



Resident Selection Criteria & Affirmative Fair Housing Marketing Plan

Antonia Manor

A TNDC Managed Property

RSC & AFHMP Approved By:

For TNDC

Updated: July 2024



ANTONIA MANOR

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PURPOSE STATEMENT

The purpose of the Resident Selection Criteria is to establish fair and equitable guidelines for selecting applicants to occupy housing units at Tenderloin Neighborhood Development Corporation's Property. All applicants must complete an initial certification of income and assets, and meet all eligibility criteria, prior to being offered a unit. The criteria listed in this document applies to all applicants; however, special criteria that is unique to program units, due to funding sources of the Property, may be listed in the attached exhibits. An applicant must complete, sign and submit an **'Application for Housing'** to the Property in order to be considered for admission. An applicant will be processed and considered *conditionally* eligible for housing based solely on statements given on the application form. **Acceptance of an application by the Property or Tenderloin Neighborhood Development Corporation (TNDC) does not assure the applicant housing at the building.** As a condition of admission to any unit, an applicant shall execute any releases and consents authorizing any federal, state, or local agency, company, or organization to furnish or release to the TNDC such information as TNDC and the applicable program regulations determine to be necessary.

MISSION

TNDC provides affordable housing & services for low-income people in the Tenderloin & throughout San Francisco, to promote equitable access to opportunity & resources.

VISION

In San Francisco, TNDC envisions diverse communities where people with low incomes can fulfill their potential & meet their basic needs. Their housing is affordable & near amenities & services that enhance the quality of their lives. People feel safe & supported by their community. All are invited to offer their voice in the issues that shape their lives.

In the Tenderloin, TNDC stands as a catalyst for advancing community interests & force for expanding the choices that enhance livability, such as housing, employment, education, food, cultural activities, & open spaces

As a healthy organization, TNDC is viewed as a trusted and well-organized community ally locally and a practice leader nationally. We contribute throughout San Francisco by providing affordable housing and other resources, by partnering effectively with other organizations and by supporting resident leadership.

BUILDING HOMES AND HOPE SINCE 1981

EQUAL HOUSING OPPORTUNITY

REASONABLE ACCOMMODATIONS UPON REQUEST

INTERPRETATION SERVICES UPON REQUEST

TNDC promotes diversity in our community and buildings and does not discriminate on the bases of race, color, national origin, age, disability, sex, gender identity, religion, marital status, familial status, sexual orientations, source of income, or any other arbitrary basis.

PHONE: 415-776-2151 ♦ FAX: 415-409-8636 ♦ People with hearing loss, dial 7-1-1

VALUES

Integrity	We strive for candor, respect, and honesty. We seek to stand as a model of ethical behavior.
Excellence	We continuously push ourselves to improve and to produce high quality work.
Diversity	We treat all people with respect and believe that different experiences and perspectives add value.
Collaboration	We enhance our impact by working together and with others. We create partnerships, solicit, and respond to input, and share our knowledge.
Equity	We strive for economic and social justice for all people, especially those with limited power and resources.

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I. LIMITED ENGLISH PROFICIENCY PERSONS

TNDC ensures that persons with Limited English Proficiency (LEP) not be discriminated against nor denied meaningful access to housing provided by TNDC. In order to ensure meaningful access and participation for LEP persons, TNDC provides language services (interpretation) at no cost and takes reasonable steps to see that language services are provided according to the provisions of TNDC's LEP/LAP Policies & Procedures.

TNDC provides written translation in the following eight languages: Arabic, Chinese, English, Korean, Russian, Spanish, Tagalog, and Vietnamese. See Notice statements below:

<u>English</u>	<u>Notice</u> - Right to Receive Free Interpreter Services Please notify Building Manager if you need language assistance.
<u>Arabic</u>	الحق في الحصول على خدمات مترجم شفوي مجاني - إشعار الرجاء إبلاغ مدير المبنى اذا كنت بحاجة الى مساعدة لغوية.
<u>Chinese</u>	通告 - 有權獲得免費的翻譯服務 如果你需要語言協助請通知大廈經理
<u>Korean</u>	주의 사항 - 무료로 통역 서비스를 받을 권리가 있습니다 당신은 언어의 도움이 필요하면 알려 주시기 바랍니다
<u>Russian</u>	<u>ВНИМАНИЕ</u> - Право на получение бесплатно услуги переводчика Пожалуйста, сообщите управдом, если вы нуждаетесь в помощи языка.
<u>Spanish</u>	<u>AVISO</u> - Derecho a recibir servicios gratis de interpretación Por favor notifique al administrador del edificio si necesita ayuda idioma.
<u>Tagalog</u>	<u>PAUNAWA</u> - Ikaw ay may karapatang na tumanggap ng libreng serbisyo ng interpreter Mangyaring ipalam Manager na kung kailangan mo tulong sa wika.
<u>Vietnamese</u>	<u>THÔNG BÁO</u> - Ngay để nhận miễn phí dịch vụ thông dịch Xin vui lòng thông báo cho người quản lý tòa nhà nếu bạn cần hỗ trợ ngôn ngữ.

II. PRIVACY POLICY

It is the policy of TNDC to guard the privacy of applicants as conferred by the Federal Privacy Act of 1974 and to ensure the protection of such applicants' records maintained by TNDC. Therefore, neither TNDC, nor its agents or employees shall disclose any personal information contained in its records to any person or agency unless the individual about whom information is requested shall give written consent to such disclosure. This Privacy Policy in no way limits TNDC's ability to collect such information as it may need to determine eligibility, compute rent, or determine suitability for tenancy.

