



## TENANT SELECTION PLAN



*February 2019*

The procedures contained in this Tenant Selection Plan (TSP) have been established in compliance with the Department of Housing and Urban Development (HUD) Handbook 4350.3, REV-1, Change 3, as amended, and all other applicable federal statutes and regulations. It is designed to promote fairness and uniformity in tenant selection and to promote efficiencies in the process by which applications are processed. The following policies and procedures apply to all applicants/tenants of Hale Makana O Maili, referred to in this document as the “Project”, located in Waianae, Oahu 96792. Mark Development, Inc. is the Managing Agent and referred to in this document as “Management”.

### STATEMENT OF NON-DISCRIMINATION

The policy of Management is one of equal opportunity and non-discrimination in compliance with Section 504 of the Rehabilitation Act of 1973 which prohibits discrimination on the basis of disability in any program or activity receiving federal financial assistance from HUD; The Fair Housing Act Amendments of 1988 which prohibits 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; and Title VI of the Civil Rights Act of 1964 which prohibits discrimination on the basis of race, color or national origin in any program or activity receiving federal financial assistance from HUD.

These rights are also included in Hawaii Revised Statutes Chapter 515 which further expands the protection provided by State law. Together, Federal and State laws prohibit housing discrimination based on a person’s race, color, religion, ancestry/national origin, sex, familial status, physical or mental disability, marital status, age, or HIV infection. Discrimination against a particular social or economic class is also. These requirements apply to all aspects of tenant relations including without limitation: accepting and processing applications, selecting residents from among eligible Applicants on the waiting list, assigning units, certifying and re-certifying eligibility for assistance and terminating tenancies.

HUD programs also must be operated consistently with HUD’s Equal Access Rule which requires that HUD-assisted and HUD-insured housing are made available to all otherwise eligible individuals and families regardless of actual or perceived sexual orientation, gender identity, or marital status.

Management will not discriminate on the basis of race, color, creed, religion, national or ethnic origin, citizenship, ancestry, sex, actual or perceived sexual orientation or gender identity, familial status, disability, age or any other basis prohibited by local, state or federal law in any aspect of tenant selection or matters related to initial and continued occupancy. Management will affirmatively market the property as specified in its Affirmative Fair Marketing Plan.

### PROJECT-SPECIFIC REQUIREMENTS

Hale Makana O Maili is designated as a workforce housing project. Applicants and tenants must meet the following requirements to be eligible for occupancy and housing assistance:



- The household's annual income must not exceed program income limits.
- Applicants and tenants must disclose SSNs for all household members, except those who do not contend eligible immigration status, and tenants age 62 or older as of January 31, 2010, whose initial determination of eligibility was begun before January 31, 2010, and provide verification of the complete and accurate SSN assigned to them.
- All adults in each applicant household must sign a Consent for the Release of Information prior to receiving assistance and annually thereafter.
- The unit for which the household is applying must be the household's only residence.
- An applicant must agree to pay the rent required by the program under which the applicant will receive assistance.
- Only U.S. citizens or eligible noncitizens may receive assistance under Section 8, Section 236, Rent Supplement, Rental Assistance Payment (RAP), and Section 202/8 programs.
- All information reported by the household is subject to verification.
- Various subsidy or insurance programs may impose additional occupancy restrictions.

### **CITIZENSHIP/IMMIGRATION STATUS REQUIREMENTS**

Effective June 19, 1995, HUD has implemented the Final Rule of Section 214 of the Housing and Community Development Act of 1980, as amended, prohibits the Secretary of HUD from making financial assistance available to persons other than United States Citizens, Nationals, or certain categories of Eligible Non-Citizens in the following HUD program:

1. Public and Indian Housing Programs
2. Section 8 Housing Assistance Payments Programs
3. Sections 235 and 236 of the National Housing Act
4. Section 101/Rent Supplement Programs

If you have applied or are applying for assistance under one of the programs listed above; you are required to submit evidence of your U.S. Citizenship or eligible immigration status for yourself and each of your household members for whom you are seeking housing assistance.

