



Dukes County Regional Housing Authority

Tenant Selection Plan

To ensure that any person has access to the information in this Tenant Selection Plan, Dukes County Regional Housing Authority will provide accommodation upon request by a person for hearing and/or sight assistance, qualified interpreters for limited English proficiency or American Sign Language and reading and writing assistance. Please inform us of any other necessary accommodation.

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Dukes County Regional Housing Authority does not discriminate on the basis of race, color, religion, sex, national origin, ancestry, sexual orientation, age, familial status, marital status, veteran status, public assistance, disability, genetic information, gender identity or any other class protected by state, federal or local law, in the access or admission to its housing program(s), or employment, or any other of its programs, activities, functions or services.

Dukes County Regional Housing Authority
Tenant Selection Plan

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Dukes County Regional Housing Authority

SECTION I

Tenant Selection Plan **Marketing**

In compliance with Section 504 of the Rehabilitation Act of 1973, The Fair Housing Amendments of 1988, Title VI of the Civil Rights Act of 1964, and other applicable laws, Dukes County Regional Housing Authority (DCRHA) will not discriminate against applicants or tenants on the basis of race, color, creed, religion, sex, national or ethnic origin, citizenship, ancestry, class, sexual orientation, familial status, disability, military/veteran status, source of income and age or other basis prohibited by local, state or federal law in any aspect of tenant application, selection or matters related to continued occupancy.

I -1. Marketing for Applicants

1. The Affirmative Fair Housing Marketing Plan and Contract establish the occupancy goal for the applicable projects of DCRHA.
2. DCRHA will display the Equal Housing Opportunity poster (Fair Housing Poster) at the main office of DCRHA.
3. Marketing through available local print, audio, and other technologies, such as on-line internet services, will be used to attract potential applicants. Results of marketing efforts will be monitored to make adjustments for maximum occupancy in accordance with fair housing standards.
4. An advertisement will be published annually or as needed in a local newspaper announcing the possibility of housing opportunities. This notice will include eligibility requirements and information on how to obtain an application for the wait list.
5. The Affirmative Fair Housing Marketing Plan will be followed to ensure that a full range of persons will be notified of availability of housing.
6. DCRHA will promote equal opportunity and non-discrimination in compliance with, but not limited to, federal and state constitutions, legislative enactments addressing discrimination in housing and other federal, state and local laws as applicable. The fair housing symbol and, as appropriate, the accessibility symbol will be used on all advertising.

SECTION II

Tenant Selection Plan Policies, Criteria and Procedures

In compliance with Section 504 of the Rehabilitation Act of 1973, The Fair Housing Amendments of 1988, Title VI of the Civil Rights Act of 1964, and other applicable law, Dukes County Regional Housing Authority (DCRHA) will not discriminate against applicants or tenants on the basis of race, color, creed, religion, sex, national or ethnic origin, citizenship, ancestry, class, sexual orientation, familial status, disability, military/veteran status, source of income and age or other basis prohibited by local, state or federal law in any aspect of tenant application, selection or matters related to continued occupancy. All procedures and criteria will be applied in a manner that ensures fair, consistent, non-discriminatory and equal treatment for all applicants.

II-1. Tenant Selection Plan: Policies, Criteria and Procedures

A. Project Eligibility Requirements and Project Specific Requirements

1. Project Specific Requirements
 - a. DCRHA manages island-wide and town-specific units with different eligibility criteria depending on funding and program specific requirements.
 - b. Eligibility is determined through income criteria and household characteristics as defined by DCRHA within program specific requirements, where applicable.
 - c. Family is defined as two or more persons regularly living together, related by blood, marriage, adoption, guardianship or operation of law; or who are not so related, but share income and resources.
2. Citizen/Immigration Status Requirements
 - a. Dependent on applicable program requirements, DCRHA may require an applicant to complete the Citizen Declaration documents concerning Citizen & Immigration status (see Attachments).
3. Social Security Number Requirements
 - a. Requirement of documentation involving Social Security number(s) will be in compliance with the Screening and Eligibility Verifications section.

B. Income Limits

1. Calculating the family's gross annual income and applying gross income in accordance with DCRHA policies will determine income eligibility.
2. Eligible Applicants will have annual income that does not exceed the DCRHA determined applicable income limits for admission.
3. Utility Allowances will not be used in determining income eligibility.

