EAH HOUSING

Firestone Phoenix

7321 Miramonte Blvd.
Los Angeles, CA 90001

Phone: (323) 924-9088
TTY TO VOICE: (800) 735-2929
VOICE TO TTY: (800) 735-2922
Dial 711 for ca voice relay service

FPX-management@eahhousing.org

Tenant Selection Plan

Firestone Phoenix is a 44-unit affordable residential community in Los Angeles, Ca, that provides housing for extremely low and very low veterans, persons who are experiencing homelessness and persons with a disability, without regard to race, color, creed, sex, creed, religion, national or ethnic origin, physical or mental disability or handicap status, familial status (presence of children in a household), age, ancestry, marital status, military status, source of income, acquired immune deficiency syndrome (AIDS) or AIDS-related conditions (ARC), sexual orientation or preference, gender identity or any other arbitrary personal characteristics.

The community consists of thirty-six (36) supportive housing apartments for persons with special needs including eight (8) units for homeless households and twenty-eight (28) units for homeless households living with mental illness, of which 20 are for homeless veterans. Seven (7) units will be general affordable units for extremely low-income families.

The target population is low-income families, homeless households, and homeless households living with mental illness (including veterans) earning between 30% and 50% AMI. The thirty-six (36) special needs units will be subsidized by the Los Angeles County Development Authority (LACDA) through the Project-Base Voucher (PBV) program. All households that qualify for PBV will pay 30% of their gross household income as rent as determined by LACDA. A Community of Friends will be the provider of tenant supportive services and will provide tenants with linkages to resources.

Special marketing outreach consideration will be given to special needs populations. A Community of Friends will be the designated supportive service provider for Firestone Phoenix.

ACOF and Firestone Phoenix management staff will be responsible for outreaching to community agencies serving special needs populations. As early as possible, before construction completion, comprehensive application materials will be made available to these agencies. ACOF and Firestone Phoenix management staff will coordinate with staff at these agencies who will be working with clients to apply for housing.

ACOF and Firestone Phoenix management staff will provide information about all aspects of the application process to eliminate as many obstacles to applying as possible. This will enable clients of these agencies to anticipate and positively address issues such as providing identifications, birth certificates, criminal background reports and other applicable supportive documents needed to complete the application process.

NON-SMOKING POLICY
Smoking is permitted in designated outdoor smoking common areas only. Smoking is not permitted in individual units nor any indoor area.

Firestone Phoenix does not provide or guarantee a smoke-free environment but shall take reasonable steps to enforce this policy. Tenants are responsible for the conduct of their guests and invitees while they are on the Property. Repeated violation of this policy may result in the termination of the Lease/Rental Agreement.

REASONABLE ACCOMMODATION

Firestone Phoenix is an Equal Opportunity Housing Facility, admitting applicants in accordance with local, state and federal Fair Housing laws, the Affirmative Fair Housing Marketing Plan (AFHMP) and in accordance with applicable program regulations of the State of California Tax Credit Allocation Committee (CTCAC), Los Angeles County Development Authority (LACDA), the Department of Housing and Community Development (HCD), the Veterans Housing and Homelessness Preventions Program (VHHP), HOME, the Mental Health Housing Program (MHHP), the Pasadena Regional Development Authority (RDA) Fund and the Land Use Rental Covenant.

Management staff operates and administers the property to enable persons with disabilities (physical and/or mental) to have equal access to participate in the program. Firestone Phoenix will ensure effective communications with applicants, tenants, and the public to ensure that policies regarding how the property is operated do not adversely affect applicants, tenants, and the public.

Management will apply the same screening criteria to all applicants. In determining whether to deny admission because of action or failure to act by members of the family, management will consider mitigating circumstances relating to the disability of a family member and the effects of denial or termination of assistance on other family members who were not involved in the action or failure to act. If the family includes a person with a disability, management's decision concerning termination or denial is subject to consideration of reasonable accommodation in accordance with 24 CFR Part 8.

When a family member requires an accessible feature(s), policy modification, or other reasonable accommodation to accommodate a disability, Firestone Phoenix will provide and pay for the requested accommodation unless doing so would result in a fundamental alteration in the nature of the program or an undue financial and administrative burden.