Consistent with the intent of Section 504 of the Rehabilitation Act of 1973, any information obtained regarding a disability or disability status will be treated in a confidential manner.

III. SECTION 504 EQUAL ACCESS STATEMENTS

For mobility-impaired persons, this document is kept in the Tenderloin Neighborhood Development Corporation's (TNDC) Management Company office at **201 Eddy Street; San Francisco, CA 94102**. Documents may be examined from Monday through Friday between the hours of **8:30 AM** and **5:00 PM**. You must call to make arrangements to examine this document. Please call **(415) 776-2151** and People with hearing loss, dial **7-1-1**.

For hearing-impaired persons, **TNDC** will provide assistance in reviewing this document. Assistance may include provision of a qualified interpreter at a time convenient to both the Property and the individual with disability. People with hearing loss, dial **7-1-1** to help you to schedule an appointment.

For vision-impaired persons, **TNDC** will provide a staff person to assist a vision-impaired person in reviewing this document. Assistance may include describing the contents of the document, reading the document or sections of the document, or providing such other assistance as may be needed to permit the contents of the document to be communicated to the person with vision impairments.

Assistance to ensure equal access to this document will be provided in a confidential manner and setting. The individual with disabilities is responsible for providing his/her own transportation to and from the location where this document is kept.

If an individual with disabilities is involved, all hearings or meetings required by this document will be conducted at an accessible location with appropriate assistance provided.

POLICY OF NON-DISCRIMINATION ON THE BASIS OF HANDICAPPED STATUS

TNDC DOES NOT DISCRIMINATE ON THE BASIS OF DISABLED STATUS IN THE ADMISSION OR ACCESS TO HOUSING, SERVICES, OR TREATMENT OR EMPLOYMENT IN, ITS FEDERALLY ASSISTED PROGRAMS OR ACTIVITIES.

Allycia Cornett is the Section 504 Coordinator who has been designated to coordinate compliance with the nondiscrimination requirements contained in the Department of Housing and Urban Development's regulations implementing Section 504 (24 CFR Part 8, dated June 2, 1988).

Allycia Cornett, Section 504 Coordinator

Phone (415) 358-3939 • Fax (415) 426-1088 • People with hearing loss, dial **7-1-1**

E-mail: EmergencyRequests@tndc.org

IV. FAIR HOUSING & EQUAL OPPORTUNITY STATEMENTS

It is the policy of TNDC to comply fully with Title VI of the Civil Rights Act of 1964, Title VIII and Section 3 of the Civil Rights Act of 1968 (as amended by the Community Development Act of 1974), Executive Order 11063, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Fair Housing Amendments of 1988, the California Fair Employment and Housing Act, the California Unruh Civil Rights Act and any legislation protecting the individual rights of residents, applicants, or staff. Federal Law prohibits discrimination against any person or group of persons because of race, color, religion, sex, handicap, familial status, or national origin.

The California Fair Employment and Housing Act prohibits discrimination because of race, color, religion, sex, gender, gender identity, gender expression, sexual orientation, marital status, national origin, ancestry, mental and physical disability, medical condition, age, pregnancy, denial of medical and family care leave, or pregnancy disability leave (Government Code sections 12940, 12945, 12945.2) and/or retaliation for protesting illegal discrimination related to one of these categories, or for reporting patient abuse in tax supported institutions. In addition, TNDC must comply with local fair housing and civil rights laws.

TNDC shall not:

- Discriminate on the basis of race, color, ancestry, national origin, sex, sexual orientation, familial status, religion, age, marital status, disability, HIV/AIDS status, source of income, or place of residence in the leasing, rental, or other disposition of housing or related facilities.
- Deny to any household the opportunity to apply for housing, nor deny to any eligible applicant the opportunity to lease housing suitable to its needs.
- Provide housing which is different than that provided to others.
- Subject a person to segregation or unequal or different treatment.
- Restrict a person's access to any benefit enjoyed by others in connection with the housing program.
- Deny a person the opportunity to participate in a planning or advisory group which is an integral part of the housing program.
- Automatically deny admission to a particular group or category of otherwise eligible applicants, i.e., single heads of households with children, elderly pet owners, or households whose head or

spouse is a student). Each applicant in a particular group or category will be treated on an individual basis in the processing routine.

TNDC will seek to identify and eliminate situations or procedures which create a barrier to equal housing opportunity for all. In accordance with Section 504, TNDC will make physical or procedural changes to permit individuals with disabilities to have full advantage of the housing program. See Section IX - Reasonable Accommodation or Modifications below.

V. ACCESSIBLE UNITS

The property may contain units that are fully accessible, including features for persons with mobility, visual, and/or hearing impairments. See [Exhibit A – Project Description](#) for more details.

In the event that an accessible unit designed to meet the special needs of persons with mobility impairments becomes available, preference will be given to a current tenant in the building who requires and has requested an accessible unit. Tenants or applicants may also request a modification to any unit in the building to accommodate special needs because of a disability.

In the event that no tenant is available for transfer, TNDC will market to individuals with mobility impairment before offering the unit to an individual who does not require its accessible features. If all marketing efforts do not result in finding such an applicant, the unit will be offered to the next eligible applicant. Should the unit be offered to an applicant or tenant who does not require its modifications, s/he will be required to sign an agreement to transfer to a comparable non-accessible unit within the building should a tenant or applicant require an accessible unit in the future. Failure to transfer as agreed shall be deemed non-compliance with the Lease and be cause for termination of the Lease.

