

GLENN ACRES

Owned and Operated by Yakima Housing Authority

TENANT SELECTION AND ASSIGNMENT PLAN 2017

1. TAKING APPLICATIONS

Glenn Acres is a 38-unit HUD 221(d) 3 elderly complex for people 62 and older, and disabled whose incomes are within the income limits of extremely low income below 30%, or very-low between 30% and 50%, of the area median income.

Anyone wishing to apply to live at Glenn Acres will be required to complete an application for housing assistance. Applications are available online our business is located and open during regular business hours at:

810 N. 6th Avenue, Yakima, WA 98902
Application: www.yakimahousing.org

Applications are taken to compile a waiting list when that waiting list is considered “open”. If the waiting list reaches the size of 100 applicants, then YHA will “close” the list to any additional interested applicants. When the list reaches a manageable amount of people again, or YHA must meet any federal requirements concerning income targeting, YHA will reopen the waiting list to the public. YHA will advertise with a newspaper of general circulation to make the public aware of the closing or reopening of the waiting list.

Applications may be made during regular business hours. Applications can be filled out online and assistance is available upon request. Applicants who have been displaced by government action or a presidentially declared natural disaster will be given preference on the waiting list.

The completed application will be dated and time-stamped upon its return to YHA.

Persons with disabilities who require a reasonable accommodation in completing an application may call YHA to make special arrangements. A

Telecommunication Device for the Deaf (TDD) is also available. The TDD telephone number is 1-800-545-1833, ext 560.

Upon submittal of the application a receipt of the application is automatically produced and available to print by the applicant. The applicant's status on the waiting list will be kept based on date and time the application was submitted.

The applicant should and at any time, may, report changes in his or her applicant status, including changes in family composition or income. YHA will annotate the applicant's file and will update his or her place on the waiting list in the computer.

Appointments will be set on a first come first served basis, unless there is a request for reasonable accommodation accompanied by a doctor's orders and there is availability.

2. ELIGIBILITY FOR ADMISSION

There are specific eligibility requirements for admission to Glenn Acres Apartments, an elderly property. Applicants and tenants must:

- A. Qualify as an elderly person (62 years of age or older) or disabled.
- B. Have an income within the income limits of extremely low income below 30%, or very-low between 30% and 50%, of area median income as defined by the Department of Housing and Urban Development
- C. Citizenship Requirements: At Glenn Acres, HUD restricts assistance to non-citizens with eligible immigration status and requires applicants to complete citizenship declaration forms and submit evidence of citizenship or eligible immigration status at the time of application. A SAVE verification will be completed for all applicants who designate non-citizen status, regardless of age. A "mixed family" is defined as a family whose members include those with citizenship or eligible immigration status, and those without citizenship or eligible immigration status. A mixed family is eligible for prorated assistance. Under 24 CFR, §5.520, a family is considered to be eligible if at least one member of the family (e.g., adult or minor child) is determined to be a citizen or to have eligible immigration status. Persons without eligible immigration status are required to pay market rent such that no HUD dollars are used to subsidize them. Those not contending eligible immigration status are not required to disclose SSN.
- D. Owner can accept applicant households that include an applicant family member who is under the age of 6, who does not yet have a Social Security Number (SSN) assigned to him/her and was added to the household 6 months or less from the move-in date. As a result of this change, the owner

or owner agent (O/A) must no longer deny occupancy to such applicant households. O/A must give the household 90 days from the effective date of their move-in certification to provide documentation of the SSN for the child. An additional 90-day period must be granted by the O/A if the failure to provide documentation of a SSN is due to circumstances that are outside the control of the household) H-2016-09

E. You have applied or are applying for assistance under one of these programs: therefore, you are required to declare U.S. Citizenship or submit evidence of eligible immigration status for each of your family members for whom you are seeking housing assistance. You must do the following:

1. Complete a Family Summary Sheet, using the attached blank format to list all family members who will reside in the assisted unit.
2. Each family member (including you) listed on the Family Summary sheet must complete citizenship declaration. If there are 10 people listed on the Family Summary Sheet, you should have 10 complete copies of the Citizenship Declaration. The Citizenship Declaration has easy-to-follow instructions and explains what, if any other forms and/or evidence must be submitted with each Citizenship.
3. Submit the Family Summary Sheet, the Citizen Declarations, and any other forms and/ or evidence to the name and address listed below (insert date) This section 214 review will be completed in conjunction with the verification of other aspects of eligibility for assistance. If you have any questions or difficulty in completing the attached items or determining the type of documentation required, please contact your program Facilitator, She/He will be happy to assist you. Also, if, you are unable to provide the required the documentation by the date shown above, you should immediately contact this office and request an extension, using the block provided on the Citizenship Declaration Format. Failure to provide this information or establish eligibility status may result in your not being considered for housing assistance.

If this section 214 review results in a determination of ineligibility, you will have an opportunity to appeal the decision. Also, if the final determination concludes that only certain members of your family are eligible for assistance; your family may be eligible for portion of assistance. That means that when assistance is available, a reduced amount may be provided for your family based on the number of members who are eligible.

If assistance becomes available and the other aspects of your eligibility review show that you are eligible for housing assistance, that assistance may be provided to you if at least one member of your household has submitted the required documentation. Following verification of the documentation submitted by all family

members, assistance may be adjusted depending on the immigration status verified. You will be contacted as soon as we have further information regarding your eligibility for assistance.

F. The head of household/spouse/co-head must disclose SSNs for all family members. Tenants age 62 and older as of January 31,2010, whose initial determination of eligibility began prior to January 31,2010, and those individuals who do not contend eligible immigration status are the only exemptions to the above rule.

1. Sign consent authorization documents in accordance with Handbook 4350.3

2. Use the unit in which the family is placed as their only residence. Agree that all information provided to YHA is subject to verification

3. Provide proof of citizenship or status of being an eligible non-citizen

4. Agree to pay the rent required by the 221(d) 3 Section 8 program under which they will receive assistance.

5. Applicants have-90 days after the date they were first offered an available unit to disclose and/or verify Social Security numbers. During this 90-day period, the applicant, may, at their own discretion retain their place on the waiting list. After the 90 days if the applicant has been unable to disclose and/or verify the Social Security numbers of all non-exempt household members, the applicant should be determined ineligible and removed from the waiting list. Current tenants must also meet the SSN requirements. If the tenant does not meet the SSN disclosure, documentation, and verification requirements in the specified timeframe their tenancy must be terminated as the household is in non-compliance with their lease.

6. In addition to the eligibility criteria, families must also meet YHA screening criteria in order to be admitted to Glenn Acres Apartments.

SCREENING CRITERIA

A. YHA will consider objective and reasonable aspects of the family's background, including the following:

1. History of meeting financial obligations, especially rent;

2. Ability to maintain (or with assistance would have the ability to maintain) their housing in a decent and safe condition based on living

or housekeeping habits and whether such habits could adversely affect the health, safety or welfare of other tenants;

3. History of criminal activity by any household member involving crimes of physical violence against persons or property, and any other criminal activity, including drug-related criminal activity, that if repeated, would adversely affect the health, safety, or well being of other tenants or staff or cause damage to the property;
 4. History of disturbing neighbors or destruction of property;
 5. Having committed fraud in connection with any Federal housing assistance program, including the intentional misrepresentation of information related to their housing application or benefits derived there from; and
 6. History of abusing alcohol in a way that may interfere with the health safety or right to peaceful enjoyment by others.
- B. YHA will ask applicants to provide information demonstrating their ability to comply with the essential elements of the lease. YHA will verify the information provided. Such verification shall include:
1. A credit check of the head of household, spouse and co-head of household;
 2. A rental history check of all adult family members;
 3. A criminal background check on all adult household members, including live-in aides. This check will be made through State or local law enforcement or court records in those cases where the household member has lived in the local jurisdiction. Where the individual has lived outside the local area, YHA will contact law enforcement agencies where the individual had lived or request a check through the FBI's National Crime Information Center (NCIC);
 4. A home visit. The home visit provides the opportunity for the family to demonstrate their ability to maintain their home in a safe and sanitary manner. This inspection considers cleanliness and care of rooms, appliances and appurtenances. The inspection may also consider any evidence of criminal activity; and
 5. A check of the State's lifetime sex offender registration program for each adult household member, including live-in aides.
 6. Verification using the EIV Existing Tenant Report