A reasonable accommodation is a change, exception, or adjustment to a program, service, building or dwelling unit that will allow a qualified person with a disability to:

1. Participate fully in a program.
2. Take advantage of a service; or
3. Live in a dwelling.

To show that a requested accommodation may be necessary, there must be an identifiable relationship, or nexus, between the requested accommodation and the individual's disability.

The requirement to provide a reasonable accommodation is always present throughout the tenancy of a person with disabilities, including during lease enforcement. Reasonable Accommodation Request forms are available upon request from management but are not required to make a reasonable accommodation request.

The person named below has been designated to coordinate compliance with the nondiscrimination requirements contained in the Department of Housing and Urban Development's regulations implementing Section 504 (24 CFR, part 8 dated June 2, 1988).

Richard Kennemer, Compliance Program Analyst
Section 504 Coordinator
18801 Ventura Blvd., Suite 300, Tarzana CA 91356
Telephone 213-468-8261 x8119
TDD 800-735-2929

You may contact the TTY line for those with a hearing impairment by calling the California Relay Service at (888) 877-5379. The LA County Housing Resource Center website (http://housing.lacounty.gov/) is another resource for applicants/tenants with mobility and/or audio or visual impairments.

In addition, you may request that a Case Manager (CM) be assigned to you to help you with the application process. Services offered by the CM include:

- Explaining and filling out the application form.
- Obtaining supportive documents need to complete your application.
- Attending the property management interview with you.
- Help with the appeal process.
- Help with a reasonable accommodation.

Firestone Phoenix will conduct targeted marketing to special needs populations, as described above. In conducting targeted marketing, Firestone Phoenix will follow all applicable fair housing and non-discrimination legislation and regulations.

PRIVACY POLICY

It is the policy of Firestone Phoenix to guard the privacy of individuals conferred by the Federal Privacy Act of 1974, and ensure the protection of such individuals' records maintained by management.

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

This privacy policy in no way limits management's ability to collect such information as it may need to determine eligibility, compute rent, or determine an applicant's suitability of tenancy.

Consistent with the intent of Section 504 of the Rehabilitation Act of 1973, any information obtained on disability will be treated in a confidential manner.

INCOME LIMITS

To qualify for a unit, the household's gross income may not exceed the maximum income limit per household size. To meet program requirements, persons cannot pay more than the rent limits less utility allowance established for the project. Actual rent amount will be determined by LACDA.

The income limits are designed to be consistent with the requirements of the financing programs and regulatory agreements governing the property, which for Firestone Phoenix include the California Tax Credit Allocation Committee, Los Angeles County Development Authority (LACDA), the Department of Housing and Community Development (HCD), the Veterans Housing and Homelessness Preventions Program (VHHP), HOME, the Mental Health Housing Program (MHHP), the Pasadena Regional Development Authority (RDA) Fund and the Land Use Rental Covenant.

All applicants must meet certain underwriting guidelines. This project is subject to the requirements of several funding

sources. The attached income maximums reflect these requirements to the best of management's knowledge at this time but is subject to change if required for compliance with law, regulations or policy changes.

APPLICATION PROCEDURES FOR NON-PERMANENT SUPPORTIVE HOUSING UNITS (GENERAL AFFORDABLE UNITS)

Applications for the seven (7) general affordable units for very-low income families will only be available online only when the Waiting List is open. Firestone Phoenix management staff is available to assist with the completion of the online application. Applications will not be available when the Waiting List is closed.

All applicants that submit a completed and signed application online will be placed on the initial waiting list. Applications must be received by the published application due date. Applications received after the due date will not be accepted unless a valid reasonable accommodation request is received. Each applicant's application must indicate the size of unit/number of bedrooms required. A preliminary calculation of income will be performed to determine the households Area Median Income (AMI) qualification status. Those households not currently meeting the AMI criteria during the preliminary review will maintain their place on the Waiting List.

Firestone Phoenix will have one waiting list. The Waiting List will include preference codes for individuals or families who require a unit with accessible features. Households will be selected in chronological and preference order for each designated unit type. Applicant households at the top of the Waitlist for each designated unit type will be interviewed to determine eligibility. Firestone Phoenix management staff will complete the eligibility verification (i.e., verify income, conduct background check, etc.) Copies of current picture ID and social security card will be made during the interview.

