good operating condition and properly installed. I also acknowledge that I will immediately notify the Property Manager, The Resurrection Project, in the event that any of the smoke detectors become damaged, lost, stolen or are otherwise inoperable.

I acknowledge that the smoke detector(s) are installed in my apartment as a fire detection device, and that the willful damage, theft, or destruction of any smoke detector endangers my safety and the safety of others in the event of an emergency.

I agree that I may be charged for the excessive use of batteries, repeated loss or damage to smoke detectors, and these charges may be added to my monthly rent payment. I understand and agree that if such charges are assessed, that any payment I make will be applied first to such charges and any remaining funds will be credited to my monthly rent.

I understand and agree that the terms of this Rider are incorporated into and are a part of my lease for the apartment located at: _____ Unit # _____.

Tenant

Date

Landlord

Date