



EAH HOUSING Resident Selection Plan / MiLA

MiLA

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01 Resident Selection Plan

MiLA, a 90-unit housing community in Los Altos, CA provides housing for families and persons with special needs earning 30% to 80% of the area median income (AMI), without regard to race, color, sex, creed, religion, national origin, physical or mental disability status, familial status, age, ancestry, marital status, source of income, actual or perceived sexual orientation or preference, gender identity or any other arbitrary personal characteristics.

MiLA is an Equal Opportunity Housing Facility, admitting individuals and families in accordance with Local, State and Federal Fair Housing laws, the Affirmative Fair Housing and Marketing Plan (AFHMP) HUD Form 935.2 and in accordance with applicable program regulations of the State of California Tax Credit Allocation Committee (CTCAC), the Housing and Community Development's Multifamily Housing Program (MHP), the City of Los Altos, the County of Santa Clara Office of Supportive Housing and the Housing Authority of the County of Santa Clara.

The community consists of twenty-two (22) permanent supportive units specifically set for persons who are homeless, or at risk of homelessness, and living with a developmental disability.

Twenty-two (22) of the units are designated as No Place Like Home (NPLH) Permanent Supportive Housing units for potential residents referred by the Santa Clara County Office through the Supportive Housing Continuum of Care Coordinated Entry System.

Ten (10) of the potential residents will be referred to by the Santa Clara County Housing Authority. The Santa Clara County Housing Authority will provide Section 8 Project-Based Vouchers to the referred residents.

When Office of Supportive Housing – County of Santa Clara (OSH-SCC) funding and Santa Clara County Housing Authority (SCCHA) Section 8 vouchers are provided to an affordable housing project, the funding source controls the below-market-rate leasing process for the stipulated units. Therefore, the City of Los Altos will allow EAH to utilize OSH-SCC's leasing processes for twenty-two (22) BMR units and SCCHA's leasing processes for the ten (10) BMR units that it provides Section 8 vouchers for, as stipulated in the Tenant Leasing Plan (TLP).





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Fifty-six (56) general affordable apartments will be leased in chronological order, according to the date and time their applications were completed and received. The remaining two (2) units are designated for onsite staff. Apartments range from studio to three-bedroom units.

02 Project-Based Voucher (PBV) Units

Thirty-two (32) units are reserved for Project-Based Section 8 assistance provided by the Housing Authority. In addition to meeting the requirements of this Resident Selection Plan, applicants must meet Section 8 eligibility and admission requirements and attend a Section 8 briefing as set forth by the Housing Authority.

03 Non-Smoking Policy

MiLA is designated as a non-smoking property. Smoking is prohibited in all areas of the property, including the interior of apartments, all indoor and outdoor common areas on the property.

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.

MiLA's adoption of a Non-Smoking Policy does not make the Owner the guarantor of the resident's health or that the property will be free of smoke, but management shall take reasonable steps to enforce it.

04 Section 504 & Fair Housing Act Compliance

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of disability in any program or activity receiving federal financial assistance from HUD. The Fair Housing Act prohibits discrimination in housing and housing-related transactions based on race, color, religion, sex, national origin, disability, and familial status. Title VI of the Civil Rights Act of 1964 prohibits discrimination based on race, color, or national origin in any program or activity receiving federal financial assistance from HUD.

MiLA is an Equal Opportunity Housing Facility, admitting people in accordance with Local, State, and Federal Fair Housing laws, and the Affirmative Fair Housing and Marketing Plan (AFHMP) HUD Form 935.2.





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All marketing, tenant selection, and residential management policies and procedures shall be conducted in accordance with these laws.

Management staff operate and administer the property to ensure persons with disabilities have equal access and can participate in the program. MiLA will ensure effective communication with applicants, residents, and the public to ensure that policies governing property operations do not adversely affect them.

When a family member requires an accessible feature(s), policy modification, or other reasonable accommodation to accommodate a disability, MiLA will provide 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
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 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 from management upon request.

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

Richard Kennemer / Compliance Program Analyst
Section 504 Coordinator
250 E. Olive Ave., Suite 420
Burbank, CA 91502
CA Relay 711





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05 Limited English Proficiency (LEP) Services

MiLA will determine, as part of its obligation to take reasonable steps to ensure meaningful access to the Development and its programs by persons with Limited English Proficiency (LEP), those Oral Language Services (i.e., interpretation) and written translated documents (i.e., translation) that may be required in connection with the implementation of this Plan.