For units designed as accessible for persons with mobility, visual or hearing impairments, households containing at least one person with such impairment will have first priority for those units.

Firestone Phoenix management staff will inform the applicant in writing of denial or approval. Applicants will be offered only one apartment. If an applicant cannot accept an apartment during the initial lease-up of the building, the applicant will remain on the waiting list. Applicants who do not accept the third offer of a unit will be removed from the waiting list.

At the request of applicant/household, a reasonable accommodation request will be considered. In addition, with the approval of the applicant/household, the referring case manager will be given an opportunity to appeal any application denial based on information obtained from criminal record checks. However, all applicants will have to demonstrate that they meet program requirements.

APPLICATION PROCEDURES FOR PERMANENT SUPPORTIVE HOUSING UNITS

Referrals for the thirty-six (36) Permanent Supportive Housing units supported through the Veterans Housing and Homeless Prevention (VHHP) program and the Mental Health Housing Program (MHHP) will be provided by the LA County Department of Health Services and the LA County Department of Mental Health through the Coordinated Entry System for Los Angeles (CES). Referrals must meet any/all CES baseline requirements that they are homeless and for twenty of the thirty-six units, are U.S. Veterans. Applicants who are eligible for this housing opportunity must go through the Los Angeles County Development Authority (LACDA) eligibility screening process including criminal background check in order to qualify for the participating program.

Occupancy in the Permanent Supportive Housing unit is restricted to homeless individuals and families or homeless households living with mental illness, and homeless veterans living with mental illness. Units targeting households living with mental illness must include a member diagnosed with a qualifying disability by a licensed practitioner in accordance with the US Department of Housing and Urban Development (HUD) standards.

All potential tenants for Firestone Phoenix will be referred from the CES. As approved by HUD, CES will be used as the waiting list and referral process for all new applicants. Vacancy forms will be submitted through the Clarity system for each vacant apartment listing the eligibility criteria dependent upon lender requirements. Referrals that meet the eligibility criteria will be provided back to the manager by a CES Matcher. At this point, the applicant is interviewed by Firestone Phoenix management staff and screened for program and screening criteria eligibility. Applicants will be informed in writing of denial or approval.

If the applicant fails to meet the eligibility criteria or request to discontinue the screening process because they are no longer interested, the Matcher will be notified, and another applicant will be referred. All persons with an interest in housing will be directed to the local Service Plan Area (SPA) CES agency to be assessed via the VI SPADAT for placement within the CES database. Applicants who are denied will be informed of their option to appeal the decision. With the approval of the applicant, the referring case manager will also be notified.

Approved applicants will be offered only one apartment. Mitigating circumstances may be considered, such as an emergency or hospitalization. In such case, if an applicant cannot accept an apartment during the initial lease-up of the building, the applicant would be referred to CES.

REFERRAL AND INTAKE PROCESS FOR PERMANENT SUPPORTIVE HOUSING UNITS

The referral process begins with the completion of ACOF's Housing Intake form. The form may be completed by the applicant's referring case manager or licensed practitioner.

Applicants for the VHHP and MHHP program must include a completed and approved VHHP and MHHP Certification Application and Release of Information forms signed by the applicants authorizing the release and sharing of information, including Protected Health Information (PHI) Release forms. Releasing the PHI to the VHHP and MHHP Housing Program allows all participating agencies in the program to share the information including, but not limited to ACOF and Firestone Phoenix management staff.

