



Tenant Selection Plan Addendum

About the Ohio Department of Medicaid Subsidy Demonstration Program

The Ohio Department of Medicaid Subsidy Demonstration (ODMSD) Program is a project-based rental subsidy demonstration designed to expand the supply of housing for extremely low-income individuals with disabilities who want to transition from institutions into an accessible, integrated community setting. This ODMSD program is administered by the Ohio Housing Finance Agency (OHFA) in coordination with the Ohio Department of Medicaid. OHFA secures fully accessible Program units in new multifamily housing properties, trains Referral Agents to identify prospective tenants and maintains a waitlist of eligible tenants. OHFA may contract with a third party to verify the Program eligibility of prospective tenants, manage the waitlist and verify and disburse subsidy payments.

Purpose of This ODMSD Tenant Selection Plan Addendum

This ODMSD Program Tenant Selection Plan Addendum describes the procedures that owners/property managers must follow in order to participate in the ODMSD program. It serves as an addendum to the owner's Tenant Selection Plan (TSP) in order to ensure provisions of the owner's plan do not conflict with the ODMSD Program Guidelines. This Addendum applies only to prospective tenants referred to the property through the ODMSD program. Owners/property managers may maintain different tenant selection procedures and site-specific occupancy policies for non-ODMSD Program units.

Identifying and Resolving Conflicts Between this Tenant Selection Plan Addendum and the Owner's Tenant Selection Plan

Prior to the first ODMSD tenant referral, the owner/property manager must submit their owner's TSP to OHFA through the ODMSD mailbox at MedicaidSubsidy@ohiohome.org for review. OHFA will attempt to flag any provisions in the owner's TSP (tenant selection or operating policies) that conflict with this Addendum or the ODMSD Program Guidelines. It is the responsibility of the owner to insure that all provisions of this addendum are enforced, and where there is a conflict with the owner's TSP, this addendum will prevail.

Tenant Referrals

The owner/property manager must notify OHFA of vacancies of ODMSD-eligible units, and offer all eligible units, as they become available, first to prospective ODMSD tenants until the number of units designated under the Operating Assistance Contract (OAC) is met. The procedure for the owner/property manager to notify the OHFA Waitlist Manager that an eligible unit is available is found in the ODMSD Program Guidelines.

All prospective tenants for the ODMSD Program will be referred to the property by the OHFA Waitlist Manager. The Waitlist Manager or OHFA's designee will confirm that the prospective tenant meets the age and income qualifications of the ODMSD program and is eligible for community-based long-term care services. The OHFA Waitlist Manager will connect the prospective tenant with the owner/property manager.

Owners will be ineligible for ODMSD rental subsidy payments for any tenants that were referred through a source other than the OHFA Waitlist Manager or its designee.

Application Process

The owner/property manager will evaluate applications submitted by ODMSD prospective tenants referred by the OHFA Waitlist Manager in the same manner as all other prospective tenants of this particular property, with the following exceptions:

ODMSD prospective tenants will not be subject to any waitlist except the ODMSD waitlist managed by OHFA.

- No application fees or any other fee associated with the application process may be assessed.
- If a security deposit is required, the amount shall not exceed the greater of \$50 or the monthly amount the tenant pays to the owner for rent.
- If the owner determines that an applicant is not eligible for tenancy, the owner/property manager must promptly notify the applicant in writing, and e-mail a copy of the notice to the OHFA Waitlist Manager at MedicaidSubsidy@ohiohome.org. The notice must include the following information:
 - The reason for denying tenancy;
 - The applicant's right to respond to the owner in writing or request a meeting within 14 days to dispute the rejection; and
 - The applicant's right to request a reasonable accommodation.
- If the applicant disputes the denial of tenancy determination, the owner/property manager must hold the unit open until the dispute is resolved, and if applicable, until the time that a reasonable accommodation is granted or denied.

Notification of Addendum Changes

Periodic revisions to this ODMSD Addendum will be posted to the OHFA ODMSD website.

Compliance with Federal Laws

In offering housing to ODMSD prospective tenants, owners/property managers must comply with all applicable federal laws, including, but not limited to, the following:

- Title VII of the Civil Rights Act of 1968 (Fair Housing Act) as amended in **42 U.S.C. §§ 3601-3631** with implementing regulations found in **24 C.F.R. §§ 100.1-100.600**
- Americans with Disabilities Act of 1990 as amended in **42 U.S.C. §§ 12101-12213** with implementing regulations found in **28 C.F.R. §§ 36.301-36.311**
- Section 504 of the Rehabilitation Act of 1973 as amended in **42 U.S.C. § 794** with implementing regulations found in **24 C.F.R. §§ 8.20-8.33**

Contact Us

For more information, visit the ODMSD website at <http://ohiohome.org/ppd/medicaid.aspx> or e-mail your questions to the ODMSD mailbox at MedicaidSubsidy@ohiohome.org.