

## **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)
  
- 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)
  - Applicant screening criteria (see Chapter 4, Sections 1 and 4)
  - Required drug-related or criminal activity criteria
  - 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
  
- 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

## **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)