Upon receipt of the completed ACOF Housing Intake Form and the approved VHHP and MHHP Housing certification form(s), ACOF will perform a preliminary review to determine whether, based on the unverified information, the applicant/household appears to meet the tenant eligibility criteria. If the applicant/household does not appear to meet the tenant eligibility criteria, a UTA (Unable to Accommodate) letter will be sent to applicant/household and/or referring case manager. If the applicant/household appears to meet the eligibility criteria an application package instruction sheet will be sent. The application package will include the following:

1. Instructions to access and complete the online Application for Admission. Firestone Phoenix management staff is available to assist with the completion of the online application.
2. Agency Certification of Homelessness
3. Certification of Residence in a Homeless facility
4. Certification of Chronic Homelessness (2 pages)

5. Certification of Disability
6. Consent to Release Information Form
7. HMIS consent form
8. Needs Assessment form

Completed application packages should be returned with copies of the following:

1. Current applicable verification of income:
    a. Most current tax return (last two years if self-employed).
    b. The most recent 3 months of pay stubs for all employed household members.
    c. Most current: Award Letter (recipients of SSI); Notice of Action (General Relief, AFDC; Welfare or any other social services agencies.
    d. Six consecutive months of bank statements for checking accounts.
    e. Most current bank statements for savings account and all other asset accounts.
    f. The latest statement from any retirement / pension / IRA / 401k plan for those household members who participated in such a plan.
2. A letter on the referral agency letterhead supporting Certification of Homelessness information and detailing homelessness history.

All referred applicants/household who meet the above qualifications will be referred to Firestone Phoenix for program eligibility verification. Upon receipt of applicant/household information, Firestone Phoenix management staff will complete the eligibility verification (i.e. verify income, conduct background check, etc.)

3. Applicants/households will be initially interviewed by the Resident Manager or a representative of the Management Agent. Copies of current picture ID and social security card will be made during the interview.

All applicants/households that have completed income and meet program qualification will be referred to LACDA in order to determine eligibility to occupy a unit at Firestone Phoenix per the subsidy requirements. LACDA staff will:

- Determine Section 8 Project Based Eligibility per HUD and LACDA regulations and policies.
- Process all applicants through their internal criminal background check program

Firestone Phoenix management staff will inform the applicant in writing of denial or approval.

At the request of applicant/household, a reasonable accommodation request will be considered. In addition, with the approval of the applicant/household, the referring case manager will be given an opportunity to appeal any application denial based on information obtained from criminal record checks. However, all applicants will have to demonstrate that they meet program requirements.

DEFINITIONS

Homeless means an individual or family who lacks a fixed, regular, and adequate nighttime residence; and an individual who has a primary nighttime residence that is supervised publicly or privately operated shelter designated to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill); an institution that provides a temporary residence for individuals intended to be institutionalized; or a public or private place not designated for, or ordinarily used as, a regular sleeping accommodation for human beings.

Chronically Homeless means a homeless individual with a disability, who (i) lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; and (ii) has been homeless and living as described (i) of this definition continuously for at least 12 months or on at least 12 months and each break in homelessness separating the occasions included at least 7 consecutive nights of not living as described in (i).

Stays of institutional care facilities for fewer than 90 days will not constitute as a break in homelessness, but rather such stays are included in the 12-month total, as long as the individual was living in or residing in a place not meant for human habitation, a safe haven, or an emergency shelter immediately before entering the institutional care facility.

Mental Illness means a person with a mental disorder as identified in the most recent edition of the Diagnostic and Statistical Manual of Mental Disorders, other than substance use disorder or acquired traumatic brain injury pursuant to subdivision 4354.

As a result of the mental disorder, the person has substantial functional impairments or symptoms, or a psychiatric history demonstrating that without treatment there is an imminent risk of decompensation to having substantial impairments or symptoms. For the purposes of this part, "functional impairment" means being substantially impaired as the result of a mental disorder in independent living, social relationships, vocation skills, or physical condition.

Veteran means any person who served in the active military, naval, or air service of the United States or as a member of the National Guard who was called to and released from active duty or active services for a period of not fewer than 90 consecutive days or was discharged from service due to a service-related disability. This includes veterans with other-than-honorable discharges.

ACOF is responsible for screening all supportive housing applicants/households for program eligibility. Once ACOF has determined that an applicant/household meets the program eligibility requirements for supportive housing, the applicant/household will be screened by Firestone Phoenix management for program eligibility as described below.

Permanent Supportive Housing (PSH) applicants applying for the PSH designated units and applicants applying for the general waiting list will receive a fee waiver and will be exempt from paying an application fee.

The security deposit is equal to one month's rent for the general affordable units and $500 for the Permanent Supportive Housing (PSH) designated units. Tenants may pay the security deposit in full at the time of move-in or pay at a mutually agreed graduated scale until the security deposit charged is paid in full.