C. Procedures for Taking Applications and Selection from the Wait List

1. Taking Applications: Procedures

- a. Anyone who wishes to be admitted to DCRHA projects must complete an application and relevant consent forms.
- b. Written applications are required to be considered as an applicant; the applicant must sign and date the application.
- c. No fees will be charged for the application, screening or eligibility processing.
- d. DCRHA will maintain an application log listing of each application with the date and time of receipt and will place applicant on the wait list based on a preliminary eligibility determination.
- e. An applicant will report the need for any applicable unit types, such as an accessible unit for the mobility impaired, and will be noted on the wait list.
- f. DCRHA will assist in filling out applications whenever necessary.
- g. Applications may be completed on-site or may be sent to a prospective applicant and returned by mail. Faxed and emailed applications are not accepted.
- h. DCRHA will make arrangements to communicate with applicants who need assistance because of hearing, speech or vision impairments.
- i. DCRHA will make arrangements as requested by those applicants with limited English proficiency as outlined in the Limited English Proficiency and Language Access Plan Policy and Procedures of DCRHA. (See attached policy.)
- j. DCRHA will accommodate persons with disabilities who cannot use the standard application procedures as a result of their disabilities, by providing alternative methods of application submission.
- k. DCRHA will provide reasonable accommodations in policies, practices, procedures, and rules that are currently in place for all applicants with disabilities who require such changes to have equal access to any aspect of the application process.
- l. To determine preliminary income threshold eligibility, the application may be accepted as a self-certifying statement.
- m. All applicants that meet the preliminary eligibility determination will be processed through the screening and eligibility criteria; processing and final screening may not be completed until the likelihood of unit availability is imminent.
- n. Applications for Live-in Aides will be processed with the same screening and eligibility criteria, with the exception of income and credit criteria. (See Section III).
- o. Applications for accessible units will be identified by the applicant and noted on the wait list. (See Section III).
- p. No third party verification will be required until final screening for occupancy. All such verifications must have been completed within ninety (90) days of submission.

2. Wait List: Procedures

- a. DCRHA will conduct a preliminary review of each application to determine if there are any factors that would render the applicant ineligible to be placed on the wait list.
- b. If the applicant is determined to be eligible on a preliminary basis, the applicant will be placed on the wait list, in chronological order, according to the date of receipt of the completed application.

3. Maintaining Wait List: Procedures
 - a. Wait list will be maintained electronically on the computer.
 - b. Wait list categories will be annotated to provide auditable documentation of actions such as, but not limited to, additions, selections, withdrawals, and rejections of applicants.
 - c. A formal Notice letter will be sent to each applicant after receipt and preliminary review of the application. Letter will include:
 - (1) Notice of the date of receipt of the application;
 - (2) A Preliminary determination of eligibility;
 - (3) Placement on the wait list;
 - (4) Applicant's request regarding unit type;
 - (5) Notice of applicant's responsibility to report changes in unit type required, in contact information and other preliminary information, as needed. The applicant is notified that if such information is not kept current, their status on the wait list may be jeopardized; and,
 - (6) Applications that are currently active will retain their status on the wait list.

4. Removal of Names from Wait List: Procedures
 - a. Applicants will be notified of their removal from the wait list by first class mail for the following conditions:
 - (1) Applicant no longer meets eligibility criteria;
 - (2) Applicant fails to respond to written notice for eligibility interview;
 - (3) Mail sent to applicant's address is returned as undeliverable; and,
 - (4) Family size changes and no appropriate size unit is available.
 - b. Applicants will be notified by regular first class mail:
 - (1) If an eligible applicant refuses a unit that is size or type appropriate at the time it is offered, the applicant may be subject to removal from the wait list. Documentation of any refusal will be placed in applicant's file.
 - (2) An applicant is entitled to reapply to the wait list and will be ranked on the list as defined in Wait List section. After a second refusal, an applicant will be removed from the wait list and will be notified by first class mail. Documentation of the refusal will be placed in applicant's file.
 - (3) If an applicant withdraws their name from the wait list, DCRHA will send the applicant notification of withdrawal from the wait list by first class mail. Documentation of the withdrawal will be placed in applicant's file.

