



RESIDENT SELECTION CRITERIA

I. PRIORITIES FOR PROCESSING

- A. All applications will be accepted on a first come/first served basis.
- B. Applications received prior to the lottery will be entered into the drawing and be numbered based on the lottery results. Applications submitted after the lottery will be stamped, dated and numbered.
- C. Preferences for the supportive housing units will be households that are homeless or at-risk of homelessness, as defined in the MHP regulation Section 7341 c. and also disabled :
 The disabled adult must: be:
 - a.) A person with a mental disorder which would render him or her eligible to participate in programs of rehabilitation or social services conducted by or on behalf of the Yolo County Department of Alcohol, and Mental Health or,
 - b.) A person disabled by chronic substance abuse which would render him or her eligible to participate in programs of rehabilitation or social services conducted by or on behalf of the Yolo County Department of Alcohol, Drug and Mental Health Services, or
 - c.) A person with a long-term chronic health condition that qualifies them for: eligibility under either of two Medicaid Waiver programs (the Multipurpose Senior Services Program or the Assisted Living Waiver Pilot Program), or eligibility for 20 or more personal care hours per week under the In-Home Supportive Services Programs (IHSS), or eligibility for services under the Program of All Inclusive Care for the Elderly (PACE).

Applicants will be placed on a waiting list and processed as needed to fill the available apartments. Applicants will be notified by mail or telephone of a pre-screening interview date and time.

II. OCCUPANCY STANDARDS

- A. Apartments will be occupied in accordance with the following standards:

<u>APARTMENT SIZE</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>
1 Bedroom	1 Person	3 Persons

- B. Every household member will be counted when determining apartment size.
- C. Applicants must disclose social security numbers for all family members.
- D. The apartment for which the household is applying must be the household's only residence.

III. VERIFICATION PROCESS

A. Financial

- 1) All income will be verified in writing from the income source on appropriate project income verification forms.
- 2) All assets, including bank accounts, will be verified.
- 3) Resident's income cannot exceed the maximum income as published by the U.S. Department of Housing and Urban Development as shown in the following table and must also meet the following monthly minimum income requirements: (See Table)

<u>% Income Median</u>	<u>Maximum Income</u> <u>1- Person</u>	<u>Maximum Income</u> <u>2 - People</u>	<u>Maximum Income</u> <u>3-People</u>	<u>Rent</u>
25%	\$11,500	\$13,150	\$14,775	\$247.00
50%	\$23,000	\$26,300	\$29,599	\$555.00
60%	\$27,600	\$31,560	\$35,460	\$678.00

- 4.) Third party income verification will be required from all sources, including but not limited to:
 - Employment
 - Savings and checking
 - Pension
 - Disability
 - Asset verification, property, home, stocks, bonds, annuities, IRA, etc.
 - Government assistance, AFDC, food stamps, etc.
 - Social Security
- 4) Signed copies of the previous year's tax return may be required.
- 5) Income is calculated based upon the applicant(s) annual gross income. Annual gross income includes income from assets.
- 6) A credit reference and criminal background check will be obtained on all adult household members. The fee for this background check will need to be paid by money order and will be \$20 for every adult (over 18 years of age).

B. Both the current and previous landlords will be contacted for a reference concerning payment records as well as the history of complying with lease requirements and housekeeping habits. Visits to the applicant's current residence may be made to assess housekeeping habits.

IV. GENERAL

- A.** All applicants will be interviewed by the property manager or other representative of management.
- B** The applicant is responsible for completing the application accurately. Misrepresentation of information is grounds for disqualification. If for any reason an applicant is rejected, the applicant

will be informed in writing and given the procedure required for an appeal. An apartment will not be held during an appeal process.

V. REJECTED APPLICATIONS

A. Applicants may be rejected for any of the following:

- Individuals who within the past five years have been convicted of or have completed incarceration following a conviction for:
 - a.) A violent felony
 - b.) A felony involving the illegal manufacturer or distribution of a controlled substance
 - c.) A second or subsequent use of a controlled substance provided at least one conviction with for a felony
- Blatant disrespect, disruptive or anti-social 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)
- A negative landlord or other reference, encompassing failure to comply with the lease, poor payment history, poor housekeeping habits or eviction for cause
- Failure to present all members of the household at the interview (or some other time acceptable to management) prior to completion of Initial Certification
- A negative credit report
- Not meeting the minimum monthly income of twice the rent
- Falsification of any information on the application
- Family composition not appropriate for available bedroom size
- Failure to update application for the waiting list within specified time when notified
- Other good cause: including, but not limited to, failure to meet any of the selection criteria in this document

B. If an applicant is rejected, management will promptly notify the applicant in writing explaining in the notice:

- i. The reasons for the rejection;
- ii. That the applicant has 10 days to respond in writing or to request a meeting to discuss the rejection.

C. If an applicant declines an available apartment when notified in writing, his/her name may be placed on the bottom of the waiting list. After receiving the notification letter, applicants have ten days to respond to management regarding the available apartment. If an applicant declines an apartment a second time, his/her application may be cancelled.

VI. FAIR HOUSING

A. The community will comply with all Federal, State or local fair housing and civil rights laws and with all equal opportunity requirements.