LIMA OLA

408, 428 and 470 Kahunaone Street
ʻEleʻele, HI 96705
TELEPHONE / FAX: (808) 562-3255
TDD (877) 447-5991
LIM-Management@eahhousing.org

RESIDENT SELECTION PLAN

Lima Ola is an 85-unit apartment, multi-family community in Eleʻele, HI that provides housing for extremely low, very low- and low-income households, without regard to race, color, sex, creed, religion, national origin, physical or mental disability status, familial status, age, ancestry, marital status, source of income, sexual orientation or HIV status. Save one market-rate manager's unit, 44 apartments are reserved for families earning between 30 percent and 80 percent of the area median income and 40 apartments are reserved for seniors aged 55 years or older and earning 60 percent of the area median income.

Lima Ola's 85 apartments consist of the following unit breakdown:

45 Family Units / one- and two-story buildings
- 5 one-bedroom
- 35 two-bedroom
- 4 three-bedroom

- 1 two-bedroom manager

40 Senior Units / one-story bungalows
- 40 one-bedroom

Lima Ola will make reasonable accommodations to individuals whose disability so requires. Reasonable Accommodation Request forms are available upon request from management. Lima Ola is an Equal Housing Opportunity Housing Facility, admitting people in accordance with Local, State and Federal Housing laws, the Housing Policy for the County of Kauai Project Based Voucher program (PBV), Low Income Housing Tax Credit Program (LIHTC), National Housing Trust Fund (HTF), and the HOME Investments Partnerships Program.

PROJECT BASED VOUCHER (PBV) UNIT ASSIGNMENT

Lima Ola has a Project Based Voucher contract for 21 PBV units. All applicants for these apartments are referred by the Kaua`i County Housing Agency. Each referral must be deemed eligible by Kauai County Housing Agency and must meet the criteria of the Resident Selection Plan.

Lima Ola will maintain a waiting list to fill PBV vacancies based on applicants who were referred and deemed eligible by the Kaua`i County Housing Agency.

NON-SMOKING POLICY

Lima Ola is designated as a Non-Smoking property. Smoking is prohibited in all areas of the property including the interior of apartments, all indoor and outdoor common areas on the property.

It is the residents' responsibility to inform their guests of the Non-Smoking Policy. Any violation of the Non-Smoking Policy will be deemed a material breach of the Rental Agreement and grounds for immediate termination of the Lease/Rental Agreement.

Lima Ola's adoption of a Non-Smoking Policy does not make the Owner the guarantor of the residents health or that the property will be free of smoke but management shall take reasonable steps to enforce this policy.

INCOME LIMITS

To qualify for an apartment, the household's gross income may not exceed the maximum income limit per household size and may not be lower than the income minimum* per household size. The income maximums and minimums are attached and are posted in the Lima Ola Management Office.

**The apartment may be rented if proof is obtained indicating satisfactory and timely rental payment history for the past twelve (12) months in the amount equal to or greater than the rent charged for that apartment size.*

APPLICATION FEES APPLY

An application fee of $35* per adult household member will apply. Application fees will not be collected until an applicant is being considered for placement. The application fee is to help cover our cost of conducting the credit and criminal background inquiries.

An application fee(s) (per adult to occupy the apartment) is required at the time an application is processed to determine eligibility. A holding deposit of $200 will be collected once an apartment is offered. These funds must be in the form of a cashier's check or money order. The holding deposit will be applied to your Security Deposit and or first month's rent if your application is approved and you move-in on your scheduled move-in day. If you rescind your application within three (3) days of the date the holding deposit was paid, your holding deposit will be reimbursed within 21 business days. If you cancel after the initial 3 days for any reason your holding deposit will be forfeited. The application fee is non-refundable.

**Housing Choice/Section 8 voucher holders will be exempt from the application fee.*

APPLICATION PROCEDURES

Applications will **only** be distributed when the waiting list is open. Applications will **not** be distributed when the Waiting List is closed.

Only online applications will be accepted.
Visit www.eahhousing.org/apartments/lima-ola to complete your application.

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.

A lottery will determine the order the applications are screened for initial placements. Preferences will be used on a continuous basis in the selection of applicants. The online 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 appropriate 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.

When a completed application is received, the application will then be logged by date and time received and placed on the appropriate waiting list. When a vacancy at the property exists or is expected within the next one hundred and twenty (120) days, the verification-selection process will begin immediately for the next applicant on the appropriate waiting list in regard to income, assets, and eligible program for certification.

PREFERENCES

Preferences will be used on a continuous basis in the selection of applicants. However, the policy of the Property is that a preference does not guarantee admission. Every applicant must still meet the Property's Resident Selection Plan standards for acceptance as a resident.