5. Review of Wait List: Procedures
 - a. The wait list will be reviewed annually by DCRHA.
 - b. When a twelve-month review is performed, all applicants on the wait list will be sent a letter by first class mail requesting confirmation within thirty (30) calendar days of:
 - (1) Interest to remain on the wait list;
 - (2) Current address and phone number;
 - (3) Income level; and,
 - (4) Unit type for which the applicant has applied.
 - c. Documentation of any change in status will be placed in applicant's file.

6. Selection from Wait List: Procedures
- a. DCRHA will contact the applicant by phone.
 - b. If applicant cannot be contacted by phone, DCRHA will send a letter by first class mail. Said call or letter will:
 - (1) Give notice that if the applicant fails to respond within ten (10) business days from date of the letter or if the letter is undeliverable, the applicant will be removed from the wait list;
 - (2) Give notice that if the applicant cannot be contacted or fails to attend the scheduled interview or does not respond to phone or mail notification that the applicant will be removed from the wait list; and,
 - (3) Give notice that copies of correspondence will be placed in applicant's file as per Recordkeeping section.
 - c. Once contacted, an applicant is requested to arrange for an eligibility interview within five (5) business days.
 - d. At eligibility interviews, DCRHA will:
 - (1) Update all information on the application;
 - (2) Obtain required releases to process the application, eligibility and other verifications, as required; and,
 - (3) Inform applicant of DCRHA policy of non-discrimination and reasonable accommodation/modification.
 - e. DCRHA reserves the right to determine and address verifiable emergency situations, such as but not limited to, homelessness. Such emergencies may be considered a priority when a unit becomes available.

7. Preferences

In accordance with the Federal Preference Suspension voted by Congress in 1996, DCRHA has elected to eliminate the use of Federal Preferences in the selection of applicants. The DCRHA general policy is to select applicants from the wait list on a first-come-first-served basis in the order of the date the application was received.

8. Income Targeting: N/A

9. Applicant Screening: Criteria

Screening and eligibility requirements will comply with all applicable fair housing, civil rights statutes and all applicable federal, state and local regulations.

- a. Screening Criteria:

Screening of applicants will be conducted to determine suitability for tenancy. All screening will be done in a manner that ensures fair, consistent, non-discriminatory and equal treatment of applicants.
- b. Eligibility Criteria:

Eligibility criteria will be used to determine whether the applicant meets all of the criteria for applicable DCRHA programs. All eligibility criteria screening will be done in a manner that ensures fair, consistent, non-discriminatory and equal treatment of applicants.

- c. Screening and Eligibility Requirements include:
 - (1) Identity Verification;
 - (2) Social Security Number(s);
 - (3) Income;
 - (4) Credit check;
 - (5) Landlord check;
 - (6) Professional references may be contacted if an applicant cannot meet the criteria of Credit check and Landlord check;
 - (7) Criminal background checks: CORI check;
 - (8) Agencies, institutes, or local inspectors may be contacted when appropriate to assist in screening and/or verification.
 - (9) Court or other legal records, which are publicly available, may be researched only if the information collected is permissible under law. Such court and legal records will be considered in accordance with applicable law.

- d. Screening and Eligibility Verifications: Procedures
 - (1) Identity Verification
 - (a) Acceptable forms of identification are:
 - (i) Birth Certificate
 - (ii) Passport
 - (2) Social Security Number(s)
 - (a) An applicant will disclose Social Security numbers for all family members regardless of age.
 - (b) An applicant will present a Social Security card issued by the Social Security Administration or other acceptable documentation as listed in Appendix A.
 - (c) If other documentation, as listed above, is supplied, the applicant will provide a written certification that the document(s) provided are complete and accurate.
 - (d) Applicants who have not provided Social Security numbers may remain on the wait list. However, an otherwise eligible household may not be deemed eligible until all household members have submitted valid Social Security numbers and acceptable documentation to verify the Social Security numbers.
 - (e) If a household member does not disclose or does not have a Social Security number, the applicant will have ninety (90) days to provide the Social Security number and adequate documentation that the Social Security number is accurate. The deadline can be extended an additional ninety (90) days if: failure to comply with the Social Security number requirements was due to circumstances that could not have been reasonably foreseen and were outside the control of the household and there is a reasonable likelihood the participant will be able to disclose a Social Security number by the deadline. Failure of the participant to provide documentation by the deadline will result in ineligibility.