VI. AFFIRMATIVE FAIR HOUSING MARKETING PLAN (AFHMP), MARKETING, & OUTREACH

1. *Duration* – The property shall review and update the AFHMP every time the waitlist is opened, or more frequently if relevant demographics change, or as otherwise needed to ensure compliance with applicable law and TNDC’s AFHMP guidelines, as may be amended from time to time (or any successor guidelines or directives).

2. *Contents* – TNDC shall prepare the following materials which shall comprise an AFHMP:

- Informational materials for applicants including a general description of the overall project that provides key information such as the number of market/affordable units, amenities, number of parking/garage spaces, per unit, distribution of bedrooms by market and affordable units, accessibility, etc.
- Description of the eligibility requirements for the property.
- Description of the rules for applying and the order in which applications will be processed.
- Lottery and resident selection procedures.

- Clear description of the preference system being used (if applicable).
- Description of the measures that will be used to ensure affirmative fair marketing will be achieved including a description of the affirmative fair marketing and outreach methods that will be used, ample advertisements to be used, and a list of publications where ads will be placed.
- Application materials including:
 - Application for Housing Form
 - Supplement(s) to Application
 - A statement regarding the housing provider's obligation not to discriminate
 - Information indicating that persons with disabilities are entitled to request a reasonable accommodation or modification; and
 - An authorization for consent to release information.

NOTE: *TNDC shall not utilize the HUD AFHMP form unless required to submit to HUD for review and approval.*

3. **Approval** – The Subsidizing or Funding Agency must approve the AFHMP before the marketing and application process commences.
4. **Applicability** – Aside from the advertising component of the AFHMP, which applies to all units, the AFHMP shall be applied to affordable units upon availability for the term of affordability and must consist of actions that provide information, maximum opportunity, and otherwise attract eligible persons protected under state and federal civil rights laws that are less likely to apply.
5. **Criminal Backgrounds** – Criminal background checks are not required under these AFHMP guidelines. However, if criminal inquiries and checks will be utilized **after the initial application process**, the use of such inquiries and checks are subject to the approval of the Subsidizing and Funding Agency. Criminal background screening shall not be conducted as a precondition for applicant participation in the lottery.


TNDC complies with **San Francisco Police Code Article 49** – Fair Chance Ordinance (FCO) for People with Prior Arrests or Convictions. Under the Fair Chance Ordinance (FCO), you have the right to:

- 1) Have all your other qualifications for affordable housing decided **BEFORE** your **housing provider knows anything about** your prior arrest or conviction record.
 - A provider may run a criminal history report at the same time as a rental or credit history but may not look at it prior to determining the applicant is qualified.
- 2) Not be asked about your prior record through a rental application form.
- 3) Be provided with a **copy of this notice before** your housing provider runs your background report.
- 4) Not have any of the following six “**off-limits**” categories requested or considered:
 - arrests that did not result in conviction
 - participation in a diversion or deferral judgment program
 - expunged, judicially dismissed, invalidated or otherwise inoperative convictions

- juvenile record
 - a conviction more than 7 years old
 - an infraction
- 5) Have your record assessed individually, in which only the **“directly-related”** convictions and unresolved arrests in your record are considered.
- In considering whether a conviction/unresolved arrest is directly-related, the provider shall look at whether the conduct has a direct and specific negative bearing on the safety of persons or property, given the nature of the housing, whether the housing offers the opportunity for the same/similar offense to occur, whether circumstances leading to the conduct will recur in the housing, and whether supportive services that might reduce the likelihood of a recurrence are available on-site.
- 6) Be provided with a **copy of the background report** and told which conviction or unresolved arrest is the basis for the potential denial. You have **14 calendar days** to **respond orally or in writing to show that you shouldn’t be denied.**
- You can respond by:**
- **Pointing out any inaccuracies** in the report.
 - **Providing evidence of rehabilitation.** Evidence of rehabilitation include satisfying parole/probation, receiving education/training, participating in alcohol/drug treatment programs, letters of recommendation, age you were convicted.
 - **Explaining any mitigating factors about the circumstances of the conviction.** Mitigating factors include physical or emotional abuse, coercion, untreated abuse/mental illness that led to the conviction.
- 7) **Call the Human Rights Commission to understand your rights or file a complaint (within 60 calendar days of violation)** without any negative action or **retaliation** taken against you by your Housing Provider.

For further information on TNDC’s criminal background screening, see Section X-D below and **Exhibit E – Criminal Screening Criteria**.

- 6. Outreach and Marketing** – Marketing should attract the community by extending to the regional statistical area as well as the state and must meet the following requirements:
- Advertisements Notices should be sent to local fair housing commissions, non-profit housing corporations, other low-income housing advocacy organizations serving low-income individuals, disabled adults, and others likely to be eligible for housing units, area churches, local and regional housing agencies, local housing authorities, civic groups, lending institutions, social service agencies, community-oriented radio, internet, and other non-profit organizations;
 - Advertising content will indicate San Francisco’s Police Code Article 49 (Fair Chance Ordinance); and TNDC will consider qualified applicants with criminal histories – please see the Fair Chance Ordinance Notice and screening and eligibility information below.
 - Announcements will be posted at TNDC’s Property Management office located at 232 Eddy Street, and at other buildings managed by TNDC.

