

Workshop regarding Florida Housing’s Priorities and Strategies for Specialized Demographics, including Persons with Special Needs, Homeless Households, & Persons with Disabling Conditions

The Workshop will be held at the Florida Housing Finance Corporation office and via Webinar.
Registration for the Webinar is required¹

September 6, 2023 at 2:00 pm

Agenda

A. Permanent Supportive Housing Pilot for High Utilizers of Publicly Funded Behavioral Health Services

In August 2022, Florida Housing Finance Corporation's (Florida Housing) Board of Directors awarded financing to three Permanent Supportive Housing (PSH) properties that will include a 3-year pilot. Twenty (20) percent or a minimum of 15 units in each of the new properties will house “High Utilizers” – individuals that are high users of public behavioral health crisis services or a high priority for diversion from acute behavioral health care services and institutional settings. The focus of this new pilot is on those High Utilizers who are facing housing instability due to their behavioral health care situation.

The long-term objective of the pilot is to create a collaborative approach to state-administered funding for both housing and services to build a replicable model for the future.

The three pilot developments are:

- **Apollo Gardens** – 84 units in Brevard County
 - Housing Provider: Carrfour Supportive Housing
 - Managing Entity: Central Florida Cares Health System
- **Jersey Commons** – 68 units in Polk County
 - Housing Provider: Blue Sky Communities/Community Assisted and Supported Living/Tri-County Human Services
 - Managing Entity: Central Florida Behavioral Health Network
- **Village at Cedar Hills** – 90 units in Duval County
 - Housing Provider: Ability Housing
 - Managing Entity: Lutheran Services of Florida

Each development is currently wrapping up the credit underwriting phase and will move to construction next. It is estimated that developments will enter the lease-up in the next 24 months. Florida Housing is preparing for delays due to the current construction environment and supply chain issues.

¹ The Corporation’s address and webinar registration information can be found on each RFA webpage.
RFA 2024-102: SAIL Financing for Smaller Permanent Supportive Housing Developments for Persons with Special Needs (<https://www.floridahousing.org/programs/developers-multifamily-programs/competitive/2024/2024-102>);
RFA 2024-103: Housing Credit and SAIL Financing to Develop Housing for Homeless Households (<https://www.floridahousing.org/programs/developers-multifamily-programs/competitive/2024/2024-103>); and
RFA 2024-106: Financing to Develop Housing for Persons with Disabling Conditions/Developmental Disabilities (<https://www.floridahousing.org/programs/developers-multifamily-programs/competitive/2024/2024-106>).

Florida Housing is working with each partnership to develop performance measures and identify indicators to monitor over the 3-year period. Each partnership has developed a Housing Stability Services Coordination Plan which includes the funding and payment approach that will be used by the Managing Entity to provide eligible housing stability services to High Utilizers at the property.

B. Statewide Permanent Supportive Housing Workgroup

Last year, the Florida Supportive Housing Coalition hosted a Policy Day in Tallahassee. Representatives from the Executive Office of the Governor, multiple State Agencies, and other key stakeholders gathered to discuss supportive housing and the households served. The group discussed the need to increase production of housing units for persons with special needs, how to improve access, coordination and funding for supportive services, and the importance of creating data-driven solutions that cross State Agencies and systems of care. This group examined data from a recently completed statewide needs assessment and worked to identify and outline short- and long-term strategies to address the needs of households that require supportive housing services.

At this Policy Day, the Governor's Office recommended establishing a statewide workgroup consisting of State Agency leadership to identify housing and supportive services policies and actions that can be implemented to best address the needs of our most vulnerable neighbors.

The Statewide Supportive Housing Workgroup is comprised of a group of policy makers for the purpose of developing a statewide Action Plan that will bring together State Agencies to identify efficiencies, improve existing efforts, and chart a course of future collaboration and coordination. The Workgroup began meeting earlier this year and has heard from stakeholders on several strategies – both in Florida and from partners nationally. The Workgroup anticipates completing an Action Plan and submitting it to the Governor by the end of the year.

C. Permanent Supportive Housing Site Visits

Last year, Florida Housing developed and began the implementation of a strategy to visit Permanent Supportive Housing properties in its portfolio each year. The objective is to learn what's working at these properties, how residents are responding to what the property offers, and to understand both the challenges and best practices related to operating these properties. The purpose of these visits is educational for Florida Housing staff and to learn from these visits and inform future RFAs and other policy approaches.