For apartments accessible to or adaptable for persons with mobility, visual or hearing impairments, households containing at least one person with such impairment will have first priority.

In addition to assigning and ranking a randomly assigned applicant number for the lottery, residents shall be selected in accordance with the preferences described by the County of Kaua`i. Each preference is assigned points so that the computer software can accurately determine the placement of families on the Waiting List. The applicant's points will determine the preference and priority status and how it affects applicants position on the Waiting List. Preference and priority order will be determined based on the following point system:

Local Preference with Priority for current County of Kaua`i Housing Choice Voucher (HCV) participants:

11 PTS Employed within the TMK area: TMK (4) 2-1 (‘Ele‘ele Zone, Section 1) **and** a current County of Kaua`i Housing Choice Voucher (HCV) participant

10 PTS Employed within an expanded TMK area: (4) 2 (‘Ele‘ele Zone) **and** a current County of Kaua`i Housing Choice Voucher (HCV) participant

9 PTS Resident of the ‘Ele‘ele and Hanapēpē District, Island of Kaua'i **and** a current County of Kaua`i Housing Choice Voucher (HCV) participant

8 PTS Kaua‘i Resident **and** a current County of Kaua`i Housing Choice Voucher (HCV) participant

7 PTS Hawai‘i Resident **and** a current County of Kaua`i Housing Choice Voucher (HCV) participant

Local Preference:

6 PTS Employed within the TMK area: TMK (4) 2-1 (‘Ele‘ele Zone, Section 1)

5 PTS Employed within an expanded TMK area: (4) 2 (‘Ele‘ele Zone)

4 PTS Resident of the ‘Ele‘ele and Hanapēpē District, Island of Kaua’i

3 PTS Kaua‘i Resident

2 PTS Hawai‘i Resident

No Preference

1 PT Applicants without a preference.

Applicants are randomly assigned a lottery number, first ranked in preference/priority point system order, then ranked in lottery order. Applicants with higher preference/priority points are selected for application processing prior to applicants with lower preference/priority points.

Applicants shall provide evidence of their preferred status in the form of paystubs or other reasonable proof of employment and/or residency. Applicants with a valid, verified preference will have priority over applicants without a verified preference. Therefore, applicants with a verified preference/priority that are lower on the waiting list will be offered an apartment first to satisfy the preference/priority order as described by County of Kaua`i.

If at any time there is no applicant with a valid and verified preference on the waiting list, then no apartment in the Project shall be held vacant awaiting such applicant, but shall be rented promptly to an approved applicant without a preference.

Where preferences apply, applicants with a valid and verified preference will be moved to the top of the waiting list above persons without a preference.

The preferences so described will at all times be consistent with the requirements of Section 42 and future interpretations or guidance from the IRS and will not in any way jeopardize the project’s eligibility under Section 42 of the Internal Revenue Code.

APARTMENT TRANSFER POLICY

An Apartment Transfer List is maintained for those residents who have been approved for transfer on the basis of a disability or change in household status. Transfers for accessibility or medical reasons will have priority over those for changes in household composition. Residents on the Apartment Transfer List will have priority over the applicants on the Waiting List.

In order to transfer to another building in the property, the family must meet the initial eligibility requirements of the LIHTC program or the transfer will not be allowed.

OCCUPANCY GUIDELINES

Occupancy guidelines are the criteria established for matching a household with the most appropriate size and type of apartment. The following occupancy guidelines will be followed to avoid over utilization of the apartments as follows:

Bedroom Size	Household Maximum
1	3
2	5
3	7

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. Children in the process of adoption.

NOTE: Live-in attendants are subject to the criminal and landlord provisions of this plan with the exception of criteria that determines ability to pay rent.

The fee to run a criminal background check is currently $20 per live-in attendant.

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 Lima Ola, 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 Lima Ola 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, Lima Ola 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.

GROUNDS FOR REJECTION

1. Total family income exceeds the applicable income limits published by HUD or does not meet the minimum income limits.
2. Household cannot pay the full security deposit at move-in.
3. Household refuses to accept the second offer of a apartment.
4. Household fails to respond to interview letters or otherwise fails to cooperate with the certification process. Failure to sign consent forms.
5. ANY adult household members fail to attend eligibility interview.
6. Blatant disrespect or disruptive behavior toward management, the property or other residents exhibited by an applicant or family member any time prior to move-in (or a demonstrable history of such behavior).
7. Household is comprised entirely of full-time students and does not meet the exception outlined in Section 42 of the IRC.
8. Applicant failed to provide adequate verification of income or we are unable to adequately verify income and/or income sources.
9. Providing or submitting false or untrue information on your application or failure to cooperate in any way with the verification process.
10. Apartment assignment will NOT be the family's sole place of residency. **Qualification for an apartment includes occupying the apartment on a continuous basis and as a primary residence. Residents may not be absent from the apartment for more than 60 consecutive days, or for longer than 180 continuous days for medical reasons.**

LANDLORD REFERENCE

11. Negative landlord references that indicate lease violation, disturbing the peace, harassment, poor housekeeping, improper conduct or other negative references against the household.
12. Evictions reported in the last 5 years.
13. History of late payment of rent that demonstrates more than 2 late payments of rent in a six-month period for the past two years. More than 1 NSF in a one-year period.
14. Any evidence of illegal activity including drugs, gangs, etc.
15. Inappropriate household size for the apartment available (see Occupancy Standards)

CREDIT

Please see attached credit criteria.

