

RIH MORs - TSP Required Topics

- ☐ Project eligibility requirements:
 - ☐ Project-specific requirements (see Chapter 3, Section 2)
 - ☐ Citizenship requirements (see Chapter 3, Section 1)
 - ☐ Social security number requirements (see Chapter 3, Section 1) - including those older than 62 or with eligible immigration status
- ☐ Income limits (including economic mix requirements for Section 8 properties) (see Chapter 3, Sec 1)
- ☐ Procedures for accepting applications and selecting from the waiting list
 - ☐ Procedures for accepting applications and pre-applications (see Chapter 4, Section 3)
 - ☐ Procedures for applying preferences (including income-targeting in Section 8 properties) (see Chapter 4, Sections 1 and 4) covering 'skipping' to meet income targeting requirements
 - do these match the waitlist
 - ☐ Applicant screening criteria (see Chapter 4, Sections 1 and 4)
 - ☐ Required drug-related or criminal activity criteria - cannot have a 1 strike policy
 - ☐ 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
 - ☐ Procedures for using the EIV Existing Tenant Search
 - ☐ Other allowable screening criteria
 - ☐ Procedures for rejecting ineligible applicants (see Chapter 4, Section 1)
 - Must include notice of rights and copy of VAWA
 - Must include response timeframes
- ☐ Occupancy standards (see Chapter 3, Section 2)
- ☐ Unit transfer policies, including selection of in-place residents versus applicants from the waiting list when vacancies occur (see Chapter 7, Section 3)
- ☐ Policies to comply with Section 504 of the Rehabilitation Act of 1973 and the Fair Housing Act and other relevant civil rights laws and statutes (see Chapter 2, Section 3)
- ☐ Policy for opening and closing the waiting list for the property (see Chapter 4, Section 3)
- ☐ Eligibility of students (see Chapter 3, Sections 1 and 3) including the revised definition of tuition and an independent student
- ☐ Owners/management agencies/properties employing 15 or more must identify a Section 504 Coordinator
- ☐ Policies for applying Violence Against Women Act (VAWA) protections (Section 8 only)
 - ☐ Emergency transfer plan
 - ☐ Preference details for internal transfers, external transfers, and external waitlist
 - ☐ Confidentiality information, retention of information, and the VAWA lease addendum

Recommended Topics

- Applicant notification and opportunity to supplement information already provided (see Chapter 4, Sections 1 and 4).
- Procedures for identifying applicant needs for the features of accessible units or reasonable accommodations (see Chapter 2, Section 3).
- Updating the waiting list (see Chapter 4, Section 3).
- Policy for notifying applicants and potential applicants of changes in the tenant selection plan (see Chapter 4, Section 1).
- Procedures for assigning units with originally constructed design features for persons with physical disabilities (see Chapter 2, Section 3)
- Charges for facilities and services (see Chapter 6, Section 3)
- Security deposit requirements (see Chapter 6, Section 2)
- Unit inspections (see Chapter 6, Section 4)
- Annual recertification requirements (see Chapter 7, Section 1)
- Interim recertification reporting policies (see Chapter 7, Section 2)
- Implementation of house rule changes (see Chapter 6, Section 1)