- Marketing should also be included in non-English publications based on the prevalence of particular language groups in the regional area. To determine prevalence of a particular language by geographical area, see http://www.lep.gov/demog_data/demog_data.html;
 - All marketing should be comparable in terms of the description of the opportunity available, regardless of the marketing type e.g., local newspaper vs. minority newspaper). The size of the advertisements, including the content of the advertisement, as well as the dates of the advertising unless affirmative advertising occurs first, should be comparable across regional, local, and minority newspapers.
 - All advertising and marketing materials should indicate resident selection by lottery or other random selection procedure, where applicable.
 - All advertising should offer reasonable accommodations in the application process.
 - Pursuant to fair housing laws,¹ advertising/marketing must not indicate any preference or limitation, or otherwise discriminate based on race, color, disability, religion, sex, familial status, sexual orientation, gender identity, national origin, genetic information, ancestry, children, marital status, or public assistance recipient. The prohibition includes phrases such as “active adult community” and “empty nesters”. Exceptions may apply if the preference or limitation is pursuant to a lawful eligibility requirement.
 - The Fair Housing Logo () and slogan (“Equal Housing Opportunity”) should be included in all marketing materials. The logo may be obtained at HUD’s website: <http://portal.hud.gov/hudportal/HUD?src=/library/bookshelf11/hudgraphics/fheologo>
 - *TNDC will also seek special marketing efforts throughout the East Bay looking to return from displacement and partner with Bethel AME in efforts to reach Certificate of Preference (COP) holders.*
- 7. Availability of Applications** – Advertising and outreach efforts shall identify locations where the application can be obtained. Applications shall be available at public, wheelchair accessible locations, including one that has some night hours; usually a public library will meet this need. The advertisements and other marketing materials shall include a telephone number, as well as the TTY/TTD telephone number, that persons can call to request an application by mail. Advertisement and other marketing materials cannot indicate that applicants must appear in person in order to receive or submit applications or those will have an advantage over applicants who do not appear in person.
- 8. Marketing Records** - The property shall maintain records of its activities in implementing the affirmative marketing plan, including records of advertisement and other community outreach efforts. Racial and ethnic characteristics of applicants and tenants will be maintained at the management office and will be updated annually. TNDC complies with the marketing requirements of the regulatory funders of the project.

VII. REASONABLE ACCOMMODATIONS OR MODIFICATIONS

TNDC will apply the same screening criteria to all applicants. However, TNDC is obligated to offer qualified applicants with disabilities additional consideration in the application of rules, policies, and practices, or 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.

In reaching a reasonable accommodation with, or performing structural modifications for, otherwise qualified individuals with handicaps, TNDC is not required to:

- Make structural alterations that require the removal or alteration of a load-bearing structure element.
- Provide an elevator in any multi-family housing development solely for the purpose of locating accessible units above or below the grade level.
- Provide support services that are not already part of its housing program.
- Take any action that would result in a fundamental alteration in the nature of the program or service; or
- Take any action that would result in an undue financial and administrative burden on TNDC.

TNDC will:

- Require reliable third- party verification of the disability and the needed accommodation.
- Make all efforts to comply with a requested accommodation.
 - If TNDC finds that the accommodation requested is not reasonable, TNDC will make all efforts to identify an accommodation that is both effective and reasonable.

Live-in Aides

Applicants must indicate on the intake application the need for or presence of a Live-In Aide in the household. If the family plans to include a live-in aide, the live-in aide is not required to complete the same Pre-Application or Application forms. Proposed Live-in aides must meet eligibility requirements for background screening and provide other required verifications. This also included providing a copy of their original State-Issued ID and Social Security Card.

The live-in aide has no rights to the unit as a remaining family member and must agree to relinquish possession of the unit within a reasonable time if the resident is absent for an extended period of time or if the resident leaves for any reason. The live-in aide will be required to sign a Live-In Aide Agreement, acknowledging that the live-in aide has no right of residency or occupancy if the resident is absent or if the resident moves out for any reason including death. The Resident requesting the Live-In Aide must also complete a Live-In Aide Addendum.

Reasonable accommodation for persons with disabilities will be provided at all stages of the application, interview, selection, and residency process. If an applicant knows before submitting a rental application

to TNDC that he/she will not meet TNDC's Resident Selection Criteria and believes his/her inability to meet TNDC's Resident Selection Criteria is due to a disability, the applicant may request a reasonable accommodation upon submitting the rental application.

All reasonable accommodation and/or modification requests and request for an appeal or grievance will be forwarded to the Section 504 Coordinator who is TNDC's designated Fair Housing Coordinator to oversee its Fair Housing Compliance throughout TNDC's portfolio.

You may request a copy of TNDC's Fair Housing Policies at the Property or TNDC's Management Office at **201 Eddy Street; San Francisco, CA 94102**. Documents may be examined from Monday through Friday between the hours of 8:30 AM and 5:00 PM. You must phone to make arrangements to examine this document. Please call **(415) 776-2151** and People with hearing loss, dial **7-1-1**.

VIII. PREFERENCES

At TNDC, many of our properties are specially funded and therefore adopt special eligibility criteria and additional requirements in order for applicants to be accepted. TNDC will inform all applicants of available preferences, and give all applicants the opportunity to show that they qualify any preference(s). Please see **Exhibit D – Property Preferences** for this Property's Preferences, if any.

1. *Listed below are preferences that apply across TNDC's entire housing portfolio, unless otherwise stated in **Exhibit D – Property Preferences**, below in order:*

- **HUD 221(d)(3) Statutory Preference (HUD 221)**

(Federal or Presidential Disasters)

Preference will be given to applicants who have been displaced from units by government action or a presidentially-declared disaster. This will be verified through the displacing agency or by reviewing documentation provided by government agency as necessary.