- (3) Income
- (a) An applicant's income and employment will be verified by recent employers, appropriate agencies such as the Department of Health and Human Services, the Social Security Administration, Medicare/Medicaid, financial institutions, brokers, pension providers and other parties determined to be appropriate.
 - (b) Information will be verified in writing using the DCRHA Verification Form.
- (4) Self-employed reported income
- (a) Self-employed reported income will be verified by Internal Revenue Service tax returns; or,
 - (b) Applicants will provide a written certification as to their income and source of income.
 - (c) DCRHA may require an affidavit by a third party to verify income.
- (5) Credit Checks
- Dependent on applicable DCRHA program requirements or other conditions, DCRHA reserves the right to require applicant credit checks. If credit checks are required, the following criteria may be applied:
- (a) Acceptable credit history includes the following:
 - (i) Less than five (5) late payments in the past five (5) years;
 - (ii) Between five to seven (5-7) late payments in the past five (5) years only if all other criteria are met;
 - (iii) One (1) unresolved collection and no other credit problem if all other criteria are met;
 - (iv) Bankruptcy resolved prior to three (3) years; and,
 - (v) Any open judgment over three (3) years old.
 - (b) Unacceptable credit resulting in rejection of application includes:
 - (i) More than seven (7) late payments in the past five (5) years;
 - (ii) More than one (1) unresolved collection;
 - (iii) Bankruptcy within past three (3) years; and,
 - (iv) Open judgment under three (3) years old.
- (6) Landlord References: Suitability for Tenancy
- (a) An applicant will provide reference(s) from past landlord(s) for a period of time of not less than five (5) years.
 - (b) Applicants may not be rejected because of an absence of a rental history but may be required to submit additional personal or employment references.
 - (c) Applicants who have owned their home prior to application will be excused from the requirement of landlord references if they provide proof of home ownership that covers an unbroken period of not less than three (3) years and that ownership was transferred in good condition.
 - (d) All applicants MUST disclose if they are currently receiving any form of housing assistance, federal, state, local or other. Receipt of any such housing assistance shall not adversely affect consideration of applicant.
- (7) Criminal History Background Check
- (a) When an applicant successfully meets the screening and eligibility requirements, a CORI report will be requested from the Criminal History Systems Board or other state equivalents only when an applicant (and any members of household) is/are selected for occupancy. CORIs will be performed in accordance with state regulations.

- (8) Disability Status
(See Section III)
 - (a) Applicants may apply for an architecturally adapted unit or for other reasonable accommodations/modifications in order to accommodate for a disability.
 - (b) Applicants may require the use of service or assistance animals as a reasonable accommodation for a disability in accordance with applicable law.
 - (c) Applicants may apply for live-in aides.

10. Determination of Ineligibility - Alcohol / Drug Abuse, Criminal Behavior, Rental and Other Conditions: Criteria

- a. Alcohol Abuse, Drug Abuse and Criminal Behavior
In general, DCRHA may consider an applicant ineligible for acceptance for occupancy:
 - (1) If applicant or any household member has been evicted from housing for drug-related criminal activity in the last five (5) years. DCRHA may consider two (2) general exceptions.
 - (a) The evicted household member has successfully completed an approved supervised drug rehabilitation program. (DCRHA may require documentation).
 - (b) The circumstances leading to the eviction no longer exist, such as the household member who caused the eviction no longer resides with the applicant.
 - (2) If applicant has committed any fraud in connection with any housing.
 - (3) If applicant or any household member is subject to a lifetime registration requirement under a state sex offender registration program.
 - (4) If applicant or any household member has been convicted of drug-related criminal activity such as the manufacture or distribution of any controlled substance.
 - (5) If DCRHA determines that there is reasonable cause to believe that a household member's behavior, from abuse or pattern of abuse of alcohol or drug use or pattern of drug use, may interfere with the health, safety, or right to peaceful enjoyment of the premises by other tenants. The applicant and all household members will be screened.
 - (6) If DCRHA determines that any applicant or household member is currently engaging in, or has engaged in within the last five (5) years:
 - (a) Illegal use of drugs or drug-related criminal activity.
 - (b) Violent criminal activity that has as one of its elements the use, attempted use, or threatened use of physical force substantial enough to cause or reasonably like to cause, serious bodily injury or property damage.
 - (c) Any other criminal activity that would threaten the health, safety or right to peaceful enjoyment of the premises by other Tenants.
 - (d) Any other criminal activity that would threaten the health or safety of the owner, DCRHA staff, or any employee, contractor, subcontractor or agent of the owner involved with housing operations.
 - (e) Applicants who have a record of two (2) or more disturbances of neighbors, any destruction of property or any intentional damages to the dwelling beyond normal wear and tear will be rejected.

