

## **RESIDENT SELECTION CRITERIA / TENANT SELECTION PLAN GERALDINE JOHNSON**

**5545 3<sup>RD</sup> STREET  
SAN FRANCISCO, CA 94124  
(415) 822-9501**

Geraldine Johnson's goal is to ensure that all applicants are screened using consistently applied, fair criteria, to provide a desirable, well-maintained and affordable place to live for an economically, racially, and ethnically integrated resident population, while complying with the provisions of any federal, state, or local law prohibiting discrimination in housing on the basis of race, religion, sex, color, family status, disability status, national origin, marital status, ancestry, gender identity or sexual orientation, source of income, or HIV/AIDS status. No criteria will be applied or information considered pertaining to attributes of behavior that may be imputed by some to a particular group or category. All criteria shall be applied equitably and all information considered on an applicant shall be related solely to the attributes and behavior of individual members of the household as they may affect residency.

Geraldine Johnson is a Section 202- PRAC facility for seniors (head of household must be 62 years of age or older). The property is subject to the U.S. Department of HUD's 4350.3 guidelines and income limits, which are published annually and are available to the public from the property office. To qualify for housing assistance, the household must meet the income limit requirements for very low income limits (50% of area median income or less) as published by HUD for the PMSA: San Francisco, CA, County of San Francisco, CA.

### **Interview Process**

A waitlist is maintained for Geraldine Johnson. Upon notice of a vacancy, a letter is sent to the first person from the waitlist along with a backup, which informs them of an upcoming vacancy. Each applicant is encouraged to set up an appointment to update their application package and go through an interview. At this interview, the resident manager goes over the application and ensures that all required paperwork is completed for the verification process. It is also at this interview that the manager has the household complete all necessary paperwork and provide necessary documentation for Section 214 compliance (citizenship), general releases (HUD Form 9887 package), social security numbers, income and assets. In addition, applicants must qualify based upon the established income/asset, age, and household size requirements. Per MOHCD policy, after all other qualifications have been met, a credit check, unlawful detainer search, and criminal background check (which includes a Sex Offender check) are performed, and the applicant must have acceptable credit status, rental history, and criminal background, as outlined in our Grounds for Denial. The applicant is not charged for these screenings.

Unit selection will occur in lottery rank order. All applicants must qualify based upon eligibility requirements outlined in this document.

### **Applicant Eligibility Requirements**

All applicants must qualify based on the following:

#### **A. Credit**

Credit screening is a requirement for all applicants over the age of 18. Student loans and medical expenses are excluded from screening. Criteria include:

- Total unmet credit problems, including government tax liens, within the last three (3) years must not be in excess of \$2,500.
- May not have bankruptcy discharged within the last three (3) years.



## GERALDINE JOHNSON – RESIDENT SELECTION CRITERIA / TENANT SELECTION PLAN

- May not have a total of seven (7) or more unmet credit problems of any value within the last three (3) years.
- Applicants without credit history will not be impacted negatively

### **B. Rental History**

Information regarding applicant rental history is required prior to approval of application. Criteria include:

- May not have a judgement against an applicant obtained by the current or previous landlord (no-fault evictions will not count against applicant) within the last three (3) years.
- May not have an unmet obligation owed to a previous landlord within the last three (3) years.
- Applicant must have made timely payments of the last year's rental payments.

### **C. Personal History**

An applicant may not have a documented history of violence or abuse (physical or verbal) in which the applicant was determined to be the antagonist. In addition, current abuse of alcohol or use of illegal drugs may result in denial of application, where use constitutes abuse of illegal drugs (unless required by doctor's verification).

### **D. Criminal Background Check**

Criminal screening is a requirement for all adult applicants to be completed in compliance with the Fair Chance Ordinance and Article 49 of the San Francisco Police Code. Background checks will not be reviewed until all other requirements have been met, and all adult applicants of the unit will receive a check of criminal conviction records from local and state databases. In compliance with Article 49, convictions more than seven years old will not be considered. All notices and appeals regarding criminal background checks will be performed in accordance with Article 49.

Denial of application may result if a household member is:

- Subject to any state's sex offender lifetime registration requirement
- Convicted for violent criminal activity that would threaten the health, safety, or right to peaceful enjoyment by other residents or employees and contractors who work with the project.
- Convicted for drug related criminal activity that would threaten the health, safety, or right to peaceful enjoyment by other residents or employees and contractors who work with the project.
- Convicted for other criminal activity that would threaten the health, safety, or right to peaceful enjoyment by other residents or employees and contractors who work with the project.

