



**TENANT SELECTION PLAN (TSP) CHECKLIST
and CERTIFICATION**
Project-Based Section 8 Properties
(Based on HUD Handbook 4350.3, Rev. 1, Chg. 4)
(HUD 9834 E 14.g.)

Please complete one for each property in the portfolio and attach the appropriate Tenant Selection Criteria. Identify other properties in the management portfolio that use the same TSP.

Project Name: _____	Project Number: _____
Project Type: Elderly/Disabled: ____ Family: ____ Disabled Only: ____ Elderly Only (62+): ____	
Revision Date of this TSP: _____ Reviewed By: _____	
MaineHousing Asset Manager	Date
List all properties that use the same TSP: _____	

Required Topics/Provisions Figure 4-2 & HUD guidance	Citation	Y	N	Comments
Project-specific requirements <i>(If property is designated for special, targeted population, the owner must define population to be served.)</i>	Ch. 3, 3-15B Ch.4, 4-4C1a			
Citizenship Requirements <i>(Owner must describe how citizenship/ immigration requirements are implemented, including policies regarding verification of citizenship and under what circumstances the owner will permit a temporary deferral of termination of assistance.) SAVE verification for non-citizens</i>	Ch. 3, Sec. 1 SAVES 3-12H,I Ch.4, 4-4C1b			
Social Security Number (SSN) Requirements <i>(Owner must identify the requirements for disclosing and providing verification of the complete and accurate SSN assigned to them except for those individuals who do not contend eligible immigration status or tenants who were 62 or older as of January 31, 2010 and whose initial determination of eligibility was begun before January 31, 2010. Failure to disclose and provide documentation and verification of SSNs will result in and applicant not being admitted.</i>	Ch. 3, 3-5b Ch.4, 4-4C1c Notice H 2023-10 pg. 125			
Income Limits <i>(Owner must identify the income limit schedule used – i.e. LI -80% AMI, VLI - 50% AMI, or ELI – 30% AM. See HAP contract to determine income limits requirements. ELI families are now defined as very low-income families whose incomes do not exceed the higher of the federal poverty level or 30 percent of AMI.)</i>	Ch. 3, 3-6 Ch.4, 4-4C2 Figure 3-3			
Procedures for Accepting Applications and Pre-applications	Ch. 4, 4-4C3a Ch. 4, 4-14			
Procedures for Applying Preferences <i>(Owner should describe the acceptable sources of preference verification and must define how preferences affect order in which applicants are accepted.)</i> <u>NOTE:</u> state, local or residency preferences must be HUD approved.	Ch. 4, 4-4C3b Ch. 4, 4-6			
Income-targeting <i>(Owners must including income targeting – i.e. 40% of new move-ins at 30% AMI and a description of how the income targeting affects the order in which applicants are selected from the waiting list.)</i>	Ch. 4, 4-4C3c Ch. 4, 4-5 Notice H 00- 18, Sec. 5-			

<p>Required drug-related or criminal activity criteria including State lifetime sex offender registration check in all states where applicant household members have resided or using a database that checks against all state registries (e.g. the Dru Sjodin National Sex Offender Database) <i>(Owner must describe property standards used to screen information on drug-related or criminal activity – including sex offender registration.)</i></p>	<p>Ch. 4, 4-4C3d Ch. 4, 4-7C & Notice H 2002-22</p>			
<p>Required marijuana screening criteria</p>	<p>HUD Memorandum Dec 29, 2014</p>			
<p>Procedures for using the EIV Existing Tenant Search <i>(O/As must establish procedures in their Tenant Selection Plan for using the EIV Existing Tenant Search to determine if the applicant or any member of the applicant's household are being assisted under a HUD rental assistance program at another location.)</i></p>	<p>Ch. 4, 4-4C3d & Ch. 9, 9-8B1</p>			
<p>Other allowable screening criteria <i>(Owner must describe property standards used to screen information such as rental history, credit history (lack of history is not a reason for denial), home visitations, and references.)</i></p>	<p>Ch. 4, 4-4C3d, 4-4D, Ch.4, 4-7B & Ch. 4, 4-7C3</p>			
<p>Procedures for Rejecting Ineligible applicants <i>(Owner must describe circumstances for rejection and how extenuating circumstances may be considered, including right of applicant to appeal.)</i></p>	<p>Ch. 4, 4-4C3e Ch. 4, 4-9</p>			
<p>Occupancy Standards <i>(Owner must describe the determination of appropriate unit size and procedures to place families on the list for more than one unit size.)</i></p>	<p>Exhibit 3-2, Ch. 3, 3-14C, 3-23 & Ch. 4, 4-4C4</p>			
<p>Unit transfer policies - including selection of in-place residents vs. applicants from the waiting list <i>(Owner's description must include provisions for circumstances that include transfer because of family size, changes in household composition, change in subsidy, certifiable medical reasons or accessibility features.)</i></p>	<p>Ch. 2, 2-33C Ch. 4, 4-4C5 & Ch. 7, 7-14-16</p>			
<p>Policies to comply with Sec. 504 of the Rehabilitation Act of 1973 and the Fair Housing Act and other relevant civil rights laws and statutes <i>(Owner must include language regarding non-discrimination based on race, color, religion, sex, national origin, disability, familial status and, in Maine, sexual orientation – M.R.S.A Title 5, Sec. 4852)</i></p>	<p>Ch.2, Section 3 & Ch. 4, 4-4C6</p>			
<p>Policy for opening and closing the waiting list <i>(Owner must describe the methods used to announce opening and closing the waiting list.)</i></p>	<p>Ch. 4, 4-16B Ch. 4, 4-4C7</p>			
<p>Eligibility of students to receive Section 8 rental assistance</p>	<p>Ch.3 Section 1, 3-13 & Ch. 4, 4-4C8</p>			
<p>Asset Limitations Rule For New Admissions And Recertification <i>(Affected properties must deny admission to applicant families whose assets exceed \$100,000 at initial certification and new admissions. Owners have discretion with regard to enforcing this rule at the time of reexamination, as long as it has been specified in their respective policies.)</i></p>	<p>Notice H 2023-10</p>			
<p>Real Estate Asset Limitation <i>(Owner must define a property considered unsuitable including but not limited to – joint ownership where applicant is a non-resident, VAWA provisions, sale of property, disability related needs, family size, geographical location, unsafe physical condition, and legal right to reside in property. If none of these exceptions applies, the applicant is disqualified.)</i></p>	<p>Notice H 2023-10</p>			