- b. Current or Previous Rental Conditions: Criteria
 - (1) Applicants on whom a report of living or housekeeping habits which may adversely affect the health, safety or welfare of other Tenants may be rejected. Examples include, but are not limited to:
 - (a) Health code violations caused or worsened by the applicant at a previous location.
 - (b) Fire code violations caused or worsened by the applicant at a previous location.
 - (c) Safety violations caused or worsened by the applicant at the previous location.
 - (2) Damages to a previous residence beyond normal wear and tear.
 - (3) Applicants who have been unwilling to pay rent or to pay rent in a timely manner.
 - (4) Applicants who have not upheld the terms of a former tenancy and/or pertinent rules and regulations.
 - (5) Applicants who have been unwilling to cooperate with daily management of properties. A refusal to cooperate includes, but is not limited to:
 - (a) Not appearing at arranged interviews or other housing related appointments;
 - (b) Behaviors or language that was abusive or threatening; and,
 - (c) Refusal to answer questions that relate to documentation requested or received.
- c. Other Conditions: Ineligibility
 - (1) Applicants who have charges that are under his/her control (such as, but not limited to, relatives, wards, visitors, or domestic assistance) that interfere with other Tenants' health, safety and peaceful enjoyment of the premises may be rejected.
 - (2) DCRHA may require the prospective applicant to exclude a household member or household members from housing as a condition of occupancy when household member's or household members' past or current actions would prevent the household from being eligible.
 - (3) There is no suitable unit size or unit type.
 - (4) In general, DCRHA may apply a reasonable standard of mandatory admission prohibition of five (5) years regarding the current or recent actions of applicants and household members. The reasonable time standard will be applied to all applicants in a non-discriminatory manner and in accordance with fair housing and civil rights law.

11. Rejecting an Applicant: Procedures

- a. Applicant does not meet the screening and eligibility criteria.
- b. Applicant has provided material falsification of information on the application.
 - (1) Allegations, complaints or other observations that an applicant has falsified information on the application will be fully investigated. The allegations, complaints, or other observations can occur during the interview or verification process.
 - (2) Investigation of such allegations, complaints will suspend application processing.
- c. Applicant refuses to supply the required information to process the application.
- d. Applicant fails to respond within fourteen (14) calendar days to DCRHA requests for documentation or information to process the application.
- e. Applicant is unable to disclose or provide the necessary information as outlined in Screening and Verification section.
- f. Applicant will not sign or submit verification forms or Authorization for Release of Information forms.

- g. Applicant has requested and is eligible for a unit type that is not currently available; applicant will remain on the wait list for requested unit type.
- h. Applicant is unable or unwilling to pay first month's rent and security deposit.

12. Application Appeal: Procedures

- a. DCRHA will notify applicant in writing of the rejection of the application with an explanation as to the rejection and any supporting documentation. The letter will include:
 - (1) Notice of fourteen (14) calendar days from date of DCRHA letter to respond in writing to request an informal hearing to discuss the rejection.
 - (2) Notice that DCRHA reserves the right to determine whether the offered unit will be kept available dependent on the applicable DCRHA Program requirements and/or financial impact.
 - (3) Notice if applicant is an individual with disabilities that the applicant may inform DCRHA of such and may request DCRHA to make reasonable accommodations in current policies, practices, procedures or rules to enable equal opportunity for the applicant and/or household member(s).
 - (4) Notice that a member of DCRHA who did not make the initial decision to reject the application will conduct the informal meeting with the applicant or review of the applicant's written response.
 - (5) Notice that if the applicant appeals the rejection, DCRHA will give the applicant a final decision within ten (10) business days of receipt of the response or meeting.
- b. DCRHA will keep all information on the appeal process as noted in the Recordkeeping section.

