EAH HOUSING
A roof is just the beginning

1103 LINCOLN AVE
22 PELICAN WAY
SAN RAFAEL, CA 94939
TELEPHONE (415) 258-1800
TDD (800) 735-2929

RESIDENT SELECTION PLAN

Buckelew Community Housing Development Organization (BCHDO), Owner, Buckelew Programs, (Services Provider) and EAH, Inc. will use the following criteria for resident selection:

1103 Lincoln Ave was developed to provide housing for households who have a psychiatric disability that is defined as a major mental illness.

Buckelew Programs and Buckelew Community Housing Development Organization prohibit discrimination against applicants or residents because of their disability. Both organizations also work to assure that persons with disabilities are not treated less favorably than others because of their disability. Both organizations also make reasonable accommodations in rules, policies, practices and services, when such accommodations may be necessary to allow persons with disabilities equal opportunity to use and enjoy housing.

Resident eligibility and selection will be determined in compliance with HCD Fair Housing regulation. It is also both organizations' policy to prohibit discrimination on the basis of race, color, religion, sexual orientation, gender identity, national origin, familial status, and disability.

INCOME LIMITS

To qualify for a unit, the resident's household gross income may not exceed the 15% maximum income limit per household size. Income limits are updated annually by the State Department of Housing and Community Development.

APPLICATION PROCEDURES

Applicants are referred by Community Mental Health Services. Applicants may also be referred to Buckelew by other organizations providing services to persons with mental illness.

Buckelew Programs will screen potential residents for their ability to live successfully in the community. CMHS staff will assess applicants to ensure applicants are disabled due to mental illness and provide documentation.

The Program Director oversees referrals and assures that the documented information is reviewed (information relevant to the client's ability to pay rent, comply with terms of the lease, has a major mental illness).

If the client meets the requirements, the applicant and a Buckelew staff person will discuss the services available to residents of the project. The applicant is given a description of services offered by staff. Since participation in services is voluntary, the client is advised of the benefits and the limitations of the services.

Each applicant must complete an application and be willing to submit to a credit history, rental history, and criminal background inquiry, as well as income and asset verifications.

All application entries are to be made in ink or typed. Corrections or changes are to be made by lining through the original entry and entering the correct data. Such changes must be dated and initialed by the person making the change.

Signed and dated applications will be processed on a first-come, first-served basis. The application must be completed and signed by the head of household and all household members over 18 before an applicant can be placed on the waiting list. If an application is not

completely answered, the date of it being fully completed will be the date that the application is considered accepted for rental purposes.

OCCUPANCY STANDARDS

Occupancy standards are the criterion established for matching a household with the most appropriate size and type of apartment. "Two plus one" occupancy guidelines will be followed to avoid under or over utilization of the units as follows:

Bedroom	Household Minimum	Household Maximum
Studio	1	2
1	1	3

GROUNDS FOR DENIAL

1. Total family income exceeds the applicable income limits published by the State Department of Housing and Community Development.
2. Household does not have a psychiatric disability that is defined as a major illness.
3. Not at least 18 years of age.
4. Does not have satisfactory credit and previous landlord references or does not meet special accommodations guidelines.

CREDIT

Please see attached credit criteria.

CRIMINAL

Please see attached criminal background criteria.

GRIEVANCE/APPEAL PROCESS

Failure to meet one or more of the foregoing screening criteria may be grounds for denial, however, each application is considered as a whole and the above factors are considered as part of a weighted formula. Should the applicants fail to meet the screening criteria, they will receive a notice in writing indicating that they have the right to appeal the decision. This notice must indicate that the applicant has 14 days to dispute the decision.

An appeal meeting with the Property Supervisor will be held within 10 business days of receipt of the applicant's request.

Within five days of the appeal meeting, the property will advise the applicant in writing of the final decision regarding eligibility. Apartments will not be held for those applicants in the appeal process.

ADMINISTRATION OF WAITING LIST

BCHDO will create a Waiting List and the Owner will provide Agent (EAH) with a copy of the Waiting List. Applicants on the Waiting List will be taken in the order they are listed.

As units become available, applicants at the top of the Waiting List will be further screened through the following processes:

a. Income Verification. The Agent will send third party income verification forms to the prospective resident's employers or income providers. If a prospective resident is self-employed, the applicant himself/herself will complete the form and must provide a signed affidavit and a tax return.
b. Employment. The Agent shall verify the employment and income information given by the prospective resident.
c. Other. If advisable, the Agent shall check other references and perform additional screening of prospective residents.

ANNUAL/INTERIM RECERTIFICATION REQUIREMENTS

All residents must be re-certified annually.

PETS

Residents are permitted to keep common household pets in the dwelling unit. SERVICE or ASSISTANCE animals are not considered pets and are not required to comply with the provisions of the Pet Policy. Service or Assistance animals are those animals specifically required to assist individuals with documented disabilities. Please notify Management if you require a Service or Assistance animal

UNIT INSPECTION REQUIREMENT

Before signing the lease, 1103 Lincoln Avenue and the resident must jointly inspect the unit. The resident has five days to report any additional deficiencies to 1103 Lincoln to be noted on the move-in inspection form.

