



PARKVIEW GLENDALE
426 Parkview Ave & 507 Naranja Drive, Glendale, CA 91206
PHONE (818) 465-9427 TDD 711
PVG-MANAGEMENT@EAHHOUSING.ORG

RESIDENT SELECTION PLAN

Parkview Glendale, a 68-unit housing community in Glendale, CA, provides housing for seniors aged 62 and over, 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 any other arbitrary personal characteristics. Parkview Glendale will accept applicants regardless of sobriety or use of substances, completion of treatment, or participation in services.

This community is an Equal Opportunity Housing Facility, admitting people in accordance with the Local, State and Fair Housing laws, and in accordance with the California Tax Credit Allocation Committee (CTCAC), the City of Glendale HOME American Rescue Plan (ARP), as well as Glendale Housing Authority.

The community consists of 68 apartment homes comprised of 20 studios, 47 one-bedrooms, and 1 two-bedroom manager's unit.

Below is a summary of the target population as well as the income and rent levels per bedroom size:

Unit Count	Size	Set Aside	Comments
6	Stu	30%	HOME / ARP
10	Stu	30%	TCAC / City
4	Stu	50%	TCAC / City
5	1Bd	30%	HOME / ARP
13	1Bd	50%	TCAC / City
16	1Bd	50%	TCAC only
13	1Bd	60%	TCAC only
1	2Bd	100%	Staff unit
68	Total		

General Affordable Units

Fifty-six (56) units are general affordable units for seniors with income levels ranging from 30%-60% of the local Area Median Income (AMI). Only applications submitted online are accepted for placement on the waiting list. As a reasonable accommodation, applications may be requested and submitted by mail or picked-up and returned to the management office.

A lottery, if required by the financing program, will be held to determine the order in which applications will be reviewed to determine eligibility for the general affordable units. The lottery will only determine the order in which the application will be reviewed. The applicant must still meet all the eligibility requirements for obtaining tenancy.



Persons who require accessible units will receive priority for available units with accessible features. It is Parkview Glendale's policy to provide reasonable accommodation to people with disabilities so that they may fully access and utilize the housing programs and related services.

HOME-ARP Units

Eleven (11) HOME-ARP units are designated with a preference for seniors facing homelessness, at risk of homelessness and other senior populations at greatest risk of housing instability. The following are specified "qualifying populations:"

1. Homeless, as defined in section 103(a) of the McKinney-Vento Homeless Assistance Act, as amended (42 U.S.C. 22304(s)) ("McKinney-Vento");
2. At risk of homelessness, as defined in section 401 of McKinney-Vento;
3. Fleeing, or attempting to flee domestic violence, dating violence, sexual assault, stalking, or human trafficking.
4. Part of other populations where providing supportive services or assistance would prevent a family's homelessness or would serve those with the greatest risk of housing instability. This population includes one or more of the following:

- families requiring services or housing assistance to prevent homelessness
- households at greatest risk of housing instability, including
 - (a) those with an annual income less than or equal to 30% of the Area Median Income (AMI), and
 - (b) households with an annual income less than or equal to 50% of AMI AND meet the McKinney-Vento definition of At Risk of Homelessness.

5. Veterans and families that include a veteran family member that meet the criteria or in one of (1)-(4) above.

NON-SMOKING POLICY

Smoking is prohibited on the entire property, including individual units, indoor areas, common areas and within twenty feet of the building.

Parkview Glendale 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

Individuals with a disability have the right to ask for and receive reasonable accommodation and to request auxiliary



aids. 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. Parkview Glendale will ensure effective communication 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 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, Parkview Glendale 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 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 present at all times 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).

LOS ANGELES COUNTY 250 E OLIVE AVE, SUITE 420
BURBANK, CALIFORNIA 91502
RICHARD.KENNEMER@EAHHOUSING.ORG
(213) 468-8261 TDD (800) 735-2929

You may contact the TTY line for those with a hearing impairment by calling the California Relay Service at 711.

