

PHASE 3 – ALICE GRIFFITH 2017

RESIDENT SELECTION PLAN

1) Applicant Eligibility Criteria

All applicants must qualify based upon:

- Income must be equal to or greater than 2 times the monthly rent amount.
- Credit and criminal screening is required for all applicants 18 & over, which will be completed in compliance with the Fair chance Ordinance.
 - Criminal Background Check & Personal History. In compliance with Article 49 of the San Francisco Police Code, your background check will not be reviewed until all other qualifications have been met. A check will be made of criminal conviction records for the past seven years for all adult Applicants of the household. Reports will be obtained from local and/or state records and may also include local Police records. If the Applicant has resided in a state other than California and has a past felony conviction, a report will be required from that state or federal organization. Generally, public records of this sort are only available for the past seven (7) years. However, if information becomes known once you have met both the income and credit qualifications that criminal activity has happened before the past seven year period, this may impact the Applicant household's eligibility to live at the property. The Management Agent reserves the right to consider this information as well. Subject to compliance with Article 49 of the San Francisco Police Code, felony offenses and/or continued and ongoing criminal activity may be grounds for rejection if such offenses involve physical violence to persons or property, domestic violence, sexual abuse, sales of narcotics, illegal weapons possession, any form of assault, breaking and entering, burglary or drug related criminal offenses.
 - Applicants may be rejected due to: a documented lease violation in the last two years.
- Households eligible for 1, 2, 3 BRs may not exceed the 50% MOHCD AMI income threshold for LIHTC Units.
- Commitment to use the unit as the principal residence.
- Commitment to participate in rental restrictions and compliance recertification.

- See below for additional screening criteria from Section 2.5G of the Management Plan

1. Screening Criteria [excerpted from Management Plan Section 2.5g]
 - (a) An applicant’s past performance in meeting financial obligations, especially rent, will be considered in determining if there is a substantial risk that such applicant will not fulfill its rent obligations. Factors to be considered are as follows:
 - (i) Prior landlord, property owner, or mortgagee nonpayment or other rental lease violation in the last two years;
 - (ii) Material (exceeding \$2500) reported delinquent consumer debt balances (excluding medical bills and student loans) within three months of date of application or written off (treated as bad debt) within one year of date of application; and no history of past due consumer debts within the last 12 months with balances older than six months;
 - (iii) A documented history or pattern of past due consumer debts (excluding medical bills and student loans) within the last 18 months with balances older than six months.
 - (b) Criminal record check, as allowable by Article 49 of the San Francisco Police Code, which applies by virtue of this project receiving funds under a MOHCD loan. See Section 4903 of the S.F. Police Code (applying limitations on use of criminal history information in selecting tenants in affordable housing “that has received funding from the City”). No criminal check will occur before the applicant has been income verified.

2) Local Preferences

Preference will be given to:

Preference	Applicant Category
1	Residents of the Alice Griffith housing development per the HUD Requirements, and as required in the Redevelopment Plan for the Bayview Hunters Point Redevelopment Area adopted on August 3, 2010. Residents of the Alice Griffith housing development includes baseline and current residents that lived in the targeted redevelopment site on or after the time of application for Choice Neighborhoods of October 26, 2010.
2	Hunters Point Certificate of Preference (“COP”) Holders;
3	Western Addition Certificate of Preference Holders;

4	Rent Burdened or Assisted Housing Residents, defined as a) persons paying more than 50% of their income for housing (To prove eligibility, applicants must include a copy of their current lease agreement plus proof of the last 3 months rent payments (i.e. cancelled checks or debits from their bank account) with the application. A Request for Verification of Rent will be completed post-lottery. This preference does not apply to Section 8 Voucher holders.); or b) persons residing in public housing or <u>Project-Based</u> Section 8 housing are eligible for the Assisted Housing Residents preference. (This preference does not apply to Section 8 Voucher holders. Applicants must include a copy of their current lease agreement with their lottery application. Households must meet the minimum income requirements);
5	Households in which one member holds a Displaced Tenant Housing Preference (DTHP) certificate from the Mayor's Office of Housing and Community Development, for up to 20% of the units in the project (6 total units for Phase 3A and B). DTHP certificate holders will also be included in the live/work preference regardless of their current live/work location.
6	Live or work in San Francisco Preference; and
7	Members of the general public.

Applicants will be required to indicate on their application if they believe they qualify for a preference, and must submit documented proof along with their application submission. Failure to provide proof may result in the preference not being granted. MOHCD staff will confirm all Certificate of Preference and DTHP holders.