EQUAL HOUSING OPPORTUNITY

1103 Lincoln Avenue does not discriminate on the basis of disability status in the admission or access to, or treatment or employment in, its federally-assisted programs and activities.

EAH HOUSING
A NON-PROFIT HOUSING CORPORATION

Expanding the range of opportunities for all by developing, managing and promoting quality affordable housing and diverse communities since 1968.

Violence, Dating Violence, Sexual Assault, or Stalking Emergency Transfers

1103 Lincoln Ave. is concerned about the safety of its tenants, and such concern extends to tenants who are victims of domestic violence, dating violence, sexual assault, or stalking.

In accordance with the Violence Against Women Act (VAWA), 1103 Lincoln Ave. allows residents who are victims of domestic violence, dating violence, sexual assault, or stalking to request an emergency transfer from the tenant's current unit to another unit. The ability to request a transfer is available regardless of sex, gender identity, or sexual orientation.[1] The ability of 1103 Lincoln Ave. to honor such request for tenants currently receiving assistance, however, may depend upon a preliminary determination that the tenant is or has been a victim of domestic violence, dating violence, sexual assault, or stalking, and on whether 1103 Lincoln Ave. has another dwelling unit that is available and is safe to offer the tenant for temporary or more permanent occupancy.

This plan identifies tenants who are eligible for an emergency transfer, the documentation needed to request an emergency transfer, confidentiality protections, how an emergency transfer may occur, and guidance to tenants on safety and security. This plan is based on a model emergency transfer plan published by the U.S. Department of Housing and Urban Development (HUD), the Federal agency that oversees 1103 Lincoln Avenue's subsidy programs to ensure they are in compliance with VAWA.

Eligibility for Emergency Transfers

A tenant who is a victim of domestic violence, dating violence, sexual assault, or stalking, as provided in HUD's regulations at 24 CFR part 5, subpart L is eligible for an emergency transfer, if:

1. The tenant reasonably believes that there is a threat of imminent harm from further violence if the tenant remains within the same unit.
2. If the tenant is a victim of sexual assault, the tenant may also be eligible to transfer if the sexual assault occurred on the premises

within the 90-calendar-day period preceding a request for an emergency transfer.

A tenant requesting an emergency transfer must expressly request the transfer in accordance with the procedures described in this plan.

Tenants who are not in good standing may still request an emergency transfer if they meet the eligibility requirements in this section.

Emergency Transfer Request Documentation

To request an emergency transfer, the tenant shall notify Bee Street's management office and submit a written request for a transfer to**1103 Lincoln Avenue San Rafael, Ca 94901**and include documentation of the occurrence of domestic violence, dating violence, sexual assault or stalking if tenant has not previously provided such documentation of the occurrence. 1103 Lincoln Ave. will provide reasonable accommodations to this policy for individuals with disabilities.

The tenant's written request for an emergency transfer should include either:

1. A statement expressing that the tenant reasonably believes that there is a threat of imminent harm from further violence if the tenant were to remain in the same dwelling unit assisted under Bee Street's program; or
2. A statement that the tenant was a sexual assault victim and that the sexual assault occurred on the premises during the 90-calendar-day period preceding the tenant's request for an emergency transfer.

Acceptable documentation of the occurrence of domestic violence, dating violence, sexual assault or stalking must be provided if tenant has not provided such documentation. Acceptable documentation includes any one of the following forms of verification:

1. A complete HUD-approved certification Form 5-382;
2. A document:
   a. Signed by the resident and an employee, agent, or volunteer of a victim service provider, an attorney, or medical professional, or a mental health professional (collectively, "professional") from whom the victim has sought assistance relating to domestic violence, dating violence, sexual assault, or stalking, or the effects of abuse;
   b. That specifies, under penalty of perjury, that the professional believes in the occurrence of the incident of domestic violence, dating violence, sexual assault, or stalking that is the ground for protection and remedies under this subpart, and that the incident meets the applicable definition of domestic violence, dating violence, sexual assault, or stalking under 24 C.F.R. § 5.2003;
3. A record of a Federal, State, tribal, territorial or local law enforcement agency, court, or administrative agency; or
4. At the discretion of 1103 Lincoln Ave, a statement or other evidence provided by the resident.

If 1103 Lincoln Ave. receives conflicting evidence that an incident of domestic violence, dating violence, sexual assault, or stalking has been committed (such as certification forms from two or more members of a household each claiming to be a victim and naming one or more of the other petitioning household members as the abuser or perpetrator),1103 Lincoln Ave. has the right to request that you provide third-party documentation within thirty (30) calendar days in order to resolve the conflict. If you fail or refuse to provide third-party documentation where there is conflicting evidence, 1103 Lincoln Ave. does not have to provide you with the protections in this notice.

