



1201-1207 N. Detroit Street, West Hollywood, CA 90046-5085  
Phone: (213) 460-5235 Dial 711 for CA Voice Relay Service

## Lexington Gardens Tenant Selection Plan

Lexington Gardens, a 48-unit housing community in West Hollywood, CA, provides housing for extremely low, very-low and low income individual and families, without race, color, religion, sex, gender, gender identify and expression, familial status, national origin, citizenship status, immigrant status, primary language, marital status, ancestry, age, sexual orientation, disability, source of income (including receipt of Section 8 and other similar vouchers), genetic information, military or veteran status, arbitrary characteristics, or any other basis currently or subsequently prohibited by law.

Forty-seven of the units are affordable. Of the forty-seven affordable units, twenty-three (23) are referred as "general affordable" units that are targeted to low-income individuals earning incomes from the 40% Area Median Income (AMI) to 60% AMI levels. The remaining twenty-four (24) affordable units will be set-aside for homeless, chronically homeless or homeless with mental illness individuals (12 units) and individuals with developmental disabilities (12 units) with income levels restricted to 30% AMI. St. Joseph Center is the Lead Service Provider (LSP) who is the provider of tenant supportive services and will provide tenants with linkages to resources. The community also includes one two-bedroom manager's unit.

### Unit Mix

#### General Affordable - **Lottery**

- Twenty-three (23) "general affordable" units will be available through a public lottery for households earning 40% - 60% AMI levels.

#### Permanent Supportive Housing (PSH) – **Referrals**

- Twenty-four (24) PSH units will be available through referrals for households earning 30% AMI or below.
  - o Homeless Special Needs (LACDA/DHS) Referrals through the Coordinated Entry System (CES) (**St. Joseph Center – LSP**) – Twelve (12) affordable units will be set-aside as follows:
    - Four (4) units for persons experiencing homelessness;
    - Four (4) units for persons experiencing chronic homelessness;
    - Four (4) units for persons experiencing homelessness and living with a mental illness.





1201-1207 N. Detroit Street, West Hollywood, CA 90046-5085  
Phone: (213) 460-5235 Dial 711 for CA Voice Relay Service

- Persons with Intellectual / Developmental Disabilities (**Frank D. Lanterman Regional Center** Referrals) – Twelve (12) affordable units will be set-aside for persons with intellectual and developmental disabilities.

One unit is set-aside for property management staff.

**Rents and Utility Allowance are subject to change.**

Lexington Gardens is an Equal Opportunity Housing Facility, admitting people in accordance with local, state, and federal Fair Housing laws, and in accordance with the following program regulations:

- Low Income Housing Tax Credit (LIHTC)
- Los Angeles County Development Authority (LACDA)
- The City of West Hollywood

**MARKETING**

Lexington Gardens property management staff will take proactive steps to ensure prospective applicants are informed of the opening of the waiting list. Marketing material will also include the language that applicants will be selected in lottery order and preference order for accessible units.

Prospective tenants may call the management office at (XXX) XXX-XXXX to inquire about the application process for housing at Lexington Gardens. Management staff will return all inquiries and will inform prospective tenants that of the forty-seven affordable units, twenty-three (23) are referred as “general affordable” units that are targeted to low-income individuals earning incomes from the 40% Area Median Income (AMI) to 60% AMI levels. The remaining twenty-four (24) affordable units will be set aside for homeless individuals (12 units) and individuals with developmental disabilities (12 units) with income levels restricted to 30% AMI. Prospective tenants will also be informed of the application acceptance period and process to apply for housing at Lexington Gardens.

Lexington Gardens will announce the initial opening of the waiting list on EAH Housing website, AffordableHousing.com and the Housing Resource Listing website. The announcement will be made in the form of a flyer and will include the application acceptance period, lottery and anticipated occupancy date, information regarding all accessible services, activities and facilities offered on-site, methods for obtaining and accepting applications, income/rent/occupancy limits as well as the following statements:





1201-1207 N. Detroit Street, West Hollywood, CA 90046-5085  
Phone: (213) 460-5235 Dial 711 for CA Voice Relay Service

"This housing is offered without regard to race, color, religion, sex, gender, gender identify and expression, familial status, national origin, citizenship status, immigrant status, primary language, marital status, ancestry, age, sexual orientation, disability, source of income (including receipt of Section 8 and other similar vouchers), genetic information, military or veteran status, arbitrary characteristics, or any other basis currently or subsequently prohibited by law."