In addition, for those HOME-ARP applicants, you may request that a Case Manager (CM) be assigned to you to help you with the application process. Services offered by the CM 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.

Eligibility for Parkview Glendale is based on age, income, student, homelessness, and mental illness status. Ineligible applicants may not be admitted Parkview Glendale.

All applicant households must meet the following eligibility requirements:

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.

The income limits are designed to be consistent with the requirements of the financing programs and regulatory agreements governing the property, which for Parkview Glendale include the California Tax Credit Allocation Committee, the City of Parkview and the Parkview Housing Authority.

All applicants must meet certain underwriting guidelines. This project is subject to the requirements of several funding sources. The information below reflects 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.

The income maximums are attached and will be posted in Parkview Glendale Office.

PRIVACY POLICY

It is the policy of Parkview Glendale 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 Parkview Glendale 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.

ELIGIBILITY



GENERAL OVERVIEW OF INITIAL WAITING LIST OPENING ANNOUNCEMENT

Parkview Glendale 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 language that applicants will be selected in chronological order and preference order for accessible units.

Prospective tenants may call the management office at (818) 465-9427 to inquire about the application process for housing at Parkview Glendale.

Parkview Glendale 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, 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:

"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 listed on the Affirmative Marketing Plan and to potential applicants via EAH Housing website, AffordableHousing.com, and the Housing Resource Listing website.

Submissions of applications for the placement on the waiting list for the sixty-seven (67) affordable units will be accepted online, in person, and by mail.

Applications for the placement on the waiting list for the 67 affordable units will be made available for applicants to obtain in an accessible format via U.S. Mail or other delivery carrier and online. Reasonable accommodations will be made for individuals with disabilities throughout this process, including for methods stated for obtaining and submitting applications.

APPLICATION PROCEDURES

Parkview Glendale management staff is available to assist with the completion of hardcopy and online applications. Applications will not be available when the waiting list is closed.

All applicants that submit a completed and signed application online via Rent Café online portal, or by mail will be placed on the initial waiting list for lottery drawing. 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.

Parkview Glendale will maintain one waiting list. The waiting list will include all applicants, including those who have requested an accessible unit and for those applicants that need accessible features. Management will include a position number for each applicant on the waiting list. Applicants who require an accessible unit will be offered a non-accessible unit when accessible units are not available with the option to request reasonable accommodations, which can include physical changes to the unit, while remaining eligible on the unit transfer list.

The unit transfer list for existing tenants includes any tenant who has requested an accessible unit. The unit transfer list will identify the type of accessible unit requested (mobility, hearing/vision, or both).

Applicant households at the top of the waiting list for each designated unit type will be interviewed to determine eligibility. Parkview Glendale management staff will complete the eligibility verification (i.e., verify income, conduct background check, etc.) Copies of current picture ID and social security card may be uploaded online or provided during the interview.

Parkview Glendale management staff will inform the applicant in writing of denial or approval. Applicants will be offered only one apartment. If an applicant cannot accept an apartment during the initial lease-up of the building, the applicant will remain on the waiting list. Applicants who do not accept the third offer of a unit will be removed from the waiting list.

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.

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. The waiting list is maintained in Parkview Glendale property management software. Applicants must be placed on the waiting List and selected from the waiting 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.

Parkview Glendale has one waiting List 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 or by mail will be added to the existing waiting list in the order they are received.

To ensure that applicants are appropriately and fairly selected for the next available unit, Parkview Glendale will main the waiting lists with appropriate information taken from the application for tenancy. The waiting list contains the following information for each applicant:

1. Date and time the applicant submitted an application for tenancy.
2. Name of head of household.
3. Annual income level (i.e., extremely low income, very low income, low income).
4. Identification of the need for an accessible unit including the need for accessible features.
5. Preference status; and
6. Unit Size.

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.

