



ON BROADWAY

BSLP-MANAGEMENT@EAHHOUSING.ORG

RESIDENT SELECTION PLAN

On Broadway is a **140-unit** affordable residential community in Sacramento, Ca, that provides housing for extremely low, very low and low-income individuals and families who are homeless or at risk of homelessness, 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 preference, gender identity or any other arbitrary personal characteristics.

Thirty-seven (37) of On Broadway's units are No Place Like Home (NPLH) Permanent Supportive Housing designated units specifically set aside for persons with serious mental illness who are chronically homeless, homeless, or at-risk of being chronically homeless, where the occupants will receive project-based vouchers and will pay 30% of their adjusted income toward rent. **Project-Based Voucher (PBV) units are available by referral only; direct applications are not accepted.**

NON-SMOKING POLICY

Smoking is not permitted in individual units nor any indoor common areas or buildings.

On Broadway does not provide or guarantee a smoke-free environment but shall take reasonable steps to enforce this policy. Residents 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

On Broadway is an Equal Opportunity Housing Facility, admitting applicants in accordance with local, state and federal Fair Housing laws, HOME Program Regulations, Housing Trust Fund of the City of Sacramento Program Regulations, the Mixed Income Housing of the City of Sacramento Program Regulations, the Permanent Local Housing Allocation Funding Requirements, the Affirmative Fair Housing Marketing Plan (AFHMP) and in accordance with applicable program regulations of the State of California Tax Credit Allocation Committee, UMR regulations and the Sacramento Housing and Redevelopment Agency (SHRA).

Management staff operates and administers the property to enable persons with disabilities to have equal access to participate in the program. On Broadway will ensure effective communications with applicants, residents, and the public to ensure that policies regarding how the property is operated do not adversely affect applicants, residents and the public.

In determining whether to deny admission or terminate assistance 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, they will be afforded the right to a reasonable accommodation with the understanding that the availability of supportive services will assist the applicant in meeting the conditions of tenancy. Management's decision concerning termination or denial is subject to consideration of the reasonable accommodation in accordance with 24 CFR Part 8 and as a last resort to disqualification.

When a family member requires an accessible feature(s), policy modification, or other reasonable accommodation to accommodate a disability, On Broadway 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.

To show that a 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 available at any time 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 in order 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).

EAH Housing
Attn: Section 504/Grievance Coordinator
18801 Ventura Blvd., Ste 300
Tarzana, CA 91356

INCOME LIMITS

To qualify for a unit, the household's gross income may not exceed the maximum income limit per household size and may not be lower than the income minimum per household size.

The income limits are designed to be consistent with the requirements of the financing programs and regulatory agreements governing the property, which for On Broadway include the California Tax Credit Allocation Committee, UMR regulations and the Sacramento Housing and Redevelopment Agency (SHRA).

The income maximums and minimums are attached and will be posted in On Broadway Office.

APPLICATION PROCEDURES Applications for general affordable units will be available online or will be distributed when the Waiting List is open. Applications will not be available online or distributed when the Waiting List is closed.

Referrals for the 37 NPLH Assisted units will be provided in accordance with procedures established by the Coordinated Entry System for Sacramento (CES) or the alternate system administered by DHS for parties At-Risk of Chronic Homelessness. Applicants must meet any/all CES and NPLH requirements. Applicants who are eligible for this housing opportunity must go through the eligibility screening process including criminal background check. Though previous landlord verification, credit checks, criminal checks, and sex offender checks will be performed, results will be interpreted in accordance with WIC Section 8255, which includes provisions that history of poor housing, eviction, and/or credit will not be disqualifying. If applicants have negative background information a reasonable accommodation will be requested with

the understanding that the availability of supportive services will assist the applicant in meeting the conditions of tenancy.