GROUNDNS FOR DENIAL

A. YHA must deny participation to an applicant for the following:

1. It has been within three years in which the applicant or any household member has been evicted from federally assisted housing for drug-related criminal activity unless the evicted household member who engaged in drug-related criminal activity has successfully completed an approved supervised drug rehabilitation program or the circumstances leading to the eviction no longer exist (for example, the criminal household member has died or is imprisoned).
2. The applicant or any household member is currently engaging in illegal use of a drug or there is reasonable cause to believe that a household member's illegal use or pattern of illegal use of a drug may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents.
3. The applicant or any household member who is subject to a state sex offender lifetime registration requirement.
4. The applicant or any household member if there is reasonable cause to believe that person's behavior, from abuse or pattern of abuse of alcohol, may interfere with the health, safety, and right to peaceful enjoyment by other residents. The denial must be based on the behavior of the person, not simply if someone abuses alcohol or is an alcoholic.
5. The applicant or any household member who is "denied for life" by being convicted of manufacturing or producing methamphetamine (speed) in a public housing development or in a Section 8 assisted property;
6. The applicant family does not meet any one or more of the eligibility criteria

B. YHA will also deny Tenancy to applicants who:

1. Do not supply information or documentation required by the application process;
2. Have failed to respond to a written request for information or a request to declare their continued interest in the program;

3. Have a history of not meeting financial obligations, especially rent;
4. Do not have the ability to maintain (with assistance) their housing in a decent and safe condition where such habits could adversely affect the health, safety, or welfare of other tenants;
5. Have history of criminal activity or activity that would be considered a crime by any household member involving crimes of physical violence against persons or property, any other criminal activity, including drug-related criminal activity, that if repeated would adversely affect the health, safety, or well being of the other tenants or staff or cause damage to the property;
6. Have committed a felony within the last three years;
7. Have a history of disturbing neighbors or destruction of property;
8. Currently owes rent or other amounts to any housing authority in connection with their public housing or Section 8 programs;
9. Have committed fraud, bribery or any other corruption in connection with any Federal housing assistance program, including the intentional misrepresentation of information related to their housing application or benefits derived there from;
10. Have engaged in or threatened abusive, violent or threatening behavior towards any YHA staff member or residents;
11. Have a household member who has ever been evicted from public housing;
12. Have a family member who has been terminated under the certificate or voucher program;
13. An applicant that has been denied has 14 days to request an appeal hearing.

3. OCCUPANCY STANDARDS

Because Glenn Acres is an apartment complex consisting of 38 one-bedroom units and was built with the intention of servicing the elderly population YHA cannot house large families at this complex.

Normally, YHA will allow 1 to 2 people to reside in a unit at Glenn Acres, making sure those 1 and/or 2 people meet all eligibility requirements previously mentioned.

Any exceptions to this policy can only be granted as a reasonable accommodation and will be granted only on a case by case basis.

4. SELECTION FROM THE WAITING LIST

YHA will select families based on the following preferences for Glenn Acres:

- A. Applicants who have been displaced by government action or a presidentially declared Natural disaster will be given preference on the waiting list. Natural Disaster (fire, flood, hurricane, earthquake, etc.)
 - i. As verified by local, state, or federal authorities within the last 6 months; The following are acceptable forms of verification:
 - Letter from the local, state or federal authority verifying the natural disaster; the residence is uninhabitable; and date of disaster must be included in the letter; or
 - Letter from the PHA displacing the family.

Applicants are selected from the waiting list by date and time of application.