UPDATING THE WAITING LIST

Keeping the waiting list as up to date as possible will help reduce errors and minimize the administrative resources expended on processing information regarding applicants who are ineligible or no longer interested in residing in the property. The waiting list will be updated 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.

EXCLUDING DATA FROM THE WAITING LIST

While additional information, such as race/ethnicity and gender are collected on applications and retained in property files, this data is excluded from the waiting list as it is not directly relevant to tenant selection.

APPLICANT PRESENCE ON MULTIPLE WAITING LIST

An applicant may be on multiple waiting list (or waiting for more than one unit size). Based on the lottery selection dates and qualification for preferences, placement on these multiple lists may vary.

VERIFICATION



Applicant interviews will be completed through the property management online portal or held in person to obtain signed verification forms for all income and asset information. During the interview process, applicants will complete a Tenant Income Certification Questionnaire listing income and asset sources and amounts. All adult household members may be asked to sign forms that will be sent out to a 3rd party to verify information provided on the application (e.g., income and asset information) prior to any offer to rent a unit.

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.

All income and assets will be verified via third-party confirmation, i.e., verification form completed by employer, verification form completed by a financial institution, etc. In addition to the third-party verification, applicants must submit certain second-party verification documentation, such as three (3) months consecutive paystubs, current bank statements, etc.

Applicants will receive an approval and offer letter if the applicant meets the eligibility criteria detailed in the Tenant Selection Plan. The approval and offer letter will include a scheduled appointment date and time to sign the completed Tenant Income Certification (TIC) and sign a rental lease agreement. Move-in costs will be included in the approval/offer letter.

This will include but not limited to, bringing three months most current consecutive payroll stubs, six months with the 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 paystubs**. 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 paystubs 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).

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 Waiting list.

Each applicant must complete an application and be willing to submit a credit history, rental history, and criminal background inquiry, as well as income and asset verifications. A copy of the applicant's credit report will be sent to applicants who request a copy of the report.

The application must be completed and signed by the head of household and all household members 18 years of age. If an application is not completely answered, the date of it being received once fully completed will be the date that the application is considered accepted for rental purposes.

PREFERENCES

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

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

ACCESSIBLE UNITS

All units are adaptable, as defined by the California Building Code. Thirty-five units are designed with specific features for people with mobility impairments, seven are equipped for people with hearing impairments and sight related impairments.

Sixty percent are ADA ready and meet all Federal, State, and local ADA requirements. Eight percent are for sight/hearing impaired residents and meet all applicable requirements. The remaining units are ADA adaptable, meaning that they are fully equipped and ready to make any necessary accommodation.

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.



The accessible units are prioritized for people with disabilities who have a disability-related need for the accessibility features of the accessible unit. At initial lease-up, all accessible units must be leased to qualified households who requires the design feature of the units.

Parkview Glendale will follow the requirements of Section 504 and its implementing regulations at 24 C.F.R. Park 8, as well as the City's Fair Housing Policy related to disability to assure that information regarding the availability of accessible units reaches eligible individuals with disabilities. Parkview Glendale will take reasonable, nondiscriminatory steps to maximize the utilization of such units by eligible individuals who require the accessibility features of the particular unit.

After lease-up, Parkview Glendale will take the following steps when an accessible unit becomes vacant:

First, offer the accessible unit to a current occupant of Parkview Glendale who needs the features of an accessible unit.

Second, offer the accessible unit to an eligible, qualified applicant on the waiting list for accessible housing units who needs the features of an accessible unit.

If there are no eligible current residents or applicants in need of accessible features, then Parkview Glendale management staff will conduct targeted outreach and marketing to advertise the unit to qualified individuals who need the accessible features.

In the event more than one household has requested an accessible unit, Parkview Glendale management staff will offer the accessible unit to households in order on the appropriate waiting list within each category.

