



# PA`ANAU VILLAGE

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*Creating community by developing, managing and promoting quality affordable housing since 1968.*

## RESIDENT SELECTION PLAN

*Pa`anau Village is a 60 unit, affordable multi-family community in the town of Koloa on the island of Kauai that provides safe, secure long-term rental housing for low income 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 HIV status.*

### SECTION 504 OF THE REHABILITATION ACT OF 1973

Pa`anau Village is a physically accessible property that is operated and administered to enable persons with disabilities to have equal access to participate in the program. Pa`anau Village practices effective communication with applicants, residents, and the public to ensure that policies regarding the property's operation do not adversely affect applicants, residents and the public.

Pa`anau Village will make reasonable accommodations to individuals whose disability so requires. Reasonable Accommodation Request forms are available upon request from management. Pa`anau Village is an Equal Opportunity Housing Facility, admitting people in accordance with Local, County, State and Federal Fair Housing laws and County of Kauai Section 8 Programs.

### INCOME LIMITS

To qualify for initial occupancy, the household's annual gross income may not exceed the maximum income limit per household size as established by HUD for households at or below 80% of the Kauai Median Household Income.

### APPLICATION PROCEDURES

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

Applications are available online when the waiting list is open. 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, date stamped in the order of receipt. The application must be completed and signed by the head of household and all household members 18 years of age and older before it can be placed on the waiting list. Incomplete applications will not be accepted. 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.

### PREFERENCES

Every applicant must meet the Property's Resident Selection Plan standards for acceptance as a resident.

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.

Applications received for Pa`anau Village will be prioritized and processed in the following order:

1. Tenant Based Rental Assistance (TBRA)
  - As operated under the Kua'i County Housing Agency



2. Homeless
  - As certified as being currently homeless by a homeless service provider, homeless shelter or participating agency in the Continuum of Care
3. Housing Choice Voucher
4. Property waitlist-As described below under *Administration of Waiting List*

**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.

**UNIT TRANSFER POLICY**

A Unit 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 Unit 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 HOME, RAP, County, Local or State Programs or the transfer will not be allowed.

**OCCUPANCY STANDARDS**

Occupancy standards are the criteria established for matching a household with the most appropriate size and type of apartment. 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.

**GROUND 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.
3. Household refuses to accept the second offer of an 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. Applicant has failed to provide adequate verification of income or we are unable to adequately verify income and/or income sources.
8. Providing or submitting false or untrue information on your application or failure to cooperate in any way with the verification process.
9. Apartment 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. Residents 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**

10. Negative landlord references that indicate lease violation, disturbing the peace, harassment, poor housekeeping, improper conduct or other negative references against the household.
11. Evictions reported in the last 5 years.
12. 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 rent check returned from a financial institution for Non-Sufficient Funds (NSF) in a one-year period.
13. Any evidence of illegal activity including but not limited to drugs, gang, etc.
14. Inappropriate household size for the apartment available (see Occupancy Standards).

**CREDIT**

15. Less than 75% of credit lines positive (i.e., if four (4) lines of credit, only one can be negative). Does not include medical bills or student loans.
16. Unpaid Collections and grossly delinquent due balances exceed \$800.00.
17. Filing of a bankruptcy within the past year.
18. Record of any un-cleared or non-discharged bankruptcy.
19. Any amount showing owed to a landlord or property management company.

\*\*County of Kauai Housing Choice Voucher Holders - Exemptions may apply

**CRIMINAL**

20. Sex Offender: Lifetime or term of sex offender registration requirement
21. Violent Criminal Activity: Five (5) years from time of conviction and One (1) year from release from prison.
22. Drug Related: Five (5) years from time of conviction, and One (1) year from time of release from prison.
23. Non-violent crimes: Three (3) years from time of conviction, and One (1) year from time of release from prison.

**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 Senior Property Manager and/or 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.

### **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. This letter must be returned within the specified time or the 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 the 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 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 is available upon request from management.

### **ANNUAL RECERTIFICATION REQUIREMENTS**

All residents must recertify their eligibility annually. Proposed changes of household composition and student status must be reported to Management immediately.

### **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.

*Additional exemptions may be imposed at the discretion of the Kaua'i County Housing Agency Housing Director*

### **EQUAL HOUSING OPPORTUNITY**

Pa'anau Village 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.

Pa'anau Village is an equal opportunity housing provider.



## INCOME MINIMUMS AND MAXIMUMS

Maximum household income based on published Income Limits for 2021 (subject to change)

	1 Person	2 Person	3 Person	4 Person	5 Person
80% of Median	\$57,120	\$65,280	\$73,440	\$81,520	\$88,080

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

	2 Bedroom
80% of Median	\$19,800

**NOTE: Applicants who have a Housing Choice Voucher are exempt from the minimum income requirement.**