Applications will be available online or 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. **Permanent Supportive Housing (PSH) applicants applying for the PSH designated units will receive a fee waiver and will be exempt from paying this fee.**

A holding deposit of \$200 and an application fee(s) (per adult to occupy the apartment) is required at the time an application is accepted. These funds must be in the form of a cashier's check or money order only. 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 your application is denied by management, your holding deposit will be reimbursed. If you rescind your application within three (3) days of the date the holding deposit was paid, your holding deposit will be reimbursed within 14 business days. If you cancel after the initial 3 days for any reason your holding deposit will be forfeited. The application fee is non-refundable. **The security deposit for the PSH designated units is \$200.**

Applications will be available 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. **On Broadway is available to assist any applicant household with completing applications.** An Employment Verification fee will be charged to each adult applicant whose employment income can only be third party verified via The Work Number.

Applicants who fail to pay the Employment Verification Fee for the Work Number service will be denied due to "failure to cooperate with the certification process. **Permanent Supportive Housing (PSH) applicants applying for the PSH designated units will receive a fee waiver and will be exempt from paying this fee.**

All application entries are to be made online, 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.

The 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. 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, asset, and rental history information. This will include but not limited to, bringing three months 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. 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. For NPLH Assisted units, flexibility will be available, including having multiple opportunities or meetings to complete the tenancy application and interview process.

INITIAL LEASE-UP

All applicants that return a completed and signed application will be placed on the initial waiting list. **Applications must be received by the published application due date.** Applications received after the due date will not be accepted unless a valid reasonable accommodation request is received. Each applicant's application must indicate the size of unit/number of bedrooms required. A preliminary calculation of income will be performed to determine the households Area Median Income (AMI) qualification status. Those households not currently meeting the AMI criteria during the preliminary review will maintain their place on the Waiting List.

On Broadway will have **one** waiting list for the **general affordable units**. The Waiting List will include preference codes for units designated for chronically homeless individuals and families. Households will be selected in lottery and preference order for **each designated unit type**. Applicant households at the top of the Waitlist for each designated unit type will be interviewed to determine eligibility. 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 for those units.

Applicants for the NPLH Assisted designated units will be selected separate from the general affordable waiting list. Referrals for the 37 NPLH Assisted units supported through the Coordinated Entry System for Sacramento (CES) or the alternate system administered by DHS for parties At-Risk of Chronic Homelessness. Applicants must meet any/all CES and NPLH requirements. Sacramento Steps Forward and/or the DHS alternate system are responsible for making timely referrals to all NPLH Assisted units. Sacramento Steps Forward is responsible for ensuring the coordinated entry system establishes and documents prioritization of homeless at risk, and chronically

homeless households that meet NPLH eligibility criteria for referral.

Households that do not meet the eligibility requirement of the Resident 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 Resident Selection Plan standards for acceptance as a resident (*see **Grievance/Appeal Process section of this plan***). When filling a vacancy for NPLH Assisted Units, tenants for NPLH Assisted Units will be referred through either: the local Coordinated Entry System and meet priority status pursuant to 24 CFR 578.7(a)(8), HUD CPD Notice 17-01 (Notice Establishing Additional Requirements for a Continuum of Care Centralized or Coordinated Assessment System and HUD CPD Notice 16-11 (Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons in Permanent Supportive Housing) or an alternate system administered by DHS for parties At-Risk of Chronic Homelessness.

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 for those units.

DEFINITION OF "HOMELESS"

Homeless – for this program means adults with a Serious Mental Disorder or Seriously Emotionally Disturbed Children or

Adolescents who meet the criteria below, according to 24 CFR Section 578.3, as that Section read on May 1, 2016, which include, but are not limited to:

A. An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:

An individual or family with a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground, or

An individual or family living in a supervised publicly or privately- operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, State, or local government programs for low-income individuals), or

An individual who is exiting an institution where he or she resided for 90 days or less, and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution.

B. An individual or family who will imminently lose their primary nighttime residence provided that:

The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance,

No subsequent residence has been identified, and

The individual or family lacks the resources or support networks, such as family, friends, faith-based or other social networks, needed to obtain other permanent

housing.

C. Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless, but who:

Are defined as homeless under Section 387 of the Runaway and Homeless Youth Act (42 U.S.C. 5732a), Section 637 of the Head Start Act (42 U.S.C. 9832), Section 41403 of the Violence Against Women Act of 1994 (U.S.C. 14043e-2), Section 330(h) of the Public Health Service Act (42 U.S.C. 254b(h)), Section 3 of the Food and Nutrition Act of 2008 (7 U.S.C. 2012), Section 17(b) of the Child Nutrition Act of 1966 (42 USC 1786 (b)), or Section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a),

Have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60-day period immediately preceding the date of application for homeless assistance,

Have experienced persistent instability as measured by two moves or more during the 60-day period immediately preceding the date of applying for homeless assistance, and

Can be expected to continue in such status for an extended period of time because of chronic disabilities; chronic physical health or mental health conditions; substance addiction; histories of domestic violence or childhood abuse (including neglect); the presence of a child or youth with a disability; or two or more barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment; or

D. Any individual or family who:

Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence,

Has no other residence, and

Lacks the resources or support networks, such as family, friends, and faith-based or other social networks, to obtain other permanent housing.

VERIFICATION OF HOMELESSNESS

Third party verification forms will be provided by Sacramento Steps Forward, DHS or their designee, and/or the Housing Authority, and in accordance with 24 CFR 578.7(a)(8) and HUD CPD Notice 17-01 (Notice Establishing Additional Requirements for a Continuum of Care Centralized or Coordinated Assessment System).

The following are examples of documentation verifying a household's homeless or at-risk of homelessness status:

Persons coming from an **emergency shelter** for homeless persons: Written verification from emergency shelter staff that the applicant has been residing at the emergency shelter for homeless persons. The verification may be the HMIS record of shelter stay, Homelessness Certification form or a signed letter on letterhead from an emergency shelter provider, service provider or clinician.

Persons coming from a **place not meant for human habitation**: Self-certification of homelessness, written verification from the HMIS record of homeless street outreach contacts, Homelessness Certification form or a signed letter on letterhead from a homeless street outreach provider or referral source.

Persons discharged from a **hospital or other institution** (if the client's stay was 90 days or less and was in emergency shelter or place not meant for human habitation prior to admission): Written letter from hospital or other institution AND at least one of the following related to the client's housing status immediately prior to the stay in the institution:

Self-certification of homelessness, written HMIS record of shelter stay or homeless street outreach contacts, Homelessness Certification form or signed letter on letterhead from an emergency shelter provider, homeless street outreach provider, or referral source.

Persons coming from **transitional housing** for homeless persons (if graduating from or timing out of Transitional Housing, and was in emergency shelter or place not meant for human habitation prior to admission) or a hotel/motel paid for by a service provider: Homelessness Certification form or signed letter on letterhead from a transitional housing provider stating residency and homeless living situation prior to admission or verification from HMIS records.

Fleeing **domestic violence**: Self-Declaration of Homelessness form AND brief, written explanation stating individual is fleeing, has no subsequent residence and lacks resources or where the safety of the household is not in jeopardy, written referral on letterhead by a service provider from whom the household has sought Domestic Violence assistance.

Persons **imminently losing primary nighttime residence** (individual or family is being evicted with 14 days from their primary nighttime residence and no subsequent residence has been identified, and the household lacks the resources or support networks needed to obtain other permanent housing), or TAY that have experienced instability more than twice within a 60-day period: At least one of the following must be obtained: 1) Court order resulting from an eviction notice or equivalent, or a formal notice; 2) For individuals in hotels/motels, evidence that the individual or family lacks the financial resources necessary to stay for more than 14 days; 3) Oral statement by the individual or head of household that the owner or renter of the residence will not allow them to stay for more than 14 days and documentation by staff of the statement the client made to staff **and**: a) written verification from the owner or renter of the residence verifying the client's statement or documentation of due diligence by staff in attempting to obtain such statement. A written referral from another agency or system may also be accepted. In addition to one of the following listed above, corroborating Self-Declaration of Homelessness form.

