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BCUW/Madeline Housing Partners, LLC

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# TENANT SELECTION PROCESS

Family Units

**BERGEN COUNTY UNITED WAY/MADELINE HOUSING PARTNERS  
TENANT SELECTION PLAN FOR FAMILY UNITS**

**Introduction**

BCUW/Madeline Housing Partners is dedicated to the development of housing that provides safety, stability, affordability, and pride in its residents and represents a high quality community and long term asset.

**Statement of Non-Discrimination**

It is the policy of BCUW/Madeline to comply fully with Title VI of the Civil Rights Act of 1964, Title VIII of the Civil Rights Act of 1968, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Fair Housing Amendments Act of 1988 and any legislation protecting the individual rights of residents, applicants or staff which may subsequently be enacted.

BCUW/Madeline shall not discriminate because of race, color, creed, religion, sex, age, handicap, familial status, socio-economic classes or national origin in the leasing, rental, or other disposition of housing included in any development of properties under its jurisdiction or in occupancy thereof.

**Privacy Policy**

It is the policy of the BCUW/Madeline to guard the privacy of individuals conferred by the Federal Privacy Act of 1974 and to ensure the protection of such individual's records maintained by the property.

Therefore, neither BCUW/Madeline nor its agents shall disclose any personal information contained in these records to any person or agency unless the individual about whom information is requested shall give written consent to such disclosure.

The privacy policy in no way limits BCUW/Madeline and its agents' ability to collect such information as it may need to determine eligibility, compute rent or determine an applicant's suitability for tenancy.

Consistent with the intent of Section 504 of the Rehabilitation Act of 1973, and with the regulations of HIPAA, any information obtained concerning a person's handicap or disability will be treated in a confidential manner.

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**Housing Eligibility Requirements**

To be eligible, applicants must meet statutory and/or regulatory criteria governing the affordable housing for which they are applying, including but not limited to the following:

1. Applicant must be 18 years of age or older.
2. Must meet the income criteria for affordability according to US Housing and Urban Development low-income limits relative to the location of the development and have the ability to pay rent and other fair charges in a timely manner.

**Housing Eligibility Determination Process**

1. No applications submitted after the June 1, 2022 deadline will be considered.
2. Applications will be reviewed for completeness. While missing documentation will not affect consideration, applicants will be required to submit all missing documents (see #3 below).
3. If more information is needed to complete the application process, three attempts will be made to contact the applicant via the contact information on the housing application. If the individual does not reply within 5 business days of the last attempted contact, the Partnership will determine the application void.
4. Applicants will be subject to random selection performed by an independent third party and based upon Fair Housing requirements, rules and regulations.
5. Applicants will be processed in the priority order that is determined by random selection.
6. Up to 50% of the family units may be set aside for military veterans. Preference will also be given to applicants who live or work in Bergen, Hudson, Passaic and Sussex counties.
7. When the applicant has completed all lease-up requirements\*, they will be given the keys to their apartment.

\* Lease-up requirements may include a signed release of information form, income verification documents for housing subsidy or affordability, a credit check, a criminal background check, and an emergency contact list. The housing unit must be the tenants' primary residence.

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**Exclusionary Criteria**

An applicant may be excluded if:

1. They do not meet the tenant selection criteria.
2. They are unable to disclose and document social security numbers for all family members.
3. They failed to sign and submit required documentation of eligibility within the required timeframe.
4. A credit check reveals that they have bad credit and/or a history of tenant landlord disputes.
5. There is a misrepresentation of information related to eligibility or award.
6. Applicant refuses to sign required paperwork prior to taking occupancy.

In accordance with New Jersey's Fair Chance Housing Act, offers of housing may be rescinded if a subsequent criminal background check provides reliable evidence of criminal conduct indicating risk to resident safety or property. Demonstrable risk includes things like conviction for murder, kidnapping, assault, human trafficking, sex offences, or making meth at their residence.

**Appeal Process**

Any individual determined to be ineligible for housing will receive written notice of the rejection. The written notice will detail the specific reasons why the applicant was declined housing.

The applicant may appeal the rejection to the Board of Directors of Bergen County United Way/Madeline Housing Partners, LLC. in writing within 7 business days for review. A final determination will be made within 30 days.



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# TENANT SELECTION PROCESS

Independent Living

**BERGEN COUNTY UNITED WAY/MADELINE HOUSING PARTNERS  
TENANT SELECTION PLAN FOR INDEPENDENT LIVING**

**Introduction**

BCUW/Madeline Housing Partners is dedicated to special needs housing that provides safety, stability, affordability, and pride in its residents and represents a high quality community and long term asset.