Confidentiality

1103 Lincoln Ave. will keep confidential any information that the tenant submits in requesting an emergency transfer, and information about the emergency transfer, unless the tenant gives Bee Street written permission to release the information on a time limited basis, or disclosure of the information is required by law or required for use in an eviction proceeding or hearing regarding termination of assistance from the covered program. This includes keeping confidential the new location of the dwelling unit of the tenant, if one is provided, from the person(s) that committed an act(s) of domestic violence, dating violence, sexual assault, or stalking against the tenant. See the Notice of Occupancy Rights under the Violence Against Women Act For All Tenants for more information about Bee Street's responsibility to maintain the confidentiality of information related to incidents of domestic violence, dating violence, sexual assault, or stalking.

Internal Emergency Transfer Timing and Availability

Internal emergency transfers refer to an emergency relocation of a resident to another unit where the resident would not be categorized as a new applicant. The resident may reside in the new unit without having to undergo an application process. Internal emergency transfers generally are only available within the community in which the tenant is residing.

1103 Lincoln Avenue cannot guarantee that a transfer request will be approved or how long it will take to process a transfer request. Bee Street will, however, act as quickly as possible to move a tenant who is a victim of domestic violence, dating violence, sexual assault, or stalking to another unit, subject to availability and safety of a unit. Transfers for these reasons will take priority over all other transfer requests including those made to accommodate a disability and to address over- or under- utilization of a unit.

If a tenant reasonably believes a proposed transfer would not be safe, the tenant may request a transfer to a different unit. If a unit is available, the transferred tenant must agree to abide by the terms and conditions that govern occupancy in the unit to which the tenant has been transferred. Bee Street may be unable to transfer a tenant to a particular unit if the tenant has not or cannot establish eligibility for that unit.

If an internal safe unit is not immediately available, a tenant is allowed to seek an internal and external emergency transfer concurrently.

External Emergency Transfers

External emergency transfers refer to an emergency relocation of a resident to another unit where the tenant would be categorized as a new applicant. The tenant must undergo an application process in order to reside in the new unit.

While EAH Housing may manage other communities within the area, each are (1) owned by different entities which are the actual housing providers at those communities for whom EAH Housing is acting as agent, (2) has its own wait lists and (3) is subject to its own regulatory agreements. As such, except in rare circumstances where the Owner also owns another community, EAH Housing must process transfers to other communities, even those managed by 1103 Lincoln Ave., as external transfers. In most circumstances, 1103 Lincoln Ave. is unable to give priority for such external transfers even if 1103 Lincoln Ave. manages the property or EAH Housing manages the property for the other Owner. As such, external transfers generally will require the transferring tenant to go on any pending waitlist in the same position as any other new applicant at the other property. property is physically well maintained and that the residents are
provided with decent, safe and sanitary housing.

Residents will receive prior written notification for all unit inspections.

When a resident moves out, a final inspection will be completed. Residents are encouraged to attend the move-out inspection.
However, if the resident does not wish to participate in the final inspection, 1103 Lincoln Ave. management may conduct the inspection alone.

Additional Assistance

If 1103 Lincoln Ave. has no safe and available units for which a tenant who needs an emergency is eligible, Bee Street will assist the tenant in identifying other housing providers who may have safe and available units to which the tenant could move.

At the tenant's request, 1103 Lincoln Ave. will also assist tenants in contacting the local organizations offering assistance to victims of domestic violence, dating violence, sexual assault, or stalking that are attached to this plan.

Safety and Security of Tenants

Pending processing of the transfer and the actual transfer, if it is approved and occurs, the tenant is urged to take all reasonable precautions to be safe.

Tenants who are or have been victims of domestic violence are encouraged to contact the National Domestic Violence Hotline at 1-800-799-7233, or a local domestic violence shelter, for assistance in creating a safety plan. For persons with hearing impairments, that hotline can be accessed by calling
Annual unit inspections are performed by 1103 Lincoln. Agencies providing funding have the right to inspect the unit to ensure the

Resources:

For help addressing domestic violence, dating violence, sexual assault, and stalking, please refer to the following agencies:

The National Domestic Violence Hotline	800-799-7233 (SAFE)	www.ndvh.org
National Dating Abuse Helpline	866-331-9474	www.loveisrespect.org
Americans Overseas Domestic Violence Crisis Center	866-USWOMEN (879-6636)	www.866uswomen.org
National Child Abuse Hotline/Childhelp	800-4-A-CHILD 800-422-4453	www.childhelp.org
National Sexual Assault Hotline	800-656-4673 (HOPE)	www.rainn.org
Stand Against Domestic Violence	(925) 676-2845	http://www.standffov.org/
Marin Abused Women's Services Men's Line	(415) 924-6616 (415) 457-6760	http://www.centerfordomesticpeace.org/
Mill Valley Police Department (Dispatch)	(415) 389-4100	http://www.cityofmillvalley.org/police/aboutus/contact_us.htm
Community Violence Solutions	(415) 259-2850	http://www.cvsolutions.org/