RESIDENT SELECTION PLAN

Chinatown Manor is a 90 apartment community in downtown Honolulu that provides housing for 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. Chinatown Manor will make reasonable accommodations to individuals whose disability so requires. Reasonable Accommodation Request forms are available upon request from management. Chinatown Manor is an Equal Opportunity Housing Facility, admitting people in accordance with Local, State and Federal Fair Housing laws and CDBG Program Regulations and the Affirmative Fair Housing and Marketing Plan (AFHMP) HUD Form 935.2.

INCOME LIMITS

To qualify for a unit, household’s gross income may not exceed the maximum income limit per household size for the Low Income limit (60% AMI) as published annually by HUD and may not be lower than the income minimum per household size. The income limits are attached and will be posted in the community’s Office.

APPLICATION PROCEDURES

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

Applications will be available in the office during normal business hours or by requesting an application by telephone.

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

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

Signed and dated applications will be processed on a first-come, first-served basis. The application must be completed and signed by the head of household and all household members over 18 before an applicant can be placed on the waiting list. If an application is not completed and signed by the head of household and all household members over 18 before an applicant can be placed on the waiting list. If an application is not completely answered, the date of it being fully completed will be the date that the application is considered accepted for rental purposes.

PREFERENCES

It is the policy of the Property 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 units 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.

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

Applicant displaced by government action shall have a preference.

APARTMENT TRANSFER POLICY

A 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.
OCCUPANCY STANDARDS

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

<table>
<thead>
<tr>
<th>Bedroom</th>
<th>Household Minimum</th>
<th>Household Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Studio</td>
<td>1</td>
<td>2</td>
</tr>
</tbody>
</table>

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 being adopted

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.

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. 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 resident’s household or any guest or other person under the resident’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 resident, 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 resident 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 Chinatown, 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 Chinatown can show an actual and imminent threat to other residents or those employed at or
providing service to the property if an unlawful resident’s residency is not terminated, then evicting a victim is an option, the VAWA notwithstanding. Ultimately, Chinatown will not subject victims to more demanding standards than other residents.

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 HUD or does not meet the minimum income limit.

2. Household cannot pay the full security deposit at move-in. Household refuses the second offer of an apartment.

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

4. ANY adult household members fail to attend eligibility interview.

5. 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).

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

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

8. Apartment assignment will NOT be the family’s sole place of residency. **Qualification for a 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**

9. Negative landlord references that indicate lease violation, disturbing the peace, harassment, poor housekeeping, improper conduct or other negative references against the household.

10. Evictions reported in the last 5 years.

11. 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.

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

13. 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 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. 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 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 in order to receive waitlist correspondence. Any correspondence returned undeliverable will result in application being removed from the waitlist.
OPENING/CLOSING OF WAITING LIST

Advertising in the local newspaper will be used to announce the opening and/or closing of the Waiting List.

AVAILABILITY OF RESIDENT SELECTION PLAN

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

Annual apartment inspections are performed by Chinatown. 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, Chinatown 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 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

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

EAH HOUSING
A NON-PROFIT HOUSING CORPORATION

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

Chinatown Manor is an equal opportunity housing provider.
INCOME MINIMUMS AND MAXIMUMS  
Honolulu County

<table>
<thead>
<tr>
<th>Rents (subject to change)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit</td>
</tr>
<tr>
<td>------</td>
</tr>
<tr>
<td>Studio A</td>
</tr>
<tr>
<td>Studio B</td>
</tr>
<tr>
<td>Studio C</td>
</tr>
</tbody>
</table>

Maximum household income based on published HUD Income Limits for 2020 (subject to change)

<table>
<thead>
<tr>
<th></th>
<th>1 Person</th>
<th>2 Person</th>
<th>3 Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>60% of Median</td>
<td>$52,920</td>
<td>$60,480</td>
<td>$68,040</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th></th>
<th>Studio A</th>
<th>Studio B</th>
<th>Studio C</th>
</tr>
</thead>
<tbody>
<tr>
<td>60% of Median</td>
<td>$1,530</td>
<td>$1,590</td>
<td>$1,615</td>
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</table>

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