YHA shall follow the statutory requirement that at least 40% of newly admitted families in any fiscal year be families whose annual income is at or below 30% of the area median income. To insure this requirement is met YHA shall track the incomes of newly admitted families and the incomes of the families on the waiting list. If it appears that the requirement to house extremely low-income families will not be met, YHA will skip higher income families on the waiting list to reach extremely low-income families. If there are not enough extremely low-income families on the waiting list YHA will conduct outreach on a non-discriminatory basis to attract extremely low-income families to reach the statutory requirement.

The higher income families will continue to remain on the waiting list in the order of date and time their application was received.

The Income Limit schedule used is VL (Very Low), and EL (Extremely Low).

5. OFFER OF A UNIT

The YHA policy for selection of applicants, the assignment of dwelling units and to comply with section 504 of the Rehabilitation Act of 1973, The Fair Housing Act Amendments of 1988 and Title VI of the Civil Rights Act of 1964 assure equal opportunity and non-discrimination on grounds of race, color, sex, sexual

orientation, Gender Identity, religion, disability or national origin and familial status. HUD programs are open to all eligible individuals and families regardless of actual or perceived sexual orientation, gender identity, or marital status is as follows:

Under this plan the first qualified applicant in sequence on the waiting list will be made an offer of the unit that has become available.

If more than one unit is available, and there is no need to transfer a current tenant, the applicant will be offered the unit that has been vacant for the longest period of time.

Any time a request for a reasonable accommodation is made for a specific unit, that request will be dealt with on a case by case basis and the request will be honored whenever possible.

6. REJECTION OF UNIT

If a family rejects the offer of a unit or does not wish to move into Glenn Acres at the time of the offer, YHA will remove the applicant's name from the waiting list. Removal from the waiting list means the applicant must reapply.

7. ACCEPTANCE OF UNIT

The family will be required to sign a lease that will become effective no later than thirty (30) calendar days after the date of acceptance or the business day after the day the unit becomes available, whichever is later.

Prior to signing the lease, the family, including the head of household and other adult family members, will be required to attend the Lease and Occupancy Orientation when they are initially accepted for occupancy. The family will not be housed if they have not attended the orientation. Applicants who provide prior notice of an inability to attend the orientation will be rescheduled. Failure of an applicant to attend the orientation, without good cause, may result in the cancellation of the occupancy process.

The signing of the lease and the review of financial information are to be privately handled. The head of household and all adult family members will be required to execute the lease prior to admission. One executed copy of the lease will be furnished to the head of household and YHA will retain the original executed lease in the tenant's file.

New tenants must pay a security deposit to YHA at the time of admission. The family or person will pay a security deposit in the amount equal to the initial Total Tenant Payment (TTP) or \$50, whichever is greater.

YHA may permit installment payments of security deposits. However, one-half of the required deposit must be paid at the time of move-in and the rest will due within 60 days.

YHA will hold the security deposit for the period the tenant occupies the unit.

When the tenant intends to vacate the unit, they must provide YHA with an advance written 30-day notice of their intent to vacate. The resident must leave the dwelling unit in a clean and undamaged (beyond normal wear and tear) condition and must furnish a forwarding address to YHA. All keys to the unit must be returned to the Management upon vacating the unit. YHA will then refund to the Tenant the amount of the security deposit less any amount needed to pay the cost of:

- A. Unpaid Rent;
- B. Damages listed on the Move-Out Inspection Report that exceeds normal wear and tear;
- C. Other charges under the Lease.

YHA will refund the Security Deposit, less any amounts owed, within 14 days following the date the resident vacates the unit. YHA will also provide the tenant or tenant's designee with a written list of any charges against the security deposit. If the tenant disagrees with the amount charged to the security deposit, YHA will provide a meeting to discuss the charges, which is not a grievance and is not subject to the requirements of the Grievance Policy, or, upon the tenant's timely request, an informal hearing, pursuant to the Grievance Policy, to review the charges.

YHA will not use the security deposit for payment of rent or other charges while the tenant is living in the unit.