**** Applicants without a credit history will fail "Income to Debt Ratio" criteria and their application will be denied for housing.**

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 rejection, 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

The property is required to maintain a waiting list of all applicants that submit a completed application. Applicants must be placed on the waiting list and selected from the waiting list even in situations where there are vacancies and the application is processed upon receipt. This procedure is necessary to ensure the complete and accurate processing of all documentation for all applicants.

The property has one waiting list that is established and maintained in chronological order based on the date and time of receipt of the Preliminary Application. The waiting list contains the following information for each applicant:

1. Applicant Name
2. Address and/or Contact Information
3. Phone Number(s)
4. Apartment Type/Size
5. Household Composition
6. Preference/Accessibility requirements
7. Income level
8. Date/ Time of Application

Applicants must report changes in writing to any of the information immediately.

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 available apartment, they will be removed from the waiting list.

PURGING THE WAITING LIST

The waiting list will be purged annually. Each applicant will receive a letter from the property, which will request updated information and ask about their continued interest. 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 to maintain a current address with the office in order to receive waiting list correspondence. Any correspondence returned undeliverable will result in application being removed from the waitlist.

OPENING/CLOSING OF WAITING LIST

Lima Ola will monitor the vacancies and waiting list regularly to ensure that there are enough applicants to fill the vacancies. Once the wait on the waitlist has been determined to exceed a 12 month wait, the waitlist will be closed.

The waiting list may be closed for one or more apartment sizes when the average wait is longer than 12 months. When the waiting list is closed, Lima Ola will advise potential applicants that the waiting list is closed and refuse to take additional applications. Lima Ola will publish a notice stating that the waiting list is closed in a publication likely to be read by potential applicants. The notice will state the reasons for Lima Ola's refusal to accept additional applications.

When Lima Ola agrees to accept applications again, the notice of this action will be announced in a publication likely to be read by potential applicants in the same manner as the notification that the waiting list was closed.

Advertisements will include where and when to apply and will conform to the advertising and outreach activities described in the Marketing Plan for Lima Ola.

AVAILABILITY OF RESIDENT SELECTION PLAN

The Resident Selection Plan is available in the management office. 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 Resident Selection Plan will be distributed with applications and are available by request from management.

ANNUAL/INTERIM RECERTIFICATION REQUIREMENTS

All residents must be re-certified annually. Residents are also required to report all interim changes to management that occur between annually scheduled re-certifications.

APARTMENT INSPECTION REQUIREMENT

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

Annual apartment inspections are performed by Lima Ola. Agencies providing funding have the right to inspect the apartment to ensure the 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 apartment 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, Lima Ola management may conduct the inspection alone.

PETS

No pets of any description are allowed on the property. SERVICE or ASSISTIVE animals are not considered pets and are not required to comply with the provisions of the Pet Policy. Service or Assistive animals are those animals specifically required to assist individuals with documented disabilities. Please notify Management if you require a Service or Assistive animal.

EQUAL HOUSING OPPORTUNITY

Lima Ola 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 roof is just the beginning

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.
Lima Ola is an equal opportunity housing provider.

INCOME MINIMUMS AND MAXIMUMS

Maximum household income based on published LIHTC and HTF Income Limits for 2024 (subject to change)

	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person
30% of Median	$27,870	$31,860	$35,850	$39,810	$43,020	$46,200	$49,380
50% of Median	$46,450	$53,100	$59,750	$66,350	$71,700	$77,000	$82,300
60% of Median	$55,740	$63,720	$71,700	$79,620	$86,040	$92,400	$98,760
80% of Median	$74,320	$84,960	$95,600	$106,160	$114,720	$123,200	$131,680

Minimum monthly income is equivalent to 2.5 times the monthly rent:

	1 Bedroom	2 Bedroom	3 Bedroom
30% of Median	$1,865	$2,240	$2,588
50% of Median	$3,110	$3,733	$4,313
60% of Median	$3,733	$4,480	$5,175
80% of Median	$4,978	$5,975	$6,903

NOTE: Applicants who have Section 8 are exempt from the minimum income requirement.