"Individuals with a disability have the right to ask for and receive reasonable accommodations and to request auxiliary aids."

Flyers will be distributed electronically to local community organizations and to potential applicants via EAH Housing website, [AffordableHousing.com](http://AffordableHousing.com), and the Housing Resource Listing website.

Applications for the participation in the lottery for the twenty-three (23) general affordable units will be made available for applicants to obtain in an accessible format via U.S. Mail or other delivery carrier and online via [AccessHousingLA.org](http://AccessHousingLA.org) and [EAHhousing.org/apartments/LexingtonGardens](http://EAHhousing.org/apartments/LexingtonGardens).

Submissions of applications for participation in the lottery for the twenty-three (23) general affordable units will be accepted via:

- U.S. Mail or other delivery carrier, online via [EAHhousing.org/apartment/LexingtonGardens](http://EAHhousing.org/apartment/LexingtonGardens)

Reasonable accommodations will be made for individuals with disabilities throughout this process, including for methods state for obtaining and submitting applications.

Special marketing outreach consideration will be given to special needs populations. The LSP and Lexington Gardens management staff will be responsible for outreaching to community agencies serving special needs populations. As early as possible, before construction completion, comprehensive application materials will be made available to these agencies. The LSP and Lexington Gardens management staff will coordinate with staff at these agencies who will be working with clients to apply for housing.

The LSP and Lexington Gardens management staff will provide information about all aspects of the application process to eliminate as many obstacles to applying as possible. This will enable clients of these agencies to anticipate and positively address issues such as providing identifications, criminal background reports and other applicable supportive documents needed to complete the application process.





1201-1207 N. Detroit Street, West Hollywood, CA 90046-5085  
Phone: (213) 460-5235 Dial 711 for CA Voice Relay Service

## NON-SMOKING POLICY

Smoking is permitted in designated outdoor smoking common areas only. Smoking is not permitted in individual units nor any indoor area. Lexington Gardens does not provide or guarantee a smoke-free environment but shall take reasonable steps to enforce this policy. Tenants are responsible for the conduct of their guests and invitees while they are on the Property. Repeated violation of this policy may result in the termination of the Lease/Rental Agreement.

## REASONABLE ACCOMMODATION

Lexington Gardens is an Equal Opportunity Housing Facility, admitting applicants in accordance with local, state and federal Fair Housing laws, the Affirmative Fair Housing Marketing Plan (AFHMP) and in accordance with applicable program regulations of the State of California Tax Credit Allocation Committee (CTCAC), Los Angeles County Development Authority (LACDA), the Department of Housing and Community Development (HCD), the Mental Health Housing Program (MHHP), and the Land Use Rental Covenant.

Management staff operates and administers the property to enable persons with disabilities (physical and/or mental) to have equal access to participate in the program. Lexington Gardens will ensure effective communication with applicants, tenants, and the public to ensure that policies regarding how the property is operated do not adversely affect applicants, tenants, and the public.

Management will apply the same screening criteria to all applicants. In determining whether to deny admission because of action or failure to act by members of the family, management will consider mitigating circumstances relating to the disability of a family member and the effects of denial or termination of assistance on other family members who were not involved in the action or failure to act. If the family includes a person with a disability, management's decision concerning termination or denial is subject to consideration of reasonable accommodation in accordance with 24 CFR Part 8.

When a family member requires an accessible feature(s), policy modification, or other reasonable accommodation to accommodate a disability, Lexington Gardens will provide and pay for the requested accommodation unless doing so would result in a fundamental alteration in the nature of the program or an undue financial and administrative burden.

A reasonable accommodation is a change, exception, or adjustment to a program, service, building or dwelling unit that will allow a qualified person with a disability to:

1. Participate fully in a program.
2. Take advantage of a service; or
3. Live in a dwelling.





1201-1207 N. Detroit Street, West Hollywood, CA 90046-5085  
Phone: (213) 460-5235 Dial 711 for CA Voice Relay Service

To show that the requested accommodation may be necessary, there must be an identifiable relationship, or nexus, between the requested accommodation and the individual's disability.