### **E. Other Property Specific Requirements - HUD**

#### **E-1. Student Status**

Student applicants need to provide documentation of their enrollment. The student status of applicants will be verified. Part-time or full time students enrolled at an institution of higher education obtaining a degree, certification or other program leading to a recognized educational credential will only qualify for assistance if the student-applicant meets any of the following criteria:

- a. 24 years or older

## GERALDINE JOHNSON – RESIDENT SELECTION CRITERIA / TENANT SELECTION PLAN

- b. Married
  - c. With dependents
  - d. Veteran of the US military
  - e. A person with disabilities receiving section 8 assistance as of November 30, 2005,
  - f. Living with parents who are also income eligible to receive Section 8 assistance
- and
- g. Independent students may be eligible for housing assistance if the independent student is of legal age, have lived separate from parents or guardians for a least a year prior to application, not claimed by the parents or guardians as dependents on their tax return, and have submitted a certification from parents or guardians stating the financial assistance that will be provided.

### **E-2. Social Security Number Requirements**

Applicants are required to provide proof of their social security number. Acceptable proof can be copies of their original SSN card, driver's license with SSN, ID issued by a federal, state, or local agency, earnings statements, benefit award letter, retirement benefit letter, or court records. If the applicant cannot provide any form of SSN verification, the applicant must certify that no SSN has been assigned. An applicant who cannot provide proof of SSN will be given 60 days to provide any of the previously mentioned documents. After 60 days, if the applicant has been unable to supply the required SSN documentation, the applicant will be determined ineligible and removed from the waitlist.

### **E-3. Citizenship/Immigration Requirements**

Applicant households must declare their citizenship or immigration status. Noncitizens age 62 or older must sign a declaration of eligible immigration status and provide proof of age document.

### **F. Minimum and Maximum Income Requirements**

The applicant household's annual income, including assets, must fall within the established restrictions for the property. There is no minimum income requirement at this property. At initial occupancy, the applicant household must have income that does not exceed the income limits set forth by property financing. The application cover letter will outline the most current maximum income limits for the property.

### **G. Documentation**

Each potential occupant must provide all documentation required by the selection process. Failure to comply with any of the following may result in denial of application:

- Not attending an interview
- Not providing a completed and signed application, release of information, grounds for denial, and application fee (if required)
- Not providing landlord references covering the last three years of residency. Applicants who have not held a rental agreement for a minimum of a twelve month period within the last three years will be required to provide references from a person not related to the applicant who has known the applicant for at least three years

## GERALDINE JOHNSON – RESIDENT SELECTION CRITERIA / TENANT SELECTION PLAN

- Not providing appropriate proof of all income sources and assets
- Not providing any other documents required to determine eligibility

### H. Offer of an Apartment

If approved, applicants will be offered only one apartment. Declining the offer of an apartment is considered to be a withdrawal of the application by the applicant. Exceptions will be made in the case of reasonable accommodation.

### Waitlist

The waitlist will be maintained electronically. A numbering system corresponding to application date, application time, and lottery number will be used to track all applications, along with preferences and need for accessible or sensory unit. Procedures will be followed to assure that the waitlist is current and has an adequate number of applicants, and it will be updated annually. The waitlist will include income, household size, request for accessible unit, lottery number, preferences, and contact information.

A letter will go out to all applicants periodically asking them to advise BRIDGE of their continued interest, and to update any contact information, income, or household size.

We anticipate a high volume of interest for this property and will be cutting off the waitlist at 300% of the number of affordable units. When the waitlist is closed, no applications will be accepted, and the site office will inform potential applicants that the waitlist is closed.

When the number of applicants on the waitlist becomes less than 30% of the number of affordable units, Geraldine Johnson will open the waitlist and advertise according to the Affirmative Fair Housing Marketing Plan and the MOHCD marketing policies.

Short-hand applications for the waitlist will be received electronically or in paper form through the DAHLIA system, San Francisco Housing Portal. An electronic, public lottery will be held, and applicants will be notified of their lottery number and any relevant preferences.

The first pre-applications will be processed in order of lottery number, with preference given in the order listed below. The property will give priority processing to residents and applicants in need of ADA and/or hearing/visual features when such units are available. The property may use a lease addendum requiring residents residing in a unit with special features who does not need those features, to move to another unit when available.

### Occupancy Preferences

#### A. Certificate of Preference Program (COP)

Certificate of Preference holders, individuals previously displaced by a former Redevelopment Agency in Redevelopment Project Areas, will receive first preference in the housing lottery.

Certificate of Preference language will be included on a flier submitted to the Mayor's Office of Housing and Community Development (MOHCD) for distribution to COP holders as well as in all fliers, advertisements, and application packets. Failure to provide proof may result in the preference not being granted. MOHCD will confirm all Certificate of Preference holders. Only one form of documented proof is required, and only one adult household member must be eligible for a preference.

