

HOUSING AUTHORITY OF THE CITY OF ROSWELL MULTIFAMILY HOUSING PROGRAM PBRA TENANT SELECTION PLAN

NOTE: FULL DETAILED DESCRIPTIONS OF THE GENERAL STANDARDS OUTLINED IN THIS DOCUMENT ARE WITHIN THE COMPREHENSIVE HOUSE RULES AND ARE AVAILABLBE TO BE VIEW IN THE ROSWELL HOUSING AUTHORITY OFFICE OR ONLINE AT WWW.ROSWELLHOUSING.ORG

1. Project Specific Requirements:
 - a. The property consists of mixed units, offering family units, elderly units, and households with disabilities. Forty units are specifically for seniors or persons with disabilities. Three of the remaining sixty-five units are designated for families with disabilities or seniors. The balance of the units is for families or individuals.
 - b. American citizenship or legal permanent status is required for the household head. There are provisions for other family members to be non-citizens characterized as a mixed household.
 - c. Social Security numbers are required for **all** household members.
2. Income Limits:

The standard is no higher than 80% of area median income as determined by HUD.
3. Procedures for Taking Applications and Selecting from the Waiting List
 - a. The Authority utilizes a pre-application and an application process.
 - b. There are three preferences established:
 - i. Local Residency (Living or working in Roswell).
 - ii. Employed 20 hours per week or more.
 - iii. Graduate from a HUD sponsored Transitional Housing Program within 2 years of pre-application.
 - c. These preferences are cumulative, with 3 being the maximum and 0 being the minimum.
 - d. A random lottery system is used for placement on the waiting list and then preferences are added where applicable.
 - e. The Authority follows the income targeting guidelines from HUD that established a certain percentage of occupant households to be considered extremely low income.
 - f. Applicants are screened for both criminal background and suitability for housing. Applicants can be rejected for:
 - i. Being over income limits.
 - ii. Not passing criminal background check.
 - iii. Providing false or fraudulent information.
 - iv. Owing funds to any other Public Housing Authority.
 - v. Suitability.
4. For occupancy standards, the Housing Authority institutes a general rule of no more than 2 persons per bedroom size.

5. A transfer waiting list is maintained and takes precedence over new applicants. Transfers are allowed for changes in family size, changes in family composition, medical reasons certified by a doctor or the need to transfer based on reasonable accommodation. Transfers requested at tenant preference are seldom granted, and done so only at the discretion of the Housing Authority.
6. The Housing Authority complies with Section 504 of the Rehabilitation Act 1973, The Fair Housing Act, and Title VI of the Civil Rights Act of 1964.
7. The waiting lists are opened when it is determined appropriate to maintain an active candidate base. There are five waiting lists maintained:
 - i. 1 Bedroom, Elderly and Disabled
 - ii. 1 Bedroom Non-Elderly and Disabled
 - iii. 2 Bedroom
 - iv. 3 Bedroom
 - v. 4 Bedroom

It is attempted to open all lists at the same time to avoid confusion, but is not always possible. Advertisement is accomplished through the Roswell Neighbor newspaper, the Housing Authority website, and notification to local area social service agencies as designated in plans approved by HUD.

8. Students enrolled in institutions of higher education are eligible to apply.
9. Additional Policies and Procedures are detailed in the comprehensive House Rules for Multifamily Housing identified in the opening statement.
10. The Tenant Selection Plan will be reviewed annually to ensure its compliance with HUD regulations and to maintain effectiveness with the mission of the Housing Authority.
11. A copy of the Tenant Selection Plan will be provided to all applicants when requested in writing at no charge to the applicant.