

Laurel Hill Center
TENANT SELECTION PLAN
For Laurel Grove/Laurel Court Apartments
HUD Section 202/811 Project Assistance Contract

Project Eligibility Requirements:

- Disability – all households must include a person with a disability of chronic mental illness to qualify for residency at Laurel Grove/Laurel Court Apartments
- Social Security numbers - applicants must disclose social security numbers for all household members at least 6 years of age and older, and provide proof of the numbers reported
- All information reported is subject to verification

Income Limits:

All households admitted each year must be in the “low income” category (80% of median income). At the time of admission household income must qualify for a subsidy. Owner/Operator will use the Existing Tenant Search in the HUD Enterprise Income Verification EIV system, and will access and review employment and income information in EIV as part of their screening criteria for new tenants. Any discrepancies will be investigated and verified before any final denial or any other adverse action against the applicant is made.

Non-Discrimination Goals:

People of all cultural, ethnic and linguistic backgrounds, national origins, languages, religions, colors, sizes, gender identities, sexual orientation and families with children are encouraged to apply.

Procedures for Accepting Applications and Selecting from the Waiting List:

- Applicants with preference scorings are selected from the waiting list and receive an opportunity for an available unit earlier than those without preferences. Applicants with equal preference scoring are selected in chronological order based upon date and time application was received. The procedure of applying preferences follows:
 - Currently receiving Laurel Hill Center clinical services + 25 score
 - Living in a more restrictive setting than needed (e.g. group home, foster care) + 5 score
 - Homeless or living in substandard housing + 10 score
 - Involuntarily displaced (in a shelter or safe housing) + 5 score
 - Staying with friends or relatives + 5 score
 - Paying more than 50% of one’s income toward rent + 10 score
- When the waiting list is opened once annually, Laurel Grove/Laurel Court accepts Initial Screening Applications either in person or by mail. Applicants who are renewing their initial screening application retain their original date and time priority on the waiting list. Laurel Grove/Laurel Court selects applicants from the waiting list in chronological order based upon date and time application was

received to fill vacancies. Laurel Grove/Laurel Court determines eligibility, screens the applicant/household member and verifies income.

- Each applicant and household member is screened for the following criteria:
 - Drug-related criminal activity – Applicants or household members currently using and/or selling illegal drugs are disqualified until documented and verifiable successful completion of an approved, supervised drug rehabilitation program is provided.
 - Prior eviction from subsidized housing – Applicants or household members evicted from subsidized housing within the past 3 years for drug-related criminal activities are disqualified from the date of the eviction. Possible exception can be granted to those who provide documented and verifiable successful completion of an approved, supervised drug rehabilitation program.
 - Applicants or household members subject to lifetime sex offender registration are disqualified.
 - Applicants or household members with patterns of abuse (physical, emotional, substance, other) that could interfere with the health, safety or peaceful enjoyment of the property by other tenants are disqualified. Possible exceptions can be granted with documented and verifiable plans of treatment with support.
- Applicants and household members may be rejected for the following reasons:
 - Ineligible for this type of housing.
 - Unable to disclose and document social security numbers for all household members who are at least 6 years old.
 - Does not sign and/or submit verification consent forms or Authorization for Release of Information.
 - Has household characteristics that are not appropriate for the specific type of unit available at the time, or has a family of a size not appropriate for available units.
 - Does not meet Laurel Grove/Laurel Court’s screening criteria.

Rejected applicants receive a letter from Laurel Grove/Laurel Court within 30 days of the determination, stating the reason for the rejection, the applicant’s right to respond in writing or request a meeting within 14 days to dispute the rejections; and that persons with disabilities have the right to request reasonable accommodations to participate in the informal hearing process.

Occupancy Standards:

Laurel Grove/Laurel Court’s occupancy standards comply with fair housing requirements and contain no prohibited policies, and comply with federal, state, and local fair housing and civil rights laws; tenant-landlord laws; zoning restrictions; and HUD’s Equal Opportunity and non-discrimination requirements under HUD’s administrative procedures.