## GERALDINE JOHNSON – RESIDENT SELECTION CRITERIA / TENANT SELECTION PLAN

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 as determined by MOHCD, mandatory withdrawal of the application.

Applicants will be required to indicate on their application if they believe they qualify for the COP preference at the time that they apply and must submit documented proof along with their application. Acceptable proof will be as follows: a copy of their Certificate of Preference (if available) and the address from which they were displaced.

### **B. Displaced Tenant Housing Preference (DTHP)**

Households in which one member holds a DTHP certificate from MOHCD will receive second preference behind COP for up to 20% of the units in the project. DTHP holders will be included in the Live/Work preference regardless of the current location of home or work.

### **C. Live/Work Preference**

The San Francisco Live/Work preference will be the third preference. To be eligible for the Live/Work preference, at least one household member must live or work at least 75% of his or her working hours in San Francisco. The applicant must provide proof of residency or employment along with the application so that the project sponsor may pass this documentation to MOHCD to determine eligibility.

### **D. Accessible and Sensory Unit Priority**

Available units that include special accessibility features will be held for applicants requiring these features before being leased to applicants who do not indicate a need. The pool of applicants who have disclosed their need will be processed in order of lottery and the above preferences, ahead of those who have indicated no need for such a unit, should an accessible or sensory unit come available. Need for accessible units should be indicated on applications and may be subject to verification.

## **Housing Size Requirements/Occupancy Standard**

The occupancy standards for determination of a household's unit size are as follows:

<b>Unit Type</b>	<b>Minimum No. of Persons in Household</b>	<b>Maximum No. of Persons in Household</b>
One Bedroom	1 person	3 persons

As per San Francisco Housing Code, children under the age of 6 shall not be counted towards the maximum occupancy standard.

### **EIV**

At initial and subsequent recertifications, all residents are checked in the HUD EIV system for any multi-subsidy situations and income sources. EIV documentation will be kept in a closed envelope in the tenant file.

### **Denials and Mitigating Circumstances**

If an applicant does not meet the established eligibility requirements as outlined in our Grounds for Denial, they will receive a letter explaining why they were denied. The denial letter, which will be sent in a timely fashion, will also state that the applicant has the opportunity to appeal the rejection by sending

## **GERALDINE JOHNSON – RESIDENT SELECTION CRITERIA / TENANT SELECTION PLAN**

a letter of appeal within 14 days. Upon request, management will provide the applicant with the information used to make the denial decision, such as an income calculation sheet, credit report or tenant history report, and all denial notices will include instructions on how to file the appeal.

Prospective denials in relation to criminal screening will follow Article 49 requirements, which are as follows:

- a. BPMC will not automatically bar applicants who have a criminal record in recognition of the fact that past offenses do not necessarily predict future behavior, and many applicants with a criminal record are unlikely to re-offend.
- b. BPMC will not consider:
  - arrests that did not result in convictions, except for an open warrant;
  - convictions that have been expunged or dismissed under Cal. Penal Code § 1203.4 or 1203.4a;
  - juvenile adjudications.
- c. BPMC will consider:
  - the individual circumstances of each applicant; and
  - the relationship between the offense, and
    - i. the safety and security of other tenants, staff and/or the property; and
    - ii. mitigating circumstances such as those listed below.
  - only those offenses that occurred in the prior 5 years, except in exceptional situations, which must be documented and justified, such as where the housing provider staff is aware that the applicant engaged in violent criminal activity against staff, residents or community members and/or that the applicant intentionally submitted an application with materially false information regarding criminal activity.
  - mitigating factors, including, but not limited to:
    - i. the seriousness of the offense;
    - ii. the age and/or circumstances of the applicant at the time of the offense;
    - iii. evidence of rehabilitation, such as employment, participation in a job training program, or letters of support from a parole or probation officer, employer, teacher, social worker, medical professional, or community leader;
    - iv. if the offense is related to acts of domestic violence committed against the applicant;
    - v. if the offense was related to a person's disability.

The criminal background screening will not be reviewed until the application is otherwise approved for a unit. Applicants will be notified of any prospective adverse action due to the above reasons and will be given 14 days to provide any mitigating factors and additional documentation. If no documentation is provided the applicant will be notified in writing that their application has been denied. If additional information is provided an individualized assessment will be conducted and the applicant will be notified in writing with the outcome. A vacant unit will be held available until the appeal process is complete.

### **Grievance Policy**

Every resident has the right to file a grievance against the management or another resident. The resident manager of the property will meet and discuss the grievance with the resident in order to determine the policy, and whether or not a mutually satisfactory solution can be agreed upon. If the resident feels that the grievance cannot be resolved, the resident manager will submit the resident's grievance to the Property Supervisor along with a written response as to the facts, conclusions, and recommendations.