06 Privacy Policy

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

Therefore, neither MiLA nor its agents 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 MiLA'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.

07 Income Limits

To qualify for a unit, a household's gross income may not exceed the maximum income limit per household size for the applicable AMI levels as published annually by the California Tax Credit Allocation Committee. The income limits are attached and will be posted in the MiLA Office.

08 Application Procedures

Referrals

Referrals for the 22 NPLH Assisted units will be provided in accordance with procedures established by the Coordinated Entry System (CES) or the alternate system administered by DHS for parties literal of Chronic Homelessness.





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Applicants must meet any/all CES and NPLH requirements. Applicants eligible for this housing opportunity must complete the eligibility screening process, including a criminal background check. Although previous landlord verification, criminal checks, and sex offender checks will be performed, the results will be interpreted in accordance with WIC Section 8255, which includes provisions stating that a 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.

General Affordable Units

Applications for the fifty-six (56) general affordable units will only be distributed when the Leasing List is open. Applications will not be distributed when the Leasing List is closed.

Applications for the general affordable units will be available in the office during normal business hours or online. 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.

The application must be completed and signed by the head of household and all household members over 18 before an applicant can be placed on the Leasing List. If an application is not fully completed, the date it is fully 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 received and placed on the Leasing List for selection. 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 Leasing List in regard to income, assets, and eligible program allowances for certification and MiLA's references for selection or denial.

Application Fee

Application fees for the general affordable units are \$30.00 per household member aged 18 or older. The maximum charge per household is \$90.00.

Screening Fee Collection Timing: The screening fee will be included in the move-in charges.





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- Management will require payment of a screening fee only at move-in.
- Applicants are not charged a screening fee unless they are approved, and not until they move in.

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

Security Deposit

- The security deposit for the PSH designated units is \$200.
- The security deposit for the general affordable units is \$500.

09 Initial Lease-Up

All applicants who return a completed and signed application will be placed on the Leasing 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 the unit/number of bedrooms required. A preliminary calculation of income will be performed to determine the household's area median income (AMI) qualification status. Those households that do not currently meet the AMI criteria during the preliminary review will remain on the Leasing List.

MiLA will have a single Leasing List for general affordable units. Households will be selected in preference order, then for each designated unit type. Applicant households at the top of the Leasing List for each designated unit type will be interviewed to determine eligibility. For units designed to be accessible for people with mobility, visual, or hearing impairments, households containing at least one person with such an impairment will have first priority for those units.

Applicants for the NPLH-assisted designated units will be selected separately from the general affordable Leasing List.

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





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10 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.

Application Intake

Applications for the general affordable LIHTC units will be accepted through the Doorway Housing Portal during advertised application periods.

Applications are date and timestamped upon submission. Applicants receive confirmation through the portal. Alternative application formats will be provided as a reasonable accommodation upon request.

Incomplete or duplicate applications are deemed ineligible. Households on the Leasing List will be considered for occupancy based first on the established preference hierarchy. Within each preference category, applicants will be selected in chronological order by the date and time their completed application is received.

Verification of Priority Eligibility

All claimed preferences are subject to verification. Applicants will be required to provide documentation at intake to substantiate eligibility for the applicable priority category. Failure to provide sufficient documentation within the required timeframe may result in the removal of the claimed preference and repositioning on the Leasing List. Acceptable forms of verification may include, but are not limited to:

Employment-Based Preferences

- Recent pay stubs, a minimum of two consecutive pay periods
- Employer verification letter on official letterhead confirming position, work location, and length of employment
- Employment contract or personnel records, for City or Fire Department employees





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- School district verification of employment and assignment, for qualifying school staff

Residency-Based Preferences

- Current and prior lease agreements
- Utility bills (e.g., gas, electricity, water) showing name and address
- Government-issued identification with current or prior address
- Voter registration records
- Tax returns showing residency history

Displacement Due to Council Action

- Official notice of displacement issued by a governmental agency.
- Documentation confirming relocation requirement due to public action.

Family Connection to City (Parents/Children)

- Birth certificates or legal documentation establishing relationship.
- Proof of relative's residency within the City (e.g., lease, utility bill)

County Residency or Employment (Fourth Priority)

- Documentation demonstrating current residence or employment within Santa Clara County (as applicable)

Management may request additional documentation as necessary to verify eligibility. All verifications will be conducted in a consistent and nondiscriminatory manner in compliance with applicable fair housing and program regulations.