8. UNIT TRANSFER POLICY

Glenn Acres only consists of 38 one-bedroom units, there is no need for anyone to request a transfer because of a change in their family size or composition. We have no other size of a unit to offer. Yakima Housing Authority has other programs that are suitable for multi-family situations and can take applications from the family for those programs.

A transfer at Glenn Acres may occur for the following situations:

- A. For a medical reason certified by medical professional
- B. A need for an accessible unit
- C. A reasonable accommodation for a person with a disability

Tenants with a need for a transfer will need to make a written request to YHA. At YHA's request the tenant may have to provide supporting documentation, such as a note from a physician, to determine if the need fits within the above-mentioned criteria. An internal transfer list will be compiled in the order of time and date of when the requests were received. Tenants will then be transferred as soon as a vacant unit fitting their needs is available. Residents currently in place will have priority to transfer to a vacant unit over applicants from the waiting list.

Violence Against Women and Justice Department Reauthorization Act of 2005

1. The Landlord may not consider incidents of domestic violence, dating violence, sexual assault or stalking as serious or repeated violations of the Lease or other "good cause" for termination of assistance, tenancy or occupancy right of the victim of abuse.
2. The Landlord may not consider criminal activity directly relating to abuse, engaged in by a member of a tenant's household or any guest or other person under the tenant's control, cause for termination of assistance, tenancy, or occupancy rights if the tenant or any immediate member of the tenant's family is the victim or threatened victim of that abuse.
3. The Landlord may request in writing that the victim, or a family member on the victim's behalf, certify that the individual is a victim of abuse and the Certification of Domestic Violence, Dating Violence, sexual assault or Stalking, Form HUD-91066, or other documentation as noted on the certification form, be completed and submitted with 14 business days, or agreed upon extension date, to receive protection under the VAWA. Failure to provide the certification or other supporting documentation within the specified timeframe may result in eviction.
4. All information provided to the YHA regarding domestic violence, dating violence, sexual assault or stalking, including the fact that an individual is a victim of such violence or stalking, must be retained in confidence and may either be entered into any shared database nor provided to any relate identity, except to the disclosure (a) is requested or consented to by the individual in writing, (b) is required for use in an eviction proceeding, or (c) is otherwise required by applicable law.

9. Policies to comply with section 504 of the Rehabilitation Act of 1973, the Fair Housing Act Amendments of 1988, and the Title VI of the Civil rights Act of 1964.

Section 504 prohibits discrimination on the basis of disability in all programs or activity receiving federal finance assistance. The Fair Housing Act also prohibits

discrimination in housing and housing related transactions based on race, color, sex, sexual orientation, gender identity, religion, national or ethnic origin, familial status, or disability. HUD programs is open to all eligible individuals and families regardless of actual or perceived sexual orientation, gender identity, or marital status Title VI of the Civil Rights Act prohibits discrimination on the bases of race, color, or national origin in any program or activity (HUD) federal financial assistance.

10. Eligibility of College Students:

1. Eligibility of College Students (include eligibility requirements for students enrolled in an institution of higher learning education); at move in, annual recertification, initial certification, when in place starts receiving assistance and due to household changes in enrollment – interim certification.

2. Section 8 assistance shall not be provided to any individual who;

(a) Is enrolled PT or FT at an institution of higher education to obtain a degree, certificate or other program leading to a recognized educational credential

(b) Is under the age of 24

(c) Is not married

(d) Is not a veteran of the U.S Military

(e) Does not have a dependent child

(f) Is not a person with a disability (defined in 3(B) (3) (E) and was not receiving Section 8 assistance as of November 30th, 2005.

(g) Is not living with his/her parents who are receiving Section 8 assistance; and

(h) Is not individually eligible to receive Section 8 assistance or has parents (individually or jointly) who are not income eligible to receive Section 8 assistance.