- **Certificate of Preference Program (COP)**

(City & County of San Francisco)

For households in which at least one member holds a Certificate of Preference from the former San Francisco Redevelopment Agency or its successor, the Mayor's Office of Housing and Community Development. COP holders were displaced by Agency action generally during the 1960s and 1970s or are descendants of someone who was displaced. City & County of San Francisco's Mayor's Office of Housing & Community Development administers this program and TNDC will verify such Certificate of Preference holders.

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 or

Displaced Tenant Housing Preference holders. See the MOHCD Housing Preferences and Lottery Procedures Manual for Operational Rules for information about housing preferences.

2. *Listed below are leasing priorities/Program Units:*

- **Accessible Units**

Should a unit become available that includes special accessibility features, applicants needing these features will be given preference over applicants who do not indicate a need. These needs will be verified via third-party with a licensed medical professional following TNDC's Reasonable Accommodation & Modification Policies & Procedures.

- **Physical Rehabilitation Preference**

Should a unit within TNDC's portfolio require significant physical rehabilitation, TNDC may give transfer preference to households within its portfolio, with its funder's approval

3. *Avoiding Potential Discriminatory Effects at property with direct Federal Funding:*

- The local selection preferences must not disproportionately delay or otherwise deny admission of non-local residents that are protected under state and federal civil rights laws. The AFHMP should demonstrate what efforts will be taken to prevent a disparate impact or discriminatory effect. For example, the community may move minority applicants into the local selection pool to ensure it reflects the racial/ethnic balance of the HUD defined Metropolitan Statistical Area as described below¹. However, such a protective measure may not be sufficient as it is race/ethnicity specific; the AFHMP must address other classes of persons protected under fair housing laws who may be negatively affected by the local preference.
- To avoid discriminatory effects in violation of applicable fair housing laws, the following procedure should be followed unless an alternative method for avoiding disparate impact (such as lowering the original percentage for local preference as needed to reflect demographic statistics of the MSA) is approved by the Subsidizing Agency. If the project receives HUD financing, HUD standards must be followed.

¹ Note: This protective measure may not be dispositive with respect to discriminatory effects. For example, the non-local applicant pool may contain a disproportionately large percentage of minorities, and therefore adjusting the local preference pool to reflect demographics of the regional area may not sufficiently address the discriminatory effect that the local preference has on minority applicants. Therefore, characteristics of the non-local applicant pool should continually be evaluated.

IX. ELIGIBILITY

A. *General Eligibility* (See Section XIV-10 for more information)

- The applicant(s) must be able to demonstrate that his/her conduct in present or in prior housing has been such that the admission to the property would not negatively affect the health, safety, or welfare of other residents, or the physical environment, or financial stability of the property.
- Any applicant that acts aggressively (for example, physical or emotional injury to an individual, especially if that leads to property damage or destruction) towards management staff or is obviously impaired by alcohol or drugs, uses obscene or otherwise offensive language, exhibits threatening behavior, or makes derogatory remarks to staff, may be disqualified or rescheduled.
- Valid and current government agency issued identification with a picture will be required for all adult applicants (photocopy may be kept on file).
- Applications must include date of birth of all applicants to be considered complete.
- The Head of Household, spouse and/or co-head and all other adults (18 and older) in each applicant family must sign an Authorization for Release of Information.
- Current and/or previous rental history with a contact reference (including phone number or address). Applicants shall provide the past 24 months of residential history.
- A history of compliance regarding Lease Agreements and House Rules.
- Each applicant family must agree to pay the rent required by the program(s) under which the applicant is qualified.
- Applicant must agree that their rental unit will be their only residence.
- Applicants undergoing income limit tests are required to reveal all assets they own including real estate.

B. *Income and Rent Eligibility*

In order for an applicant to be eligible for a unit, their gross annual income cannot exceed the maximum applicable income limits for the property or program unit, as determined by the property's funding sources. For details regarding this properties Income & Rent requirements, please see [Exhibit C – Income & Rent Restrictions](#).

For all units with a flat monthly rent (where rent is not determined by household income), TNDC's minimum income policy excludes applicants whose rent burden would exceed 50% of the household's gross monthly income (except where otherwise noted on site-specific sheet). No minimum income will be required for households receiving Section 8 (or similar) assistance where the rent is 30% of the resident's adjusted income.

C. *Student Eligibility*

Eligibility of Students at Properties with LIHTC funding has five exceptions to the limitation where **ALL** members are full-time students. Full-time students to the households that are income

eligible and satisfy one or more of the following conditions can be considered to be eligible (verifications must be obtained to support the student status and applicable exceptions(s)):

1. Receiving assistance under Title IV of Social Security Act (AFDC/TANF/Cal Works—not SSA/SSI)
2. Enrolled in a job-training program receiving assistance through the Job Training Participation Act (JTPA) or other similar program
3. Married and filing (or are entitled to file) a joint tax return
4. Single parent with a dependent child or children and neither you nor your child(ren) are dependent of another individual
5. Previously enrolled in the Foster Care program (18-24)

Eligibility of Students for HUD Properties (Assistance):

This rule applies to both full-time and part-time students. A student becomes eligible if one of the following criteria are met:

- Is 24 years-old or older
- A United States military veteran
- Married
- Is a graduate or professional student
- A dependent child living with the student
- Is a person with disabilities receiving Section 8 assistance as of November 30, 2005
- The student or the student's parents (individually or jointly) are eligible to receive Section 8 assistance
- The student is living with their parents who are receiving Section 8 assistance
- If the student is able to prove independence from parents who are not eligible for Section 8 assistance
- Is a person with disabilities, as such term is defined in section 3(b)(3)(E) of the 1937 Act and was receiving assistance under Section 8 of the 1937 Act as of November 30, 2005;
- Is classified as HUD's definition of Vulnerable Youth

D. Screening Eligibility

Management will first prescreen all applications to ensure that applicants meet all program eligibility requirements, as they relate to housing history and income restrictions. Management will provide applicants with a copy of the Fair Chance Ordinance and process criminal background screening after successful prescreening (housing and income).