If, after using the process identified above, there are no households who need the features of that accessible unit, then management staff will offer the accessible unit to the next household on the waiting list. Should the household choose not to occupy the accessible unit, they will remain at the same position on the waiting list. If the household chooses to occupy the accessible unit, the resident must sign a lease addendum. The lease addendum requires the household to move to the next available, comparable, unit, when given appropriate notice by Parkview Glendale management staff that there is an eligible applicant or existing resident with a disability who requires the accessibility features of that accessible unit.

For individuals who are required to vacate an accessible unit because it is needed by an individual with a disability, Parkview Glendale will pay the costs of the transfer to a comparable unit, including new utility deposit(s), if required, and reasonable moving expenses.

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.

UNIT TRANSFER POLICY



A Unit Transfer List is maintained for those residents who have been approved for transfer on the basis of a medical reason certified by a third-party professional. Residents on the Unit Transfer List will have priority over the applicants on the waiting list. The following transfer guidelines will be followed when filling vacant Accessible Units:

Unit Transfer List for existing tenants that includes:

- i. Any tenant in the building, who has requested an accessible unit; and

The unit transfer list identifies the type of request (mobility, hearing/vision, or both).

- Accessible Mobility Unit
- Accessible Hearing/Vision Unit, or requested an
- Accessible Unit with both Mobility and Hearing/Vision features.

OCCUPANCY STANDARDS

Occupancy standards are the criteria established for matching a household with the most appropriate size and type of apartment. The occupancy guidelines listed below will be followed to avoid under or over utilization of the units:

Bedroom	Household Minimum	Household Maximum
0	1	2
1	1	3

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 and 4. Unborn children and children in the process of adoption.

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.**

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 Parkview Glendale, 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 Parkview Glendale 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, Parkview Glendale will not subject victims to more demanding standards than other residents.

The VAWA protections shall not supersede any provision of any federal, state, or local law that provides greater protection for victims of domestic violence, dating violence, sexual assault, and stalking. The laws offering greater protection are applied in instances of domestic violence, dating violence, sexual assault, and stalking.

The Notice of Occupancy Rights and Certification form will be provided to applicants when assistance is being denied or at the time of move-in.

GROUND FOR DENIAL

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. Household does not meet the age restriction of 62 years of age or older.
3. 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; one-bedroom units 1-4 persons; two-bedroom units 3-6 persons; three-bedroom units 5-8 persons.



4. 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. Applicants will be given two weeks from the date an offer is made to obtain security deposit assistance.
 - a. Security deposit for the general affordable units is equal to one month's rent.
 - b. Security deposit for the HOME designated units is \$500. Residents have the option to pay in installments. The initial deposit of \$50 is required. The resident must pay the remaining deposit in increments of \$50 per month within the first year of tenancy until the total deposit is paid.
5. Household refuses to accept the third offer of an apartment after communicating to the applicant and their listed Alternate Contacts.
6. Household fails to respond to interview letters or otherwise fails to cooperate with the certification process. Failure to sign consent forms.
7. ALL adult household members fail to attend eligibility interviews.
8. Blatant disrespect or disruptive behavior toward management, the property or other residents exhibited by an applicant or family member any time prior to moving-in (or a demonstrable history of such behavior).
9. Household is composed entirely of full-time students and does not meet the exception outlined in CTCAC regulations.
10. Applicants have failed to provide adequate verification of income, or we are unable to adequately verify income and/or income sources.
11. Providing or submitting false or untrue information on your application or failure to cooperate in any way with the verification process.
12. Unit assignments 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.**
13. Applicants were abusive with Parkview Glendale management during the application process.
14. At least one person in the household must be of legal age to execute a lease (age 18) or provide proof of legal emancipation.