If one or more household members contend that they have eligible immigration status, and other members of the household establish their citizenship or eligible immigration status, your household may be eligible for prorated assistance; i.e., the amount of assistance will be determined by the number of members of your household who are eligible. Your household must identify to the project owner/agent, the household member(s), who elect not to contend that he or she has eligible immigration status.

Failure to provide this information or establish status may result in your not being considered for housing assistance and your application being denied.

The Section 214 Review will be completed in conjunction with the verification of other aspects of eligibility for assistance. The Head of Household or Spouse/Co Head will be required to complete a Family Summary Sheet listing each family member who will be residing in the household. Each family member who is listed on the Family Summary Sheet must complete a Declaration form (e.g.: if you have 5 people listed on your Family Summary Sheet then you must have 5 Declarations). An adult member will complete the declaration for any family member who is a minor under the age of 18. Each adult family member will complete his/her own declaration.



A noncitizen who is 62 years of age or older must submit a signed declaration of eligible status and show proof of age. A noncitizen claiming eligible status and is under the age of 62 must also complete a declaration, a consent form and supply one of the Department of Homeland Security (DHS) documents as stated in the packet. A noncitizen who is not claiming eligible status must submit a signed statement acknowledging that they are not eligible for assistance.

Applicant(s) will have ten (10) days to submit the required documents. If it cannot be submitted by the end of the tenth (10th) day an extension may be requested. An extension of not more than thirty (30) days will be granted only if the applicant provides a written certification that the requested documentation is temporarily unavailable and that more time is needed to obtain the documentation.

The applicant will be notified in writing of the decision to grant or deny the extension. If granted, the applicant will be notified in writing of the deadline for submitting the documentation. If denied the applicant will be notified in writing of the reason.

Validity of documents provided by an applicant/tenant claiming eligible immigration status will be verified through the DHS automated system known as the SAVE ASVI database. Further verification through DHS may be necessary. Notification will be given to the family in writing as to a positive or negative determination of eligibility.

#### **SOCIAL SECURITY NUMBER REQUIREMENTS**

In order for Management to make an eligibility determination the applicant(s) must disclose their social security number(s) (SSN). The head of household/spouse/co-head must disclose SSNs for all household members regardless of age. If a SSN has not been assigned to a particular household member, then the applicant must sign a certification stating that no SSN was assigned.

Applicant(s) MUST provide documentation of SSNs. The following lists accepted forms of documentation:

1. Original Social Security card
2. Driver's license with SSN
3. Identification card issued by a federal, State, or local agency, medical insurance provider, or an employer or trade union.
4. Earnings statements on payroll stubs
5. Bank statement
6. Form 1099
7. Benefit award letter
8. Retirement benefit letter
9. Life insurance policy
10. Court records
11. Self-declaration (certification that the document is complete and accurate)

If an applicant has no documentation of SSN, the applicant may submit a written self-declaration stating that the number is accurate but that acceptable documentation could not be provided. Applicant(s) must provide the proper SSN documentation within sixty (60) days from the date of the self-declaration that states that documentation was not available.



If an applicant is determined to be eligible for admission but has an outstanding SSN verification, the applicant may retain his/her place on the waiting list for the 60-day period while the applicant is trying to obtain the proper documentation. If applicant(s) cannot supply the required SSN documentation in the 60-day period, the applicant will be determined ineligible and will be removed from the waiting list. Applicant(s) will be notified in writing stating the reason for removal.

The Social Security Number requirements do not apply to:

1. Individuals age 62 or older as of January 31, 2010, whose initial determination of eligibility was begun before January 31, 2010.
2. Individuals who do not contend eligible immigration status.
3. Applicant households that include a 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. Management will 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 can be granted if the failure to provide documentation of a SSN is due to circumstances that are outside the control of the household. Examples include but are not limited to: delayed processing of the SSN application by the SSA, natural disaster, fire, death in family, etc. During this time period, the child is to be included as part of the household and will receive all of the benefits of the program in which the child is involved, including the dependent deduction. An interim recertification will be processed once the household discloses and provides verification of the SSN for this individual.