The requirement to provide a reasonable accommodation is always present throughout the tenancy of a person with disabilities, including during lease enforcement. Reasonable Accommodation Request forms are available upon request from management but are not required to make a reasonable accommodation request.

The person named below has been designated to coordinate compliance with the nondiscrimination requirements contained in the Department of Housing and Urban Development's regulations implementing Section 504 (24 CFR, part 8 dated June 2, 1988).

Richard Kennemer, Compliance Program Analyst  
18801 Ventura Blvd., STE 300 Telephone 213-468-8261  
TTY TO VOICE: (800) 735-2929  
VOICE TO TTY: (800) 735-2922

You may contact the TTY line for those with a hearing impairment by calling the California Relay Service at (888) 877-5379. The LA County Housing Resource Center website (<http://housing.lacounty.gov/>) is another resource for applicants/tenants with mobility and/or audio or visual impairments.

In addition, you may request that a LSP be assigned to you to help you with the application process. Services offered by the LSP include:

- Explaining and filling out the application form.
- Obtaining supportive documents need to complete your application.
- Attending the property management interview with you.
- Help with the appeal process.
- Help with a reasonable accommodation.

Lexington Gardens will conduct targeted marketing to special needs populations, as described above. In conducting targeted marketing, Lexington Gardens will follow all applicable fair housing and non-discrimination legislation and regulations.

## PRIVACY POLICY





1201-1207 N. Detroit Street, West Hollywood, CA 90046-5085  
Phone: (213) 460-5235 Dial 711 for CA Voice Relay Service

It is the policy of Lexington Gardens to guard the privacy of individuals conferred by the Federal Privacy Act of 1974 and ensure the protection of such individuals' records maintained by management.

Therefore, neither Lexington Gardens nor its agents shall disclose any personal information contained in its records to any person or agency unless the individual about whom information is requested shall give written consent to such disclosure.

This privacy policy in no way limits management's ability to collect such information as it may need to determine eligibility, compute rent, or determine an applicant's suitability of tenancy.

Consistent with the intent of Section 504 of the Rehabilitation Act of 1973, any information obtained on disability will be treated in a confidential manner.

## INCOME LIMITS

To qualify for a unit, the household's gross income may not exceed the maximum income limit per household size. To meet program requirements, people cannot pay more than the rent limits less utility allowance established for the project. Actual rent amount will be determined by LACDA.

The income limits are designed to be consistent with the requirements of the financing programs and regulatory agreements governing the property, which for Lexington Gardens include the California Tax Credit Allocation Committee and the Los Angeles County Development Authority (LACDA).

All applicants must meet certain underwriting guidelines. This project is subject to the requirements of several funding sources. The attached income maximums reflect these requirements to the best of management's knowledge at this time but is subject to change if required for compliance with law, regulations or policy changes.

## APPLICATION PROCEDURES FOR PERMANENT SUPPORTIVE HOUSING UNITS

**For special needs designated units,** The twelve (12) units targeted to the homeless households will be filled directly via referral through Los Angeles County's coordinated entry system. A commitment of housing vouchers from the Los Angeles County Development Authority was secured which will allow all homeless individuals to income-qualify for units at Lexington Gardens. Due to the direct referral program, units set aside for the homeless population are expected to be fully leased through the County's coordinated entry system as soon as the units are available.





1201-1207 N. Detroit Street, West Hollywood, CA 90046-5085  
Phone: (213) 460-5235 Dial 711 for CA Voice Relay Service

Lexington Gardens has secured a commitment of housing vouchers for all twelve (12) of the units set-aside for developmentally disabled individuals allowing all developmentally disabled individuals to income qualify. Units' set-aside for individuals with developmental disabilities will be filled directly via referral through the Frank D. Langerman Regional Center and are expected to be fully leased as soon as the units are available.

The target population is extremely low-income, homeless households and homeless households suffering from a serious mental illness earning 30% AMI. Twenty-four (24) special needs units will be subsidized by the Los Angeles County Development Authority (LACDA) through Project-Base Voucher (PBV) program. All households that qualify for PBV will pay 30% of their gross household income as rent as determined by LACDA.

