



## **EAH HOUSING** Resident Selection Plan / Kai Olino

### **Kai Olino**

61 Okupu St., Ele'ele, Hawai'i 96705

**phone:** (808) 642-5760 / TDD (877) 447-5991

**email:** KOP-Management@EAHHousing.org

**web:** EAHHousing.org/Kai-Olino

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## 01 Resident Selection Plan

Kai Olino is a 48-unit apartment, multi-family community in Ele'ele, Hawaii, which provides housing for extremely low, very low- and low-income households, without regard to race, color, sex, creed, religion, national origin, physical or mental disability status, familial status, age, ancestry, marital status, source of income, sexual orientation or HIV status.

Kai Olino will make reasonable accommodations to individuals whose disability so requires. Reasonable Accommodation Request forms are available upon request from management. Kai Olino is an Equal Housing Opportunity Housing Facility, admitting people in accordance with Local, State, and Federal Housing laws, the Housing Policies for County of Kauai Project-Based Voucher program (PBV), Low Income Housing Tax Credit Program (LIHTC), and the County of Kaua'i Housing Community Development Fund (HCD).

## 02 Project-Based Voucher (PBV) Units

Kai Olino has a Project-Based Voucher contract for twelve (12) PBV units. The Kaua'i County Housing Agency refers all applicants for these apartments. Each referral must be deemed eligible by the Kaua'i County Housing Agency and must meet the criteria of the Resident Selection Plan.

Kai Olino will maintain a waitlist to fill PBV vacancies for applicants referred and deemed eligible by the Kaua'i County Housing Agency.

Should the County of Kaua'i Housing Agency not have a referral list available, referrals will be made from Kai Olino to the Kaua'i County Housing Agency. All referrals from Kai Olino Apartments **must also be submitted** to the Kaua'i County Housing Agency and deemed eligible for the program.

## 03 Set-Aside Units

Kai Olino Affordable Housing Development is required to set aside four (4) units for individuals experiencing homelessness, formerly homeless, or residents at risk of homelessness. These set-aside units will be filled through the Kaua'i County Coordinated Entry System.





## 04 Non-Smoking Policy

Kai Olino is designated as a Non-Smoking property. Smoking is prohibited in all areas of the property, including the interior of apartments and all indoor and outdoor common areas.

It is the residents' responsibility to inform their guests of the Non-Smoking Policy. Any violation of the Non-Smoking Policy will be deemed a material breach of the Rental Agreement and grounds for immediate termination of the Lease/Rental Agreement.

Kai Olino's adoption of a Non-Smoking Policy does not make the owner the guarantor of the residents' health or that the property will be free of smoke, but management shall take reasonable steps to enforce this policy.

## 05 Income Limits

To qualify for an apartment, 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 maximums and minimums are attached and are posted in the Kai Olino Management Office.

\*The apartment may be rented if proof is obtained indicating satisfactory and timely rental payment history for the past twelve (12) months in the amount equal to or greater than the rent charged for that apartment size.

## 06 Application Fees

**An application fee of \$24 per adult household member will apply.** Application fees will not be collected until an applicant is being considered for placement. This fee helps cover our costs for conducting credit and criminal background inquiries.

An application fee(s) (per adult to occupy the apartment) is required at the time an application is processed to determine eligibility. A \$200 holding deposit will be collected upon the offer of the apartment. A cashier's check or money order must be used to pay these funds. The holding deposit will be applied to your Security Deposit and/or the first month's rent if your application is approved, and you move in on your





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scheduled move-in day. If you rescind your application within three (3) days of the date the holding deposit was paid, your holding deposit will be reimbursed within 21 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.

\*Housing Choice/Section 8 voucher holders will be exempt from the application fee.

### 07 Application Procedures

Applications will **only** be distributed when the waitlist is open. Applications will **not** be distributed when the waitlist is closed.

#### **Only digital applications will be accepted:**

Complete your application at [EAHHousing.org/Kai-Olino](http://EAHHousing.org/Kai-Olino).

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

### 08 Lottery

A lottery will determine the screening order of initial unit placements. Preferences will be used continuously in the selection of applicants. The online application must be completed and signed by the head of household and all household members age 18 or older before being placed on the appropriate waitlist. If an application is not fully answered, the date it is completed will be the date the application is considered accepted for rental purposes.