#### **ELIGIBILITY OF STUDENTS**

Section 8 assistance will not be given to any individual who (applies at move-in, annual recertification, initial certification, when in-place tenants starts receiving assistance and due to household changes in enrollment – interim certification):

1. Is enrolled as a PT or FT student at an institution of higher education to obtain a degree, certificate, or other program leading to a recognized educational credential; and
2. Is under 24 years of age; and
3. Is not married; and
4. Is not a veteran of the United States military; and
5. Does not have a dependent child; and
6. Is not a person with disabilities, as such term is defined in 3(b)(3)(E) of the United States Housing Act of 1937 (42 U.S.C. 1437a(b)(3)(E)) and was not receiving section 8 assistance as of November 30, 2005. (See Definition E in Figure 3-6); and
7. Is not living with his or her parents who are receiving Section 8 assistance; and
8. Is not individually eligible to receive Section 8 assistance or has parents (the parents individually or jointly) who are not income eligible to receive Section 8 assistance. If a student is not determined to be independent from his/her parents and is seeking section 8 assistance the eligibility determination will be based on both the student and the parents being income eligible.

Unless the student can demonstrate his or her independence from parents, the student must be eligible to receive Section 8 assistance and the parents (individually or jointly) must be eligible to receive Section 8 assistance in order for the tenant to receive Section 8 assistance. Management must use and the student must meet the following criteria to be eligible for Section 8 assistance as an independent student. 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 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 service 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.

When a student claims his or her independence from parents, Management will verify the student's independence from his or her parents by doing all of the following:

- Review and verify previous address information to determine evidence of a separate household verifying that the student meets the U.S. Department of Education's definition of independent student;
- 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;
- Verify income provided by a parent by requiring a written certification from an individual providing the support. Certification is also required if the parent(s) is not providing support to the student. Financial assistance that is provided by persons not living in the unit is part of annual income.
- Certification is also required if the parent is providing NO support to the student
- Verify additional criteria established, if applicable, to use when determining the student's independence from parents.

NOTE: The Rule does not apply to students residing with their parents in a section 8 assisted unit or who reside with parents who are applying to receive section 8 assistance.

#### **TEMPORARY DEFERRAL OF TERMINATION OF ASSISTANCE**

Households that were receiving assistance on June 19, 1995 under one of the programs covered by the non-citizen rules are eligible for temporary deferral of termination of assistance, if the following applies:

1. Household has no eligible members;
2. Mixed households qualify for prorated assistance (and does not qualify for continued assistance) and choose not to accept the partial assistance.

The deferral allows the household time to find other suitable housing before HUD terminates assistance. During the deferral period, the household continues to receive its current level of assistance.

The initial deferral period is for six months and may be extended for an additional six-month period, not to exceed 18 months. At the beginning of each deferred period, the Project and Management will



inform the family of its ineligibility for financial assistance and offer the family information concerning, and referrals to assist in finding, other affordable housing.

### **OCCUPANCY STANDARDS**

Unit size, size of bedrooms and number of bedrooms are considered in the occupancy standard.

Occupancy standards for the Projects are set at:

- One (1) Bedroom = minimum one (1) persons; maximum three (3) persons
- Two (2) Bedroom = minimum two (2) persons; maximum five (5) persons
- Three (3) Bedroom = minimum three (3) persons; maximum seven (7) persons

### **INCOME LIMITS**

Applicant's annual income must not exceed program income limits established by HUD annually.

The income limit for project-based Section 8 assisted units is 30% of the Area Median Income.

The income limits for the Tax Credit units are set aside for households earning at or less than 50% and 60% of the Area Median Income.

