



TENANT SELECTION PLAN FOR JUBILEE REFERRALS TO FIRESIDE PARK APARTMENTS

Effective August 3, 2020

I. Purpose

This document sets forth the general guidelines and procedures for selecting tenants for the Rockville Housing Enterprises (RHE) project-based Housing Choice vouchers at Fireside Park Apartments. Jubilee Association of Maryland (Jubilee) will refer applicants for the assisted units to RHE. Jubilee will establish and maintain a waitlist of potentially eligible applicants.

II. Background

RHE received HUD approval for 14 project-based Housing Choice vouchers to assist units at the Fireside Park Apartments (Fireside) in Rockville, MD. These 14 units are set aside for people with disabilities who are referred by Jubilee.

Voluntary supportive services will be provided by Jubilee or by another service provider chosen by the tenant. Services are not a requirement of tenancy. Tenants will be eligible for supportive services upon initial tenancy. These services may be available through one of two Medicaid Home and Community Based waivers administered by the Maryland Developmental Disabilities Administration (DDA). These waivers include the Community Pathways waiver and the Community Supports waiver. Tenants may also receive community-based services through the Maryland Department of Health (MDH) Community First Choice program. Subject to availability, applicants and tenants may receive Housing Support Services through Jubilee or another DDA authorized provider. These services will assist with the application for housing and with supporting successful tenancy. In addition, applicants and tenants will have available case management services from a Coordinator of Community Services (CCS) and/or a Supports Planner to assist them with obtaining and using community-based services.

III. Eligibility

In order to occupy an assisted unit at Fireside, a person must meet the following eligibility criteria:

- a) Currently receiving services or approved for funding of new services by the DDA
- b) Has a disability as defined by HUD
- c) Household income is at or below 30% of area median income (AMI)
- d) Criminal background does not include a lifetime sex offense registration requirement or conviction of production of methamphetamine on federally assisted property
- e) Otherwise meets eligibility requirements for the project-based voucher program through RHE

IV. Applicant Prioritization

Applications will be accepted by Jubilee and will be date and time stamped. Applicants will be referred based on the priority categories listed below, and by date and time stamp within the priority category.

Eligible applicants who are receiving services from Jubilee or are in the process of being admitted to receive services from Jubilee have highest priority and will be further prioritized as follows, in listed order:

- 1. Moving from a group home or other congregate setting that is scheduled to close
- 2. Homeless or at risk of homelessness as defined by the HEARTH Act
- 3. Transitioning from an institution such as a nursing facility, chronic hospital, or state residential center for individuals with intellectual disabilities
- 4. At risk of institutionalization due to housing situation, such as:
 - i. Needs physically accessible housing and is living in a setting that is not physically accessible
 - ii. Living in unsafe conditions such as deplorable housing conditions or in a situation that places the applicant at risk of abuse or exploitation
- 5. Living with an aging (age 65 and older) or ill caregiver who is no longer able to provide care or not expected to continue to be able to provide care within the next 6 months
- 6. Moving from a group home or other congregate setting that is not scheduled to close
- 7. Otherwise eligible

*Note:

- a) When an applicant is referred to a vacant unit with 2 or 3 bedrooms, this applicant may choose his or her housemate(s), provided they meet the eligibility requirements. Housemate selection will not be subject to the priority order listed above.
- b) See Section VII for the process for turnover of housemates.

V. Waitlist

Jubilee will establish and maintain a waitlist of applicants who meet the eligibility criteria. The waitlist will be maintained in electronic format and will, at minimum, establish the date and time stamp of the application and the applicant's priority status. Final eligibility will be determined by RHE.

Jubilee will open the waitlist on August 3, 2020. Jubilee will announce the opening of the waitlist by email and other electronic media, including to all persons receiving services from Jubilee. The waitlist will remain open unless Jubilee determines that additional applicants are not needed in order to ensure sufficient applicants for available units. Jubilee may contact applicants on the waitlist periodically to ask them to update their information. Applicants who are no longer eligible, no longer interested, or unresponsive may be removed from the waitlist.