**For general affordable units at initial Rent-Up and Ongoing,** households will be selected in lottery and preference order for each designated unit type (set-aside). Applicant households who apply during subsequent Waitlist openings will be placed in chronological order after the applicants selected during the initial lottery. Applicant households at the top of the Waitlist for each designated unit type are interviewed to determine eligibility. Applications will be available online, in the office during normal business hours or by mail if requested 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. Staff are available to assist any applicant household with completing applications.

Completed application packages should be returned with copies of the following:

1. Current applicable verification of income:
  - a. Most current tax return (last two years if self-employed).
  - b. The most recent 3 months of pay stubs for all employed household members.
  - c. Most current: Award Letter (recipients of SSI); Notice of Action (General Relief, AFDC; Welfare or any other social services agencies).
  - d. Six consecutive months of bank statements for checking accounts.
  - e. Most current bank statements for savings account and all other asset accounts.
  - f. The latest statement from any retirement / pension / IRA / 401k plan for those household members who participated in such a plan.
2. A letter on the referral agency letterhead supporting Certification of Homelessness information and detailing homelessness history.

All referred applicants/households who meet the above qualifications will be referred to Lexington Gardens for program eligibility verification. Upon receipt of applicant/household information,







1201-1207 N. Detroit Street, West Hollywood, CA 90046-5085  
Phone: (213) 460-5235 Dial 711 for CA Voice Relay Service

Lexington Gardens management staff will complete the eligibility verification (i.e. verify income, conduct background check, etc.)

3. Applicants/households will be initially interviewed by the Resident Manager or a representative of the Management Agent. Copies of current picture ID and social security card will be made during the interview.

All applicants/households that have completed income and meet program qualification will be referred to LACDA in order to determine eligibility to occupy a unit at Lexington Gardens per the subsidy requirements. LACDA staff will:

- Determine Section 8 Project Based Eligibility per HUD and LACDA regulations and policies.
- Process all applicants through their internal criminal background check program

Lexington Gardens management staff will inform the applicant in writing of denial or approval.

At the request of applicant/household, a reasonable accommodation request will be considered. In addition, with the approval of the applicant/household, the referring case manager will be given an opportunity to appeal any application denial based on information obtained from criminal record checks. However, all applicants will have to demonstrate that they meet program requirements.

## DEFINITIONS

**Homeless** means an individual or family who lacks a fixed, regular, and adequate nighttime residence; and an individual who has a primary nighttime residence that is supervised publicly or privately operated shelter designated to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill); an institution that provides a temporary residence for individuals intended to be institutionalized; or a public or private place not designated for, or ordinarily used as, a regular sleeping accommodation for human beings.

**Chronically Homeless** means an individual or family who are chronically homeless and have experienced homelessness for at least a year – or repeatedly – while struggling with a disability condition such as a serious mental illness, substance use disorder, or physical disability.

**Mental Illness** means a person with a mental disorder as identified in the most recent edition of the Diagnostic and Statistical Manual of Mental Disorders, other than substance use disorder or acquired traumatic brain injury pursuant to subdivision 4354.







1201-1207 N. Detroit Street, West Hollywood, CA 90046-5085  
Phone: (213) 460-5235 Dial 711 for CA Voice Relay Service

As a result of the mental disorder, the person has substantial functional impairments or symptoms, or a psychiatric history demonstrating that without treatment there is an imminent risk of decompensation to having substantial impairments or symptoms. For the purposes of this part, "functional impairment" means being substantially impaired as the result of a mental disorder in independent living, social relationships, vocation skills, or physical condition.

**Developmental Disability** means, as defined in Section 102 of the Developmental Disabilities Assistance and Bill of Rights Act of 2000 (42 U.S.C. 15002):

- a. A severe, chronic disability of an individual that –
  - i. Is attributable to a mental or physical impairment or combination of mental and physical impairments;
  - ii. Is manifested before the individual attains age 22;
  - iii. Is likely to continue indefinitely;
  - iv. Results in substantial functional limitations in three or more of the following areas of major life activity.
    - a. Self-care.
    - b. Receptive and expressive language.
    - c. Learning.
    - d. Self-direction.
    - e. Capacity of independent living.
    - f. Economic self-sufficiency.
  - v. Reflects the individual's need for a combination and sequence of special, interdisciplinary, or generic services, individualized supports, or other forms of assistance that are of lifelong or extended duration and are individually planned and coordinated.
- b. An individual from birth to age 9, inclusive, who has a substantial developmental delay or specific congenital or acquired condition, may be considered to have a developmental disability without meeting three or more of the criteria described in paragraphs (a)(i) through (v) of the definition of "developmental disability" in this section if the individual, without services and supports, has a high probability of meeting these criteria later in life.