D. Occupancy Standards

Generally, DCRHA will apply a standard of one (1) person per studio apartment and two (2) persons per bedroom in other apartment units.

E. Unit Transfer Policy

DCRHA will maintain transfer requests from current Tenant(s) seeking to relocate to other units on the standard wait list. (See attached policy.)

F. Policies on Section 504 of the Rehabilitation Act of 1973, The Fair Housing Amendments of 1988 and Title VI of the Civil Rights Act of 1964

(See Section III)

G. Policy for Opening and Closing the Wait List

DCRHA will keep the wait list open.

II-2. Additional Policies and Practices

General policies and practices have been incorporated in the Tenant Selection Plan.

A. Recordkeeping

- 1. All applications and files will be kept secure and confidential.
- 2. DCRHA will keep all records in a manner to ensure compliance with nondiscrimination, fair housing and other applicable requirements.
- 3. DCRHA will keep current applications as long as their status on the wait list is active; DCRHA will keep inactive applications for a minimum of three (3) years.



4. If an applicant is removed from the wait list, DCRHA will keep the application for a minimum of three (3) years and include initial rejection notice, applicant reply, copy of
5. DCRHA final response and all supporting documentation for the reason of removal from the wait list.
6. Applications of current Tenants occupying units will be kept in the Tenant's file for the duration of the tenancy and for three (3) years after the Tenant leaves the property.
7. Applicant and Tenant files will be available for review by Tenant. Tenant must provide prior signed written authorization for access by third party.
8. DCRHA will dispose of any Tenant related materials in a manner that prevents unauthorized access to personal information and complies with state and federal record retention and disclosure laws.

II-3. Modification of the Tenant Selection Plan

The Tenant Selection Plan will comply with applicable state and local laws. DCRHA will make revisions to this Plan, as needed, in accordance with changes in operating practices, program priorities and/or other regulations that may apply.

A. Notification of Modification to the Tenant Selection Plan

1. DCRHA will notify all applicants on the wait list if a substantial modification has been made to the Tenant Selection Plan that would affect a person's application or status on the wait list.
2. Notification will be made by first class mail and will include an explanation of the modification that was made, how the modification has affected the person's application, and contact information for any questions

II-4. Availability of the Tenant Selection Plan

The Tenant Selection Plan will be available to the public when requested.

SECTION III

Tenant Selection Plan Fair Housing

In compliance with Section 504 of the Rehabilitation Act of 1973, The Fair Housing Amendments of 1988 and Title VI of the Civil Rights Act of 1964 and other applicable laws, Dukes County Regional Housing Authority (DCRHA) will not discriminate against applicants or Tenants on the basis of race, color, creed, religion, sex, national or ethnic origin, citizenship, ancestry, class, sexual orientation, familial status, disability, military/veteran status, source of income and age or other basis prohibited by local, state or federal law in any aspect of Tenant application, selection or matters related to continued occupancy. All procedures and criteria will be applied in a manner that ensures fair, consistent, non-discriminatory and equal treatment.

III-1. Fair Housing: Policies and Procedures

A. General Conditions

1. DCRHA will not inquire as to whether an applicant, a member of the applicant's family, friend or associate has a disability or not, or the nature or severity of the disability. No questions will be asked which would require an applicant to waive the right to the confidentiality of a medical condition or medical history. DCRHA may not require medical records to be produced.
2. DCRHA is not required to admit any persons with or without disabilities who are unable or unwilling to meet the requirements of admission and terms of tenancy if it can be demonstrated that the person's tenancy will pose a direct threat to the health or safety of others.
3. DCRHA will post and give to every applicant the Notice of Right to Reasonable Accommodation, which outlines the procedures by which an applicant can ask DCRHA to consider reasonable accommodation(s)/modification(s).
4. DCRHA is not required to take any unreasonable action that would fundamentally alter the nature of the program in order to accommodate the disability of an applicant.
5. All conditions that require verification will be will be addressed in a manner that ensures fair, consistent, non-discriminatory and equal treatment.
6. Circumstances where verification of a disability may be required:
 - a. If an applicant applies to units designed for occupancy by persons with particular disabilities;
 - b. If an applicant requests a reasonable accommodation(s) or modification(s); and,
 - c. If information provided by or about the applicant, at any time during the application and screening process, reveals negative information relating to the applicant's ability to meet the obligations of tenancy.
7. If an applicant with a disability cannot document any rental history:
 - a. DCRHA may require similar information from another housing provider addressing the applicant's ability and willingness to meet the terms of tenancy;
 - b. When an applicant has recently left an institution, sources of this information could include doctors, therapists, and other qualified service agency providers; and,
 - c. Inquiries for references from others who are not traditional housing providers will clearly state the limited scope of the inquiry to determine whether the reference provider believes the applicant can meet the terms of tenancy. Such inquiries will not include diagnostic information about the applicant's disability or their ability to live independently.