When a completed application is received, it will be logged by date and time of receipt and placed on the appropriate waitlist. When a vacancy at the property exists or is expected within the next one hundred and twenty (120) days, the verification-selection process will begin immediately for the next applicant on the appropriate waitlist, regarding income, assets, and the eligible program for certification.

### 09 Lottery Selection for First 250 Applications

To ensure a fair and transparent selection process, the first 250 applications received will be placed into a lottery. The steps for this process are as follows:





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1. **Application Receipt:** The first 250 applications submitted will be timestamped and recorded in the order they are received.
2. **Lottery Entry:** These 250 applications will be entered into a random drawing.
3. **Random Drawing:** A random drawing will be conducted to determine the placement order of the applicants.
4. **Placement Order:** Applicants will be assigned a placement order based on the results of the random drawing and preference points.
5. **Notification:** All 250 applicants will be notified of their placement order and the next steps in the selection process.

### 10 Additional Applications Received

Applications received after the first 250 will not be entered into a lottery. The steps for this process are as follows:

1. **Application Receipt:** The two hundred and fifty-first (251) and subsequent applications submitted will be timestamped and recorded in the order they are received.
2. **Placement Order:** Applicants will be assigned a placement order based on the recorded timestamp and preference points.
3. **Notification:** All applicants will be notified of their initial placement order and the next steps in the selection process

### 11 Preferences

Preferences will be used continuously in the selection of applicants. However, the Property's policy is that a preference does not guarantee admission. Every applicant must still meet the Property's Resident Selection Plan standards for acceptance as a resident.

For apartments accessible to or adaptable for persons with mobility, visual, or hearing impairments, households containing at least one person with such an impairment will have priority.

In addition to assigning and ranking a randomly assigned applicant number for the lottery, residents shall be selected in accordance with owner-adopted preferences.





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Applicants who are employed as teachers in local schools or considered local essential workers (e.g., healthcare workers, emergency responders, public transportation workers) will receive preference.

Each preference is assigned points so that the software can accurately determine families' placement on the Waitlist. The applicant's points will determine the preference and priority status, as well as their position on the Waitlist. Every applicant must meet the Property's Resident Selection Plan standards for acceptance as a resident.

Prospective applicants may claim a preference for the pre-application. Proof of preference is not required when the pre-application is submitted in the initial application period.

If a preference is claimed and you are contacted to continue processing your application, you must submit proof of preference when we contact you to interview. If you are unable to provide the necessary preference documentation, your application will be determined as non-preference.

### 12 Preference Points

All applicants who apply will receive one point. Applicants who are **either** a local teacher **or** a local essential worker will receive an additional point. The first 250 applicants will be ranked on the waitlist in preference order, then lottery order. The remaining applicants will be ranked on the waitlist in preference order, then by date and time stamp at which the application was received. Management will calculate each applicant's total score based on the points awarded.

1. The top 250 applicants will be entered into the lottery.
2. Allocate points based on the preference criteria (teacher and essential workers).
3. Lottery order by preference points (highest "2" per household to lowest "1").
4. Remaining applicants by date and time of application.

### 13 Verification of Preference Points

To verify that a prospective housing applicant is employed as a teacher in a local school or a local essential worker, management will request the following documentation during the interview:





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1. **Employment Verification Letter:** A letter from the applicant's employer confirming their job title, employment status, and duration of employment.
2. **Pay Stubs:** Recent pay stubs to verify ongoing employment and income.
3. **Professional License or Certification:** If applicable, a copy of the applicant's professional license or certification (e.g., teaching credential).
4. **Identification:** Government-issued ID to verify the applicant's identity and match it with other provided documents.

## 14 Apartment Transfer Policy

An Apartment Transfer List is maintained for residents who have been approved for transfer due to a disability or a change in household status. Transfers for accessibility or medical reasons will have priority over those for changes in household composition. Residents on the Apartment Transfer List will have priority over the applicants on the waitlist.

To transfer to another building on the property, the family must meet the LIHTC program's initial eligibility requirements; otherwise, the transfer will not be allowed.

## 15 Occupancy Guidelines

Occupancy guidelines are the criteria used to match a household with the most appropriate apartment size and type. The following occupancy guidelines will be followed to avoid over-utilization of the apartments:

Bedroom Size	Household Cap
2	5
3	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





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**Note:** Live-in attendants are subject to the criminal and landlord provisions of this plan, except for the criteria that determine the ability to pay rent.