TNDC's obligations to funders who have financed the property (the 'Funders') may require that certain housing units be filled only by applicants who meet special eligibility criteria, or who are referred from a particular source. This Property may contain units from one or more special "set-

asides" and potentially overlapping guidelines of several programs at the same time. Such requirements are described in [Exhibit B – Eligibility for Housing Units](#).

Regardless of referral source or special program participation, all applicants must pass a tenant selection screening and have their income and assets third-party certified in order to move in to any unit.

X. OCCUPANCY GUIDELINES

TNDC is required to establish reasonable occupancy standards that will assist as many people as possible (without overcrowding) and minimize vacancies.

TNDC must comply with all reasonable state and local health and safety restrictions regarding the maximum number of persons permitted to occupy a unit. In the absence of such restrictions, ‘overcrowding’ is deemed to occur when the total number of persons in the unit exceeds two persons per habitable sleeping room. A habitable sleeping room is any room except the following: kitchen, bathroom, hallway, or dining room.

TNDC will take into consideration the composition of the household when determining the appropriately sized unit. Children under six (6) years of age do not count toward the occupancy maximum. Persons of different generations, opposite gender, and unrelated adults will not be required to share a bedroom.

Below is TNDC’s adopted Occupancy Guidelines, please note that program requirements may require more restrictive occupancy minimums and maximums at this Property.*For occupancy guidelines pertaining to the LOSP and Continuum of Care units please visit hsh.sfgov.org

Unit Type	Minimum # of Occupants	Maximum # of Occupants
SRO	1	1
1-bedroom	1	3

XI. WAITLIST PROCESSES FOR GENERAL POPULATION UNITS

For TNDC's New Developments initial rent-up (partially or fully)-funded by City & County of San Francisco's Mayor's Office of Housing, please see [Exhibit F – Special Program Processes](#) for more details.

Below outline This Property's stabilized operations waitlist management procedures:

TNDC administers its Waiting Lists as required by HUD or other Regulatory Agencies' handbooks and regulations. Accepting an applicant from a lower waiting list position before one in a higher position violates this policy and may be regarded as being discriminatory.

1. Opening/Closing the Property Waiting Lists

In order to maintain a balanced application pool, TNDC may, at its discretion, restrict application intake, suspend application intake, or open/close waiting lists either in whole or in part. Any waitlist opening will require a new lottery for new applicants. TNDC will also update the waiting list by removing the names of those who are no longer interested in, unable to be reached, respond, or no longer qualify for housing.

Decisions about opening/closing the waiting lists will be based on the number unit turnovers the property processes annually, applications available for a particular size and type of unit, number of applicants who qualify for a Property Preference, and the ability of TNDC to house an applicant in an appropriate unit within a reasonable period of time.

Opening/Closing the waiting lists or restricting intake(s) will be announced publicly in the same manner in which TNDC advertises for rent and described in the Marketing & Community Outreach Section. During the period when the waiting list is closed, TNDC will not maintain a list of individuals who wish to be notified when the waiting list is reopened, unless required by a Funder.

COP and DTHP applicants can apply at any time regardless of whether a waiting list is closed to other applicants. If the COP or DTHP certificate holder is found eligible for an Affordable Housing Unit in the building, they shall be placed at the top of the waitlist list, immediately after any other COP and DTHP Certificate Holders already on the waiting list.

2. Updating the Property Waiting List

TNDC shall update the waiting list, no less than twice annually, to determine if applicants are still interested and eligible to remain on the waiting list. TNDC shall, at the time of each annual update, obtain current applicant information on a least the following:

- Household characteristics (i.e. number of members, composition, or preference); and
- Household income and assets.

The updated information will be obtained from the applicant in writing and certified by the applicant's dated signature that the information provided is true and correct. TNDC will notify

each applicant by mail requesting the above information and confirmation of continued interest in remaining on the waiting list. TNDC must specify a reasonable time frame in which the applicant is to respond, generally five-ten (5-10) business days.

If the applicant replies affirmatively, its application will maintain its position on the waiting list. If the reply is negative (or the applicant fails to respond), the applicant will be removed from the waiting list. A final letter will be sent, to the last known address, stating the applicant's status in waiting list, generally within five (5) business days.

3. *Removal of Applicants from the Property Waiting List*

TNDC will not remove an applicant from the waiting list unless:

- The applicant requests to be removed.
- The applicant was clearly advised of the requirement to tell TNDC of his/her continued interest in housing by a particular time and failed to do so.
- TNDC made a reasonable effort (at least one phone attempt and one written correspondences within five (5) business days) to contact the applicant to determine if there is continued interest in housing but has been unsuccessful; or
- TNDC notified the applicant of the intention to remove the applicant's name because the applicant no longer qualifies for assisted housing.

