



## TENANT SELECTION PLAN

### Providence St. Francis House

3415 12<sup>th</sup> Ave NE, Olympia WA 98506

Phone: 360-493-5700 TRS/TTY: 711

#### ELIGIBILITY REQUIREMENTS

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Households applying for residency must meet the following criteria:

- The head of household, co-head, or spouse must be 62 years of age or older at the time of application.
- The household must meet the financial criteria for rental assistance as determined by the U.S. Department of Housing and Urban Development (HUD). Refer to the INCOME LIMITS section for additional information.
- The household must agree to pay rent as calculated by HUD's rules. The household's portion of rent is generally 30% of household income.
- The apartment must be the household's only residence.
- The household must disclose and provide verification of the Social Security Numbers of all household members. Refer to the SOCIAL SECURITY NUMBER REQUIREMENTS section for additional information.
- All adult household members must sign a *Consent for the Release of Information* prior to receiving assistance, and annually thereafter.
- Household members must provide consent to verify all information reported by the household.
- The household must be of an appropriate size for the available apartment. Refer to the OCCUPANCY STANDARDS section for additional information.
- There are no citizenship requirements for eligibility.

#### INCOME LIMITS

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Income Limits are established each year by HUD. Eligibility for this program is determined as Very Low. Households must have annual income that does not exceed 50% of the Area Median. Income Limits are published by HUD at <http://www.huduser.org/portal/index.html> or applicants can call the property manager at the number above to inquire about current income limits.

#### OCCUPANCY STANDARDS

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**Providence St. Francis House** offers 1-bedroom apartments. Management reserves the right to limit the number of individuals residing within a single apartment. Consideration is given to overcrowding and underutilization factors as well as compliance with federal, state, and local laws. Generally 1-2 persons will be the acceptable number of persons for a 1-bedroom apartment.

#### SOCIAL SECURITY NUMBER REQUIREMENTS

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Applicants are not required to have or disclose their Social Security Number (SSN) in order to be placed on the wait list. However, each member of the applicant household must disclose and provide

verification of their Social Security Number (SSN) before the household may be housed, with a few exceptions as listed below. Households may retain their place on the wait list if all household members required to disclose a SSN cannot do so at the time an apartment is offered. In this case, the household will have 90 calendar days to disclose and provide verification of all SSNs. If all SSNs are disclosed and verified within 90 days, the household will be offered the next available unit. If all SSNs are not disclosed and verified within 90 calendar days of the date an apartment is offered, the application will be cancelled and the household will be removed from the wait list.

Household members who are not required to have or disclose a SSN include:

- Household members who do not claim to have eligible immigration status
- Household members who are 62 years of age and older who were already receiving federal housing assistance on January 31, 2010. Documentation verifying eligibility for this exception is required.

Household members who are not required to have a SSN at the time of move-in, but who must obtain, disclose, and provide verification of their SSN within 90 days of move-in include:

- Any child under the age of 6 who was added to the household within the 6-month period prior to the date the household was offered a unit. If the household is unable to provide documentation of SSN within 90 days of move-in due to circumstances outside of their control, an additional 90 days will be granted in order for the household to obtain, disclose, and provide verification of the SSN.

The documentation required to verify the SSN is a valid Social Security Number card issued by the Social Security Administration, an original document issued by a federal or state government agency with contains the name and SSN of the individual along with identifying information of the individual, or any of the following:

- Driver's license with SSN
- ID card issued by a medical insurance provider, or by an employer or trade union
- Earnings statements or payroll stubs
- Bank statement
- Form 1099
- Benefit award letter or Retirement benefit letter
- Life Insurance policy
- Court records

## **PREFERENCES FOR ADMISSION**

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Completed applications for households that appear to meet initial eligibility criteria are placed on the wait list in the order they are received, unless the applicant qualifies for an admissions preference. A preference prioritizes the applicant household above households without a preference. Preferences will be verified when the application reaches the top of the wait list and must be valid at the time of move-in. If a preference is no longer valid, or cannot be verified, the application will be placed back on the wait list in the order of the date received. Applicants are responsible for contacting the management office if their preference status changes. Applicants who are unsure whether they qualify for a preference should contact the management office.

Project-Specific Preferences are available to applicants at **Providence St. Francis House** who meet one of the following three requirements:

- currently homeless, lacks a regular/adequate nighttime residence, or is living in substandard housing which lacks heat or public utilities or is not designed as a residence, or is moving from a more

restrictive setting such as a shelter or transitional housing. This preference must be verified by a third-party, as described on our Homelessness Verification form.