PROGRAM ELIGIBILITY FOR SUBSIDY

Thirty-six (36) units will be subsidized by the Section 8 program which is administered by the Los Angeles County Development Authority (LACDA).

LACDA will verify citizenship or eligible immigration status. Rental subsidy benefits will be prorated based on the residency status of each household member.

Applicants for the PSH designated units will be selected separate from the general affordable waiting list.

LACDA requires provision of a complete and accurate social security number for each occupant.

LACDA requires proof of age for each occupant.
LACDA will verify that the applicant/household's income is less than required AMI for the unit in question.

LACDA will verify that the applicant is not a registered sex offender in any state.
The County may deny applicants/households with:

- Violent felony convictions.
- Drug-related criminal activity within the last two years.
- Child molestation and/or sexual misconduct convictions; or
- Prior evictions from a federally assisted housing project.

VERIFICATION

Each applicant must complete an application and be willing to submit to a criminal background inquiry, as well as income and asset verifications. Firestone Phoenix is available to assist any applicant household with completing applications.

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.

The application must be completed and signed by the head of household and all household members 18 years of age and older before an applicant can be placed on the waiting list. The primary applicant must be 18 years of age or older, unless he or she is an emancipated minor. All household members age 18 years or older must sign the appropriate consent forms and comply with the verification process. 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.
Applicant interviews will be held to obtain signed verification forms for all income and asset information. All income will be verified in writing by the income source indicated on the income certification form. All assets, including bank accounts, will be verified in writing.

All applicants will be required to comply and cooperate with third party verification requirements. It is the applicant's responsibility to provide the information that will enable management to complete and receive the necessary verification in a reasonable time. This will include but not limited to, bringing three months most current consecutive payroll stubs, six months of most recent consecutive checking account bank statements, most recent bank statements for all other asset accounts and current Social Security and Pension Award letters.

Third-party income verification will be required from all sources, including but not limited to:

a. Employment, unemployment, self-employment, social security, supplemental security, disability, government assistance, TANF, AFDC, pension funds, alimony or child support, educational status and financial aid, etc.
b. Savings and checking accounts, real estate, money market funds, trusts, certificates of deposit, stocks/bonds, annuities, IRA/Keogh or other retirement/investment accounts, etc.

Employment Verification – The Work Number: At initial move-in into a tax credit unit, CTCAC policy requires that all tenant files contain 3rd party verification for all wage earners in the

form of a Verification of Employment (VOE) along with 3 months of recent consecutive pay-stubs. CTCAC requires a Verification of Employment (VOE) for all initial applicants including those wage earners that can only be verified via the Work Number.

During Annual Recertification we are no longer required to supply a VOE from the Work Number, as long as 3 months of recent consecutive pay-stubs are included in the file.

Income calculations are based on the household's annual gross (anticipated) income for the twelves (12) months following the anticipated move-in date. Annual gross income also includes income from all assets.

Upon initial occupancy, tenant's income cannot exceed the area median income limit for household size as published annually by the U.S. Department of Housing and Urban Development (HUD) and California Tax Credit Allocation Committee (TCAC).

Households that do not meet the eligibility requirement of the Tenant Selection Plan will receive a letter of denial for housing. Applicants that receive a denial letter have the right to appeal the decision. All other applicants will remain on the list until a unit is available and the household reaches the top of the list. For exceptions to this, please also refer to section regarding periodic Purging the Waitlist.

PREFERENCES

Every applicant must meet the Property's Tenant Selection Plan standards for acceptance as a tenant (see Grievance/Appeal Process section of this plan).

For units designed as accessible for persons with mobility, visual or hearing impairments, households containing at least one person with such impairment will have first priority for those units.

ACCESSIBLE UNITS

All units are adaptable, as defined by the California Building Code. Seven units are designed with specific features for persons with mobility impairments as well as hearing impairments and sight related impairments. Preference will be given to applicants who require a unit with specific design features offered in accessible units in the development. All reasonable efforts will be made to rent accessible units to applicants who require or who could benefit from such units. Outreach will be conducted with agencies whose clients require or could benefit from such units.