Los Altos Adopted Priority (Preference) Categories

First Priority (in no order of preference)

- Persons who are regular, full-time staff for the School District or Charter School who have been employed by a school that serves Los Altos residents, including the following schools outside City limits: Springer Elementary, Mountain View High, Cupertino Jr. High, Homestead High School, Alta Vista High, and West Valley Elementary, for a period of no less than 12 months prior to the time of application.





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- Persons who are salaried City employees as defined in the City's personnel rules, who have been employed by the City for a period of no less than 12 months prior to the time of application; and
- Persons who are salaried Santa Clara County Fire Department employees who are assigned to the two fire stations located in the city of Los Altos.

Second Priority (in no order of preference)

- Persons who reside in the City at the time of application and who have lived in the City for at least the prior two years.
- Persons who work in the City at the time of application and have worked in the City for at least two years; and
- Households which are required to relocate their residence as a result of Council action.

Third Priority (in no order of preference)

- Persons who work in the City at the time of application.
- Persons who have lived in the City for at least two years and who have moved out of the City within the five years prior to the time of application; and
- Persons whose parents or children live in the City at the time of the application and such persons have lived in the City at some prior time.

Fourth Priority

- Persons who live or work within Santa Clara County at the time of application.

It is the policy of the Property 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 units accessible to or adaptable for persons with mobility, visual, or hearing impairments, households containing at least one person with such an impairment will have first priority. These units will be offered first to current residents, then to applicants who have noted the need for such features on their applications, in chronological order on the Leasing List.





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Where preferences apply, applicants with a verified preference will be moved to the top of the Leasing List above persons without a preference.

11 Definition of “Homeless”

Homeless for this program means:

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

- An individual or family with a primary night-time 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
- 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)
- 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
- 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:





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- 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
- 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

D. Any individual or family who:

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





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12 Verification of Homelessness

Third-party verification forms will be provided by <selected Service Provider>, the Office of Supportive Housing 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 a 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 were in emergency shelter or a place not meant for human habitation prior to admission) or a hotel/motel paid for by a service provider:





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Homelessness Certification form, or a signed letter on letterhead from a transitional housing provider stating residency and a 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, a 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.





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13 Administration of the Leasing List

The property must maintain a Leasing List of all eligible applicants. Applicants must be placed on the Leasing List and selected from it, even when vacancies exist; 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 Leasing List that is established and maintained in chronological order based on the date and time of receipt of the Preliminary Application. The Leasing List contains the following information for each applicant:

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

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

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

14 Purging of the Leasing List

The Leasing List will be purged annually to ensure applicant information is current and that any names no longer on the list are removed. Each applicant will receive a letter from the property that requests updated information and asks about their continued interest. This letter must be returned within the specified time, or their application will be removed from the Leasing List. It is the applicant's responsibility to maintain a current address on file with the office to receive Leasing List correspondence. Any correspondence returned undeliverable will result in the application being removed from the Leasing List.





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15 Opening/Closing of the Leasing List

The advertising methods used to announce the opening and closing of the Leasing List are outlined in our Affirmative Fair Housing Marketing Plan (AFHMP). A copy of this plan is available by request from the site manager.

16 Unit Transfer Policy

A Unit Transfer List is maintained and processed in the following priority order for those residents who have been approved for transfer to another unit:

- A victim of domestic violence, dating violence, sexual assault, or stalking.
- To accommodate a disability (a medical reason certified by a third-party professional or need for an accessible unit).
- To address over-or under-utilization of a unit (a change in household size or household composition).
- a deeper subsidy (Section 8).

MiLA cannot guarantee that a transfer request will be approved or how long it will take to process. MiLA 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 the 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.

Residents occupying units modified for accessibility for persons with disabilities that do not meet the definition of a disabled household will be transferred to a vacant, non-modified unit if a household with members meeting the definition of a disabled household and requiring the features of the accessible unit apply for housing and meet the eligibility criteria for MiLA.

17 Occupancy Standards

PBV Designated Units

Occupancy standards detailed in the Housing Authority's Administrative Plan shall apply to all PBV units.





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These state that the head of household and spouse get a bedroom plus one bedroom for each additional two persons, regardless of age or sex.