- currently pay more than 50% of their income for rent and public utilities. This preference must be verified by providing a copy of the applicant's current lease and utility bills.
- have been or are in danger of being involuntarily displaced from current housing due to fire, disaster, domestic violence or other emergency. This preference must be verified by providing a copy of a certification showing current housing to be condemned, verification by third-party of loss of housing due to fire or disaster, or verification by third-party of displacement due to domestic violence or other emergency.

### **ADMISSION OF NIGHT MANAGER TO PROJECT**

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If the Night Manager qualifies for residency in a subsidized apartment and would like to be placed on the waitlist for a subsidized apartment they must complete an application and all required materials. The Night Manager may choose to vacate the Night Manager position when their application reaches the top of the waitlist, or may continue in the Night Manager role without losing their position on the waitlist as long as they continue to qualify as an applicant. If the Night Manager's application is at the top of the waitlist at the time they vacate the Night Manager role, they may be offered the next available apartment unless the contract was terminated for material breach.

### **WAIT LIST ORDER AND MAINTENANCE**

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The wait list is open at all times unless it exceeds a manageable number that would require management, at its discretion, to close the wait list. The wait list will remain open unless, at management's discretion, the number of applications on the wait list exceeds a reasonable number. If the wait list is closed, a statement indicating the date of closure will be posted on the Providence St. Francis House page at [www.providencesupportivehousing.org](http://www.providencesupportivehousing.org), along with an anticipated re-opening date.

Applicants must notify management if any of the following changes occur:

Address or phone number	Income	Qualifications for a preference
Household composition	Criminal History	

Applications will be removed from the wait list if:

- The household no longer meets the eligibility requirements for the property or the project
- The household fails to respond to a written notice requesting response in the timeframe indicated in the notice
- The household is offered and rejects two units on the property. See RIGHT OF REFUSAL section for further details
- Mail sent to the address listed on the application (or updated by notification) is returned as undeliverable
- Changes in household size put the applicant household outside of the minimum or maximum occupancy standards

Once each year, applicants who have been on the wait list for longer than 6 months will receive a letter asking the household to confirm its continued interest in remaining on the wait list for the property. Applicants must respond to the letter in the timeframe indicated in order to maintain their position on the wait list. Applicants who do not respond in the timeframe indicated, or whose letter is returned as undeliverable, may be removed from the wait list.

## ELIGIBILITY OF STUDENTS

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If any member of the household is enrolled as a student at an institution of higher education, the student must meet all of the following criteria to be eligible. The student must:

- Be of legal contract age under state law;
- Have established a household separate from parents or legal guardians for at least one year prior to application for occupancy, or meet the U.S. Department of Education definition of an independent student;
- Not be claimed as a dependent by parents or legal guardians pursuant to IRS regulations; and
- Obtain a certification of the amount of financial assistance that will be provided by parents, signed by the individual providing the support. This certification is required even if no assistance will be provided.

The U.S. Department of Education definition of an independent student states that the student: Must be 24 years of age or older by December 31 of the award year; is an orphan, in foster care, or a ward of the court or was an orphan, in foster care, or a ward of the court at any time when the individual was 13 years of age or older; is or was immediately prior to attaining the age of majority, an emancipated minor or in legal guardianship as determined by a court of competent jurisdiction in the individual's State of legal residence; is a veteran of the Armed Forces of the United States or is currently serving on active duty in the Armed Forces for other than training purposes; is a graduate or professional student; is a married individual; has legal dependents other than a spouse; has been verified during the school year in which the application is submitted as either an unaccompanied youth who is a homeless child or youth, or as unaccompanied, at risk of homelessness, and self-supporting; is a student for whom a financial aid administrator makes a documented determination of independence by reason of other unusual circumstances.

## PROCEDURES FOR ACCEPTING APPLICATIONS AND SELECTING FROM THE WAIT LIST

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The application process has two phases. The first phase requires completion of the *Application For Housing Wait List* and all required attachments. The second phase requires completion of the *Application For Housing* and all required attachments and forms. The second phase is initiated when the applicant is nearing the top of the wait list.

### Phase One

The *Application For Housing Wait List* package includes the following forms which must be completed and submitted to the management office to be considered for placement on the wait list. Incomplete, inaccurate, or illegible forms will be returned to the applicant.