In the case of an accessible unit, when no qualified applicant/household has applied that requires the design features offered, then the unit will be offered to the next qualified household. This applicant/household will be required to complete a Lease Addendum form, whereby they agree to transfer to a non-accessible unit within the development should a tenant or applicant require an accessible unit. Failure to accept or move to the offered unit shall be deemed material non-compliance with the lease and would be cause for termination of tenancy.

If after occupying the accessible unit, the physical condition of a member of the household changes and a household member would then benefit from continued occupancy in the accessible unit, the household would not be required to move.

ADMINISTRATION OF WAITING LIST AFTER INITIAL LEASE UP

The property is required to maintain a Waiting List of all eligible applicants for the general affordable units. Applicants must be

placed on the Waiting List and selected from the Waiting List even in situations where there are vacancies and the applications are processed upon receipt. This procedure is necessary to assure the complete and accurate processing of all documentation for all applicants.

Firestone Phoenix has one Waiting List (per bedroom size) that is established and maintained in chronological order as assigned during the initial lease-up. When the Waiting List is reopened, all applications received online will be added to the existing waiting list in the order they are received. The Waiting List contains the following information for each applicant:

a. Address and/or Contact Information
b. Phone Number(s)
c. Unit Type/Size
d. Household Size
e. Preference/Accessibility requirements
f. Income level

Applicants will have the opportunity to decline the first apartment offered and retain their place on the waiting list. Should the applicant decline the offer of the next two available units, they will be removed from the waiting list.

For the designated Permanent Supportive Housing designated units, Firestone Phoenix will follow the same initial lease-up procedures when designated units are vacated and ready for re-occupancy.

PURGING THE WAITING LIST

The Waiting List will be purged periodically. Each applicant will receive a letter from the property, which will request updated information and ask about their continued interest. A copy of the letter will also be sent to the applicant's service provider and alternate contact listed on the application. This letter must be returned within the specified time or their application will be removed from the Waiting List. It is the responsibility of the applicant, applicant's service provider or applicant's alternate contact to maintain a current address with the office in order to receive waitlist correspondence. Any correspondence returned undeliverable will result in application being removed from the waitlist.

UNIT TRANSFER POLICY

A Unit Transfer List is maintained for those tenants who have been approved for transfer. Unit transfers are permitted for current tenants who need:

a. A new unit because of changes in family size.
b. A unit transfer for a reasonable accommodation for a disability, including mental health conditions.

Assignments of apartments will alternate between tenants on the unit transfer list and applicants from the waiting list. With exception that transfers as reasonable accommodations for medical or mental health reasons will take priority over applicants from the Waiting List, and units with features for persons with a disability will be offered first to those that need these features.

OCCUPANCY STANDARDS

Occupancy standards are the criteria 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:

(CES Referral) Bedroom	Household Minimum	Household Maximum
Studio	1	2
1	1	2
2	3	4

(General Affordable) Bedroom	Household Minimum	Household Maximum
2	2	5

To determine the proper bedroom size for which a household may qualify, the following household members are to be included:

1. All full-time members of the household, and
2. Live-in attendants.
3. Foster children
4. Unborn children
5. Minors in the process of adoption.

Every household occupant that will occupy the unit during the upcoming 12 months will be counted when determining unit size. This includes household members in the military or at school.

NOTE: Live-in attendants are subject to the criminal provisions of this plan with the exception of criteria that determines ability to pay rent. Exceptions to these Occupancy Standards may be made when required as a reasonable accommodation for a disabled household member.

VIOLENCE AGAINST WOMEN ACT OF 2013

The Violence Against Women Act ("VAWA") protects victims against eviction or denial of housing based on domestic violence, dating violence, sexual assault and stalking. In 2013, Congress expanded VAWA's housing protections by covering additional federal housing programs, including the Low-Income Housing Tax Credit program ("LIHTC"). VAWA offers the following protections:

1. An applicant's or program participant's status as a victim of domestic violence, dating violence, sexual assault and stalking is not a basis for denial of admission, if the applicant otherwise qualifies for admission.

