

Tenant Selection Plan Guidelines

Florida Housing is committed to creating equitable, affordable, and accessible housing for all Floridians. Tenant Selection Plans and tenant screening criteria that reduce barriers to access are critical to these efforts.

Tenant Selection Plans (TSPs) are a requirement for all developments that are selected as a result of a funding application submitted to Florida Housing. Applications for funding for competitive Low-Income Housing Tax Credits and the State Apartment Incentive Loan Program are required to execute a Tenant Selection Plan and submit to Florida Housing for review and approval in preparation for entering credit underwriting. The Request for Applications (RFA) requires owners to certify that their tenant application and screening procedures reduce barriers to affordable housing as explained in the RFA's Exhibit G - Tenant Selection Plan Requirements. The Tenant Selection Plan must reflect the requirements described in Exhibit G.

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 partnering organization. The Owner must title the preference as an "Owner-Adopted Preference," and use the following language:

This property has adopted a preference to house X number of units of the Extremely Low Income (ELI) units within the property 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 property 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.

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

HUD regulations require Tenant Selection Plans that implement preferences to have HUD approval. This is the case if there are new TSP Plans in new properties, as well redevelopment, RAD conversions, or substantially rehabilitated properties.

Mixed Financing Package to HUD – At the time the HUD application documents are sent to HUD, the AFFHMP (Affirmatively Furthering Fair Housing Marketing Plan) for Multifamily Housing and the Tenant Selection Plan are included in the package. The account manager who is handling the package apportions the documents for review to the correct unit staff. The account manager will forward the AFFHMP and the TSP to the Fair Housing/Equal Opportunity Office (FHEO) for review. That office issues a letter to the owner if there are any deficiencies, and these must be corrected. When there are no deficiencies, then FHEO will send an approval letter to the owner. Florida Housing must receive a copy of the approval prior to final credit underwriting reports.

Other HUD-assisted properties - Multifamily applications to HUD that are RAD conversions, Redevelopment, Substantial Rehab, etc., and have an existing TSP, must amend the TSP. Owners are required to submit an updated AFFHMP and the amended TSP with the preferences to their account manager in the field office. When approved, a letter is sent to the owner.

Tenant Selection Plan Checklist

To assist owners/property managers in submitting a TSP for review and approval, Florida Housing has developed a checklist for TSP. The checklist will serve as a guide for developments to verify that the TSP includes the necessary components required by Florida Housing.

Owners will upload the completed TSP checklist along with the draft TSP to the Procorem Portal. Florida Housing staff reviewing TSPs will then use the completed checklist to inform their evaluation of the TSP.

Owners/agents should use the TSP Guidelines, (this document), and the TSP checklist as they construct their TSPs in order to verify that required elements are included in their plan.

Florida Housing staff tasked with review and approval of TSPs will do so in conjunction with the submitted checklist, returning to the owner comments and/or questions based on the content of the TSP and accompanying checklist.

Florida Housing staff will be available to help external partners transition to this new process.