Accessible units will be available to those who self-identify, and will be offered to applicants in lottery rank order.

Notes regarding preferences:

- Only one form of documented proof is required.
- Only one adult household member must be eligible for a preference.
- Any preference claim found to be false may result in the reordering of the application as if it had never requested or received a preference, or in the case of proven fraud by MOHCD, withdrawal of the application.

After initial lease-up of units, Alice Griffith Residents, Certificate of Preference Holders and Displaced Tenants Housing Preference holders will receive priority (in that order) and move in front of others on the waitlist (Local preferences #1,2,3, and 5 above). Alice Griffith Residents, Certificate of Preference Holders and Displaced Tenant Housing Preference holders are able to submit an application to get on the waitlist at any time after initial lease up, regardless of whether the waitlist is closed to other applicants. The waitlist will have 300 applicants after initial lease up is complete.

3) Local Operating Subsidy Program

Not Applicable.

Annual Income Limits

50% of Maximum Income by Household Size derived from the Unadjusted Area Median Income (AMI) for HUD Metro Fair Market Rent Area (HMFA) that contains San Francisco 2017

A one person household can make no more than \$40,350

A two person household can make no more than \$46,150

A three person household can make no more than \$51,900

A four person household can make no more than \$57,650

A five person household can make no more than \$62,250

A six person household can make no more than \$66,900

A seven person household can make no more than \$71,500

(Please visit <http://sfmohcd.org/limits-affordable-rental-projects-under-contract-mohcd> for larger households.)

4) Basis of Denial for Lottery Winners:

Applicants will be rejected for any of the following:

1. Applicants will be provided the criminal background record and provided an opportunity to respond and to provide evidence of mitigating factors.
2. Annual Income (including assets) not within the established restrictions of the property.
3. Household size must meet the established occupancy standard for the property.
4. Applicant must meet all program regulated eligibility.
5. After offering several options for interviews (different times of the day, including evenings, and different days, failure to present all members of the applicants' household at the scheduled interview(s).
6. Documented failure of any household member to behave in a respectful, non-violent, manner during an interview or while on the property.
7. A negative unlawful detainer report indicating failure to meet financial obligations in excess of \$2,500 or recent eviction in the past 2 years.
8. Landlord history for lease violations and just cause evictions (not including no-fault evictions) within the past two years and/or criminal background check.
9. Documented intentional falsification of any information on any pre-application.
10. All household members may appear on only one application per listing. All applications containing any person who appears on more than one application will be removed from the lottery.
11. Applicant fails to show (without notification) for two scheduled screening interviews, unless acceptable reasons (i.e., valid medical appointment) for not showing can be provided.

5) Mitigating Circumstances:

In all instances where unfavorable information would cause an applicant family to fail to meet the screening criteria set forth above, best efforts will be made to obtain mitigating information from all available sources. Sources of information may include, but are not limited to, (by means of interview), landlord, employers, family social workers, parole officers, court records, drug treatment centers, clinics, physicians or police departments where warranted by particular circumstances and as allowable by law.

Consideration will be given to the time, nature, and extent of the applicant's conduct (including any reasonable explanation therefore) and to factors that might indicate a reasonable probability of favorable future conduct or financial prospects, including documented case management tailored to lease compliance.

Other mitigating factors to be considered include the following:

- (a) Negative credit information can be mitigated through third party verification, including but not limited to a creditor, of each item that (i) there has been a payment plan and a timely payment history on such plan for the period during which such plan has been in effect (but not less than sixty (60) days); or (ii) the applicant has disputed such debt and can provide verification of such dispute. . (iii) debt unrelated to housing may be mitigated if applicant has verified history of paying rent and utilities in a timely manner for at least the previous 12 months.
- (b) Record of unsuitable rental history or behavior can be mitigated if applicant can show evidence of rehabilitation or participation in rehabilitation.
- (c) Evidence of rehabilitation;
- (d) Length of time since the objectionable incident(s);
- (e) Other evidence which may indicate a reasonable probability of responsible future tenancy.

6) Reasonable Accommodations:

It is the policy of the McCormack Baron Management (MBM) to provide reasonable accommodation in housing for applicants and residents with disabilities where reasonable accommodation is needed to provide an equal opportunity to use and enjoy MBM's housing. MBM's goal is to provide stable, quality affordable housing to low and moderate income persons regardless of disability.

If a household member needs an accommodation in order to apply for MBM Housing, they should make the request to the MBM Section 504 Coordinator. Some examples of the types of accommodation that might be needed include the provision of a sign language

interpreter or having application materials read aloud for the applicant. Applicants do not need to complete a request form to obtain this type of assistance.