2. This must support or assist victims of domestic violence, dating violence, sexual assault and stalking. It must protect victims, as well as members of their family, from being denied housing or from losing their HUD assisted housing.

3. An incident or incidents of actual or threatened domestic violence, dating violence, sexual assault and stalking will not be construed as serious or repeated violations of the lease or other "good cause" for terminating the assistance, tenancy, or occupancy rights of a victim of abuse.

4. Criminal activity directly related to domestic violence, dating violence, sexual assault and stalking, engaged in by a member of a tenant's household or any guest or other person under the tenant's control, shall not be cause for termination of assistance, tenancy, or occupancy rights of the victim of the criminal acts.

5. Assistance may be terminated or a lease "bifurcated" in order
   to remove an offending household member from the home. Whether or not the individual is a signatory to the lease and lawful tenant, if he/she engages in a criminal act of physical violence against family members or others, he/she stands to be evicted, removed, or have his/her occupancy rights terminated. This action is taken while allowing the victim, who is a tenant or a lawful occupant, to remain.

6. The provisions protecting victims of domestic violence, dating violence, sexual assault and stalking engaged in by a member of the household, may not be construed to limit Firestone Phoenix, when notified, from honoring various court orders issued to either protect the victim or address the distribution of property in case a family breaks up.

7. The authority to evict or terminate assistance is not limited with respect to a victim that commits unrelated criminal activity. Furthermore, if Firestone Phoenix can show an actual and imminent threat to other tenants or those employed at or providing service to the property if an unlawful tenant's residency is not terminated, then evicting a victim is an option, the VAWA notwithstanding. Ultimately, Firestone Phoenix will not subject victims to more demanding standards than other tenants.

The VAWA protections shall not supersede any provision of any federal, state, or local law that provides greater protection for victims of domestic violence, dating violence, sexual assault and stalking. The laws offering greater protection are applied in instances of domestic violence, dating violence, sexual assault and stalking.

The Notice of Occupancy Rights and Certification form will be provided to applicants when assistance is being denied or at the time of move-in.

DENIAL OF ADMISSION

Any of the following could be grounds for denial of admission:

1. Total family income exceeds the applicable income limits published by HUD and CTCAC or does not meet the minimum income limit except where there is subsidy or rental assistance.

2. Applicant's household size either exceeds or is below reasonable occupancy limits for the available unit or unit applied for: studio-bedroom units 1-2 persons; one-bedroom units 2-3 persons. (Notes: an unborn child will be considered a household member to determine family size).

3. Household refuse to pay the full security deposit or if unable to pay in full, refuse to pay at a mutually agreed graduated payment scale until the security deposit charged is paid in full. Leasing staff will coordinate with case management staff to connect applicants with deposit assistance programs.

4. Household refuses to accept the third offer of an apartment after communicated to the applicant and their listed Alternate Contacts.

5. Household fails to respond to interview letters or otherwise fails to cooperate with the certification process. Failure to sign consent forms.

6. ALL adult household members fail to attend eligibility interview.

7. Blatant disrespect or disruptive behavior toward management, the property or other tenants exhibited by an applicant or family member any time prior to move-in (or a demonstrable history of such behavior).

8. Household is composed entirely of full-time students and does not meet the exception outlined in Section 42 of the IRC.

9. Applicant has failed to provide adequate verification of income or we are unable to adequately verify income and/or income sources.

10. Providing or submitting false or untrue information on your application or failure to cooperate in any way with the verification process.

11. Unit assignment will NOT be the family's sole place of residency. Qualification for a unit includes occupying the unit on a continuous basis and as a primary residence. Tenants may not be absent from the unit for more than 60 consecutive days, or for longer than 180 continuous days for medical reasons.

12. Applicant is unable to provide identification that verified their identity.
13. Applicant submits an incomplete application and takes no steps to remedy.

14. Applicant provides false, inconsistent or inaccurate information on their application.

15. Applicant has three failures to attend an agreed-upon time for an application appointment or interview.

16. Applicant was abusive with management during the application process.

17. At least one person in the household must be of legal age to execute a lease (age 18). If the applicant is under legal age, proof of legal emancipation will be required in order to lease.

18. Any altered information and/or deliberate misinformation regarding income; current status or past history will disqualify an applicant.