### **INCOME-TARGETING (SECTION 8 UNITS ONLY)**

To comply with HUD's income targeting requirement, the procedures listed below are followed to ensure that at least 40% of the Project's subsidized units that become available for occupancy each year to extremely low-income families:

1. Applications on the waitlist are reviewed by income category and if at least 40% of the applicants on the waiting list who are expected to be offered units during the year have incomes at or below the extremely low-income limit, then applicants are admitted in order based on the receipt date of their application.
2. If at least 40% of the applicants do *not* have incomes at or below the extremely low-income limit, then Management will implement the procedure of alternating between the first extremely low-income (ELI) applicant on the waiting list and the applicant at the top of the waiting list. To implement this method, Management will select the first extremely low-income applicant on the waiting list (which may mean "skipping over" some applicants with higher incomes) for the available unit, and then select the next eligible applicant currently at the top of the waiting list (regardless of income level) for the next available unit. As subsequent units become available, tenant selection continues to alternate between the next extremely low-income applicant and the eligible applicant at the top of the waiting list until the 40% target is reached.

NOTE: An applicant may be skipped over but they will not lose his/her place on the waiting list

### **ACCEPTING APPLICATIONS**

Applications may be obtained at: (1) the Project's Management Office – to be determined, (2) Management's main office located at 3165 Waiālae Avenue, Suite 200, Honolulu, Hawaii 96816; and/or by (3) Emailing [properties@mdihawaii.com](mailto:properties@mdihawaii.com)

Applications are also available and may be completed on Management's website: [www.mdihawaii.com](http://www.mdihawaii.com)



Completed applications may be returned in person or by mail at one of the two locations listed above. Management also accepts completed applications by fax, email or via Management's website listed above.

Management will make accommodations to persons with disabilities who cannot utilize the above application process by providing an alternative method.

### **PROCEDURES FOR TAKING APPLICATIONS AND SELECTING FROM THE WAITING LIST**

All applications received will indicate the date and time received. All applications will be accepted, however, only fully completed applications will be processed. Applications are placed on our waitlist in chronological order by date and time that the completed application was received. Any "in-house" transfers will have priority on the waitlist.

Management will observe the in-house preferences listed below, prioritized in the order of the list:

1. VAWA Emergency Transfer (Internal): Existing tenants receiving rental assistance who is a victim of domestic violence, dating violence, sexual assault, or stalking, and reasonably believes that there is a threat of imminent harm from further violence if remaining within the same unit may be eligible for an emergency transfer. A tenant requesting an emergency transfer must expressly request the transfer and provide documentation of the occurrence of the incident.
2. Accommodation for Existing Tenants (In-house transfers): Priority on the waitlist is given for requests for a reasonable accommodation from existing tenants requiring unit transfers due to a disability (including requests for a unit specifically designed for disabled or handicapped persons as described in #3 below). This preference will be granted upon proper notification from the household and medical verification of need by Management.
3. Units Specifically Designed for Disabled or Handicapped Persons: Priority given to households who require the features of a unit specifically designed for disabled/handicapped persons over other households who have no Handicapped or Disabled members. For units designed for accessibility to individuals with mobility, hearing or vision impairments, preference shall be given to households requiring such units. This preference will be granted upon proper notification from the household and medical verification of need by Management.

All information on the application must be current. Should any information change, it is the sole responsibility of the applicant to inform Management of such changes or risk cancellation of application. All person(s) (18 years or older) who will live in the apartment must provide their information on the application, sign the application, and be present at all interviews.

All applicant(s) will be notified in writing within ten (10) days from receipt of application as to the approval or denial of application. A letter of approval will state the date application was received and instructions on updating their application. A letter of denial will state the reason that the application was denied and the applicant will have fourteen (14) days from the date of letter to respond in writing or request a meeting to dispute the denial.

Any person identified as the following will be denied occupancy:





1. Was evicted from the Project for any reason
2. Nonpayment of any financial obligation to the Project
3. Was found to have engaged in any criminal or drug related activity in, on or near the premises, by any tenant, household member, guest or management.
4. Was found to have interfered with the health, safety, or right to peaceful enjoyment of the premises by existing tenants or management.