VI. Outreach, Application and Referral Procedures

Jubilee will be responsible for providing outreach to potentially eligible applicants, accepting applications, screening applications for completeness and potential eligibility, referring potentially eligible applicants to available units within given timeframes, assisting applicants with the application process, assisting approved applicants with obtaining services necessary for successful community living and providing assistance to support successful tenancy.

a) Outreach

Jubilee will notify all persons receiving supportive services from Jubilee of the project-based voucher opportunity, eligibility criteria and procedures for submitting an application to the waitlist. Outreach to other DDA licensed service providers in Montgomery County will be conducted should Jubilee be unable to refer potentially eligible applicants from the waitlist.

b) Waitlist Application

Jubilee will develop a waitlist application. The application will be available in both paper and electronic formats. Applications can be submitted electronically, in person, or by US mail. Jubilee will date and time stamp applications as they are received, screen applications for completeness and consistency with eligibility criteria, and enter applicants on the waitlist with a priority designation.

c) Referral Procedures

RHE will notify Jubilee as soon as possible when units become available. For new units, at least 3 months advance notice will be given. For turnovers, notice will be given to Jubilee by the Fireside Apartments property manager upon notification by the tenant that they will no longer reside in the unit. This will be 2 months prior to vacancy for move-outs and immediately should the tenant be deceased or vacate without notice.

Jubilee will strive to ensure that sufficient qualified applications are submitted to RHE to fill vacant units as quickly as possible. To the extent possible, this will be within 2 months of availability on initial leasing and within 2 months after the move-out month upon turnover.

Upon notice of an upcoming vacancy, Jubilee will review the waitlist and notify the 3 highest priority applicants of the opportunity. Three (3) applicants will be notified for each available unit. Applicants will have 5 days to respond with a decision regarding intent to apply. Applicants who decide to apply will be given the RHE project-based voucher application and the Fireside rental application. Applicants who refuse the opportunity will remain on the waitlist with their current date/time stamp and will be eligible for future rental opportunities.

Applicants will be given 3 weeks to submit the completed voucher application to RHE.

d) Application Review and Approval

RHE will review applications for completeness, request additional documentation as needed, and schedule a voucher briefing with the approved applicant(s). RHE will also conduct a criminal background check. Should an applicant fail to qualify for the voucher program, Jubilee will refer the next eligible tenant within 1 week. Applicants who fail to be approved for a voucher will be removed from the Jubilee waitlist. They may re-apply to the waitlist if the condition(s) leading to failure have changed.

Upon approval by RHE, the applicant will submit a completed rental application to Fireside within 1 week. The Fireside property manager will review the application, request additional documentation as needed and notify approved applicants with a welcome letter. The welcome letter will include the unit address, contract rent, monthly tenant payment, utility allowance, security deposit and any additional information as warranted.

VII. Housemates

- a) A household may include 2 or 3 people residing together as housemates. The head of household/voucher recipient will be the Jubilee service recipient with the highest priority and application date/time stamp. Other people residing in the unit will be considered household members.
- b) Should the head of household choose to move out of the unit, the remaining household member with the highest priority and application date/time stamp will become the new head of household. The new head of household and any additional household members will choose a new housemate, provided they meet the eligibility requirements in Section III. The new housemate will not be required to be prioritized for the program.
- c) Should a household member who is not head of household choose to move out of the unit, the remaining household members will choose a new housemate, provided they meet the eligibility requirements in Section III. The new housemate will not be required to be prioritized for the program.
- d) When all housemates are not recipients of services from Jubilee, the head of household/voucher holder will be the person with the highest priority and date/time stamp. Housemate turnover will be managed as in Sections VII. b) and c).

VIII. Reasonable Accommodation/Modification Requests

Jubilee will assist applicants with identifying and requesting reasonable accommodations/modifications as needed. RHE will review requests and notify the applicant or tenant regarding approval or denial.

IX. Amendments to Tenant Selection Plan

Jubilee may amend this document from time to time.