The LSP is responsible for screening all supportive housing applicants/households for program eligibility. Once the LSP has determined that an applicant/household meets the program eligibility requirements for supportive housing, the applicant/household will be screened by Lexington Gardens management for program eligibility as described below.





1201-1207 N. Detroit Street, West Hollywood, CA 90046-5085  
Phone: (213) 460-5235 Dial 711 for CA Voice Relay Service

Permanent Supportive Housing (PSH) applicants applying for the PSH designated units and applicants applying for the general waiting list will receive a fee waiver and will be exempt from paying an application fee.

The security deposit is equal to one month's rent for the general affordable units and \$500 for the Permanent Supportive Housing (PSH) designated units. Tenants may pay the security deposit in full at the time of move-in or pay at a mutually agreed graduated scale until the security deposit charged is paid in full.

### **PROGRAM ELIGIBILITY FOR SUBSIDY**

Twenty-four (24) units will be subsidized by the Section 8 program which is administered by the Los Angeles County Development Authority (LACDA).

LACDA will verify citizenship or eligible immigration status. Rental subsidy benefits will be prorated based on the residency status of each household member.

Applicants for the PSH designated units will be selected separate from the general affordable waiting list.

LACDA requires provision of a complete and accurate social security number for each occupant.

LACDA requires proof of age for each occupant.

LACDA will verify that the applicant/household's income is less than required AMI for the unit in question.

LACDA will verify that the applicant is not a registered sex offender in any state.

The County may deny applicants/households with:

- Violent felony convictions.
- Drug-related criminal activity within the last two years.
- Child molestation and/or sexual misconduct convictions; or
- Prior evictions from a federally assisted housing project.

### **VERIFICATION**

Each applicant must complete an application and be willing to submit to a criminal background inquiry, as well as income and asset verifications. Lexington Gardens is available to assist any applicant household with completing applications.

The paper application or online application must be completed and signed by the head of household and all household members 18 years of age and older before an applicant can be placed on the waiting list. The primary applicant must be 18 years of age or older, unless he or





1201-1207 N. Detroit Street, West Hollywood, CA 90046-5085  
Phone: (213) 460-5235 Dial 711 for CA Voice Relay Service

she is an emancipated minor. All household members age 18 years or older must sign the appropriate consent forms and comply with the verification process. 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.

Applicant interviews will be held to obtain signed verification forms for all income and asset information. All income will be verified in writing by the income source indicated on the income certification form. All assets, including bank accounts, will be verified in writing.

All applicants will be required to comply and cooperate with third party verification requirements. It is the applicant's responsibility to provide the information that will enable management to complete and receive the necessary verification in a reasonable time. This will include but not limited to, bringing three months of the most current consecutive payroll stubs, six months of most recent consecutive checking account bank statements, most recent bank statements for all other asset accounts and current Social Security and Pension Award letters.

Third-party income verification will be required from all sources, including but not limited to:

- a. Employment, unemployment, self-employment, social security, supplemental security, disability, government assistance, TANF, AFDC, pension funds, alimony or child support, educational status and financial aid, etc.
- b. Savings and checking accounts, real estate, money market funds, trusts, certificates of deposit, stocks/bonds, annuities, IRA/Keogh or other retirement/investment accounts, etc.

Employment Verification – The Work Number: At initial move-in into a tax credit unit, CTCAC policy requires that all tenant files contain 3rd party verification for all wage earners in the form of a Verification of Employment (VOE) along with 3 months of recent consecutive pay-stubs. CTCAC requires a Verification of Employment (VOE) for all initial applicants including those wage earners that can only be verified via the Work Number.

During Annual Recertification we are no longer required to supply a VOE from the Work Number, as long as 3 months of recent consecutive pay-stubs are included in the file.