LANDLORD REFERENCE

19. Tax Credit guidelines require applicants to disclose the most recent consecutive two-year housing history even if the household is homeless. All applicants must complete the rental history portion of the application. If you are currently homeless or were homeless within the past two years write on the application "homeless" and the City and State where you reside.

CRIMINAL

20. Please see attached criminal background criteria.

    At the request of an applicant, a reasonable accommodation request will be considered. In addition, with the approval of the applicant, the referring case manager will be given an opportunity to appeal any application denial based on information obtained from criminal record checks. However, all applicants will have to demonstrate that they meet program requirements.

Commented [CD1]: Lookback period for many of the criminal offenses listed is too long– consisted with PHA standards we are asking for felony offenses only, with a lookback period of 3 years or less.

Commented [CW2R1]: The screening criteria will include felony offenses only. Will look back 3 years or less. The criteria will be consistent with the PSH criteria.



GRIEVANCE/APPEAL PROCESS

Should the applicants fail to meet the screening criteria, the applicant and their listed service provider and alternate contact will receive a notice in writing indicating that they have the right to appeal the decision. This notice must indicate that the applicant has 21 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.

OPENING/CLOSING OF WAITING LIST

Vacancies at Firestone Phoenix and the Waiting List will be monitored regularly to ensure that there are enough applicants to fill vacancies. Furthermore, the Waiting List will be monitored to ensure that the list does not become so long that the wait for a unit becomes excessive.

The Waiting List may be closed for one or more unit sizes when the average wait is excessive (e.g. two years or more).

When the Waiting List is closed, we will advise potential applicants that the Waiting List is closed and refuse to take additional applications. When Firestone Phoenix decides to no longer accept applications, we will publish a notice to that effect in publications likely to be read by potential applicants. The notice will state the reasons for refusal to accept additional applications.

When Firestone Phoenix agrees to accept applications again, the notice of this action will be announced in publications likely to be read by potential applicants in the same manner (same publications listed on the AFHMP) as the notification that the waiting list was closed. The notifications will be extensive, and the rules for applying and the order in which applications will be processed will be stated.

Advertisements will include where and when to apply and will conform to the advertising and outreach activities described in the AFHMP.

AVAILABILITY OF TENANT SELECTION PLAN

The TENANT SELECTION PLAN shall be posted in a conspicuous and public area at the site. Changes to the Plan will be sent via U.S. mail to all persons on the active Waiting List. When the Waiting List opens, the TENANT SELECTION PLAN will be distributed with applications and are available by request from management.

ANNUAL RECERTIFICATION REQUIREMENTS

All tenants must recertify annually. An Annual Recertification Notice will be mailed to each tenant 120 days prior to their move-in anniversary date informing each tenant that we must begin the process for annual recertification of income and rent re-determination for the property. The letter will include the date/time of your scheduled interview and a list of documents to bring to the interview. The recertification process is similar to the move-in process. Tenants should save bank statements, award letters, paystubs and any other income and/or asset documentation that will assist in the annual recertification process.

Proposed changes of household composition and student status must be reported to Management immediately.

UNIT INSPECTION REQUIREMENT

Before signing the lease, Firestone Phoenix and the potential tenant must jointly inspect the unit. The tenant has five days to report any additional deficiencies to Firestone Phoenix to be noted on the move-in inspection form.

Annual unit inspections are performed by Firestone Phoenix. Agencies providing funding have the right to inspect the unit to ensure the property is physically well maintained and that the tenants are provided with decent, safe and sanitary housing.

Tenants will receive prior written notification for all unit inspections.

When a tenant moves out, a final inspection will be completed. Tenants are encouraged to attend the move-out inspection. However, if the tenant does not wish to participate in the final inspection, Firestone Phoenix management may conduct the inspection alone.

PETS

No pets of any description are allowed on the property.
SERVICE or ASSISTANCE animals are not considered pets and are exempt from a pet deposit. 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.

EQUAL HOUSING OPPORTUNITY
Firestone Phoenix is an equal opportunity housing provider admitting applicants in accordance with local, state and Federal Fair Housing laws.

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.
Firestone Phoenix is an equal opportunity housing provider.