



Tenant Selection Plan

Approved by the Cornerstone Board of Directors 5/17/2024

Cornerstone Housing North is a 202 Project Rental Assistance Property funded by the Department of Housing and Urban Development (HUD) and the HOME program sponsored by New Hampshire Housing and Finance Authority. Cornerstone Housing has twelve one bedroom apartments. A copy of the tenant selection plan will be present at the property. The tenant selection plan has been made publicly available and a copy can be provided upon request.

Initial Eligibility:

1. Applicants and Tenants must be age 62 or older and gross income must meet the current HUD published income guidelines of Very Low or Extremely Low. Income limits utilized for determination will be from HUD's currently published income limits for Coos County, New Hampshire.
2. Enterprise Income Verification (EIV) will be utilized to verify income as directed by HUD.
3. Maximum household size of 2 people, larger households will be referred to other housing agencies with larger apartments.

Fair Housing and Equal Opportunity Statement of Nondiscrimination

Cornerstone Housing North, Inc. fully complies with the Title VI of the Civil Rights Act of 1964, Title VIII and Section 3 of the Civil Rights Act of 1968, Executive Order 11063, Section 504 of the 1973 Rehabilitation Act, the Age Discrimination Act of 1975, the Fair Housing Act Amendments of 1988, and any legislation protecting the rights of residents, applicants, or staff which may subsequently be enacted.

Privacy Policy

Cornerstone Housing North, Inc. shall not disclose any personal information contained in its records to persons, or agencies unless the resident/applicant has given permission to disclose such information.

Screening Criteria

Applicants that meet HUD's 202 PRAC eligibility requirements will then undergo Cornerstone Housing North Screening before being admitted to the property. This additional screening is in place to protect the safety and well-being of all tenants. Relevant information regarding the practices to be considered includes, but is not limited to:

1. An applicant's past performance in meeting financial obligations especially rent.
2. Applicants that have committed fraud with any Federal Housing Program are ineligible for tenancy with Cornerstone Housing North, Inc.
3. All qualified applicants, at the time of the interview, will be required to submit information on previous housing and landlords. Landlord verification forms must be signed for present and past landlords. These forms will be sent directly to landlords for references. Other credit information may be obtained for applicants with no previous rental history. Applicants, including any household member that receive a negative rental reference may be ineligible for tenancy at the discretion of the owner/agent
4. A criminal record check will be completed for all household members.
 - a. Applicants, including any household member that have been convicted of a felony within the past seven (7) years are ineligible for tenancy. Or if there is a pattern of habitual convictions dating beyond 7 previous years.
 - i. Except for a conviction for a crime that is no longer illegal in the state of New Hampshire.
 - b. Applicants, including any household member that has any conviction for a class B misdemeanor offense, prostitution, alcohol related crimes, or low-level property crimes (theft) that demonstrate a pattern of habitual convictions; are ineligible for tenancy.

- i. Except for a conviction for a crime that is no longer illegal in the state of New Hampshire.
 - c. Applicants, including any household member that have any other criminal history (excluding felonies) within the past two years are ineligible for tenancy.
 - i. Except for a conviction for a crime that is no longer illegal in the state of New Hampshire.
- 5. An applicant who has been convicted of the illegal manufacture or distribution of a controlled substance as defined in Section 102 of the Controlled Substances Act (21 U.S.C.802) or for those same offenses that mandate denial of tenancy in federally assisted housing subject to federal regulations are ineligible for tenancy.
- 6. A registered sex offender search will be completed for all household members. Any member of the household is subject to a lifetime sex offender registration requirement under a state sex offender registration program are ineligible for tenancy.
- 7. Social Security Number (SSN) verification must be completed for all household members the age of 6 or older. If a SSN has not been assigned documentation proving why a number has not been assigned must be obtained and proof of assignment must be provided within 60 days.
- 8. Applicants must complete all required documentation.

Applicants will receive a rejection letter clearly outlining the reasons for rejection. The applicant will be given 14 days to respond to the rejection or request a meeting to discuss the rejection or bring new information in for consideration.