These visits are NOT monitoring visits.

During these site visits, Florida Housing staff typically tours the development, including of a couple of units; meet with property management staff (and owners as appropriate); meet with the onsite Resident Services Coordinator(s); and meet with residents and/or Resident Council. The general topics and learning areas from the visits include the characteristics and needs of the development; resident satisfaction; services coordination; tenant application and selection plans; resident outcomes related to housing stability and self-sufficiency; operational challenges, successes, and best practices; and general lessons to learn from Florida Housing.

D. Specialized Demographic Requests for Applications (RFAs)

1. Funding Updates

Florida Housing anticipates continuing similar funding sources in each of the RFAs as prior years, including the inclusion of HOME-ARP and NHTF. While Florida Housing intends to utilize HOME-ARP and NHTF in the specialized demographic RFAs, these are not the only places that these resources are utilized. Florida Housing deploys these through a number of RFAs to support extremely low-income (ELI) households.

Appendix 1 provides a high-level overview of the estimated funding amounts available for each RFA as well as the anticipated RFA workshop dates, RFA issue dates, and the RFA due dates.

2. Tentative Application Schedule

Appendix 1 provides a high-level overview of the estimated funding amounts available for each RFA as well as the anticipated RFA workshop dates, RFA issue dates, and the RFA due dates.

3. Application & Credit Underwriting Focal Points

i. Pre-Application Meeting Points Incentive

In 2021, Florida Housing introduced the Pre-Application Meeting Point Incentive in the Persons with Special Needs RFA (102) to encourage potential Applicants (both Non-Profit Applicants and Joint Venture Applicants) to have fully considered the development concepts before submitting applications. In 2022, this process was integrated into the Homelessness RFA (103) and the Disabling Conditions/Developmental Disabilities RFA (106). Florida Housing will continue with the Pre-Application Meeting Point Incentive in all three of these RFAs this funding cycle.

Florida Housing provides a list of questions on the RFA webpage to help participants prepare. Each RFA webpage provides additional information about this process and includes the relevant forms including questions/topics to be discussed as well as the projected timing for these meetings for each respective RFA.

Those that meet certain experience requirements will automatically be awarded points without holding a Pre-Application Meeting.

ii. Non-Profit Definition

In 2022, Florida Housing updated its definition of Non-Profit Applicant in the Permanent Supportive RFAs to:

“a qualified non-profit entity as defined in Section 42(h)(5)(C), subsection 501(c)(3) or 501(c)(4) of the IRC and organized under Chapter 617, F.S., if a Florida Corporation, or organized under similar state law if organized in a jurisdiction other than Florida, to provide housing and other services on a not-for-profit basis, and which also:

- *Owns at least 51 percent of the ownership interest in the Development held by the general partner or managing member entity, specifically including at least 51 percent of the profits, losses, capital and other economic benefits;*
- *Receives at least 25 percent of the Developer Fee; and*
- *Is acceptable to federal and state agencies and financial institutions as a Sponsor for affordable housing, as further described in Rule 67-48.0075, F.A.C.”*

iii. Non-Profit Length of Time in Business

Non-profit organizations interested in applying for RFAs issued by Florida Housing must possess an IRS determination letter demonstrating that the non-profit entity is organized under 501(c)(3) or 501(c)(4) and has been in existence at least three years prior to the Application Deadline of the RFA.

iv. Non-Profit must be a Public Charity

The IRS recognizes more than one type of Non-Profit (e.g., public charity and public foundation). Florida Housing requires Non-Profit Applicants to be “public charities” as proven by its filing of Form 990 Return of Organization Exempt Form Income Tax.

Public charities generally have more stringent requirements, from what activities the organization will engage in and the compliance burden, to the composition of the organization’s board. While public

foundation boards can be made up of family members, a public charity’s board should generally be drawn from a broader field.

Florida Housing offers an Advance Review Process for the Non-Profit Application Package. The package includes the Executive Director Certification of Non-Profit Qualifications form, the IRS letter, and the Bylaws and/or Articles of Incorporation. There will be a point incentive in the RFAs for those that participate in the Advance Review process and receive an approved form from the Corporation. Information regarding the Advance Review process is available on each RFA webpage.

v. Community-Based Board of Directors Requirement for Non-Profit Applicants

Each Applicant must commit to structuring the Board of Directors affiliated with the Non-Profit that is part of the Applicant Entity with a majority (at least 50 percent, plus one) individuals that are Non-Related² Board Members to: 1) Any tenants or applicants for tenancy; 2) Any compensated management or staff of the Non-Profit; or 3) Any other members of the Board. For applicable RFAs, Non-Related Board Members means that these Board members and the Board Chair must not be related to, in a guardian role of, or in any way be a significant other of the groups listed above.