4. *Contacting & Selecting Applicants on the Waiting List*

Applicants will be contacted when vacancies become available. The initial contact will be attempted by telephone, and electronic mail.

- If the applicant does not have an e-mail, correspondence will be sent via US Postal Mail with a response deadline of eight (8) business days.
- If the applicant fails to respond to TNDC's attempts (within five (5) business days or eight (8) business days via US Postal Mail), they will be assumed no longer interested, removed from the Property Waiting List and TNDC will move to the next applicant on the waiting list.
- If the applicant responds to TNDC, attends all intake eligibility meetings, and meets all eligibility and program requirements, TNDC will extend a Housing Unit Offer.
 - If the applicant denies the offer or fails to respond within three (3) calendar days, the offer will be revoked, and the unit will be offered to the next qualified applicant on the waiting list.
 - Should the applicant reject the offer, TNDC may allow the applicant to be given a second offer of a suitable vacancy as soon as one becomes available (assuming they continue to meet all eligibility and program requirements).
 - If the applicant rejects the second offer, the applicant shall be removed from the waiting list, unless the applicant can verify that a hardship exists or that there are mitigating circumstances.
 - The reasonableness of the rejection will be determined by TNDC Management and documented with the applicant's application for housing.

XII. GENERAL OVERVIEW – INTERVIEW AND APPLICATION PROCESS

1. **Submit Application:** All prospective tenants shall submit a TNDC rental application – titled Application for Housing Form. Providing false, inaccurate, or incomplete information may disqualify a prospective tenant. Intentionally providing false information on any part of the application is considered fraud and may result in failure of the applicant to obtain a TNDC unit. If discovered after an applicant becomes a tenant, this may result in loss of the housing unit. Applications should be completed in entirety to the best knowledge of the applicant; if an Applicant is unaware or chooses to not disclose information, they may provide a response of “N/A” as informed on the Application for Housing. Incomplete Applications will not be excluded from lottery processing; however, may delay eligibility processing after the lottery.
2. **Interview:** All applicants must have an in-person interview with TNDC staff, at which TNDC will explain Resident Selection Criteria (also posted on TNDC’s Website – www.tndc.org). All adults who will live in a unit must attend an interview; and all household members may be asked to sign forms that will be sent out to 3rd party verify information given on the application (e.g., income and asset information) prior to any offer to rent a unit.
 - TNDC may offer interviews outside of normal business hours (which is generally Monday through Friday between 8:30 am and 5:00 pm) and upon written request of Applicants. Requests must be in writing and sent to one of the following options:
 - In writing***
 - Or In Person:*** TNDC Property Management
180 Turk Street
San Francisco, CA 94102
 - By E-Mail:*** propertymanagement@tndc.org
 - If the applicant is abusive, blatantly disrespectful, disruptive, or otherwise exhibits behaviors that would indicate the tenant may pose a significant threat/danger to himself or herself, other tenants, or property during the required interview, or such threatening behavior is witnessed by TNDC staff at the property or management office outside of the interview, or the applicant otherwise known to TNDC staff by credible, objective evidence, the applicant will not be accepted. (Credible objective evidence is generally defined as incident reports, witness statements, police reports, video surveillance, etc.)
 - Aside from standard property charges, property staff is not permitted to accept any money, gifts, services or favors connected with the Pre-Application or Application process or associated with any aspect of residency on this property. If property staff solicits any mandatory payment for any part of the Pre-Application or Application process, the applicant should notify TNDC.
 - **Background Check:** TNDC runs a consumer credit and eviction history report **before** any criminal background processing; and upon successful qualification and completion of

initial eligibility, TNDC may run a criminal background check. Lack of a credit history (TNDC does not require a minimum credit score) will not be considered grounds to reject an applicant. The credit report is processed mainly to obtain reported residency information and any owned real estate; this information will be used to ensure that the appropriate counties are checked for the potential criminal background screening.

3. ***Resident Eligibility & Screening Criteria: TNDC may process multiple applicants per vacant unit in order to not delay property vacancies. Applicants will be given the same number of days to provide all documentation in order to verify eligibility.***

For TNDC's New Developments initial rent-up (partially or fully)-funded by City & County of San Francisco's Mayor's Office of Housing or similar, please see [Exhibit F – Special Program Processes](#) for more details.

Below outlines basic requirements throughout TNDC's Portfolio:

- Applicants must be income-eligible in accordance with the regulations of the property's funding sources, such as the Low-Income Housing Tax Credit Program (LIHTC), federally funding programs of Housing & Urban Development (HUD), the city of San Francisco's Mayor's Office of Housing and Community Development (MOHCD), and/or other Funder Regulatory Agreements in place for the property.
 - All income and assets will be verified by TNDC via third-party confirmation, i.e. verification form completed by employer, verification form completed by a financial institution, etc. In addition to the third-party verification, applicants must submit certain second-party verification documentation, such as three (3) months consecutive paychecks, six (6) months consecutive bank statements, a letter from Social Security and/or Public Assistance, etc.
- For ***Affordable Senior Housing Opportunities***, the household must be composed of one or more persons at least one of whom is the Head of Household, Spouse or Co-Head of Household is 62 years of age or more at the time of initial occupancy.
- Household composition must meet the property's occupancy standards for household size.
- Applicant's household must meet the property's housing history requirements:
 - Disqualification may result from one (1) eviction in the past three (3) years; and if so, then only if two (2) evictions have occurred in the past five (5) years.
 - Applicants who have past evictions strictly for non-payment of rent, but now have a verified payee to assist with timely rent payment, will not be automatically declined under the eviction history criterion.
 - Applicants that have no-fault evictions (Ellis Act, Owner Move-In etc.) will not be declined under the eviction history criterion.
 - Current and previous landlords will be contacted for information concerning the applicant's past two years of history of fulfilling essential tenancy obligations as defined here: payment of rent, compliance with lease requirements, destruction

of property, interference with the rights of others to enjoy the property, or other activity that would adversely affect the health or safety of other tenants or damage property.