## **GERALDINE JOHNSON – RESIDENT SELECTION CRITERIA / TENANT SELECTION PLAN**

The Property Supervisor and the resident will then meet and attempt to reach a mutually satisfactory resolution to the grievance. If the Property Supervisor is unable to resolve the issue the grievance will then be forwarded to the Director of Property Management and finally to the Vice President for a final determination.

### **Limited English Proficiency (LEP)**

Feasible steps will be taken to assist persons with Limited English Proficiency (LEP) in gaining access and having equal opportunity to our programs, benefits, and services. Staff will utilize “I Speak” cards and oral translation services will be offered to LEP programs.

### **Internal Transfers**

Households that request an internal transfer for medical reasons must provide a doctor’s note to indicate what accommodation is necessary.

Households that need to transfer to a different unit due to a medical necessity have exclusive priority for that unit. The household must be recertified and must meet the maximum income standard for that unit’s designation before the transfer is allowed. There are several exceptions to this policy, but the exceptions can only be made by the Executive Vice President, Senior Vice President, and/or Vice President of Compliance. An approved sign off on the conversation log by one of the three is necessary for the transfer to happen.

Internal transfer files must contain all the documents a new file would, including:

- a. Section 214 compliance (copy from original file)
- b. immigrations status (copy from original file)
- c. photo identifications for all adult members (copy from the original file)
- d. social security cards for all members (copy from the original file)
- e. birth certificates for all minor members of the household (copy form original file)
- f. credit report & unlawful detainer reports (copy from the original file)
- g. criminal and sex offender checks (copy from the original file)
- h. current landlord verification (manager must complete it)
- i. landlord verifications if they haven’t been there for 3 years (copy from original file)

### **Reasonable Accommodations**

The owner/management agent will modify the screening process in order to reasonably accommodate persons with disabilities (i.e. larger printed materials, rescheduling interviews, etc.) BPMC is obligated to offer qualified applicants with disabilities additional consideration in the application of rules, policies, practices, services and structural alterations if it will enable an otherwise eligible applicant or tenant with a disability an equal opportunity to access and enjoy the housing program. BPMC is not required to make an accommodation or physical modification if the accommodation or modification creates undue financial or administrative burden, as determined by the Owner, to the building or if it requires BPMC to fundamentally alter or change the nature of the housing program. BPMC will require reliable (i.e. licensed medical provider) third-party verification of the disability and the accommodation required. BPMC makes all efforts to comply with a requested accommodation, and BPMC finds that the accommodation requested is not reasonable, all efforts will be made to find an accommodation that is both effective and reasonable. Reasonable accommodations will be made to meet the needs of all applicants with disabilities.

The requests for reasonable accommodation shall be submitted on a letter to Geraldine Johnson Manor with the applicant’s name, address, telephone number, the basis for the claim that the individual (or group

## **GERALDINE JOHNSON – RESIDENT SELECTION CRITERIA / TENANT SELECTION PLAN**

of individuals, if application is made by an entity acting on behalf of a person or persons with disabilities) is considered disabled under the Acts, and the description of the requested accommodation and modification. The request will be reviewed by the Senior Vice President of Property Management. A written response of approval or denial which will be consistent with Section 504 of the Rehabilitation Act of 1973 will be sent to the applicant/tenant within 10 days. The denial of accommodation or modification may be appealed within 14 days with a formal letter of appeal.

### **Live-in Care Attendants**

A live-in care attendant is a person who lives with an individual and is essential to that individual(s) care and well-being, and would not be living in the apartment except to provide the support services required. An attendant cannot stay in the apartment once the qualified resident vacates, and is not counted as part of the household for determining income eligibility. Unlawful detainer search and criminal checks (which includes Sex Offender check) will be performed for all live-in-care attendants. Live-in care attendants must also have acceptable rental history, and criminal record as outlined in our Grounds for Denial.

### **Pets/Service Animals**

Geraldine Johnson Manor allows common household pets as well as service, assistance, or companion animals. Residents with pets not considered to be service/assistance animals will be required to adhere to the Pet Policy in the House Rules, and to sign and adhere to the Pet Agreement in the House Rules. There will be an additional pet deposit required for nonservice/assistance pets. Animals that are determined by Management and/or a City agency to be a danger or a nuisance will not be allowed on the property.

Service, assistance or companion animals are those animals specifically required to assist individuals with documented disabilities. A security deposit will not be required for service/companion pets. Applicants must notify Management if they require a service, assistance or companion animal and appropriate documentation must be provided. Appropriate documentation includes verification of need by a physician, proof of current and appropriate shots and emergency plans for the animal(s). Management will maintain documentation of the service, assistance and companion animals that are authorized to be on the property.