Health/Medical Care/Attendant Care And Auxiliary Apparatus Hardship Exemptions Policy <i>(Owners have discretion to offer hardship relief for families regarding the increase in rent due to the change in this policy. The deduction threshold will be reduced to 5% of annual income for a 90-day period, and the Owner has the discretion to continue to offer the exception.)</i>	Notice H 2023-10			
Child Care Deductions Hardship Exemptions Policy <i>(Owners have discretion to offer hardship relief for families whose eligibility for the childcare deduction is ending. Sites must develop policies requiring families to report changing circumstances, details about what circumstances warrant a hardship, what verification will be required and how many periods of exemptions a family may take.)</i>	Notice H 2023-10			
Interim Recertification Policies <i>(Owner's policy must address: when and what changes must be reported, timeframes, including when the next AR will occur within three months, percentage threshold of an income decrease that will require an IR, timeframes for household composition changes, changes to adjusted income that qualify/disqualify for deductions and effective dates of rent decreases.)</i>	Notice H 2023-10			
De Minimis Errors in Income Determinations <i>(Owner's must identify how they will repay or credit a family the overcharged amount, retroactively to the effective date that the error was made.)</i>	Notice H 2023-10			
Revocation of Consent <i>(Under HOTMA, any executed consent forms will remain in effect until assistance is either terminated or denied, or if the family makes written notification to revoke their consent. The Owner needs to specify in the TSP what they consider evidence of revocation of consent.)</i>	Notice H 2023-10			

Policies for applying [Violence Against Women Act Reauthorization Act of 2013 \(VAWA\)](#) Notice H2017-05

Act Reauthorization Act of 2013 (VAWA) Notice H2017-05	Citation	Y	N	Comments
Denied applicants are informed of their VAWA Protections Provided HUD Form 5380 & HUD Form 5382	Ch. 4, 4-4C9 & Notice H2017-05			
Policy establishing an Emergency Transfer Plan HUD Form 5381 (EMG Transfer request form is 5383)	Ch. 4, 4-4C9 & Notice H2017-05			

HOTMA recommended Topics/Provisions

Policy on Self-Certification of Assets <i>If a households net family assets total \$50,000* or less, they may self-certify all assets for verification purposes during interim recertification and every 3rd annual recertification.</i>	Notice H 2023-10			
Safe Harbor Verification <i>Sites may use gross annual income determinations made by other, means-tested programs for certification purposes.</i>	Notice H 2023-10			
Zero Income Reexamination Procedures <i>Sites are permitted to create Zero Income reexamination procedures (such as quarterly reviews that inquire about all sources of income and how bills are paid).</i>	Notice H 2023-10			
Best Screening Practices - Disparate impact <i>(Owners are encouraged to create policies that consider the severity of the offense and the length of time that has lapsed prior to application for housing.)</i>	Notice H 2015-10			

NOTE: If Enterprise Income Verification (EIV) Usage is described in the Tenant Selection Plan, refer to Notice H 2023-10/ Attachment J for HOTMA EIV Usage requirements. Owners must update EIV Policies and Procedures to reflect their discretionary use of EIV reports.

NOTE: Other HUD Recommended Topics/Provisions for the Tenant Selection Plan may also be found in Ch. 4 (Figure 4-2)

NOTE: Pursuant to Chapter 2, Sec. 2-9 of HUD Handbook 4350.3, REV-1, Chg. 4 and the "Final Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons" which was published in the Federal Register on January 22, 2007, housing owners must 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.