The Board and Property Manager shall not allow persons who are legally or informally related to current residents of or applicants for tenancy at the Development to be employees or volunteers in positions that make decisions related to the Development’s operations, tenant application and selection, or coordination or provision of supportive services.

Each Non-Profit entity must have bylaws that facilitate and ensure objective and experienced governance of the Non-Profit. The structure and operation of the Non-Profit, including both day-to-day administration and Board functions, may not be overseen by membership driven decisions.

vi. Services Coordination Requirements

Currently, each of the specialized demographic RFAs require Services Coordination experience to effectively help each household access and retain community-based resources and services. The requirements for this include: (a) at least one natural person Principal of a Non-Profit entity within the Applicant entity structure must have experience with independent rental housing and supportive service coordination, owning a minimum of two properties that serve the intended demographic with no less than 50 percent of the total number of units in the proposed Development; or (b) applicants that do not meet the requirement described above may partner with a provider of services that includes services coordination for the intended Demographic. In credit underwriting, the provider must demonstrate it has been in business and performing services coordination for at least 5 consecutive years before the date of Application submission, and the Applicant must provide the legal contract demonstrating the partnership with the service provider for approval.

vii. Tenant Selection Plans Requirements³

Twenty-one (21) days following the invitation to enter credit underwriting, Applicants must submit the Tenant Selection Plan to Florida Housing for review and approval. When developing their plans, it is important that Applicants review Exhibit G of the RFA to ensure all requirements are met.

4. Proposed Changes

Florida Housing values the feedback received and often looks for ways to incorporate feedback into improving the housing developments it finances. Proposed changes below are based on public comment, feedback from

² “Related” in this context means a spouse, parent, child, sibling, or relative by marriage.

³ Tenant Selection Plan Requirements can be found in Appendix 4.

conversations with the development community, and best practices identified during the Permanent Supportive Housing Site Visits to date.

i. Live Local Youth Aging Out of Foster Care Update

The Live Local Act included updates that removed the requirement for Youth Aging Out of Foster Care to be on a “campus” that already provides housing for these young adults.

Additionally, Florida Housing is incorporating a strategy into its Innovative Mixed Use, Mixed Income, Urban Infill RFA as a result of the Live Local Act. This RFA has been called RFA 2023-213. A workshop will be held on September 14, 2023 at the Florida Housing offices and also via webinar. More information can be found on the webpage <https://www.floridahousing.org/programs/developers-multifamily-programs/competitive/2023/2023-213>.

ii. General Construction Features

Florida Housing proposes introducing new items in the general construction features sections of the Requests for Applications. Proposed changes include:

- Security features – cameras positioned to ensure safety at or in stairwells, elevators, outside entrances, common areas; security systems with 24-hour video monitoring and recording; management staffing placed at the front desk/main lobby.
- Delivery rooms or areas for package pick-up that is protected from theft and weather conditions and monitored by security cameras.
- At least one bathroom in each unit that is equipped with grab bars in the bath/shower and at the toilet; and at least one walk-in shower in all units.
- Florida Housing is researching the use of humidistats in multifamily developments.

iii. Private Transportation

Florida Housing is considering the introduction and implementation of a Private Transportation Commitment Form. This Form ensures that a development will provide at least one safe and serviceable van and driver that is free of charge to all residents at the Development. Vans will be assigned to a single Development and used by residents to access off-site locations for employment, employment training programs, medical and dental services, shopping, religious services, community events, and recreation or other services and activities.

Florida Housing anticipates this Commitment Form being a 10-point item in the Homeless and Disabling Condition Requests for Applications.

iv. Narrative Sections

Florida Housing is considering modifications to narrative sections that will better allow Applicants to “tell the story” of how households are served. The first narrative change would split the existing Operating/Managing Experience section into two sections – Operating Permanent Supportive Housing; and Managing Permanent Supportive Housing. The intent with this change is to allow Applicants to highlight the success of prior outcomes and service delivery in addition to providing additional space to communicate on two distinct topics.