Income calculations are based on the household's annual gross (anticipated) income for the twelve (12) months following the anticipated move-in date. Annual gross income also includes income from all assets.

Upon initial occupancy, tenant's income cannot exceed the area median income limit for household size as published annually by the U.S. Department of Housing and Urban Development (HUD) and California Tax Credit Allocation Committee (TCAC).





1201-1207 N. Detroit Street, West Hollywood, CA 90046-5085  
Phone: (213) 460-5235 Dial 711 for CA Voice Relay Service

Households that do not meet the eligibility requirement of the Tenant Selection Plan will receive a letter of denial for housing. Applicants that receive a denial letter have the right to appeal the decision. All other applicants will remain on the list until a unit is available and the household reaches the top of the list. For exceptions to this, please also refer to section regarding periodic Purging the Waitlist.

## **PREFERENCES**

Every applicant must meet the Property's Tenant Selection Plan standards for acceptance as a tenant (see Grievance/Appeal Process section of this plan).

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

## **ACCESSIBLE UNITS**

All units are adaptable, as defined by the California Building Code. Seven units are designed with specific features for people with mobility impairments as well as hearing impairments and sight related impairments. Preference will be given to applicants who require a unit with specific design features offered in accessible units in the development. All reasonable efforts will be made to rent accessible units to applicants who require or who could benefit from such units. Outreach will be conducted with agencies whose clients require or could benefit from such units.

In the case of an accessible unit, when no qualified applicant/household has applied that requires the design features offered, then the unit will be offered to the next qualified household. This applicant/household will be required to complete a Lease Addendum form, whereby they agree to transfer to a non-accessible unit within the development should a tenant or applicant require an accessible unit. Failure to accept or move to the offered unit shall be deemed material non-compliance with the lease and would be cause for termination of tenancy.

If after occupying the accessible unit, the physical condition of a member of the household changes and a household member would then benefit from continued occupancy in the accessible unit, the household would not be required to move.

## **ADMINISTRATION OF WAITING LIST AFTER INITIAL LEASE UP**

The property is required to maintain a Waiting List of all eligible applicants for the general affordable units. Applicants must be placed on the Waiting List and selected from the Waiting





1201-1207 N. Detroit Street, West Hollywood, CA 90046-5085  
Phone: (213) 460-5235 Dial 711 for CA Voice Relay Service

List even in situations where there are vacancies, and the applications are processed upon receipt. This procedure is necessary to assure the complete and accurate processing of all documentation for all applicants.

Lexington Gardens has one Waiting List (per bedroom size) that is established and maintained in chronological order as assigned during the initial lease-up. When the Waiting List is reopened, all applications received online will be added to the existing waiting list in the order they are received. The Waiting List contains the following information for each applicant:

- a. Address and/or Contact Information
- b. Phone Number(s)
- c. Unit Type/Size
- d. Household Size
- e. Preference/Accessibility requirements
- f. Income level

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 two available units, they will be removed from the waiting list.

For the designated Permanent Supportive Housing designated units, Lexington Gardens will follow the same initial lease-up procedures when designated units are vacated and ready for re-occupancy.

### **PURGING THE WAITING LIST**

The Waiting List for the general affordable units will be purged annually. Each applicant will receive a letter from the property, which will request updated information and ask about their continued interest. A copy of the letter will also be sent to the applicant's service provider and alternate contact listed on the application. 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, applicant's service provider or applicant's alternate contact 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.

### **UNIT TRANSFER POLICY**

A Unit Transfer List is maintained for those tenants who have been approved for transfer. Unit transfers are permitted for current tenants who need:

- a. A new unit because of changes in family size.





1201-1207 N. Detroit Street, West Hollywood, CA 90046-5085  
Phone: (213) 460-5235 Dial 711 for CA Voice Relay Service

- b. A unit transfer for a reasonable accommodation for a disability, including mental health conditions.

Assignments of apartments will alternate between tenants on the unit transfer list and applicants from the waiting list. With exception that transfers as reasonable accommodations for medical or mental health reasons will take priority over applicants from the Waiting List, and units with features for persons with a disability will be offered first to those that need these features.

### **OCCUPANCY STANDARDS**

Occupancy standards are the criteria 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:

Bedroom	Household Minimum	Household Maximum
Studio	1	2

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. Minors in the process of adoption.