Upon notification of an anticipated vacancy, "Next on Waitlist" letters with an enclosed Authorization to Release Information form, will be mailed out to the first five (5) applicants on the waiting list. Applicants must respond and notify management of their intent; e.g. to remain/remove from waiting list. To be processed further for the anticipated vacancy, applicant must return the enclosed Authorization to Release Information form allowing Management to perform initial background screenings, including Landlord References. If no response is received within ten (10) days, the application will be automatically cancelled and removed from the waiting list with no further notice.

A "Verification Process" letter requesting income/asset documents will be mailed to those who have passed the initial background screenings. At this point in the process it becomes FIRST COME, FIRST SERVED. Applicants who have successfully submitted all requested documents in the Verification Process will be scheduled for an Applicant Interview with the Property Manager, as part of the background screening process. The first qualified applicant, who has passed all background screenings including Applicant Interview and submitted all documents requested by Management, will be offered the available unit. The remaining interviewed applicants will be placed back on the waiting list in the order their application was originally received.

During an applicant's scheduled interview, each adult household member must be present, and all adults must bring current photo identification. You will be notified by management if you are required to bring additional documents. Applicant(s) must sign all requested third-party verification forms, if needed, at the interview. HUD requires all information regarding income, disability, and living status to be verified. Failure to sign any one of the verification forms or the "Authorization for the Release of Information" form will result in automatic cancellation of the application. In the event the applicant(s) should miss two scheduled interviews with Management, the application will be automatically cancelled with no further notice.

All applicants must update their application every six (6) months in writing (letter, e-mail, fax). Failure to update your application will result in an automatic cancellation of your application and you will be removed from the waitlist with no further notice.

Should Management be unable to contact the applicant due to out of date information (returned mail, inactive telephone number), the application will be automatically cancelled and removed from the waitlist with no further notice.

## **PREFERENCES**

Management will observe preferences listed below, prioritized in the order of the list:

1. Persons Employed within the Koloa Tax Zone: Residents who are employed within the Koloa Tax Zone will have first preference. Applicant will be required to show proof of employment within the Koloa Tax Zone.





2. Residents of the Island of Kauai, State of Hawaii: Residents of the Island of Kauai will have third preference.
3. Residents of the State of Hawaii: Preference shall then be available to residents of the State of Hawaii. Applicants will be required to show proof of residency.

- \*Persons(s) with a Housing Choice Voucher have priority within each Preference Pool\*
- \*\* Persons who are Disabled or Handicapped will be given preference for ADA units\*\*
- \*\*\*If a household is displaced by government action or a Presidential declared disaster, per HUD regulations, they will have preference over all other preferences listed above.\*\*\*

Displaced by government action or a presidential declared disaster: Preferences will be verified at the time the application is submitted. Applicant must provide documentation of such action. If a written documentation cannot be obtained then management will verify the preference, by phone (notating date, time and person spoke to) with the appropriate local government agency or disaster relief office.

If there is no available unit at the time the application with preference is submitted, the applicant will be placed on the waitlist with a notation of preference.

When a unit becomes available, the applicants notated with a preference will have first priority over the applicants on the waiting list that do not have a preference. Applicants with preference must still complete the interview process and meet all eligibility requirements before being offered a unit. Having a preference does not automatically guarantee the applicant a unit.

### **UNIT TRANSFER POLICIES**

Any tenant requesting a unit transfer must submit a request in writing to Management stating name, unit number and reason for the transfer. Tenant must be current in rent in order for their request to be considered.

The following are valid reason(s) accepted for unit transfers:

1. Transfer for family size
2. Change in family composition
3. A deeper subsidy
4. Medical reason certified by a professional
5. Need for an accessible unit
6. VAWA Emergency Transfer
7. Reasonable accommodation to a household member's disability

Any other reason other than the above should be explained and submitted in writing to Management.