Florida Housing is also considering combining the two existing Community-based Services narratives.

v. New Application Selection Process

Florida Housing is considering a new process. A potential change would be to set a minimum score – similar to the existing score threshold creating a pool of initial applicants – and then use a series of tie

breakers and goals to select applicants. These tie breakers could include, but are not limited to: provision of private transportation for residents; proximity to a grocery store; leveraging classifications; job creation preference; etc.

vi. Priority 1 Applications

Like other RFAs, Florida Housing anticipates implementing the inclusion of Priority 1 Applications in each of its specialized demographic RFAs. This will continue to allow developers to submit multiple applications, however developers would need to prioritize which Application is the first tier to be funded, thus allowing other qualifying developers to also receive consideration.

E. Appendices

1. Tentative 2023-2024 Funding Amounts & Timeline
2. Key Terms and Definitions
3. Homeless Development Regional Chart
4. Tenant Application & Selection Requirements

Appendix 1: Tentative 2023-2024 Funding Amounts & Timeline

RFA	Estimated Funding Amounts	RFA Workshop Date	RFA Issue Date	RFA Due Date
RFA 2024-102: SAIL Financing for Smaller Developments for Persons with Special Needs	\$TBD SAIL \$TBD HOME-ARP \$TBD NHTF	11/2/2023	12/7/2023	3/21/2024
RFA 2024-103: Housing Credit and SAIL Financing to Develop Housing for Homeless Persons	\$15,420,538 SAIL \$2,142,000 HC- Medium \$2,992,500 HC- Large \$TBD HOME-ARP \$TBD NHTF	10/12/2023	11/7/2023	2/13/2024
RFA 2024-104: SAIL Financing Farmworker and Commercial Fishing Worker Housing	\$7,710,269 SAIL	Spring 2024	Spring 2024	Spring 2024
RFA 2024-105: Financing to Build Smaller Permanent Supportive Housing Properties for Persons with Developmental Disabilities	\$TBD Grants	Spring 2024	Spring 2024	Spring 2024
RFA 2024-106: Financing to Develop Housing for Persons with Disabling Conditions / Developmental Disabilities	\$TBD SAIL (DC) \$TBD Grants (DD) \$3,264,800 HC \$TBD HOME-ARP \$TBD NHTF	10/12/2023	11/9/2023	2/15/2024

Appendix 2: Key Terms and Definitions

<p>“Best Practice”</p>	<p>A program, activity or strategy that has been field tested and has been shown to work effectively and produce successful outcomes and is supported by subjective and objective evaluation and research.</p>
<p>Developmental Disabilities</p>	<p>Florida Housing will continue to utilize the definition of Persons with a Developmental Disability as defined in Section 393.063(12), F.S.: “a disorder or syndrome that is attributable to intellectual disability, cerebral palsy, autism, spina bifida, Down syndrome, Phelan-McDermid syndrome, or Prader-Willi syndrome; that manifests before the age of 18; and that constitutes a substantial handicap that can reasonably be expected to continue indefinitely.”</p>
<p>Disabling Conditions</p>	<p>Florida Housing will continue to utilize the definition for Persons with a Disabling Condition as defined in Section 420.0004(7), F.S.: “a diagnosable substance abuse disorder, serious mental illness, developmental disability, or chronic physical illness or disability, or the co- occurrence of two or more of these conditions, and a determination that the condition is:</p> <ul style="list-style-type: none"> a. Expected to be of long continued and indefinite duration; and b. Not expected to impair the ability of the person with special needs to live independently with appropriate supports.”
<p>Extremely Low-Income persons</p>	<p>One or more natural persons or a family whose total annual household income does not exceed 30 percent of the median annual adjusted gross income for households within the state. The Florida Housing Finance Corporation may adjust this amount annually by rule to provide that in lower income counties, extremely low income may exceed 30 percent of area median income and that in higher income counties, extremely low-income may be less than 30 percent of area median income.</p>
<p>Homeless Households</p>	<p>An individual who lacks a fixed, regular, and adequate nighttime residence and also includes an individual who:</p> <ul style="list-style-type: none"> a. is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; b. is living in a motel, hotel, travel trailer park, or camping ground due to a lack of alternative adequate accommodations; c. is living in an emergency or transitional shelter; d. has a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings; e. is living in a car, park, public space, abandoned building, bus or train station, or similar setting; or f. is a migratory individual who qualifies as homeless because he or she is living in circumstances described in paragraphs (a)-(e). <p>The terms do not refer to an individual imprisoned pursuant to state or federal law or to individuals or families who are sharing housing due to cultural preferences, voluntary arrangements, or traditional networks of support. The terms include an individual who has been released from jail, prison, the juvenile justice system, the child welfare system, a mental health and developmental</p>

