

**Exhibit C**  
**Targeting and Tenant Selection Plan**  
**City of Santa Maria**  
**Security Deposit Move-in Cost Program**

**I. Objectives**

The Tenant Based Rental Assistance Program (“Program”) provides security deposits (inclusive of rental unit deposits to landlords), hereinafter collectively referred to as “Security Deposits” for low income persons. Tenant households that need only one-time Security Deposit assistance in order to establish their tenancy and attain self-sufficiency upon conclusion of the Program assistance will be assisted.

The targeting and preferences established in the Targeting and Tenant Selection Plan meet a need established in the County’s 2010-2015 Consolidated Plan as amended by the County’s 2011 Action Plan and conform with the HOME Regulations, including, but not limited to, 24 CFR 92.209, subdivision (c). The targeting and preferences shall not be administered in a manner that limits the opportunities of persons on any basis prohibited by law, including, but not limited to, the laws listed under 24 CFR 5.105(a).

**II. Marketing and Outreach**

Subrecipient shall be committed to creating awareness of the Program. Subrecipient will market its offerings of this Program through points of contact utilizing social and human services partners/providers that serve low income people.

Marketing the Program shall be done in several ways:

- Creating awareness of Program through community leadership within social and human services networks
- Existing community vehicles for advertising will be used, including social services websites and printed media, if available
- Utilizing no-cost existing media vehicles, if available
- Continue networking with existing referral agencies by providing informational materials (e.g. flyers, in-services, etc.) to staff and their participants.

**III. Targeting**

In accordance with the objectives described in Section I above, Subrecipient shall target Program assistance to low income people who are ready and able to seek housing, have secured a steady stream of income for the future, but lack the funds needed to move into housing. TBRA Tenants shall meet the following criteria:

A. Steady stream of future income – TBRA Tenants shall demonstrate that they have a reliable stream of income to pay rent. Such sources of income include employment, social security benefits, disability benefits, and Section 8 Vouchers or other forms of rental subsidy.

B. Self-sufficiency – TBRA Tenants shall demonstrate that upon occupancy, they will be able to maintain their steady stream of future income, make rental payments, and sustain their housing.

#### **IV. Selection**

Subrecipient shall ensure that all TBRA Tenants, TBRA Units and Leases meet the criteria listed in the Admin Plan (Exhibit B) and the Agreement, including but not limited to the following:

A. All TBRA Tenants shall meet the TBRA Tenant Eligibility criteria listed in Section II of the Admin Plan.

B. All TBRA Tenants shall reside in permanent TBRA Units that meet the criteria listed in Section III of the Admin Plan.

C. All TBRA Tenants shall have Leases that meet the criteria listed in Section IV of the Admin Plan and the TBRA Contract and Lease Addendum.

D. SUBRECIPIENT shall ensure that landlords comply with the provisions of 24 CFR 92.253(d), as applicable, which states that an owner of rental housing assisted with HOME funds must adopt written tenant selection policies and criteria that: (1) Are consistent with the purpose of providing housing for very low-income and low-income families; (2) Are reasonably related to program eligibility and the applicants' ability to perform the obligations of the lease; (3) Provide for the selection of tenants from a written waiting list in the chronological order of their application, insofar as is practicable; and (4) Give prompt written notification to any rejected applicant of the grounds for any rejection.

#### **V. Affirmative Marketing**

Subrecipient must comply with affirmative marketing responsibilities in accordance with 24 CFR 92.351.