Parkview Glendale will screen applicants and potential residents of the HOME-ARP designated units to maintain their tenancy using Housing First principles. As such, the following practices will apply:



1. Applicants will be considered for tenancy regardless of their current sobriety or past use of substances, completion of treatment, or participation in services. Participation in services or program compliance is not a condition of application approval. The use of alcohol or drugs in and of itself, without other lease violations, is not a reason for denial of tenancy or eviction once housed.
2. Applicants will not be denied on the basis of poor credit or financial history, poor or lack of rental history, criminal convictions unrelated to tenancy, housekeeping ability, or behaviors that indicate a lack of "housing readiness."
3. Once housed, residents are able to work with Case Managers and Resource Service Coordinators who are trained in and actively employ evidence-based practices for client engagement, including, but not limited to, motivational interviewing and client-centered counseling.
4. Services are informed by a harm-reduction philosophy that recognize drug and alcohol use and addiction as part of a residents' lives, where residents are engaged in nonjudgmental communication regarding drug and alcohol use, and where residents are offered education regarding how to avoid risky behaviors and engage in safer practices, as well as connected to evidence-based treatment if the resident so chooses.

application process. *Mitigating circumstances are conditions or occasions that partially explain a negative situation or make it more understandable. Negative criminal or other history may be waived during the appeal process. However, a person with a conviction for a violent felony or manufacturing illegal substances during the past three years will be denied housing.*

LANDLORD REFERENCE

15. 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.**
16. Evictions reported in the last 3 years. ***Not applicable to prospective HOME-ARP applicants.***

CREDIT

Parkview Glendale will not conduct credit screening for prospective HOME-ARP or tenant-based voucher holders.

Credit Criteria for Other Units

1. Rental housing debt, evictions, or collections within the last 3 years will result in automatic denial of the applicant.

Applicants or Applicant's representative may request consideration of mitigating circumstances related to negative criminal or other history verified during the



CRIMINAL

Criminal Criteria for General Affordable Units

1. Convictions do not result in automatic denial of application; consideration will be given to the nature, date and circumstances of conviction.
2. Serious felony offenses within the lookback period MAY be grounds for rejection if such offenses involve physical violence to people or property, domestic violence, sexual abuse, the manufacture or sale of narcotics, possession of an illegal weapon, breaking and entering, burglary, or arson.
3. 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

Failure to meet one or more of the foregoing screening criteria may be grounds for denial, however, each application is considered as a whole, and the above factors are considered as part of a weighted formula. Should the applicants fail to meet

the screening criteria, they will receive a notice in writing indicating that they have the right to appeal the decision. This notice must indicate that the applicant has 14 days to dispute the decision.

An appeal meeting with the Property Supervisor, or the Compliance staff will be held within 10 business days of receipt of the applicant's request.

Within five days of the appeal meeting, the property will advise the applicant in writing of the final decision regarding eligibility.

Apartments will not be held for those applicants in the appeal process.

AVAILABILITY OF RESIDENT SELECTION PLAN

The Resident Selection Plan shall be posted in a conspicuous and public area at the site. Changes to the Plan will be sent via U.S. mail to all persons on the active waiting list. When the waiting list opens, the Resident Selection Plan will be distributed with applications and are available by request from management.

ANNUAL RECERTIFICATION REQUIREMENTS

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



UNIT INSPECTION REQUIREMENT

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

Annual unit inspections are performed by Parkview Glendale. 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, Parkview Glendale management may conduct the inspection alone.

PETS

Parkview Glendale complies with the Pet Ownership in Publicly Financed Housing Developments Ordinance, LAMC Section 51.20, et seq., as amended from time to time. Pets shall be allowed on the premises in accordance with City ordinance(s). 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

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



Parkview Glendale
Violence, Dating Violence, Sexual Assault, or Stalking
Emergency Transfers

Parkview Glendale is concerned about the safety of its tenants, and such concern extends to tenants who are victims of domestic violence, dating violence, sexual assault, or stalking.