	disability facility, a residential addiction treatment program, or a hospital, for whom no subsequent residence has been identified, and who lacks the resources and support network to obtain housing.
Material Participation	As set forth in Section 42 of the IRC, and as defined in Section 469(h) of the IRC, a non-profit entity shall be treated as materially participating in an activity only if the entity is involved in the operations of the activity on a basis which is regular, continuous, and substantial.
Persons with Special Needs	<p>Florida Housing will continue to utilize the definition for person with special needs as defined in Section 420.0004(13), Florida Statutes. This specifically includes the following:</p> <ul style="list-style-type: none"> a. an adult person requiring independent living services in order to maintain housing or develop independent living skills and who has a disabling condition; b. a young adult formerly in foster care who is eligible for services under s. 409.1451(5), F.S.; c. a survivor of domestic violence as defined in s. 741.28, F.S.; d. or a person receiving benefits under the Social Security Disability Insurance (SSDI) program or the Supplemental Security Income (SSI) program or from veterans' disability benefits.
Permanent Supportive Housing	<p>Affordable rental housing leased to the focus households for continued occupancy with an indefinite length of stay as long as the tenant complies with lease requirements. The lease must be a minimum of 7 months and have no limits on length of tenancy related to the provision or participation in supportive services.</p> <p>Permanent Supportive Housing shall facilitate and promote activities of daily living, access to community-based services, and inclusion in the general community. Permanent Supportive Housing shall strive to meet the needs and preferences of the focus households.</p>
Private Transportation	<p>Each development will provide at least one safe and serviceable van and driver for the Development's residents. Vans shall be individually assigned and not shared by other Developments in an owner's portfolio. Vehicles must be owned and maintained by the Development. Vehicles will be used for the residents to access off-site locations for employment, employment training programs, medical and dental services, shopping, religious services, community events, and recreation or other services and activities.</p> <p>All transportation must be available to each resident at no charge.</p>

Appendix 3: Homeless Development Regional Chart

REGION	LARGE COUNTIES	MEDIUM COUNTIES
Central	Orange	Brevard, Indian River, Martin, Osceola, Polk, Seminole, St. Lucie
North	Duval	Alachua, Bay, Clay, Escambia, Flagler, Leon, Marion, Okaloosa, St. Johns, Santa Rosa, Volusia
South	Broward, Miami-Dade, Palm Beach	Collier, Highlands
Tampa Bay	Hillsborough, Pinellas	Charlotte, Citrus, Hernando, Lake, Lee, Manatee, Pasco, Sarasota, Sumter

Appendix 4: Tenant Application & Selection Requirements

Exhibit G - Tenant Application and Selection Requirements – A written Tenant Selection Plan must be provided that reflects the requirements described in this Exhibit G.

Tenant Selection Criteria for Extremely Low Income (ELI) Household

Screening criteria for ELI households

The Applicant must adhere to the following tenant selection criteria when evaluating the eligibility of a household applying for tenancy in a unit set aside for Extremely Low Income (ELI) Households:

- **Credit History:** The credit history related to medical expenses, cable and internet services will not be taken into consideration when conducting credit checks.
- **Income Requirement Policy:** The household monthly income must not be required to be more than two times the monthly rent. (e.g., If the monthly rent is \$500, the household monthly income will not be required to exceed \$1,000.)
- **Evictions:** The eviction history look-back period must not be more than 5 years. A household is permitted one eviction during the 5-year look-back period, unless the eviction was due to causing physical harm to development staff, tenants, or intentional property damage.

Tenant application fees and deposits for ELI households

The Applicant must adhere to the following tenant application fees and deposits requirements for a household applying for tenancy in a unit set aside for extremely low income households:

- It is prohibited to charge a fee to a household that is applying for tenancy in a unit that is set aside for extremely low-income households for the purposes of reserving or holding a unit.
- The application for tenancy fee will be no more than \$35 per adult in a household.
- A security deposit for new tenant households will be not more than the amount of one month's rent.