To establish independence from parents: a student must meet, at a minimum **all** of the following criteria to be eligible for Section 8 assistance. The student must:

(a) be of legal contract age under state law

(b) have established a household one year prior to application- **OR-** meet DOE definition of an independent student and

(c) not be claimed as dependent pursuant to IRS regulations

(d) obtain a certification of the amount of financial assistance provided by parents or legal guardian (even if no assistance is provided).

a) be 24 years of age or older by December 31 of the award year;

Update to include all definitions of independent student covered in this section.

b) 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;

c) 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 individuals State of legal residence;

d) is a veteran of the Armed Forces of the United States or is currently service on active duty in the Armed Forces for other than training purposes;

- e) is a graduate or professional student;
- f) is a married individual;
- g) has legal dependents other than a spouse;
- h) 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;
- i) is a student for whom a financial aid administrator makes a documented determination of independence by reason of other unusual circumstances.

Owners must verify the student's independence from his or her parents. To determine that the students' parents' income is not relevant in determining the student's eligibility for assistance by doing all of the following:

- a) Review and verify previous address information to determine evidence of a separate household verifying the student meets the U.S. Department of Education's definition of independent student;

Update plan to include verification procedures listed here.

- b) Review a student's prior year income tax returns to verify the student is independent or verifying the student meets the Department of Education's definition of independent student;

EIV- (Enterprise Income Verification System)

Is an electronic sharing system between the Department of Housing and Urban Development and Health and Human Services. Information obtained will be kept confidential, and will be used only for the reasons allowed by law. Should the tenant request a copy of the EIV report a written statement, dated and signed will be required for the tenant file.

EIV has made available six reports. We will be accessing the following and reviewing them in a manner to determine income and subsidy benefits. They are as follows:

1.) Summary Report

State the Summary Report and supporting documentation will be retained in the tenant's file for term of tenancy plus 3 years

2.) Income Report

State the Income Report and supporting documentation will be retained in the tenant's file for term of tenancy plus 3 years

3.) Income Discrepancy Report

State the Income Discrepancy Report and any supporting documentation will be retained in the tenant's file for term of tenancy plus 3 years

4.) New Hire Report and New Hire Detail Report

New Hires Summary Report will be retained in the EIV master file for 3 years

New Hires Detail Report and any supporting documentation will be retained in tenant's file for term of tenancy plus 3 years

5.) Multiple Subsidy Report and Multiple Subsidy Detail Report

Multiple Subsidy Summary Report and supporting documentation will be retained in the EIV master file for 3 years

Multiple Subsidy Detail Report and any supporting documentation will be retained in the tenant's file for term of tenancy plus 3 years

6.) Deceased Tenant Report

State the Deceased Tenants Report will be retained in the EIV master file for 3 years

7.) Failed EIV Pre-Screening Report

Failed EIV Pre-screening report will be retained in the EIV master file for 3 years

8.) Failed Verification Report

Failed Verification Report will be retained in the EIV master file for 3 years

9.) Additional Required Items

Address documenting and reporting the occurrence of all improper disclosure of EIV data

Address reporting any occurrence of unauthorized EIV access or security breach to the HUD National Help Desk

Address destruction of EIV data

Any discrepancies between tenants reported income and EIV verified income will result in obtaining third party written verification to determine corrections, fraud or misreported information.

Submitting false information may result in eviction, loss of assistance, fines up to \$10,000 and imprisonment of up to 5 years.

In addition, HUD provides the owner/agent with information about an applicant's current status as a HUD housing assistance recipient. The owner/agent will use the Enterprise Income Verification System to determine if the applicant or any member of the applicant household is currently receiving HUD assistance. Nothing prohibits a HUD housing assistance recipient from applying to this property. However, the applicant must move out of the current property and/or forfeit any voucher before HUD assistance on this property will begin. Special consideration applies to minor children where both parents share 50% custody. If the applicant or any member of the applicant household fails to fully and accurately disclose rental history, the application may be denied based on the applicant's "misrepresentation" of information.

Owners must handle any information obtained from other records in accordance with applicable state and Federal privacy laws and with the provisions of the consent forms signed by the applicant.

Notification of Modification to the Tenant Selection Plan:

Applicants on the waiting list shall be notified of modifications to the Tenant Selection plan at their appointment date.