

**Zinnia Longmont  
Tenant Selection Plan**

*Updated 5/17/2024*

Zinnia uses a Housing First Model as well as a Harm Reduction and Trauma-informed approach. Housing First embraces the idea that people participating in a Supportive Housing (SH) program should be given housing even if they are struggling with issues of chemical dependency, mental health, and/or other barriers to housing that might render them ineligible under more traditional models of housing.

**Core Elements of Housing First Include:**

- Acceptance of applicants regardless of their sobriety, any past or current use of substances, any completion of rehabilitation or treatment, or participation in any other supportive services.
- Applicants are seldom rejected solely on the basis of poor credit or financial history, employment readiness, poor or absent rental history, criminal convictions, or any other behaviors that are generally held to indicate a lack of “housing readiness.”
- Supportive services emphasize engagement and problem-solving over therapeutic goals. Services plans are highly tenant-driven without standardized or predetermined goals, and client choice is key.
- Use of alcohol or drugs in and of itself (without other lease violations) is not considered a reason for eviction.

**1. Zinnia Eligibility Criteria:**

- Age 18 or older
- Extremely low income (at or below 30% Area Median Income)
- Disabling condition (a condition that limits an individual’s ability to perform one or more activities of daily living; this could be a physical condition, developmental condition, and/or behavioral health condition)
- History of homelessness (i.e., meets the [HUD definition of homelessness](#) and/or is leaving an institutional setting and would otherwise be homeless upon exit)
- Student Eligibility - If a single applicant or all members of an applicant's household are full-time students, the application will be rejected unless one of the following criteria is met;
  - the applicant is married and files a joint tax return;
  - the applicant is receiving assistance under Title IV of the Social Security Act;
  - the applicant is enrolled in a job training program receiving assistance under the Job Training Partnership Act or under other similar Federal, State or local laws;
  - the applicant is a single parent with children and such parent and children are not dependents of another individual.

**2. Zinnia Referral Sources:**

- 27 referrals of eligible households through Regional Coordinated Entry System (OneHome)

- 28 referrals of eligible households through Homeless Solutions for Boulder County Coordinated Entry Assessment (BCC), a common assessment tool used to identify individuals who would benefit from a SH intervention.

### **3. Zinnia Preferences:**

- Eligible households with a disability as verified by a knowledgeable professional
- Eligible households with long lengths of homelessness defined by the referring coordinated entry system criteria.
- Eligible households with high utilization of publicly funded systems as determined by Court and Jail utilization lists based on most frequent use

### **4. Zinnia Criminal Screening Criteria:**

- If any household member has ever been convicted of drug-related criminal activity for manufacture, production, distribution, possession, or use of methamphetamine, the household will be automatically denied. If any household member has ever been convicted of drug-related criminal activity for possession or use of methamphetamine, the household may appeal.
- If any member of the household has ever been evicted for reasons related to methamphetamine, the household will be automatically denied but may appeal.
- If any member of the household is subject to a lifetime registration requirement under a state sex offender registration program, the household will be automatically denied but may appeal.

### **5. Zinnia Application Procedure**

- a. Anyone who wishes to be considered for a Project-Based Voucher (PBV) unit at Zinnia must be referred through one of the two Coordinated Entry systems and then complete the appropriate Division of Housing (DOH)-designated PBV application.
- b. Once the Property Manager is aware that a unit will be coming available, they will contact the Lead Service Provider who will notify the appropriate Coordinated Entry Administrator to secure a referral for the vacancy.
- c. The Lead Service Provider will work with the referral and the project Property Manager to complete the property application and screening process.
- d. The Property Manager will evaluate the application for Eligibility Criteria and Criminal Screening Criteria. If the applicant is denied, the appeals process below may be followed, and the Property Manager must supply a copy of the written denial to the DOH Voucher Administrator agency, the Owner, and the Lead Service Provider.
- e. Once the completed application is approved by the Property Manager, it will be forwarded to the DOH Voucher Administrator agency that is providing voucher administration services for Zinnia.
- f. The Lead Service Provider will assist the referral in filling out and meeting all property and DOH Voucher Administrator application requirements. The applicant will complete and submit a completed DOH PBV application to be considered for residency. Incomplete applications will be returned to the applicant to complete.
- g. All applications must be entered in DOH's Elite rental assistance database system by the DOH Voucher Administrator agency.
- h. The DOH Voucher Administrator agency will arrange a time to meet with the referral, and verify the information provided on the application.
- i. If the applicant is deemed ineligible,

- j. If the applicant is deemed eligible by both the property and DOH, the DOH Voucher Administrator agency will contact the applicant and Lead Service Provider and conduct a PBV briefing.

## **6. Notification of Denial**

Once applicant screening has been completed and all materials have been verified and evaluated, any application not meeting the above criteria will be denied. Zinnia must give an applicant prompt notice of a decision denying assistance. The notice must contain a brief statement of the reason for the denial and must also state that the applicant may request an informal review of the decision. A copy of this denial must also be sent to the DOH Voucher Administrator agency.

## **7. Appeal Process**

The applicant shall have ten (10) business days from the date of the letter to request, in writing, an informal review of the decision for denial. Zinnia must schedule and send written notice of the informal review within ten (10) business days of the family's request. The informal review shall be conducted by an appeals committee, which shall be composed of a representative from the Lead Service Provider, a representative from the Property Manager, and a representative from the Voucher Administrator. None of these representatives shall have been involved in the initial denial. Zinnia will notify the applicant of the final decision, including a statement explaining the reason(s) for the decision. The notice will be mailed within 10 business days of the informal review to the applicant and his or her representative, if any, along with proof of mailing.

If the decision to deny is overturned as a result of the informal review, processing for admission will resume.

If the family fails to appear for their informal review, the denial of admission will stand, and the family will be notified.

## **8. Consideration of Circumstances/Reasonable Accommodations**

Zinnia's decision concerning denial of admission is subject to consideration of circumstances and reasonable accommodations. The policy of Zinnia is to consider all requests by individuals with a disability for reasonable accommodation both in policies and procedures that assist in providing an equal opportunity to use and enjoy the programs under which the project is funded.

Zinnia will consider all relevant circumstances when deciding whether to deny assistance based on a family's past history. Examples include seriousness of the case, the extent of participation or culpability of individual family members, the length of time since the violation occurred, whether the culpable household member is participating in or has successfully completed rehabilitation program or has otherwise been rehabilitated successfully.

## **9. Availability of Plan**

This Tenant Selection Plan is available to the public upon request. It can be requested at the rental office during normal office hours.

## **10. Modification of Plan**

Zinnia will review this Tenant Selection Plan at least once annually to ensure that it reflects current operating practices and program priorities. The review will be conducted by the Owner, Property Manager, Lead Service Provider, and Voucher Administrator. If Zinnia feels the plan needs to be modified in any way, then approval must be provided by the Colorado Division of Housing or its successor. In the event of an approved change, a notice of such modification will be provided by mail to applicants on the waiting list. For this reason, the current Tenant Selection Plan in place at Zinnia will always be dated.