8. If an applicant with a disability or disabilities feels that the reason for the denial of admission is related to their disability/disabilities:
 - a. The person with the disability may contact DCRHA within fourteen (14) calendar days from receipt of their rejection notice to discuss whether reasonable accommodation(s) by DCRHA would allow the application to be acceptable; and,
 - b. DCRHA will then be permitted to investigate and verify any information provided as to mitigating circumstances and will make the acceptance or rejection decision based on the facts and circumstances.

B. Accessible Units

1. Applicant may request an accessible unit.
2. Applicants in need of architecturally adapted units will be processed to assure maximum utilization of adapted units by persons who require accessible features. Applicants who require architecturally adapted units will not be restricted from applying for standard units that are not architecturally adapted. This will be at the discretion of the applicant.
3. If an architecturally adapted unit must be offered to someone who does not need the accessibility features, the lease addendum will require the Tenant to relocate to the first available comparable unit if another Tenant or eligible applicant requires the unit's accessible features.

C. Service/Assistance Animal

1. Applicant may require the use of a service/assistance animal as a reasonable accommodation.
2. DCRHA may require applicant to provide documentation of disability from an appropriate third party who could provide professional verification.

D. Live-in Aides

1. Definition: A live-in aide or live-in personal care attendant is a person who resides with a applicant/tenant who is elderly or has a disability and who provides necessary assistance in activities of daily living to such household member and who:
 - a. is determined essential to the care and well-being of the household member.
 - b. is not obligated for the support of the household member.
 - c. would not be residing in the unit except to provide the necessary assistance to the household member.
2. (See attached policy and addendum)

E. Drug Addiction and Alcoholism

1. If an applicant has a documented disability of drug addiction and/or alcoholism, "General Conditions" as stated in Section III above will apply.
2. An applicant is not protected if applicant is currently engaged in the illegal use of controlled substances as defined in Section II, "Determination of Ineligibility: Alcohol/Drug Abuse, Criminal Behavior, Rental and Other Conditions: Criteria". State law and relevant case law define illegal use.

Dukes County Regional Housing Authority
APPENDIX

A. Acceptable Verification Documents for Social Security Number(s)

1. Original Social Security Card
2. Original document issued by a federal or state government agency which contains the name, Social Security Number, and other identifying information of the individual.
3. Driver's license with Social Security Number
4. Identification card issued by a medical insurance provider, or by an employer or trade union
5. Earnings statements on payroll stubs
6. Bank statement
7. Form 1099
8. Social Security Administration benefit award letter
9. Retirement benefit letter
10. Life insurance policy
11. Court records
12. An attorney's letter of affidavit attendant to copies of any correspondence with United States Citizenship and Immigration Services (USCIS) regarding an ongoing application for status as a Naturalized Citizen or Permanent Worker.

ATTACHMENTS

- 1. Limited English Proficiency and Language Assistance Plan Policy and Procedures**
- 2. Citizen Declaration and Consent Forms**
- 3. Unit Transfer Policy**
- 4. Live-in Aide Policy**

Dukes County Regional Housing Authority does not discriminate on the basis of race, color, religion, sex, national origin, ancestry, sexual orientation, age, familial status, marital status, veteran status, public assistance, disability, genetic information, gender identity or any other class protected by state, federal or local law, in the access or admission to its housing program(s), or employment, or any other of its programs, activities, functions or services.