

Sample Outline for Tenant Selection Plan and Outreach Strategy To Include with Admin Plan

Note: Agencies offering TBRA must have a written description of how tenants will be selected for the TBRA program. Agencies offering TBRA must also develop a marketing and outreach strategy that specifies how the program will be marketed, paying particular attention to fair housing issues and requirements. This outline assumes a single document will be used for both of these purposes.

I. Key TBRA Policies Affecting Marketing and Tenant Selection

- A. Program Eligibility. Describe how the special needs and/or disability status of households will be established. Special needs status may be verified and documented by the applicant or other applicable agency such as a homeless or domestic violence shelter, while disability status must be verified by a service agency such as a community mental health agency.
- B. Preferences. Describe any established local preferences and how they will be used.
- C. Application Procedures. Describe the waiting list that will be used. If a separate TBRA waiting list is established, please describe:
 - How the program will be announced. (Opening and closing of waiting lists must be publicly announced.)
 - Where applications will be taken. (e.g. in one central location, accommodations for elderly/handicapped, etc.)
 - When applications will be accepted. (e.g. on a continuing basis, for a limited time, only during certain hours, etc.)
 - The method of application. (e.g. in-person, by mail, using interviews, etc.)

D. Occupancy Standards (sample only)

Voucher Size	Persons in Household	
	Minimum	Maximum
0 BR	1	1
1 BR	1	2
2 BR	2	4
3 BR	4	6
4 BR	6	8
5 BR	8	10

Unit Assignment Policies (sample only). Unit assignments will be made on the following basis:

- Persons of the opposite sex, other than spouses, will not be required to share the same bedroom.
- Children of the opposite sex above the age of six will not be required to share the same bedroom.
- Children will not be required to share a bedroom with a parent.
- An unborn child may be considered for the purpose of assigning the bedroom size.
- Larger size units than indicated by these policies may be assigned if the applicant provides documentation that a larger unit is needed for health/medical reasons.

E. Voucher Expirations and Extensions.

The agency should establish a deadline for use of the Voucher, and describe the circumstances under which extensions will be granted. (Include any other established policies that affect how program participants will be selected.)



II. Termination of Tenancy and Tenant Moves.

- A. State the agency's policy with respect to owner termination of tenancy.
- B. State the agency's policy with respect to tenant evictions. Will the family be permitted to receive assistance in another dwelling, or will a tenant-caused eviction also terminate the household's eligibility for assistance?
- C. State the agency's policy with respect to tenant moves. What kind of notice must the family give? Under what circumstances will the household be eligible for continued assistance?

• **Outreach to Potential Applicants**

Describe briefly how you will market to applicants both generally and affirmatively.

• **Outreach to Owners**

- Identify barriers to landlord participation.
- Outreach Activities.
- Describe the outreach steps that will be taken to reach owners of rental property throughout the community. For example:
 - Media (newspaper, television, radio, etc.) advertisement, news releases and public service announcements. (Be sure to include both media serving the population in general and media sources that support a particular group.)
 - Public meetings and/or contacts with appropriate community organizations and institutions (e.g., apartment managers associations, chamber of commerce, etc.)
 - Identify any special outreach planned for owners of units outside of areas of low-income and minority concentration.

• **Compliance with Section 504 Accessibility Requirements**

- Describe how the program administrator will comply with Section 504 requirements including:
 - Providing information materials in alternative formats (large print, on tape, etc.);
 - Communicating with hearing impaired applicants; and
 - Making reasonable accommodations to applicants with disabilities.