Persons with **persistent housing instability**: Persistent Housing Instability Certification form and signed letter on letterhead from a nonprofit, state, or local government entity that administers another federal statute stating that the individual or household qualifies as homeless under that statute's definition.

Persons temporarily residing in an approved residential care facility after exiting an institution: Written referral from exiting agency or system or exiting agency or system history verification.

An individual or family with serious mental illness or emotional disorder who is at risk of homelessness:

Certification from the County Behavioral Health Services Director.

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 for the general affordable units 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.

NPLH Assisted units will be filled by referral from either the homeless coordinated entry system or the BHS alternate system as required by NPLH. The County-operated Coordinated Entry system is responsible for making timely referrals to all NPLH Assisted units. Sacramento Steps Forward is responsible for ensuring the coordinated entry system establishes and documents prioritization of homeless and chronically homeless households that meet NPLH eligibility criteria for referral, while BHS will assume the same responsibilities for households at-risk of chronic homelessness.

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

1. Address and/or Contact Information
2. Phone Number(s)

3. Unit Type/Size
4. Household Composition
5. Preference/Accessibility requirements
6. 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.

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. 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 residents who have been approved for transfer. Unit transfers are permitted for current residents who need:

- a. A unit transfer because of family size;
- b. A new unit because of changes in family composition;
- c. A unit transfer for a medical reason certified by a third party professional;

- d. A unit transfer based on the need for an accessible unit; or
- e. As a reasonable accommodation for a disability, including mental health conditions.

Assignments of apartments will alternate between residents on the unit transfer list and applicants from the waiting list. With the 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 the disabled 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
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
2. Live-in attendants
3. Foster children
4. Unborn children
5. Children in the process of adoption.

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. 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

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.

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 On Broadway, 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 On Broadway 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, On Broadway 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

The Project will use a low barrier tenant selection process that houses those with the highest needs for available NPLH Assisted units. To the extent that housing choice vouchers are available and dedicated to the NPLH Assisted units, the target population will meet respective voucher eligibility criteria as well.

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 (see Occupancy Standards section).
3. Household cannot pay the full security deposit at move-in. Leasing staff will coordinate with case management staff to connect applicants with deposit assistance programs. Applicant will be given two weeks from the date an offer is made to obtain security deposit

assistance. Deposit amount is stated in leasing application packet.

4. Household refuses to accept the third offer of an apartment after communicated 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. As managing agents for this Low Income Housing Tax Credit Project, Federal Regulations require we verify the program eligibility of all members of families applying for admission and verify this information periodically for residents. To comply with this requirement, your cooperation is needed in supplying the information requested. This information will be held in strict confidence for use in determining eligibility status and income for this family.
6. ALL adult household members fail to attend eligibility interview however flexibility will be available during the process, including having multiple opportunities or meetings.
7. 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) although applicants will have the opportunity to demonstrate that past behavior causing those issues was related to a disability and may request reasonable accommodations. The availability of supportive services that can assist the applicant in meeting the conditions of tenancy may also be considered in evaluating such information.

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. Residents may not be absent from the unit for more than 60 consecutive days, or for longer than 180 continuous days for medical reasons.**
12. Family members, age 6+ failed to provide proof of a social security number or refused to certify that they have never been assigned a number.
13. Applicant is unable to provide identification that verified their identity.
14. Applicant submits an incomplete application and takes no steps to remedy.
15. Applicant provides false, inconsistent or inaccurate information on their application.

16. Applicant has three failures to attend an agreed-upon time for an application appointment or interview without notifying EAH in advance.
17. Applicant was abusive with management during the application process.
18. 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.
19. Any altered information and/or deliberate misinformation regarding income; current status or past history will disqualify an applicant.

