EAH HOUSING
A roof is just the beginning

A COMMUNITY OF FRIENDS (ACOF)

WILLIS AVENUE APARTMENTS
14731 RAYEN STREET
LOS ANGELES, CA 91402
PHONE# (310) 630-5801 TDD (800) 735-2929
WAA-MANAGEMENT@EAHHOUSING.ORG

TENANT SELECTION PLAN

A Community of Friends (ACOF), housing communities in Southern 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.

Willis Avenue Apartments is a fifty-five (55) unit housing community of which thirty-one (31) units are reserved for extremely low-income, homeless, and chronically homeless households living with special needs. Twenty-three (23) general affordable units are reserved for very-low-income households. One unit is reserved for management staff.

Willis Avenue Apartments will make reasonable accommodations to individuals whose disability so require. Reasonable Accommodation Request forms are available upon request from management. Willis Avenue Apartments 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), low-income housing tax credit program and the California Housing Finance Agency (CalHFA) Mental Health Services Act Housing (MHSA) program.

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 the Apartment's Office.

SPECIAL NEEDS DESIGNATED UNITS

Funding for ACOF communities requires all or a percentage of units to be occupied by households with special needs. Target populations may include but are not limited to developmentally disabled individuals or homeless persons with disabilities and homeless families. Applicants may be referred in coordination with Continuum of Care Coordinated Entry System (CES) or by another service agency.

APPLICATION PROCEDURES

Applications will be available online, in the office during normal business hours or by requesting an application by telephone. Application fees are $46.00 per each household member 18 years of age and older. The maximum charge per household is $138.00. For homeless or at risk of homelessness designated units, applicants will only pay the criminal background fee of $23 per household member 18 years of age and older. The maximum charge per household is $69.

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 a unit is offered. These funds must be in the form of a cashier's check. 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. If you cancel after the initial 3 days for any reason your holding deposit will be forfeited. The application fee is non-refundable.

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.

Signed and dated applications will be processed on a first-come, first-served basis for the general affordable units. For the CalHFA-MHSA

designated units, applicants are referred by LACDMH network and Kedren Community Mental Health Center. Rents for the MHSA designated units occupied by an MHSA eligible Tenant shall be restricted to no more than thirty percent (30%) of fifty percent (50%) of the area median income.

The application must be completed and signed by the head of household and all household members 18 years of age. If an application is not completely answered, the date of it being received once fully completed will be the date that the application is considered accepted for rental purposes.

Prospective Tenants may request assistance from supportive services with the application process. Assistance will include:

- Explaining and filling out the application form
- Obtaining supportive documents needed to complete the application
- Attending the intake interview meeting
- Assistance during the appeal process
- Assistance with Reasonable Accommodation requests

PREFERENCES

Every applicant must meet the Property's Tenant Selection Plan 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
1	1	3
2	2	5
3	4	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 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 the manager, 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 the manager 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, the manager 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

Referred applicants or the referred applicant's representative may request consideration of mitigating circumstances related to negative criminal or other history verified during the application process. *Mitigating circumstances are conditions or occasions that partially explain a negative situation or make it more understandable. Negative criminal or other history may be waived during the appeal process. However, a person with a conviction for a violent felony or manufacturing or distributing illegal substances during the past seven years will be denied housing.*

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

2. Household does not meet the minimum income limit (not applicable to subsidized households).

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

4. Household refuses to accept the second offer of an apartment.

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

6. ANY 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 CTCAC regulations.
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.

LANDLORD REFERENCE

Note: for designated units for persons who are homeless or at risk of homelessness, prospective Tenants must disclose their most recent, consecutive two-year housing history on the application as required by the California Tax Credit Allocation Committee (CTCAC). Prospective applicants who experienced homelessness within the most recent two years should disclose the City and State where they resided. An actual address is not required. Third-party verification of landlord history is not required. The referring agency will verify the prospective applicant's homeless status.

12. Negative landlord references that indicate lease violation, disturbing the peace, harassment, poor housekeeping, improper conduct or other negative references against the household.
13. Evictions reported in the last 5 years.

14. 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.

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

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

CREDIT

A credit check will be conducted for all household members over eighteen years of age. Households must earn at least twice the rent.
Not applicable for prospective applicants who meet the homeless or at risk of homelessness criteria.

CRIMINAL

Criminal record checks will be conducted on all household members over eighteen years of age. This process will apply for attendant care providers that will be occupying the unit. Applicants with violent felony convictions within the past seven years will be denied occupancy.

Applicants with a criminal felony conviction relating to the manufacturing or sale of illegal drug or controlled substances will be denied occupancy.
Not applicable for prospective applicants who meet the homeless or at risk of homelessness 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.

ADMINISTRATION OF WAITING LIST

The property is required to maintain a Waiting List of all eligible applicants. 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 assure 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. Unit 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 unit, 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 to receive waitlist correspondence. Any correspondence returned undeliverable will result in application being removed from the waitlist.

OPENING/CLOSING OF WAITING LIST

The methods of advertising used to announce opening and closing of the Waiting List is contained in our Marketing Plan.

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

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, the manager and the Tenant must jointly inspect the unit. The Tenant has five days to report any additional deficiencies to the manager to be noted on the move-in inspection form.

Annual unit inspections are performed by the manager. 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, management may conduct the inspection alone.

PETS

Pets are not permitted on the premises. SERVICE or ASSISTANCE animals are not considered pets and are not required to comply with the provisions of the Animal 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

Willis Avenue Apartments 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 NONPROFIT HOUSING CORPORATION

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

A Community of Friends (ACOF) is an equal opportunity housing provider.