The fee for conducting a criminal background check is currently \$21 per live-in attendant.

### 16 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 to include additional federal housing programs, including the Low-Income Housing Tax Credit (LIHTC). VAWA offers the following protections:

1. An applicant or program participant's status as a victim of domestic violence, dating violence, sexual assault, or stalking does not serve as a reason to deny admission if the individual otherwise qualifies.
2. This must support or assist victims of domestic violence, dating violence, sexual assault, and stalking. It must protect victims and their family members from being denied housing or 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 considered 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" to remove an offending household member from the home. Whether or not the individual is a signatory to the lease and lawful tenant, if they commit a criminal act of physical violence against family members or others, they can be evicted, removed, or have their occupancy rights terminated. This action is taken while allowing the victim, who is a tenant or lawful occupant, to remain.





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6. The provisions protecting victims of domestic violence, dating violence, sexual assault, and stalking committed by a household member may not be interpreted to prevent Kai Olino, when notified, from enforcing various court orders issued either to protect the victim or to handle the division of property if a family disbands.
7. The authority to evict or terminate assistance is not limited to cases in which a victim commits an unrelated criminal activity. Furthermore, if Kai Olino can demonstrate an actual and imminent threat to other tenants or to those employed at or providing services to the property, and an unlawful tenant's residency is not terminated, then evicting a victim remains an option, regardless of VAWA. Ultimately, Kai Olino will not impose more burdensome standards on victims than on other tenants.

The VAWA protections shall not override any federal, state, or local law that offers greater protection for victims of domestic violence, dating violence, sexual assault, and stalking. Laws providing greater protection are applied in cases 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 denied or at the time of move-in.

### **17 Grounds for Rejection**

1. Total family income exceeds the applicable income limits published by HUD or does not meet the minimum income limits.
2. The household cannot pay the full security deposit at move-in.
3. The household refuses the second apartment offer.
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 who fail to attend the eligibility interview.
6. Blatant disrespect or disruptive behavior toward management, the property, or other residents exhibited by an applicant or family member any time before move-in (or a demonstrable history of such behavior).





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7. The household consists entirely of full-time students and does not qualify for the exception under Section 42 of the IRC.
8. Applicant failed to provide adequate verification of income, or we are unable to verify income and/or income sources adequately.
9. Providing or submitting false or untrue information on your application, or failure to cooperate in any way with the verification process.
10. The apartment assignment will NOT be the family's sole place of residence.

**Note:** Qualification for an apartment includes occupying it continuously as a primary residence. Residents may not be absent from the apartment for more than 60 consecutive days, or for longer than 180 continuous days for medical reasons.

### 18 Landlord Reference

1. Evictions reported in the last 5 years.
2. Inappropriate household size for the apartment available (see Occupancy Standards).

### 19 Background Check

- All applicants will be screened for criminal history.
- Felony convictions within the past seven (7) years or patterns of two or more misdemeanor convictions within the past seven (7) years involving sexual misconduct (as defined by state law), drug-related crimes, theft by check, or a physical crime against a person or their property may allow for approval of the application with special conditions or result in denial based on the crime and the date of the charges.
- For applicants referred through the **Kaua'i Continuum** of Care and Women in Need, felony convictions within the past three years involving violent physical crimes against another person are grounds for denial. Applicants subject to a lifetime registration requirement under a State sex offender registration program will not qualify.





## 20 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 written notice indicating their right to appeal the decision. This notice must inform the applicant that they have 14 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. Apartments will not be held for those applicants in the appeal process.

## 21 Administration of the Waitlist

The property must maintain a waitlist of all applicants who submit a completed application. Applicants must be placed on the waitlist and selected from it, even when vacancies exist, and applications are processed upon receipt. This procedure is necessary to ensure the complete and accurate processing of all documentation for all applicants.

The property has one waitlist, established and maintained in chronological order by the date and time of receipt of the Preliminary Application. The waitlist contains the following information for each applicant:

1. Applicant Name
2. Address and/or Contact Information
3. Phone Number(s)
4. Apartment Type/Size
5. Household Composition
6. Preference/Accessibility requirements
7. Income level
8. Date/ Time of Application

Applicants must report any changes in writing to the relevant information immediately.