Application and Wait List Procedures

Applications will be distributed to all who make a request. Applicants may pick up applications in person, request a mailed copy, download from the tccap.org website, or request by email/fax.

Completed applications will be marked by owner/agent the time and date it was received. Completed applications that have been received and deemed eligible for occupancy shall be placed on the Waiting List according to date and time received.

**For an application to be considered complete all applicable information must be completed including signatures. Incomplete applications will not be accepted and applicants who provide contact information will be given 10 days to complete the mission information.*

Applicants on the wait list will be contacted in order that applications are organized on the wait list.

When no applicants on the wait list are ready to begin the move in process, or do not respond to contact attempts within 30 days Cornerstone Housing may contact HUD requesting an accommodation for an over income or under age prospect.

Applicants will be removed from the wait list for the following reasons:

No current contact information to include; mailing address, phone number(s), email address or approved secondary contact.

Applicant becomes over income.

Applicant does not respond to owner/agent contacts attempts within 40 days of a notice of a vacancy.

Death verified by an obituary.

Upon applicant or applicant's approved contact's request for removal.

Applicants that have been contacted by the owner/agent that reject an available unit will be moved to the bottom of the wait list.

The wait list may be closed at the discretion of the owner/agent if the anticipated wait for an apartment reaches two years or more. In the event that a wait list is closed it will be posted publicly, to include a local newspaper notification that the waitlist will close in no less than thirty days. Once the wait list drops to an approximate wait time of twelve months the wait list will be reopened and will be posted publicly, to include a notification in a local newspaper.

Preferences:

Cornerstone Housing North has selected one wait list preference:

Applicants that are experiencing homelessness that is verified by Tri-County CAP, a municipal department, or social service agency will rank above general applicants on the wait list. These applicants are subject to the same eligibility requirements and additional applicant screening processes.

Reasonable Accommodation Requests

If an applicant or tenant requires a reasonable accommodation based on a disabling condition, they will be provided with a request for reasonable accommodation/modification form.

Reasonable accommodation request forms may be requested from Cornerstone Housing at any time. The Owner/Agent will respond to the request within fourteen (14) business days of owner/agent receipt. If additional information is required, Owner/Agent will respond within an additional fourteen (14) business days after receiving all requested information. All decisions to grant or deny reasonable accommodations/modifications will be communicated in writing.

Cornerstone Housing North is not required to honor any request that would result in an undue hardship or fundamental alteration in the nature of the housing program.

In the event that a request for accommodation or modification is deemed an undue burden, the tenant, may, at their own expense have the accommodation/modification done, provided that the alteration is pre-approved by the owner/agent and performed by a licensed, insured contractor. Cornerstone Housing North bears no fiscal responsibility for pre-approved accommodations or modifications completed by the tenant.

Transfer Policy

Transfer requests between units may be submitted in writing to owner/agents in the case of prolonged tenant disputes and or restraining orders. Owner/agent has the right to decline any transfer request. All units at Cornerstone Housing are one bedroom units; as a result unit transfers to accommodate an increase in household size are not possible.

Warnings:

Tenants may receive a written warning for the following:

House rules are not being followed

Violation of Pet Policy

Continued interference with other tenants enjoyment of the property

Adversely affecting the physical environment of the property

Maintenance refusal after advance notice of two weeks for routine property maintenance

Maintenance refusal after tenant request

Behavior that affects the health and safety of others

If the owner/agent issues two or more written warnings further legal action may be taken to include eviction.

Continued Occupancy:

Tenants and household members are required to follow house rules and abide by the lease. In addition tenants and any household must follow HUD 202PRAC requirements in order to continue occupancy.

In the event that a tenant is unable to maintain their unit due to diminished physical capacity, the tenant will be required to obtain supportive services in order to continue occupancy.

Owner/agent may initiate eviction for:

- HUD determined criteria for evictions
- Failure to pay the rent;
- Substantial damage to the premises;
- Behavior that affects the health and safety of others;
- Violation of the lease;
- Other good cause.

Rejection and or Grievance Procedure

Management will follow the grievance procedures outlined in the HUD handbook.