For any accommodation other than assistance in completing the application, MBM will provide a Reasonable Accommodation Request form. Individuals may submit their reasonable accommodation request(s) in writing, orally or by another equally effective means of communication. If needed as a reasonable accommodation, MBM staff will assist the individual in completing the Request Form.

1. Complete a *Reasonable Accommodation Request*. Forms are available at the MBM Site Rental Office, 2600 Arelious Walker Drive, San Francisco, 94124. You can make a request for a form by telephone, email, or in person. If you need assistance in completing the form, ask an MBM staff member for help. If necessary they will provide a reader or sign language interpreter. The requesting household member will be asked questions about what family member has a disability and what kinds of changes are requested.
2. The requesting household may be asked to provide confirmation of the disability from a medical professional or qualified service provider. The medical professional or qualified service provider may also be asked to certify and explain how the accommodation requested is related to the disability and will be effective in accommodating the disability. It is important that the requesting individual meet any deadlines for requests for information. Failure to respond in a timely manner may result in the request being delayed or denied. If more time is needed to respond, individuals should contact the staff person whom they have been working with.
3. During the process of evaluating the request, the requesting individual or MBM staff may request a meeting to discuss the requested accommodation. The meeting will be held at an accessible location. The requesting party may have a friend or advocate with them at the meeting. The requesting party may also request a reader or sign language interpreter and one will be provided by the MBM. If the requesting party are unable to come to an office, the meeting may be held by telephone, or at another mutually agreeable location.

MBM will reduce oral accommodation requests to writing as soon as practicable after the request has been made.

How is my request processed?

All applicants, program participants and residents must meet the basic qualifications for housing under the Low Income Housing Tax Credit Program and Tenant Selection Criteria.

1. MBM staff will review your request for reasonable accommodation. If additional information is needed, you will receive a written request. You should be careful to follow the deadlines in the letter. If you have problems or questions, you should call your initial contact person.
2. The decision on your request will be made by the Section 504 Coordinator. MBM will communicate its decision to you, in writing, as soon as practicable from either the date of the request or the date all the necessary information is received. Whether your request is approved or denied, you will be notified in writing.
3. During any request for a reasonable accommodation a comparable unit (if available) will be held until a final determination is made.

Some things to keep in mind:

- MBM considers each request for reasonable accommodation as a separate request. The decision will be made on a case by case basis with the understanding that each person's needs and circumstances are unique.
- If original request is denied, then MBM must collaborate with you to identify an alternate accommodation from the one you request. The decision whether to grant an accommodation is based on whether the requested accommodation creates an unreasonable undue financial and administrative burden or creates a fundamental change in the MBM housing program. A request may also be denied if said request is structurally impractical.

If at any time you feel your request is not being processed appropriately, you have the right to file a grievance according to the MBM grievance policy.

Any concerns or complaints about violations of the Fair Housing Amendments Act of 1988, Section 504 of the Rehabilitation Act of 1973, and HUD Equal Opportunity Requirements can be directed to the local HUD office or the State Human Relations Commission.

7) Grievance Policy

The Grievance Policy will be available to all applicants.

The following procedures apply to formal grievances of the services provided by the Owner and the Agent. These procedures, however, do not preclude any applicant or resident from the right to informally approach the Site Manager for the purpose of discussing a rejected application or other problematic situation. If informal discussion does not resolve the situation then the formal procedures should be followed:

1. An applicant or resident, feeling that he/she has cause for grievance will advise the Site Manager in writing. In the case of a rejected application, documentation of mitigating circumstances as described above should be submitted with the grievance.
2. Within 48 business hours the Site Manager will schedule a conference.
3. If a satisfactory adjustment or solution is not reached as a result of the conference, the Site Manager will forward the written grievance to the Manager's supervisor, together with a write-up of the conference and all available information on both sides of the issue in question.
4. The supervisor will review the information submitted and after conducting an inquiry as to the related facts will convene a meeting within a period not to exceed thirty (30) calendar days. The Site Manager and resident (together with his/her selected representative) will attend the meeting.
5. Any expenses associated with the resident's representative will be the responsibility of the resident.

6. A decision by the Agent's supervisor will be rendered in ten (10) days and sent in writing to the Site Manager, and the resident submitting the grievance.
7. Before an appeal is denied, MBM will submit the appeal to OCII and MOHCD, and all parties will discuss accordingly. OCII and MOHCD collectively will have 10 business days to act on any appeals submitted to their offices.

During any appeal a comparable unit will be held until a final determination is made.