- *Application for Housing Wait List* – this form must be completed and signed by all adult household members.
- *Race and Ethnicity Data Reporting Form* – Completion of the race and ethnic data on the form is optional, but each household member must sign their own copy of this form, even if they choose to leave the data blank.
- *Contact Information Form* – Completion of the contact information is optional, but the head of household must sign and return a copy of the form, even if they choose to leave the contact information blank.
- *Tenant Selection Plan* – Applicants should review this Tenant Selection Plan and retain it for their records. It does not need to be signed or returned to the office.

If the information provided on the *Application for Housing Wait List* indicates that the applicant meets the eligibility criteria, then the first phase of the application process is complete and the applicant will be placed on the wait list. Applicants will be notified that they have been added to the wait list.

### **Phase Two**

When the applicant is nearing the top of the wait list, an *Application for Housing* will be mailed to the applicant and a certification interview will be scheduled with the household. During the interview, the household will complete all remaining application and certification forms, including forms to verify income, assets and medical expenses, landlord reference forms, personal or professional references, and release of information forms. Photo ID and verification of Social Security Number must be provided, and will be used to conduct a background check including criminal, eviction and credit history.

### **UNIT OFFER**

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Applicants will be contacted by mail when a unit is available, and must respond within 7 days to either accept or reject the unit. Refer to the RIGHT OF REFUSAL section for further information.

It is important that applicants inform the office of any changes to mailing address or phone number so management can reach the applicant when their application nears the top of the wait list. Failure to respond to the unit offer may result in the application being cancelled.

### **TENANT SCREENING CRITERIA**

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#### **Application Criteria**

- Applicants must meet all criteria listed in the ELIGIBILITY REQUIREMENTS section of this document.
- Applicants must provide all required documentation and information, sign all required documents, and update management with any changes to contact information within requested timelines.
- Applicants must not submit false or incomplete information in the application process.

#### **Rental and Credit History Criteria**

- Applicants must demonstrate history of paying rent in full and on time. If the applicant(s) has no rental history, a credit check must show no excessive unpaid amounts for utilities and/or other bills.
- References from landlords from the past three years must be clear of any disinclination to rent to applicants again due to failure to pay rent or other charges, damage to the premises, or disturbances to the peaceful enjoyment of the premises.
- Applicants must have no history of unlawful detainers or eviction proceedings for non-payment or other lease violations against any household member within the three years prior to being offered an apartment. In the event that eviction proceedings were due to lease violations caused by a previous household member who will not be part of the applicant household, the applicant household must provide an explanation of the circumstances along with supporting documentation for review by management.

#### **Public Records Screening**

Public records screening criteria are designed to help ensure the safety and protection of people and property.

- Applicants and any household members with pending criminal charges for drug violations or violent crimes will not be considered for housing until charges have been formally dismissed. If an application reaches the top of the waitlist, and the applicant or any household member has pending criminal charges, the applicant may retain their position until charges are dismissed, or for 120 days, whichever is longer. If charges have not been dismissed after 120 days, the applicant may request an extension for up to an additional 30 days, and must provide documentation from a legal aide or court system that shows the case is proceeding.

- An application may be denied if applicant or any household member demonstrates abusive or violent behavior that may pose a direct threat to the health, safety, or welfare of residents, the public, or staff

The U.S. Department of Housing and Urban Development prohibits the following persons from receiving federally subsidized housing:

- Any household containing a member(s) who was evicted in the last three years from federally assisted housing for drug-related criminal activity. Two exceptions may be considered: 1) The evicted household member has successfully completed an approved, supervised drug rehabilitation program; or 2) The circumstances leading to the eviction no longer exist (e.g. the household member no longer resides with the applicant household).
- A household in which any member is currently engaged in illegal use of drugs or federally controlled substances or for which there is reasonable cause to believe that a household member's illegal use or pattern of use of illegal drugs or federally controlled substances may interfere with the health, safety, and right to peaceful enjoyment of the property by residents, staff or guests (CFR 5.854)
- Any applicant or household member who is subject to lifetime registration requirements under any State sex offender registration program; or (CFR 5.856)
- Any household member if there is reasonable cause to believe that a member's behavior, from abuse or pattern of abuse of alcohol, may interfere with the health, safety, and right to peaceful enjoyment by other residents. (CFR 5.857)

Further screening criteria include:

- Applicants with any drug-related misdemeanor convictions for manufacture, distribution, or possession with intent to distribute within the past two years must complete the individual assessment process before being considered for housing.
- The following requires two years free of criminal convictions immediately following the most recent conviction:
  - A single misdemeanor or gross misdemeanor conviction for assault (without a weapon), disturbing the peace, property crimes, or other convictions, except traffic violations.
- The following requires five years free of criminal convictions immediately following the most recent conviction:
  - A single drug-related felony conviction,
  - A history of multiple misdemeanor or gross misdemeanor convictions for assault (without a weapon), disturbing the peace, property crimes, or other convictions, except traffic violations.
  - A single incident of felony assault
  - Conviction of sexual assault, domestic violence or abuse, elder abuse, or child abuse
- The following requires seven years free of criminal convictions immediately following the most recent conviction, and also requires an Individual Assessment by management.
  - Any violent felony not previously addressed
  - A history of multiple felony assaults and/or violent crimes
  - Any conviction for violence involving a weapon of any kind
  - Conviction of a hate crime
  - Applicants and all household members with a criminal record of any offense(s) not listed above may request an individual assessment process. Please request information about this process from the management office.

## **VICTIMS OF DOMESTIC VIOLENCE**

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An applicant's or a tenant's status as a victim of domestic violence, dating violence, or stalking is not a basis for denial of rental assistance or for denial of admission, if the applicant otherwise qualifies for assistance or admission.

The Violence Against Women Act (VAWA) provides protections for victims of domestic violence, dating violence, sexual assault, or stalking. VAWA protections are not only available to women, but are available equally to all individuals regardless of sex, gender identity, or sexual orientation. The U.S. Department of Housing and Urban Development (HUD) is the Federal agency that oversees that HUD 202 PRAC, 202/8 and Low Income Housing Tax Credit programs are in compliance with VAWA. Prior to move-in, tenants will receive HUD form 5380 Notice of Occupancy Rights under the Violence Against Women act, and HUD form 5382 Certification of Domestic Violence, Dating Violence, Sexual Assault or Stalking, and Alternate Documentation. In accordance with HUD regulations, Providence House also maintains HUD form 5381 Emergency Transfer Plan and HUD form 5383 Emergency Transfer Request. Tenants who are victims of domestic violence, dating violence, sexual assault or stalking may request an emergency transfer per the Emergency Transfer Plan requirements, using the Emergency Transfer Request form.

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### **REJECTION OF INELIGIBLE APPLICANTS**

Applicants who do not meet the screening criteria will be notified in writing why they will not be accepted as tenants. They will be given an opportunity to meet with the Housing Director to discuss any questions they have regarding the screening criteria or to appeal the decision by presenting additional information relevant to the screening process. If the applicant is a person with a disability, the applicant may, as a Reasonable Accommodation, request a review of extenuating circumstances related specifically to the reason they do not meet the screening criteria.

If a unit was offered to the applicant prior to the denial of application, the unit will be offered to the next person on the wait list. However, if the applicant presents additional information that mitigates the reason for rejection, the household may be re-instated on the wait list at the position they held when the rejection was made.

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### **RIGHT OF REFUSAL**

An applicant may turn down the offer of a unit for which they are eligible one time and retain their position on the wait list. If an applicant turns down a unit for which they are eligible a second time, the application will be cancelled and the applicant will be removed from the wait list. The applicant may reapply.

There is one exception to this policy. An applicant who requires a unit designed for mobility access, or a unit with auditory/visual accessibility features may be offered apartments without those features, and may turn down those apartments without losing their place on the wait list. When offered an accessible unit that meets the applicant's stated requirements, the applicant may turn down the offer of the first accessible unit and retain their position on the wait list, but if they turn down a second accessible unit, the application will be cancelled and the applicant will be removed from the wait list. The applicant may reapply.

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### **UNIT TRANSFER POLICY**

All approved transfer requests are placed on the wait list in date/time order, based on approval date. All approved transfer requests take priority over new applications.

Transfers between units are facilitated only as a Reasonable Accommodation, for a medical reason certified by a doctor, or based on a qualified and approved request under HUD 5381 Emergency Transfer

Plan, and only based upon the need for specific features in the unit. Transfers based on a Reasonable Accommodation take priority over new applications.

When there is neither a qualified applicant nor current tenant with disabilities requiring the accessibility features of an accessible unit, management may offer the unit to another household provided that the household enter into an agreement that they will move to a non-accessible unit within the same project if another household requires the features of the accessible unit.