- Occupancy is limited to two persons per bedroom unless a reasonable accommodation is in place due to a disability or medical condition that is expected to be persistent and long term.

- Laurel Grove/Laurel Court's 1-bedroom units allow for the following occupancy, by at least one person, and up to two people:
 - Applicant as sole occupant/head of household.
 - Applicant/head of household and spouse or partner.
 - Applicant/head of household and co-head of household who are not related by blood, marriage, adoption, or other operation of law, but who can demonstrate that they have lived together previously and/or certify that each individual's income and other resources will be available to meet the needs of the household.
 - Applicant and minor child.
 - Applicant and adult child as live-in aid – Adult children who are live-in aides must be essential to the care and well-being of the person, cannot be obligated for the support of the person, and would not be living in the unit except to provide the necessary supportive services.
 - Applicant/head of household and another individual who, with the permission of owner/agent, live in the assisted unit such as live-in aides, foster children, and foster adults.
- Laurel Grove has one, 2-bedroom unit which allows for the following occupancy, by at least two persons, and up to four people:
 - Applicant/head of household and spouse or partner.
 - Applicant/head of household and co-head of household who are not related by blood, marriage, adoption, or other operation of law, but who can demonstrate that they have lived together previously and/or certify that each individual's income and other resources will be available to meet the needs of the household.
 - Applicant and minor child/children.
 - Applicant and adult child/children as live-in aides – Adult children who are live-in aides must be essential to the care and well-being of the person, cannot be obligated for the support of the person, and would not be living in the unit except to provide the necessary supportive services.
 - Applicant/head of household and additional people who, with the permission of owner/agent, live in the assisted unit such as live-in aides, foster children, and foster adults.

Unit Transfer Policies:

- Transfer waiting list - Laurel Grove/Laurel Court maintains a chronologically dated waiting list of tenants who have requested a reasonable accommodation to move to Laurel Grove/Laurel Court's accessible, ground-floor unit, Laurel Grove/Laurel Court Apartments has only one accessible unit, or to a regular ground-floor unit due to a disability or medical condition that is expected to be persistent and long term.
- Procedures for filling vacancies:
 - Tenant provides Laurel Grove/Laurel Court with a written note from his/her physician indicating the need for the reasonable accommodation. If the condition or disability is readily observable, then verification is not necessary.

- Laurel Grove/Laurel Court transfers tenants with 30 days' notice to different units as reasonable accommodation to a household member's disability or medical condition on a priority basis as availability occurs.
- Laurel Grove/Laurel Court's priority policy - Vacant accessible units are filled by first checking the chronologically dated transfer waiting list and identifying and prioritizing tenants who are most in need of the unit by severity of disability or medical condition. If there are no eligible tenants on the transfer waiting list, Laurel Grove/Laurel Court pulls from the main waiting list based on regular procedures for filling vacant units.
- Tenants may request unit/property transfers for other reasons, such as to be closer to family or community supports. These types of requests will be considered after the disposition of requests related to disability or medical conditions.
- When vacancies occur, the transfer waiting list will be reviewed first before pulling the next eligible applicant from the applicant waiting list. Transfer requests will be given priority when the available unit meets the needs of their request.

Policies to comply with Section 504 of the Rehabilitation Act of 1973 and the Fair Housing Act Amendments of 1988:

Laurel Grove/Laurel Court complies with the following federal statutes:

- Section 504 of the Rehabilitation Act of 1973 prohibiting discrimination on the basis of disability in any program or activity receiving federal financial assistance from HUD.
- The Fair Housing Act prohibiting discrimination in housing and housing-related transactions based on race, color, religion, sex, national origin, disability and familial status. It applies to housing, regardless of the presence of federal financial assistance.
- Title VI of the Civil Rights Act of 1964 prohibiting discrimination on the basis of race, color or national origin in any program or activity receiving federal financial assistance from HUD.