In accordance with the Violence Against Women Act (VAWA), Parkview Glendale allows residents who are victims of domestic violence, dating violence, sexual assault, or stalking to request an emergency transfer from the tenant's current unit to another unit. The ability to request a transfer is available regardless of sex, gender identity, or sexual orientation.¹ The ability of Parkview Glendale to honor such request for tenants currently receiving assistance, however, may depend upon a preliminary determination that the tenant is or has been a victim of domestic violence, dating violence, sexual assault, or stalking, and on whether Parkview Glendale has another dwelling unit that is available and is safe to offer the tenant for temporary or more permanent occupancy.

This plan identifies tenants who are eligible for an emergency transfer, the documentation needed to request an emergency transfer, confidentiality protections, how an emergency transfer may occur, and guidance to tenants on safety and security. This plan is based on a model emergency transfer plan published by the U.S. Department of Housing and Urban

Development (HUD). The California Tax Credit Allocation Committee (CTCAC) requires compliance with VAWA.

Eligibility for Emergency Transfers

A tenant who is a victim of domestic violence, dating violence, sexual assault, or stalking, as provided in HUD's regulations at 24 CFR part 5, subpart L is eligible for an emergency transfer, if:

1. The tenant reasonably believes that there is a threat of imminent harm from further violence if the tenant remains within the same unit.
2. If the tenant is a victim of sexual assault, the tenant may also be eligible to transfer if the sexual assault occurred on the premises within the 90-calendar-day period preceding a request for an emergency transfer.

A tenant requesting an emergency transfer must expressly request the transfer in accordance with the procedures described in this plan.

Tenants who are not in good standing may still request an emergency transfer if they meet the eligibility requirements in this section.

Emergency Transfer Request Documentation

To request an emergency transfer, the tenant shall notify Parkview Glendale' management office and submit a written request for a transfer to **Parkview Glendale, 426 Parkview Ave, Los Angeles, CA 91606** and include documentation of the occurrence of domestic violence, dating violence, sexual assault or stalking if tenant has not previously provided such documentation of the occurrence. Parkview Glendale will



provide reasonable accommodations to this policy for individuals with disabilities.

The tenant's written request for an emergency transfer should include either:

1. A statement expressing that the tenant reasonably believes that there is a threat of imminent harm from further violence if the tenant were to remain in the same dwelling unit assisted under Parkview Glendale's program; or
2. A statement that the tenant was a sexual assault victim and that the sexual assault occurred on the premises during the 90-calendar-day period preceding the tenant's request for an emergency transfer.

Acceptable documentation of the occurrence of domestic violence, dating violence, sexual assault or stalking must be provided if tenant has not provided such documentation. Acceptable documentation includes any one of the following forms of verification:

1. A complete HUD-approved certification Form 5-382.
2. A document:
 - a. Signed by the resident and an employee, agent, or volunteer of a victim service provider, an attorney, or medical professional, or a mental health professional (collectively, "professional") from whom the victim has sought assistance relating to domestic violence, dating violence, sexual assault, or stalking, or the effects of abuse.
 - b. That specifies, under penalty of perjury, that the professional believes in the occurrence of the

incident of domestic violence, dating violence, sexual assault, or stalking that is the ground for protection and remedies under this subpart, and that the incident meets the applicable definition of domestic violence, dating violence, sexual assault, or stalking under 24 C.F.R. § 5.2003.

3. A record of a Federal, State, tribal, territorial, or local law enforcement agency, court, or administrative agency; or
4. At the discretion of Parkview Glendale, a statement, or other evidence provided by the resident.

If Parkview Glendale receives conflicting evidence that an incident of domestic violence, dating violence, sexual assault, or stalking has been committed (such as certification forms from two or more members of a household each claiming to be a victim and naming one or more of the other petitioning household members as the abuser or perpetrator), Parkview Glendale has the right to request that you provide third-party documentation within thirty (30) calendar days in order to resolve the conflict. If you fail or refuse to provide third-party documentation where there is conflicting evidence, Parkview Glendale does not have to provide you with the protections in this notice.