Unit Type	Occ. Min	Occ. Max
Studio	1	2
1	1	2
2	3	4
3	5	6

Non-PSH Designated Units

Occupancy standards are the criteria used to match a household with the most appropriate apartment size and type. "Two plus one" occupancy guidelines will be followed to avoid under- or over-utilization of the units as follows:

Unit Type	Occ. Min	Occ. Max
Studio	1	2
1	1	3
2	3	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, and
2. Live-in attendants.

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.

Exceptions to these Occupancy Standards may be made when required as a reasonable accommodation for a household member with a disability.

18 Grounds for Denial

1. Total family income exceeds the applicable income limits published by HUD.
2. The household cannot pay the full security deposit at move-in. Not applicable for PBV-designated units.





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3. The household refuses to accept the second offer of a unit. Not applicable for PBV-designated units.
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. The household consists entirely of full-time students and does not qualify for the exception outlined in Section 42 of the IRC.
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).
8. Applicant failed to provide adequate verification of income, or we are unable to adequately verify income and/or income sources.
9. Providing or submitting false or untrue information on your application, or failure to cooperate in any way with the verification process.
10. The unit assignment will **not** be the family's sole place of residence. Qualification for a unit includes occupying the unit continuously 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.
11. Family members failed to provide proof of a Social Security number. See the "Disclosure of SSN" section of this plan.
12. The household does not meet the "Restriction on assistance to students" section of this plan.

Landlord Reference (GA only)

13. Evictions reported in the last 5 years. Not applicable to PBV-designated units.
14. Inappropriate household size for the unit available (see Occupancy Standards).

Credit (GA only)

1. Any amount shown is owed to a prior management company
2. Lack of a credit history is not grounds for denial





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Criminal

PBV-Designated Units

1. Criminal background screening will be consistent with the Housing Authority's current standards. Any household member who is subject to a lifetime registration requirement under a state sex offender registration program. Any felony conviction in the past (7) years for any crime of violence, fraud, or theft.

Non-PBV Designated Units

1. Any felony conviction in the past (7) years for any crime of violence, fraud, or theft.
2. Felony conviction for any activity concerning sexual abuse or assault is grounds for denial.

19 Violence Against Women Act of 2013

The Violence Against Women Act of 2013 (VAWA) applies to project-based Section 8 units (MiLA) and offers the **following protections against eviction or denial of housing based on domestic violence, dating violence, sexual assault, and stalking:**

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 rental assistance or for denial of admission, if the applicant otherwise qualifies for assistance or 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 families, 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.





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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 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 MiLA, 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 who commits an unrelated criminal activity. Furthermore, if MiLA 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, MiLA will not subject victims to more demanding standards than it applies to 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.

Attached to this Resident Selection Plan is the VAWA Notice of Occupancy Rights and Certification form for review. The Notice of Occupancy Rights and Certification form will be provided to applicants when assistance is denied or at move-in.

This notice explains your rights under VAWA. A HUD-approved certification form is attached to the notice. You can fill out this form to show that you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking, and that you wish to use your rights under VAWA.





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20 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 factored into a weighted formula. Should the applicants fail to meet the screening criteria, they will receive a written notice 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 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 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 Leasing List. When the Leasing List opens, the Resident Selection Plan will be distributed with applications and will be available by request from management.

If the Resident Selection Plan or House Rules are revised, applicants will receive a copy of the revised plan, and current residents will receive a copy of the revised House Rules.

22 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.

23 Unit Inspection Requirement

Before signing the lease, MiLA and the resident must jointly inspect the unit. The resident has five days to report any additional deficiencies to MiLA for inclusion on the move-in inspection form.

Annual unit inspections are performed by MiLA. Agencies providing funding have the right to inspect the unit to ensure the property is physically well-maintained and that residents are provided with decent, safe, and sanitary housing.





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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, MiLA management may conduct the inspection alone.

24 Pets

Residents are permitted to keep common household pets in the dwelling unit (subject to the provisions in 24 CFR Part 243 and the pet policy promulgated under 24 CFR Section 243.20). Please refer to the EAH Housing Animal Policy regarding the latest pet guidelines and security deposit information.

Service or Assistive animals are not considered pets and are not required to comply with the Pet Policy. Service or Assistance animals are those animals specifically needed to assist individuals with documented disabilities. Please notify Management if you require a Service or Assistance animal.

25 Equal Housing Opportunity

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

EAH HOUSING / A Non-Profit Housing Corporation

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

MiLA is an equal opportunity housing provider.