Your request will be processed and you will be notified in writing within seven (7) days of receipt of request as to approval/denial. If no unit is readily available, the tenant's name will be placed on a Unit in-house transfer waitlist in order of date request was received until an available unit is open.

Tenants on the in-house transfer waitlist will have first priority for filling vacant units in which they are eligible for (ie. appropriate unit size based on household composition, reasonable accommodation request, etc.). If no eligible unit is available, the tenant will remain on the Unit Transfer Waitlist until an



eligible unit becomes available. If no in-house transfers are eligible for the vacant unit, Management will select eligible applicants from the property waitlist.

Reasonable accommodations will be considered if you are a person or persons with disabilities and is/are found to have an extenuating circumstance during the screening process. All information will be verified by Management. If a tenant is transferred as a reasonable accommodation due to a disability, the cost associated with the transfer will be paid by the owner unless it will be an undue financial and administrative burden to property.

Tenant will be required to pay a new security deposit when transferring to a new unit. Completion of a check-out inspection will determine the amount of security deposit refund from the previous unit. The security deposit refund (if any) will be refunded within fourteen (14) days from date of move out. All approved "in-house transfers" will have priority over a new applicant/wait list.

### **REJECTION OF INELIGIBLE APPLICANTS**

Rejections will be sent in writing when Management makes the ineligibility determination. This written rejection notice shall include the following:

1. The specifically stated reason(s) for the rejection;
2. The applicant's right to respond to the owner in writing or request a meeting within 14 days to dispute the rejection; and
3. A note that persons with disabilities have the right to request reasonable accommodations to participate in the informal hearing process.

If the applicant(s) requests a meeting to discuss the applicant's rejection, it will be conducted by a member of the Management's staff who was not involved in the initial decision to deny admission or assistance.

1. Within five (5) business days of the owner response or meeting, the owner will advise the applicant(s) in writing of the final decision on eligibility.
2. All denied applications will be kept for three years along with copies of the denial letter to the applicant and any written documentation received through the screening process. At the end of the three calendar years, the applications will be destroyed.

### **EXTENUATING CIRCUMSTANCES**

If denied admission, reasonable accommodations will be considered if you are a person or persons with disabilities and is/are found to have an extenuating circumstance during the screening process. All information will be verified by Management for reconsideration of the application.

### **SCREENING FOR CREDIT HISTORY**

1. Credit reports will be ordered for each Applicant. The credit report will be reviewed to determine the Applicant's history of meeting financial obligations including payments for rent, utilities, loans, revolving credit cards, and other obligations. Applicant's credit history must be acceptable to management before they will be approved to occupy a unit. The credit report will be reviewed to:
  - a. confirm current address;
  - b. confirm credit sources included on the application;
  - c. confirm current and past employment listed on the application; and
  - d. determine whether the Applicant has an acceptable credit history.



Applicants, whose credit histories are unacceptable, will be declined and removed from the waiting list. An unacceptable credit history is one that reflects consistent, past-due payments of more than 90 days; a history of repeated insufficient fund checks; derogatory credit (repossessions, foreclosures, judgments, collections, charge-offs, liens, bankruptcy not yet discharged, etc); delinquent or charge off debt due other apartment communities; or unpaid utility company collections which would prohibit applicant from obtaining services. The lack of credit history or past due payments or derogatory credit relating to medical expense or student loans will not be considered as grounds for declining an Applicant.

Consideration will be granted when current credit history demonstrates a pattern of improvement; history of rent payment overshadows other debt issues or Applicant can demonstrate acceptable reasons for credit history. Applicants may wish to provide an explanation that reflects efforts to correct credit deficiencies through payment plans or other work out solutions. If such explanation is acceptable to management, further screening may be conducted and written confirmation of payment plans may be required from the creditor(s). In the event of the rejection of an application based upon credit, the Applicant has 14 days to provide an explanation and request further consideration.