Every household occupant that will occupy the unit during the upcoming 12 months will be counted when determining unit size. This includes household members in the military or at school.

NOTE: Live-in attendants are subject to the criminal provisions of this plan with the exception of criteria that determines ability to pay rent. Exceptions to these Occupancy Standards may be made when required as a reasonable accommodation for a disabled household member.

### **VIOLENCE AGAINST WOMEN ACT OF 2013**





1201-1207 N. Detroit Street, West Hollywood, CA 90046-5085  
Phone: (213) 460-5235 Dial 711 for CA Voice Relay Service

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.

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.

1. 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.
2. 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 Lexington Gardens, 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.
3. The authority to evict or terminate assistance is not limited with respect to a victim that commits unrelated criminal activity. Furthermore, if Lexington Gardens can show an actual and imminent threat to other tenants or those employed at or providing service to the







1201-1207 N. Detroit Street, West Hollywood, CA 90046-5085  
Phone: (213) 460-5235 Dial 711 for CA Voice Relay Service

property if an unlawful tenant's residency is not terminated, then evicting a victim is an option, the VAWA notwithstanding. Ultimately, Lexington Gardens 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.

## **DENIAL OF ADMISSION**

Any of the following could be grounds for denial of admission:

1. Total family income exceeds the applicable income limits published by HUD and CTCAC or does not meet the minimum income limit except where there is subsidy or rental assistance.
2. Applicant's household size either exceeds or is below reasonable occupancy limits for the available unit or unit applied for: studio-bedroom units 1-2 persons. (Notes: an unborn child will be considered a household member to determine family size).
3. Households refuse to pay the full security deposit or if unable to pay in full, refuse to pay at a mutually agreed graduated payment scale until the security deposit charged is paid in full. Leasing staff will coordinate with case management staff to connect applicants with deposit assistance programs.
4. Household refuses to accept the third offer of an apartment after communicating to the applicant and their listed Alternate Contacts.
5. Household fails to respond to interview letters or otherwise fails to cooperate with the certification process. Failure to sign consent forms.
6. ALL adult household members fail to attend eligibility interview.





1201-1207 N. Detroit Street, West Hollywood, CA 90046-5085  
Phone: (213) 460-5235 Dial 711 for CA Voice Relay Service

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 Section 42 of the IRC.
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.
12. Applicant is unable to provide identification that verified their identity.
13. Applicant submits an incomplete application and takes no steps to remedy.
14. Applicant provides false, inconsistent, or inaccurate information on their application.
15. Applicant has three failures to attend an agreed-upon time for an application appointment or interview.
16. Applicants were abusive with management during the application process.
17. At least one person in the household must be of legal age to execute a lease (age 18). If the applicant is under legal age, proof of legal emancipation will be required in order to lease.
18. Any altered information and/or deliberate misinformation regarding income; current status or past history will disqualify an applicant.

Staff will assist applicants and residents in making reasonable accommodation requests, as needed. In addition, with the approval of the applicant, the referring case manager for the permanent supportive housing units will be given an opportunity to appeal any application





1201-1207 N. Detroit Street, West Hollywood, CA 90046-5085  
Phone: (213) 460-5235 Dial 711 for CA Voice Relay Service

denial based on information obtained from criminal record checks. However, all applicants will have to demonstrate that they meet program requirements.

## **Landlord Reference**

Tax Credit guidelines require applicants to disclose the most recent consecutive two-year housing history even if the household is homeless. All applicants must complete the rental history portion of the application. If you are currently homeless or were homeless within the past two years write on the application "homeless" and the City and State where you reside.

## **Criminal Screening**

### **Permanent Supportive Housing Units**

Tenant screening standards for the special needs units, including criminal background, housing history, and financial screening criteria (e.g., rental or other debt), must not be stricter than those used by the Public Housing Authority (PHA) that has jurisdiction over the location of the project site. By way of illustration, the current Section 8 Administrative Plans for the PHA for the City and County of Los Angeles do not include any criminal background screening beyond the HUD-mandated exclusions for registered sex offenders and methamphetamine production. Lexington Gardens will not include any criminal background screening beyond the HUD-mandated exclusions for registered sex offenders and methamphetamine production.