LANDLORD REFERENCE

20. 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. Evictions for cause, other than non-payment of rent, may be considered for denial if the reason for eviction demonstrates that the applicant may pose a risk to the health and safety of the community, residents, and or property. If housing references are not available, applicants will be asked to provide as much information as possible regarding where they have been living for the past two years.**

CRIMINAL

21. Please see attached criminal background criteria. Felony convictions do not result in automatic denial of application; consideration will be given to the nature, date, and circumstances of conviction.
22. Serious felony offenses within the lookback period of two years MAY be grounds for rejection if such offenses involve physical violence to persons or property, domestic violence, sexual abuse, the manufacture or sale of narcotics, possession of an illegal weapon, breaking and entering, burglary, or arson.
23. 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.

CREDIT

24. All applicants must submit to a credit check. Applicants for the NPLH Assisted designated units are exempt from the credit criteria. Applicants for the non-designated PSH units must meet the attached criteria. Applicants for the non-designated PSH units without a credit history will pay an additional \$200 security deposit.

GRIEVANCE/APEAL 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 to appeal the decision. This notice must indicate that the applicant has 21 days to dispute the decision. For NPLH Assisted unit residents, Management will receive and respond to contacts from the County or their designated service provider when requested by these residents. Appeal and grievance procedures will be adjusted as needed to meet the needs and communication preferences of NPLH Assisted not be requested to obtain such adjustments, adjustments will be understood to be similar to formally requested accommodations.

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 On Broadway and the Waiting List for general affordable units 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 for one or more unit sizes 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 On Broadway 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 On Broadway 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.

EMPLOYMENT VERIFICATION – THE WORK NUMBER

At **initial move-in** into a tax credit unit, CTCAC policy **requires** that all resident 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. CTCAC allows owners of the community to **pass on the cost of the verification to the applicant**. This will ensure there is a VOE **and** pay-stubs for all wage earners at initial move-in, in the resident files as requested by CTCAC.

Applicants with wage earnings that can only be verified via The Work Number **will be charged** the cost to obtain the Verification of Employment (VOE).

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. If a resident cannot provide 3 months of consecutive pay-stubs, verification via The Work Number will be required and the cost for the VOE at annual recertification will be passed on the resident.

Residents with earnings that can **only** be verified via The Work Number because 3 months of recent consecutive pay-stubs could not be provided by the resident will be charged the cost to obtain the Verification of Employment (VOE).

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 for general affordable units. When the Waiting List opens, the Resident Selection Plan will be distributed with applications and are available by request from management.

ANNUAL RECERTIFICATION REQUIREMENTS

All residents must recertify annually. An Annual Recertification Notice will be mailed to each resident 120 days prior to their move-in anniversary date informing each resident 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. Residents should save bank statements, award letters, paystubs and any other income and/or asset documentation that will assist in the annual recertification process. For NPLH Assisted Unit residents, when a Release of

Information is in place, the service provider for each NPLH Assisted Unit tenant will be included in the annual Resident re-certification procedures. As needed, NPLH Assisted Unit tenants will be assisted, including through multiple communications with the service provider and tenant, to participate fully in the re-certification process.

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

UNIT INSPECTION REQUIREMENT

Before signing the lease, On Broadway and the resident must jointly inspect the unit. Residents of NPLH Assisted units may request the inspection be conducted with the assistance of a personal services coordinator or case manager. The resident has five days to report any additional deficiencies to On Broadway to be noted on the move-in inspection form.

Annual unit inspections are performed by On Broadway. Agencies providing funding have the right to inspect the unit 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 unit 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, On Broadway management may conduct the inspection alone.

PETS

On Broadway complies with the Pet Friendly Housing Act of 2017 (HSC Section 50466). Residents are authorized to own or otherwise maintain one or more common household pets as required by HSC Section 50466. Pursuant to the statute, “common household pet” means a domesticated animal, such as a dog or cat, commonly kept in the home for pleasure rather than for commercial purposes. Please notify Management if you wish to have a pet in your rental unit.

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

On Broadway 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.

Anise Turina is an equal opportunity housing provider.