Management will provide instructions on how to obtain the credit report used in determining credit screening approval. It is the Applicant's responsibility to contact the credit reporting agency to resolve any items that have been incorrectly reported.

#### **SCREENING FOR RENTAL HISTORY**

1. The applicant must provide the current and previous landlords' names, addresses and phone numbers. Current landlord must be able to verify:
  - a) The applicant's willingness and ability to pay the rent on time,
  - b) The applicant's ability to care for his/her/their current residence,
  - c) The applicant's ability to abide by the Rental Agreement and House Rules of his/her/their current residence.

Management reserves the right to reject an application solely on the basis of a negative landlord reference.

#### **SCREENING FOR DRUG ABUSE AND OTHER CRIMINAL ACTIVITY**

All applicant(s) 18 years and older will be required to complete a Certification and Authorization form to have a background check completed. Refusal to complete the Certification and Authorization form will result in automatic cancellation of the application.

Admission will be denied to a person who provides false information on the Certification and Authorization form. This means that if you indicate you have no criminal history but the report we receive shows a criminal history your application will be denied. The following will occur:

1. We will notify you in writing of the denial;
2. We will provide the subject of record and applicant with a copy of the information in which the denial was based on;
3. You will have fourteen (14) days from the date of the letter to respond in writing to request a meeting to dispute the denial.



Admission to the Project must be denied to a person who engaged in criminal activity within a reasonable time before applying for admission. The time starts after any sentence, including parole, if any, has been completed, so that a reasonable time may pass before determining whether the applicant is a safe risk for admission. In addition, the time period being used is three (3) years.

Owners must deny admission to federally assisted housing if:

1. Any household containing a member(s) who was evicted in the last three (3) years from federally assisted housing for drug-related criminal activity. There are two exceptions to this provision:
  - a. An approved, supervised drug rehabilitation program must have been successfully completed by the evicted household member; or
  - b. The circumstances leading to the eviction no longer exist (ex: the household member no longer lives with the applicant(s) household).
2. Any household member is currently engaging in illegal drug use.
  - a. The Owner determines that there is reasonable cause to believe that a household member's illegal use or a pattern of illegal use of a drug may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents. (Examples of evidence of illegal activities may include a conviction record, former landlord references, etc.)
3. Any member of the household is subject to a lifetime registration requirement under a state sex offender registration program. In accordance with Federal law, Owners shall establish standards that prohibit admission to any Federally-assisted property to sex offenders subject to a lifetime registration requirement under a state sex offender registration program. During the admission screening process, the Owner must perform the necessary criminal history background checks in the state where the housing is located and in other states where the household members are known to have resided.
4. The Owner determines that there is reasonable cause to believe that a household member's abuse or pattern of abuse of alcohol interferes with the health, safety, or right to peaceful enjoyment of the premises by other residents.

In addition, the Owner of a federally-assisted housing have the discretion to prohibit the admission of a household with a household member who is currently engaging in, or has engaged in during a reasonable time before the admission decision in:

1. Drug-related criminal activity;
2. Violent criminal activity;
3. Other criminal activity that would threaten the health, safety, or right to peaceful enjoyment of the premises by other residents; or
4. Other criminal activity that would threaten the health or safety of the PHA or Owner or any employee, contractor, subcontractor or agent of the PHA or Owner who is involved in the housing operations.

UNDER HUD GUIDELINES AN APPLICATION MUST BE CANCELLED SHOULD AN APPLICANT MEET ANY ONE OF THE ABOVE PROVISIONS, UNDER THE ABOVE PARAGRAPH (Screening for Drug Abuse and Other Criminal Activity).

#### **SCREENING USING THE EIV EXISTING TENANT SEARCH**



Management will perform an Existing Tenant Search using HUD's Enterprise Income Verification (EIV) system to determine if the applicant or any member of the applicant's household are being assisted under a HUD rental assistance program at another location.