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Applicants will have the opportunity to decline the first apartment offered and retain their place on the waitlist. Should the applicant decline the next available apartment, they will be removed from the waitlist.

### **22 Purging the Waitlist**

The waitlist will be purged annually. Each applicant will receive a letter from the property requesting updated information and asking about their continued interest. This letter must be returned within the specified time, or their application will be removed from the waitlist. It is the applicant's responsibility to maintain a current address with the office to receive waitlist correspondence. Any correspondence returned undeliverable will result in the application being removed from the waitlist.

### **23 Opening & Closing of the Waitlist**

Kai Olino will regularly monitor vacancies and the waitlist to ensure there are enough applicants to fill them. Once the waitlist exceeds 12 months, it will be closed. The waitlist may be closed for one or more apartment sizes when the average wait exceeds 12 months. When the waitlist is closed, Kai Olino will advise potential applicants that it is closed and refuse to accept additional applications. Kai Olino will publish a notice stating that the waitlist is closed in a publication likely to be read by potential applicants. The notice will state the reasons for Kai Olino's refusal to accept additional applications.

When Kai Olino agrees to accept applications again, the notice of this action will be announced in a publication likely to be read by potential applicants in the same manner as the notification that the waitlist was closed.

Advertisements will include where and when to apply and will conform to the advertising and outreach activities described in the Kai Olino Marketing Plan.

### **24 Availability of Resident Selection Plan**

The Resident Selection Plan (RSP) is available at the management office. Any updates to the RSP will be sent by U.S. mail to everyone on the active waitlist.





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When the waitlist opens, the RSP will be given out with applications and can be requested from management.

### **25 Annual/Interim Recertification Requirements**

All residents must be re-certified annually.

Residents are also required to report all interim changes to management that occur between annually scheduled recertifications.

### **26 Apartment Inspection Requirement**

Before signing the lease, the Kai Olino staff and the resident must jointly inspect the apartment. The resident has 5 days to report any additional deficiencies to Kai Olino for inclusion on the move-in inspection form.

Kai Olino conducts annual apartment inspections. Funding agencies have the right to inspect the apartment to verify that the property is well-maintained and that residents have access to decent, safe, and sanitary housing. Residents will receive prior written notification for all apartment inspections.

When a resident moves out, a final inspection will be carried out. Residents are encouraged to attend the move-out inspection. However, if the resident does not wish to participate, Kai Olino management may conduct its own inspection.

### **27 Pets**

Pets of any kind are not allowed on the property. Service or assistive animals are not considered pets and do not need to follow the Pet Policy. These animals are specifically needed to help individuals with documented disabilities. Please notify management if you need a service or an assistive animal.

### **28 Equal Housing Opportunity**

Kai Olino does not discriminate based on disability status in admission, access to, treatment, or employment within its federally assisted programs and activities.

Kai Olino is an equal opportunity housing provider.  
**EAH Housing** / A Non-Profit Housing Corporation



# Kai Olino



**EAH HOUSING**

## Rent & Income Requirements

Unit Type Area Medium Income (AMI)	Minimum Monthly Income	Maximum Income Limit	Occupancy	Rent	Security Deposit
2-Bedroom / PBV Section 8 30% AMI	N/A	\$31,920	2	\$740	\$500
		\$35,910	3		
		\$39,870	4		
		\$43,080	5		
3-Bedroom / PBV Section 8 30% AMI	N/A	\$35,910	3	\$837	\$500
		\$39,870	4		
		\$43,080	5		
		\$46,620	6		
		\$49,440	7		
2-Bedroom / PBV Section 8 40% AMI	N/A	\$42,560	2	\$1,040	\$500
		\$47,880	3		
		\$53,160	4		
		\$57,440	5		
3-Bedroom / PBV Section 8 40% AMI	N/A	\$47,880	3	\$1,183	\$500
		\$53,160	4		
		\$57,440	5		
		\$61,680	6		
		\$65,920	7		
2-Bedroom 60% AMI	\$49,140	\$63,840	2	\$1,638	\$500
		\$71,820	3		
		\$79,740	4		
		\$86,160	5		
3-Bedroom 60% AMI	\$55,320	\$71,820	3	\$1,874	\$500
		\$79,740	4		
		\$86,160	5		
		\$92,520	6		
		\$98,840	7		

Rent and Deposits are subject to change.



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