



Tenant Selection Plan

Independent Community-Based Housing for Adults
with Serious Persistent Mental Illness (S.P.M.I.)

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Tenant Selection Plan (TSP)

Independent Community-Based Housing

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Tenant Selection Plan (TSP) Independent Community-Based Housing

NAMI Delaware

Tenant Selection Plan (TSP)

1. Purpose and General Overview This Tenant Selection Plan (TSP) outlines how NAMI Delaware selects and admits tenants into its housing programs, which provide independent, community-based living for adults with serious and persistent mental illness (SPMI). The goal is to ensure a fair, transparent, and non-discriminatory process, consistent with the requirements of HUD Handbook 4350.3 REV-1, the Fair Housing Act, Section 504 of the Rehabilitation Act, the Americans with Disabilities Act (ADA), and HUD's Equal Access Rule.

2. Property & Program Overview

- Programs Covered: HUD Section 811 (adults with disabilities), Section 202 (elderly), and Section 8 PRAC (Project Rental Assistance Contract) leases, as applicable.
- Model: Shared single-family homes with private bedrooms and shared common areas (living room, kitchen, bathrooms).
- Population: Adults with verified SPMI; applicants must be able to meet the obligations of tenancy, with or without reasonable accommodation or outside support.
- Setting: Community-based, tenant-directed living. These homes are not licensed care homes or supportive housing facilities.
- Gender-Specific Housing: Homes may be designated as female-only or male-only, based on self-identified gender. Placement is managed case-by-case, consistent with HUD's Equal Access Rule. No documentation of gender identity is required.
- County Preference: Applicants may request a preferred county (New Castle, Kent, or Sussex) to maintain community and family ties.

3. Nondiscrimination, Inclusivity, and Equal Access Policy NAMI Delaware does not discriminate on the basis of race, color, religion, sex (including gender identity and sexual orientation), familial status, national origin, disability, or any other protected class. The organization complies with all federal, state, and local fair housing laws and ensures that all qualified applicants are given equal opportunity to access housing.

4. Evaluation Criteria & Determining Eligibility 4.1 Eligibility Verification (Including EIV Data): All applicants must meet HUD eligibility requirements for the respective program

(e.g., disability and income for 811; age and income for 202). Verification includes third-party documentation and use of the Enterprise Income Verification (EIV) system. Applicants must be able to fulfill tenancy obligations, with or without reasonable accommodations.

4.2 Determining Eligibility for Assistance: Eligibility is based on verified documentation of disability or age, income, and ability to reside in a community-based setting. Applicants are informed of documentation requirements at the time of application.

5. Application Process 5.1 How Applications Are Accepted: Applications are accepted year-round and may be submitted in person, by mail, or online. All applications are date- and time-stamped.

5.2 Reasonable Accommodation in Application: Reasonable accommodations are provided as needed during the application process. Assistance may be offered by a staff member not involved in housing decisions, ensuring applicant autonomy and privacy.

6. Criminal & Prior Tenancy Screening Applicants may be denied housing if they have engaged in criminal behavior that poses a threat to health or safety, or if they are subject to lifetime sex offender registration. Arrest records alone are not grounds for denial. Each case is assessed individually, and denials consider mitigating circumstances and disability-related behaviors.

7. Rejected and Ineligible Applicants Applicants denied housing will receive a written notice outlining the specific reasons for the decision and their right to appeal. Rejections may result from ineligibility, false or incomplete documentation, or disqualifying criminal history. Information about requesting reasonable accommodation if the behavior or issue is related to a disability will be included.

8. Waitlist Management 8.1 Placement on Waitlist: Eligible applications are placed on a master waitlist and assigned a log number based on the application date and time.

8.2 Preferences and County Selection: Waitlists reflect county, gender, and other stated applicant preferences.

8.3 Selection from the Waitlist: Units are offered to eligible applicants with the earliest application date who meet unit-specific preferences.

8.4 Notification and Response: Applicants are contacted by phone and/or in writing. They have 7 days to accept the offer. Failure to respond counts as a refusal. Two refusals without good cause result in waitlist removal.

8.5 Procedures for Purging/Inactivity: Waitlists are reviewed annually. Applicants are contacted at least every six months to confirm continued interest. Non-respondents are removed but may request reinstatement within 60 days for valid reasons.

9. Drug-Free Housing Policy NAMI Delaware maintains a drug-free housing environment. Illegal drug use or distribution is prohibited and may lead to application denial or tenancy termination.

10. Resident Conduct and Community Standards Shared living requires mutual respect. Intimidation, harassment, or disruptive behavior is not tolerated. Behavioral issues will be addressed in a fair and equitable manner, consistent with disability protections and housing rights.

11. VAWA Protections and Procedures NAMI Delaware upholds all VAWA protections. Survivors of domestic violence, dating violence, sexual assault, or stalking are not denied housing or evicted solely due to their victim status.

- Requests for protection may be made at any time.
- All related information is kept confidential, except as required by law.
- Applicants and residents are provided HUD Forms 5380 and 5382.

12. Appeals and Grievances Applicants denied housing or removed from the waitlist may appeal within 14 days. Appeals are reviewed by NAMI Delaware senior management, with written decisions issued within 30 days.

13. Privacy and Confidentiality All records are confidential and handled in accordance with HUD and state privacy requirements.

14. Plan Review and Updates This Tenant Selection Plan is reviewed and updated annually to ensure continued compliance with HUD and Fair Housing standards.

15. Contact Information For questions or to request reasonable accommodation: NAMI Delaware
2400 W 4th Street
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