The EIV system is a web-based application which provides owners with employment, wage, unemployment compensation and Social Security benefit information for tenants participating in HUD's assisted housing programs. Information in EIV is derived from computer matching programs initiated by HUD with the Social Security Administration (SSA) and the U.S. Department of Health and Human Services (HHS), for all tenants with valid personal identifying information (name, date of birth (DOB), and Social Security number (SSN)) reported on the form HUD-50059. Information in the EIV system is used by owners to verify employment and income at the time of recertification and to reduce errors in subsidy payments.

### **OPENING AND CLOSING OF THE WAITLIST**

If the waitlist should reach an average wait of two years or more, the waitlist will be closed until further notice. A notice to all potential applicants will be posted at the Residents Manager's Office and Management website stating that the waitlist is closed and the reason that additional applications will not be accepted.

Upon reopening of the waitlist a notice to all potential applicants will be posted as stated above.

### **REASONABLE ACCOMMODATIONS**

The Project and Management do not discriminate against a person or persons with disabilities in its services and structures. The Project and Management provide equal opportunity to all persons with disabilities and will make modifications to policies and/or structures upon request if the accommodation is both reasonable and financially feasible.

All requests for reasonable accommodations shall be submitted in writing to the Manager or Management. Upon request, the applicant/resident will also need to provide the name, address, and telephone number of a third-party professional who will verify that the applicant/resident is a person with a disability who requires the requested accommodation because of the disability. Management will respond to the request as quickly as possible.

### **VIOLENCE AGAINST WOMEN ACT (VAWA) PROTECTIONS**

*An applicant for or tenant of housing assisted under a covered housing program may not be denied admission to, denied assistance under, terminated from participation in, or evicted from the housing on the basis that the applicant or tenant is or has been a victim of domestic violence, dating violence, sexual assault, or stalking, if the applicant or tenant otherwise qualifies for admission, assistance, participation, or occupancy.*

Effective December 16, 2016 under the implementation in HUD Housing Programs Final Rule of the Violence Against Women Act (VAWA) of 2013:

- An applicant cannot be denied admission/assistance based on their status as a victim.
- A tenant cannot be terminated from a housing program or evicted from a housing community based on their status as a victim.
- Criminal activity directly related to domestic violence, dating violence, sexual assault or stalking



engaged in by a member of the household or guest under control of the tenant cannot be used to terminate tenancy/assistance if the tenant or affiliated individual is a victim.

- Actual of threatened domestic violence, dating violence, sexual assault or stalking shall not be construed as a serious or repeated violation of the lease, or other 'good cause' to terminate assistance/tenancy or occupancy rights for the victim.

The Landlord may request in writing from the victim to certify that the individual is or has been a victim of domestic violence, dating violence, sexual assault or stalking by completing the Certification of Domestic Violence, Dating Violence, Sexual Assault or Stalking (Form HUD-5382), or providing other documentation as noted on the certification form and submitted within 14 business days, or an agreed upon extension date, to receive protection under the VAWA. If applicant/tenant fails to provide the certification or other supporting and requested documentation within the specified timeframe, the Landlord does not need to grant the applicant/tenant any of the VAWA protections.

The Landlord can evict or terminate assistance of a tenant for any violation of the lease not related to the tenant's status as a victim. If the Landlord can demonstrate actual or imminent threat to other tenants, employees, or service providers, the Landlord is allowed to terminate assistance/evict the tenant if there is no other action that will reduce or eliminate this threat including but not limited to: transferring the victim to another unit, barring the perpetrator from the property; contracting law enforcement; or other legal remedies. When notified of a court order, the housing provider has the right to comply with the court order with respect to the right of access or control of property, including civil protection orders and the distribution or possession of property among members of the household.

#### **UPDATES TO THE TENANT SELECTION PLAN**

The Project reserves the right to amend this Tenant Selection Plan from time to time when it is reasonably necessary to ensure that it accurately reflects current operating practices, program priorities, and HUD requirements. Current Tenant Selection Plan are available on Management's website at [www.mdihawaii.com](http://www.mdihawaii.com).

