EAH HOUSING
A roof is just the beginning

VILLAS AT GOWER
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VG-MANAGEMENT@EAHHOUSING.ORG

TENANT SELECTION CRITERIA

Villas at Gower, a 70-unit housing community in Los Angeles, CA, provides housing for individuals and families, 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 any other arbitrary personal characteristics.

The community consists of seventy (70) apartments with the unit breakdown as follows:

Number of Studio Units: 13
Number of One Bedroom Units: 35
Number of Two Bedroom Units: 21

One (1) unit is exempt.

Villas at Gower will make reasonable accommodations to individuals whose disability so require. Reasonable Accommodation Request forms are available upon request from management. You and anyone in your household may request auxiliary aids and services necessary to ensure effective communication between us. This include providing information in alternative formats for example, braille, American Sign Language (ASL) interpreters, large print documents.

Villas at Gower is an Equal Opportunity Housing Facility, admitting people in accordance with local, state and federal Fair Housing laws, and in accordance with California Tax Credit Allocation Committee (CTCAC), Los Angeles County Department of Mental Health (LACDMH), Mental Health Services Act (MHSA) and Los Angeles Housing Community Investment Department (HCIDLA) program regulations.

Eligibility for Villas at Gower is based on the Tenant selection criteria. Ineligible applicants may not be admitted to Villas at Gower. An applicant must meet the following eligibility requirements:

INCOME LIMITS

To qualify, the household's gross income may not exceed the applicable 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 will be posted in Villas at Gower Apartment's Office.

APPLICATION PROCEDURES

To ensure equal access and equal opportunity to all, no one will be denied the opportunity to apply at Villas at Gower. However, successful applicants must meet program eligibility guidelines and must be registered with the Coordinated Entry System (CES). If the CES Agency is unable to provide eligible applicants in a timely manner, management must receive written permission from LACDMH to select applicants outside of the CES system.

Eligible tenants are persons who are homeless. The 35 MHSA tenants at the Villas at Gower must meet the definition of a person a mental illness and their income will not exceed 30% AMI. Successful applicants must meet program eligibility guidelines as defined by LACDMH. PATH, as the designated service provider for Villas at Gower will review all applications and forward eligible

applicants to the manager for income eligibility verification and certification. EAH will require verification of income, student status and criminal history for each applicant.

Upon approval of an application, the applicant and their Residential Service Coordinator will also be notified. The Resident Manager will inform in writing applicants who are denied. Applicants will also be informed of their option to appeal a denial, and to request a reasonable accommodation. Multiple methods of communication will be utilized when informing an applicant that they are being denied. Appropriate auxiliary aids and services, where necessary, will be provided to afford individuals with disabilities, including individuals with hearing, vision, speech, manual, cognitive disabilities, effective communication regarding the denial and option to appeal the denial.

PREFERENCES

Every applicant must meet the Property's Tenant Selection Criteria standards for acceptance as a Tenant.

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

UNIT TRANSFER POLICY

A Unit Transfer List is maintained for those tenants who have been approved for transfer on the basis of a medical reason certified by a third- party professional. Tenants on the Unit Transfer List will have priority over the applicants on the Waiting List.

OCCUPANCY STANDARDS

Occupancy standards are the criteria established for matching a household with the most appropriate size and type of apartment. The occupancy guidelines listed below will be followed to avoid under or over utilization of the units:

Bedroom	Household Minimum	Household Maximum
0	1	2
1	1	3
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 and 4. Unborn children and children in the process of adoption.

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.** 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 Villas at Gower, 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 Villas at Gower 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, Villas at Gower 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 DENIAL

1. Total family income exceeds the applicable income limits published by the applicable regulatory agency.

2. Household fails to meet the program eligibility restrictions.

3. Household cannot pay the full security deposit at move-in.

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 tenants exhibited by an applicant or family member any time prior to move-in (or a demonstrable history of such behavior).

7. Household is composed entirely of full-time students and

does not meet the exception outlined in CTCAC regulations.

8. Applicant has 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. 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.**

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 notice of insufficient funds in a one-year period.

14. Any evidence of illegal activity including but not limited to drugs, gang, etc.

15. Inappropriate household size for the unit available (see Occupancy Standards).

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 or the Compliance staff 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.

Applicants who require a unit with accessible features may notify management of the need for an accessible unit on the housing application or by applying on the Accessible Unit Waiting List at accesshousingla.org for Villas at Gower.

Existing tenants who require an accessible unit may request placement on a Unit Transfer List for placement when an accessible unit is available. Tenants who require a unit with accessible features may notify management of the need for an accessible unit. Accessible modification to the Tenant's existing unit may be provided.

Villas at Gower will assure that information regarding the availability of Accessible Units reaches eligible Individuals with Disabilities, and will take reasonable, nondiscriminatory steps to maximize the utilization of such units by eligible Individuals with Disabilities whose disability requires the accessibility features of the particular unit. When an Accessible Unit becomes available/vacant, Villas at Gower will:

- First, offer the unit a current occupant of Villas at Gower who needs the features of an Accessible Unit;

- Second, offer the unit to a current occupant of a Housing Development under common control who has requested and needs the features of an Accessible Unit;

- Third, offer the unit to a current Tenant of a Covered Housing Development who needs the accessible features of the Accessible Unit and is registered with the website http://www.AccessHousingLA.org.

- Fourth, offer the unit to qualified applicants who need the accessible features of the Accessible Unit and are registered with the website http://www.AccessHousingLA.org.

AVAILABILITY OF TENANT SELECTION CRITERIA

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

ANNUAL RECERTIFICATION REQUIREMENTS

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

UNIT INSPECTION REQUIREMENT

Before signing the lease, Villas at Gower and the Tenant must jointly inspect the unit. The Tenant has five days to report any additional deficiencies to Villas at Gower to be noted on the move-in inspection form.

Annual unit inspections are performed by Villas at Gower. 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, Villas at Gower management may conduct the inspection alone.

PETS

Tenants are permitted to keep common household pets in the dwelling unit (subject to the provisions in 24 CFR Part 243 and the pet policy promulgated under 24 CFR Section 243.20). 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.

EQUAL HOUSING OPPORTUNITY

Villas at Gower. 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 NONPROFIT HOUSING CORPORATION

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

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