For Development with requirements for Link/Special Needs requirements

The Tenant Selection Plans must include a Preference in their Waiting List section. Owners must create a preference specifically for individuals or families who are referred by a Florida Housing-designated Special Needs Referral Agency. The Tenant Selection Plan must include the following language:

- This Development has adopted a preference to house X number of units of the Extremely Low Income (ELI) units within the Development to be set aside for Persons with Special Needs as defined in 420.0004(13) Florida Statutes. These set aside units are known as Link units. These units shall be set aside specifically for individuals or families who are referred by a Florida Housing-designated Referral Agency. The Development must prioritize these referred individuals for an available Link unit.
- During and after lease-up, Referral Agency referrals must be moved in first, regardless of chronological order of the general waiting list, until all Link units are occupied with Referral Agency referrals.

The Tenant Selection Plan shall be submitted by the Applicant to the Corporation for approval within 21 Calendar Days of the date of the invitation to enter credit underwriting.

For Properties with HUD assistance, including Project-Based Assistance, Public Housing Agencies, and those administering Public Housing Programs

Properties that have contracts with HUD or Public Housing Authorities' rental assistance programs and also have the Florida Housing Link/Special Needs requirement must handle their waiting list to reflect both HUD and Florida Housing requirements. In order to do this, Florida Housing has determined that establishing an owner-adopted preference with a Florida Housing-designated Special Needs Referral Agency is the correct method for complying with Florida Housing and HUD requirements.

- The Waiting List section of the Tenant Selection Plan must include a preference for Special Needs households that are referred by a Florida Housing-designated Special Needs Household Referral Agency.
- HUD regulations require Tenant Selection Plans that implement preferences to have HUD approval. This is the case if there are new Plans in new properties, as well redevelopment, RAD conversions, or substantially rehabilitated properties.
- If a Development has an existing Tenant Selection Plan, Applicant must amend the Plan. Applicants are required to submit the amended Plan with the preferences to their account manager in the field office. The Plan must be sent to the Corporation for preliminary approval before sending to HUD.

Additional Tenant Selection Criteria for All Households

Screening criteria for all households

The Applicant must adhere to the following tenant selection criteria when evaluating the eligibility of all households applying for tenancy:

- **Arrest Record**: The arrest record of a household member will not be considered when determining any household's application for tenancy.
- **Rental Assistance**: For households with publicly funded rental assistance, the income requirement will be based on the household's paid portion of the rent.

Application for Tenancy

Applicant must provide to all interested households a tenancy packet for the Development that includes and prominently places the following information:

- The tenant selection approach and criteria used to evaluate and determine a household's application for tenancy. The criteria under which a household was screened and evaluated, as well as the determination, must be included in each tenant household's file.
- The approach regarding a household's notification and appeal process and timeline if the household's application is rejected or determined ineligible.
- A description of reasonable accommodations or reasonable modifications for persons with disabilities, pursuant to Section 504 of the Rehabilitation Act of 1973. The description shall include accommodations that must be considered by the Development such as physical dwelling unit modifications for greater accessibility and use, as well as individualized assessments of mitigating factors related to a disability that adversely affected a household's credit, eviction, or criminal history. The description shall also include the process for requesting a reasonable accommodation, the determination approach, and decision-making timelines.
- A description of an applying household's or existing tenant's housing protections pursuant to the Violence Against Women Reauthorization Act of 2013 (VAWA). The description will include that applying households may request the Development to conduct an individualized assessment of mitigating factors related to being a victim of

domestic violence, dating violence, sexual assault, and stalking that adversely affected the household's credit, eviction, or criminal history.

Notification of Rejection or Ineligibility for Tenancy

The Tenant Selection Plan must describe the process for notification of rejection and ineligibility. The policy must include the following:

- The notification of any household that their application for tenancy was rejected or determined ineligible through a documented process such as a written letter or email to the address provided by the household.
- The notification will be provided to a household within 5 business days from the day the determination is made.
- The notice must include information regarding:
 - The reasons a household's application for tenancy was rejected or determined ineligible.
 - A household's right to appeal the Development's decision, as well as complete instructions regarding how a household may appeal the decision.

Federal Accessibility Requirements

The Tenant Selection Plan must include a statement that the Development meets the following accessibility federal requirements, incorporating the most recent amendments, regulations, and rules:

- The Fair Housing Act as implemented by 24 CFR 100
- Section 504 of the Rehabilitation Act of 1973
- Titles II and III of the Americans with Disabilities Act of 1990 as implemented by 28 CFR 35