### **General Affordable Units**

1. Felony convictions within the past three years.

At the request of an applicant, a reasonable accommodation request will be considered. In addition, with the approval of the applicant, the referring case manager will be given an opportunity to appeal any application denial based on information obtained from criminal record checks. However, all applicants will have to demonstrate that they meet program requirements.

## **GRIEVANCE/APPEAL PROCESS**

Should the applicants fail to meet the screening criteria, the applicant and their listed service provider and alternate contact will receive a notice in writing indicating that they have the right





1201-1207 N. Detroit Street, West Hollywood, CA 90046-5085  
Phone: (213) 460-5235 Dial 711 for CA Voice Relay Service

to appeal the decision. This notice must indicate that the applicant has 21 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.

### **OPENING/CLOSING OF WAITING LIST**

Vacancies at Lexington Gardens and the Waiting List will be monitored regularly to ensure that there are enough applicants to fill vacancies. Furthermore, the Waiting List will be monitored to ensure that the list does not become so long that the wait for a unit becomes excessive.

The Waiting List may be closed when the average wait is excessive (e.g. two years or more).

When the Waiting List is closed, we will advise potential applicants that the Waiting List is closed and refuse to take additional applications. When Lexington Gardens decides to no longer accept applications, we will publish a notice to that effect in publications likely to be read by potential applicants. The notice will state the reasons for refusal to accept additional applications.

When Lexington Gardens agrees to accept applications again, the notice of this action will be announced in publications likely to be read by potential applicants in the same manner (same publications listed on the AFHMP) as the notification that the waiting list was closed. The notifications will be extensive, and the rules for applying and the order in which applications will be processed will be stated.

Advertisements will include where and when to apply and will conform to the advertising and outreach activities described in the AFHMP.

### **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.





1201-1207 N. Detroit Street, West Hollywood, CA 90046-5085  
Phone: (213) 460-5235 Dial 711 for CA Voice Relay Service

## **ANNUAL RECERTIFICATION REQUIREMENTS**

All tenants must recertify annually. An Annual Recertification Notice will be mailed to each tenant 120 days prior to their move-in anniversary date informing each tenant that we must begin the process for annual recertification of income and rent re-determination for the property. The letter will include the date/time of your scheduled interview and a list of documents to bring to the interview. The recertification process is similar to the move-in process. Tenants should save bank statements, award letters, paystubs and any other income and/or asset documentation that will assist in the annual recertification process.

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

## **UNIT INSPECTION REQUIREMENT**

Before signing the lease, Lexington Gardens and the potential tenant must jointly inspect the unit. The tenant has five days to report any additional deficiencies to Lexington Gardens to be noted on the move-in inspection form.

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

## **PETS**

Lexington Gardens shall comply with the Pet-Friendly Housing Ordinance Number 2020-0001 ("Pet-Friendly Ordinance") of Chapter 8.70 of the Los Angeles County Code. Pursuant to the Pet-Friendly Ordinance, the Landlord shall allow Resident to have at least one (1) pet in the Unit consistent with applicable Federal and State Laws. The Landlord shall incorporate a Pet Policy to be included in the Lease and summary of house rules and shall maintain and provide a copy such pet policy to Resident.

- a. A "Pet" is a common household domesticated animal (such as a dog, cat, rabbit, or bird), rodent (such as a mouse, hamster, guinea pig, or rat), and animal kept in an





1201-1207 N. Detroit Street, West Hollywood, CA 90046-5085  
Phone: (213) 460-5235 Dial 711 for CA Voice Relay Service

aquarium or appropriate enclosure (such as a fish, frog, or non-venomous reptile less than six feet in length).

A Pet shall be kept in the home for pleasure rather than for commercial purposes and does not include any equine, bird of prey, swine, sheep, goat, cattle, poultry, or other similar livestock.

SERVICE or ASSISTANCE animals are not considered pets and are exempt from a pet deposit. Service or Assistance animals are those animals specifically required to assist individuals with documented disabilities. Please notify Management if you require a Pet, Service or Assistance animal.

### **EQUAL HOUSING OPPORTUNITY**

Lexington Gardens is an equal opportunity housing provider admitting applicants in accordance with local, state and Federal Fair Housing laws.

### **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.  
Lexington Gardens is an equal opportunity housing provider.