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## **ENTERPRISE INCOME VERIFICATION (EIV) SYSTEM**

**Providence St. Francis House** uses EIV which is an internet-based data system containing employment and income information on individuals participating in HUD's rental assistance programs. This information comes from the Social Security Administration, the Department of Health and Human Services, and the National Directory of New Hires. This information is used in order to verify social security numbers and correct reporting of income for all household members. EIV is also used to determine if applicants are currently receiving HUD rental assistance at another property.

During the application process, all adult household members are required to sign form *HUD-9887, Notice and Consent for the Release of Information*, and form *HUD-9887A, Applicant/Tenant Consent to the Release of Information*. All adult tenants are required to sign these forms annually. These forms give consent for HUD and property management to obtain information, verify information, and determine eligibility for HUD rental assistance. Failure to sign the consent forms may result in the denial of assistance or termination of assisted housing benefits.

As part of the applicant screening process, management will run an EIV Existing Tenant Search for all household members. This report checks to see whether any household member is currently living in another Public & Indian Housing or Multifamily site. If that is the case, management will coordinate move-out and move-in dates with the current property to avoid a double subsidy request to HUD.

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## **REASONABLE ACCOMMODATION**

Applicants with disabilities retain the right to request reasonable accommodations in rules, policies, practices, or services including those pertaining to the application process, and retain the right to request reasonable modifications to their apartment or common areas if such accommodations or modifications are necessary to afford the applicant equal opportunity to enjoy the premises. Requests for reasonable accommodation should be made to management, and the applicant will be asked to provide information to help verify disability and/or the need for the requested accommodation/verification. A written response will be sent to the applicant within 14 days of the request.

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## **LIVE-IN AIDES/ATTENDANTS**

Live-In Aides/Attendants must complete a *Live-In Aide Application* and all required forms and attachments, and be approved by management prior to occupancy. Live-In Aides/Attendants must pass all screening criteria except the criterion to pay rent on time, as they are not responsible for rental payments. Live-In Aides/Attendants will be required to provide identification and proof of SSN in order to conduct the screening.

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## **MARKETING**

The property is marketed via newspaper ads, the Providence website, and flyers placed in the surrounding community and sent to community organizations in accordance with the approved HUD



Affirmative Fair Housing Marketing Plan. Advertising targets individuals whose annual income is at the extremely low income level for the area. Management maintains contact with community groups and organizations that work with persons who are least likely to apply.

## **FAIR HOUSING AND EQUAL OPPORTUNITY**

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The owners and management of **Providence St. Francis House** comply with all federal, state, and local housing and civil rights laws. Federal law prohibits discrimination based on race, color, creed, religion, sex, national origin, age, or handicap. Administrative procedures further prohibit discrimination based on certain class memberships.

Management promotes and provides equal housing choice for all prospective and current tenants regardless of race, color, religion, creed, national origin, gender, gender identity, sexual orientation, handicap, familial or marital status, or membership in any class of persons.

All of the above requirements apply to the acceptance and processing of applications, selection of tenants from among eligible applicants on the waiting list, assignment of units, and the certification and recertification of eligibility for housing assistance.

## **SECTION 504 AND GRIEVANCE PROCEDURE FOR DISABILITY DISCRIMINATION**

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**Providence St. Francis House** 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.

According to Section 504 of the Rehabilitation Act of 1973, “no otherwise qualified individual with disabilities in the United States shall, solely by reason of his or her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance...”

If at any point during the application process an applicant feels they have experienced discrimination based on disability, they may file a grievance. 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). Please contact her in writing\* to file your grievance. She will respond in writing within 10 days from the date of the grievance.

Leslie Hill, Compliance, Quality & Innovation Director  
Providence Supportive Housing  
1730 Minor Ave, Suite 400 Seattle, WA 98101-2402

If you would like an additional review of your grievance and the response from the Section 504 Coordinator, please contact the Director of Supportive Housing in writing\* at the address listed above.

At any time during this process you have the right to file a Fair Housing Complaint with the Fair Housing and Equal Opportunity office of HUD at 888-877-0246.

## **GRIEVANCE PROCEDURE**

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If the applicant wishes to grieve the decision denying tenancy, they must contact management within fourteen (14) days from the date of the denial letter to request a meeting to discuss the reasons for the denial and/or to present additional information. The Housing Director will consider all new information and within five (5) business days of the meeting, will send written notification of their decision to approve the application or retain the denial

If the applicant would like an additional review of all file information, they should write\* to:

Director of Operations

Providence Supportive Housing

1730 Minor Ave, Suite 400 Seattle, WA 98101-2402

*\*Persons with a disability may request a reasonable accommodation in order to meet this requirement.*