Policy for Opening and Closing the Waiting List for the Property:

Laurel Grove/Laurel Court annually opens the waiting list for the property for 30 days and practices the following procedures:

- A legal ad is placed in the daily Register Guard newspaper announcing the opening and closing dates of the waiting list for the property, where and when to apply, and conforms to advertising and outreach activities described in the Affirmative Fair Housing Marketing Plan.
- Announcements with the above information are sent to community organizations through the mail or email so they may be posted at those organizations.
- Initial screening applications and tenant selection plans are available at Laurel Hill Center so individuals may apply in person.
- Initial screening applications and tenant selection plans are mailed to those who request them.
- Initial screening applications, copies of the individuals' current initial screening applications and tenant selection plans are mailed to individuals already on the

waiting list. Applicants on the waiting list must complete the new current initial screening application and submit it to Laurel Hill Center within 30 days to remain on the waiting list.

- Applicants meeting the eligibility and screening criteria from the information provided on the initial screening applications are placed on the waiting list.
- Upon closing the waiting list for the property, Laurel Grove/Laurel Court advises potential applicants that the waiting list is closed and refuses to accept additional applications.

Updating the Waiting List

Laurel Grove/Laurel Court updates the waiting list for the property annually by mailing individuals already on the list a copy of the tenant selection plan, a copy of their current initial screening application, and a new initial screening application to complete and return within 30 days to remain on the waiting list for the property. If the updated application is not received within 30 days, or is returned with no forwarding address, that individual's name is removed from the waiting list. If the application is returned and the person is no longer eligible, that individual's name is removed from the waiting list.

Modification to Tenant Selection Plan

Laurel Grove/Laurel Court annually reviews the tenant selection plan and provides written notification to prospective tenants and individuals on the waiting list for the property within 30 days of any revision in the tenant selection plan or policies that may affect an application or tenancy.

Compliance with Certification/Recertification Requirements

Applicants must be certified prior to admission as a tenant. Tenants must comply with requests for recertification on an annual basis. This includes providing information, updating information and signing Release of Information requests. Tenants must inform Laurel Grove/Laurel Court in a timely manner of changes in income, expense, household composition and other relevant eligibility information.

Procedures for Identifying Applicant Needs for Reasonable Accommodation or Modification

Laurel Grove/Laurel Court Apartment's waiting list and initial screening application asks if a prospective tenant will need a reasonable accommodation or modification. If an accommodation is needed and the applicant is chosen as a tenant, his or her name is placed on the unit transfer waiting list, and the individual is asked for a written note from their physician indicating the need for his or her reasonable accommodation or modification.

Security Deposit Requirements

Laurel Grove/Laurel Court collects a refundable security deposit at the time of the initial lease execution. When a tenant vacates the unit, he or she is refunded the deposit, plus interest, and minus any charges owing (for example, rent not paid).

Unit Inspections

Laurel Grove/Laurel Court's onsite apartment manager conducts a move-in inspection of the unit with the tenant; quarterly inspections of the unit with the tenant; and a move-out inspection with the tenant. HUD notifies Laurel Grove/Laurel Court when HUD inspections are scheduled, and Laurel Grove/Laurel Court notifies tenants prior to the inspections.

Interim Recertification Reporting Policies

Tenants must notify Laurel Grove/Laurel Court Apartments when:

- A family member moves out of the unit.
- A tenant proposes to move a new household member into the unit.
- An adult member of the household who was reported as unemployed on the most recent certification or recertification obtains employment.
- The household's income cumulatively increases by \$200 or more a month.
- A tenant who was employed, becomes unemployed, or there is a reduction of hours worked by the tenant or a member of the household, or a loss or reduction of welfare income.
- Increases in allowances including but not limited to increased medical expenses or higher child care costs.
- Other changes affecting the calculation of a household's annual or adjusted income including but not limited to a household member turning 62 years old, becoming a full-time student, or becoming disabled.