Confidentiality

Parkview Glendale will keep confidential any information that the tenant submits in requesting an emergency transfer, and information about the emergency transfer, unless the tenant gives Parkview Glendale written permission to release the information on a time limited basis, or disclosure of the information is required by law or required for use in an eviction



proceeding or hearing regarding termination of assistance from the covered program. This includes keeping confidential the new location of the dwelling unit of the tenant, if one is provided, from the person(s) that committed an act(s) of domestic violence, dating violence, sexual assault, or stalking against the tenant. See the Notice of Occupancy Rights under the Violence Against Women Act for All Tenants for more information about Parkview Glendale' responsibility to maintain the confidentiality of information related to incidents of domestic violence, dating violence, sexual assault, or stalking.

Internal Emergency Transfer Timing and Availability

Internal emergency transfers refer to an emergency relocation of a resident to another unit where the resident would not be categorized as a new applicant. The residents may reside in the new unit without having to undergo an application process. Internal emergency transfers generally are only available within the community in which the tenant is residing.

Parkview Glendale cannot guarantee that a transfer request will be approved or how long it will take to process a transfer request. Parkview Glendale will, however, act as quickly as possible to move a tenant who is a victim of domestic violence, dating violence, sexual assault, or stalking to another unit, subject to availability and safety of a unit. Transfers for these reasons will take priority over all other transfer requests including those made to accommodate a disability and to address over- or under- utilization of a unit.

If a tenant reasonably believes a proposed transfer would not be safe, the tenant may request a transfer to a different unit. If a unit is available, the transferred tenant must agree to abide by the terms and conditions that govern occupancy in the unit to which the tenant has been transferred. Parkview Glendale may be unable to transfer a tenant to a particular unit if the tenant has not or cannot establish eligibility for that unit.

External Emergency Transfers

External emergency transfers refer to an emergency relocation of a resident to another unit where the tenant would be categorized as a new applicant. The tenant must undergo an application process in order to reside in the new unit.

While EAH Housing may manage other communities within the area, each are (1) owned by different entities which are the actual housing providers at those communities for whom EAH Housing is acting as agent, (2) has its own wait lists and (3) is subject to its own regulatory agreements. As such, except in rare circumstances where the Owner also owns another community, EAH Housing must process transfers to other communities, even those managed by Parkview Glendale, as external transfers. In most circumstances, Parkview Glendale is unable to give priority for such external transfers even if Parkview Glendale manages the property or EAH Housing manages the property for the other Owner. As such, external transfers generally will require the transferring tenant to go on any pending waitlist in the same position as any other new applicant at the other property.



Additional Assistance

If Parkview Glendale has no safe and available units for which a tenant who needs an emergency is eligible, Parkview Glendale will assist the tenant in identifying other housing providers who may have safe and available units to which the tenant could move.

At the tenant's request, Parkview Glendale will also assist tenants in contacting the local organizations offering assistance to victims of domestic violence, dating violence, sexual assault, or stalking that are attached to this plan.

Safety and Security of Tenants

Pending processing of the transfer and the actual transfer, if it is approved and occurs, the tenant is urged to take all reasonable precautions to be safe.

Tenants who are or have been victims of domestic violence are encouraged to contact the National Domestic Violence Hotline at 1-800-799-7233, or a local domestic violence shelter, for assistance in creating a safety plan. For persons with hearing impairments, that hotline can be accessed by calling 1-800-787-3224 (TTY).

Tenants who have been victims of sexual assault may call the Rape, Abuse & Incest National Network's National Sexual Assault Hotline at 800-656-HOPE or visit the online hotline at <https://ohl.rainn.org/online>.

Tenants who are or have been victims of stalking seeking help may visit the National Center for Victims of Crime's Stalking

Resource Center at <https://www.victimsofcrime.org/our-programs/stalking-resource-center>.

Attachment: Local organizations offering assistance to victims of domestic violence, dating violence, sexual assault, or stalking.

EAH HOUSING A NONPROFIT HOUSING CORPORATION

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

Piedmont Glendale is an equal opportunity housing provider.