**Statement of Non-Discrimination**

It is the policy of BCUW/Madeline to comply fully with Title VI of the Civil Rights Act of 1964, Title VIII of the Civil Rights Act of 1968, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Fair Housing Amendments Act of 1988 and any legislation protecting the individual rights of residents, applicants or staff which may subsequently be enacted.

BCUW/Madeline shall not discriminate because of race, color, creed, religion, sex, age, handicap, familial status, socio-economic classes or national origin in the leasing, rental, or other disposition of housing included in any development of properties under its jurisdiction or in occupancy thereof.

**Privacy Policy**

It is the policy of the BCUW/Madeline to guard the privacy of individuals conferred by the Federal Privacy Act of 1974 and to ensure the protection of such individual's records maintained by the property.

Therefore, neither BCUW/Madeline nor its agents shall disclose any personal information contained in these records to any person or agency unless the individual about whom information is requested shall give written consent to such disclosure.

The privacy policy in no way limits BCUW/Madeline and its agents' ability to collect such information as it may need to determine eligibility, compute rent or determine an applicant's suitability for tenancy.

Consistent with the intent of Section 504 of the Rehabilitation Act of 1973, and with the regulations of HIPAA, any information obtained concerning a person's handicap or disability will be treated in a confidential manner.

**Housing Eligibility Requirements**

To be eligible, applicants must meet statutory and/or regulatory criteria governing the special needs housing for which they are applying, including but not limited to the following:

1. Applicant must be 18 years of age or older.

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TENANT SELECTION PLAN FOR INDEPENDENT LIVING**

2. Must meet the income criteria for affordability according to US Housing and Urban Development low-income limits relative to the location of the development and have the ability to pay rent and other fair charges in a timely manner.
3. Must be diagnosed by a licensed physician as developmentally disabled (per the Developmental Disabilities Act, Section 102(8) or as an individual diagnosed with a disability requiring Multiple Sclerosis related treatment.
4. In the opinion of the Partnership, as Service Coordinator, does not require a highly supervised setting (i.e. 24 hour care) in order to ensure health and safety.
5. Document the availability of needed support services (i.e. DDD, health insurance, family contributions, or earned income).
6. Demonstrate proof of insurance to cover medical, dental and mental health services as well as the cost of pharmaceuticals.
7. Applicant must be able to self-administer medication.
8. Be able to live independently in accordance with the number of hours and types of services the individual is able to document as available upon move-in and for the foreseeable future.
9. And avoid interfering with the rights and peaceful enjoyment of others.

**Housing Eligibility Determination Process**

1. No applications submitted after the June 1, 2022 deadline will be considered.
2. Applications will be reviewed for completeness. While missing documentation will not affect consideration, applicants will be required to submit all missing documents.
3. If more information is needed to complete the application process, three attempts will be made to contact the applicant via the contact information on the housing application. If the individual does not reply within 5 business days of the last attempted contact, the Partnership will consider the application void.
4. Applicants will be subject to random selection performed by an independent third party and based upon Fair Housing requirements, rules and regulations. Applicants will be processed in the priority order that is determined by random selection.
5. After random selection, interviews will take place (the number of interviews schedule will be based on a percentage over the available number of units).
6. Up to 50% of the family units may be set aside for military veterans. Preference will also be given to applicants who live or work in Bergen, Hudson, Passaic and Sussex counties.
7. After all interviews are completed, the Partnership will have sole discretion in determining eligibility, suitability, and compatibility with the community at large.
8. For two-bedroom units, the Partnership will pair applicants according to gender, age, common interests, level of independence, and schedule.
9. When the applicant has completed all lease-up requirements\*, they will be given the keys to their apartment.

\* Lease-up requirements may also include completion of a Social Services Agreement with their service provider(s), a signed release of information form, income verification documents for housing subsidy or affordability, a credit check, a criminal background

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check, and an emergency contact list. The special needs housing unit must be the tenants' primary residence.



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**Exclusionary Criteria**

An applicant may be excluded if:

1. They do not meet the tenant selection criteria.
2. They are unable to disclose and document their social security number.
3. They failed to sign and submit required documentation of eligibility within the required timeframe.
4. A credit check reveals bad credit and/or history of tenant landlord disputes.
5. Applicant's misrepresentation of any information related to eligibility or award.
6. Refusing to sign required paperwork prior to taking occupancy.

In accordance with New Jersey's Fair Chance Housing Act, offers of housing may be rescinded if a subsequent criminal background check provides reliable evidence of criminal conduct indicating risk to resident safety or property. Demonstrable risk includes things like conviction for murder, kidnapping, assault, human trafficking, sex offences, or making meth at their residence.

**Appeal Process**

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