- Applicants may be declined for a negative landlord reference (documented lease violations) that indicates the tenant will not meet the essential tenancy obligations.
- In cases where applicants do not have any previous landlord, or if no previous landlord is available, staff will request personal references from someone not related to the applicant, such as a counselor or caseworker. However, lack of such references will not be basis for automatic denial.
- After initial eligibility and conditional housing offer, the Applicant's household must meet any criminal screening standards – also See [Exhibit E – Criminal Screening Criteria](#) in addition to below notations. TNDC complies with San Francisco Police Code Article 49 – Fair Chance Ordinance:
 - TNDC will conduct an individualized assessment and consider only “directly-related” convictions and unresolved arrests in light of time elapsed, any evidence of rehabilitation, mitigating factors, or inaccuracy in the report.
 - If a screening report results in denial for housing, TNDC will provide the applicant household a copy of the background report and identify the convictions or unresolved arrests on which the negative action is based. TNDC will notify the individual and/or applicant household of any final negative action in writing.
 - TNDC will give the applicant household fourteen (14) calendar days to appeal orally or in writing to provide evidence of rehabilitation, mitigating factors, or inaccuracy in the report, delay any negative action for reasonable time, and reconsider in light of the applicant's response. (TNDC will notify the individual
 - and/or applicant household of any final negative action in writing.)
 - TNDC **will not** consider the following “off-limits” categories:
 - Arrests that did not result in conviction
 - Participation in a diversion or deferral judgment program
 - Expunged, judicially dismissed, invalidated, or otherwise inoperative convictions
 - Juvenile record
 - A conviction more than 7 years old
 - An infraction
 - Disqualification may also result from
 - Property, Drug, Violence, Fraud, Family Relations and Weapons related felony convictions in the past five (3) years or misdemeanor convictions in the past two (2) years, **or**
 - Public Justice, Public Order or Organized Crime related felony convictions in the past two (2) years, **or**
 - Any conviction for a sex offense that is subject to any state's sex offender lifetime registration requirement.

- Applicants must have current, legal government-issued (government does not mean exclusively the United States) photo identification (driver license, state-issued identification card, passport, or any other government-issued photo identification).
 - Examples of unacceptable identification include MUNI cards, check-cashing identification, and other privately issued identification.
- Applicants must use the unit as their principal place of residence, pursuant to HUD's general eligibility requirements (24 CFR, Part 5), City and Country of San Francisco Mayor's Office of Housing and Community Development, IRC § 142(d)(1),
 - Generally defined as use of the premises only as a private dwelling for himself/herself and the individuals listed on the Owner's Certification(s) or Lease Staff will ask the applicant if they will maintain any other residence during the period of their lease.
- Applicants must be able to live independently (with or without assistance) and to maintain housing in accordance with federal, state and local health standards.
- Applicants may be subject to Student Eligibility Guidelines as stated in Section XI-C, Student Eligibility.

4. **Approval of Applicant:** If the applicant satisfies all the Resident Eligibility & Selection Criteria and the applicant is officially approved for tenancy, TNDC will send the applicant a Housing Unit Offer & Acceptance letter to schedule an appointment for the applicant to pay any move-in costs and sign a rental lease agreement.

- The term of the lease will commence for a period of one (1) year (and thereafter, on a month-to-month basis), until either party terminates the lease.
- Some properties may establish an initial lease term for less than one (1) year, please see [Exhibit A – Project Description](#) TNDC will collect a Security deposit at the time of the initial lease execution before applicant moves into the unit. The applicant family is expected to pay the Security Deposit from their own resources and/or other public or private sources. An applicant family will be rejected if the Security Deposit cannot be paid before move-in. TNDC requires that residents pay the security deposit in a guaranteed form (e.g., money order, cashier's check, bank check).
- TNDC may hold a unit for an applicant for only up to seven (7) calendar days upon provision of the security deposit or "promise to provide" from an agency participating in a rental/move-in assistance program, e.g., Season of Sharing.
- If the applicant does not wish to rent an available unit or fails to move in on the agreed upon date, the applicant may be disqualified, his/her application may be declined, and the unit may be offered to the next qualified applicant.

5. **Rejection and Appeal Process.** An applicant may be denied at any time if they have not met one or more of the Resident Eligibility & Selection Criteria. If an applicant is denied, they will be notified in writing which will state the reason for denial and their right to appeal.

- The applicant has 5 calendar days after the date of the denial letter to submit a written appeal to TNDC, by contacting in-person or via US Postal Mail:

TNDC Appeals
145 Taylor Street
San Francisco, CA 94102

- If a denial letter is sent to an applicant, and no response or new evidence is received within Five (5) calendar days, TNDC will close the file permanently.
- An appeal must consist of documentation refuting the stated reason for rejecting the applicant or requesting a reasonable accommodation and the basis for such an accommodation.
 - TNDC will consider any mitigating circumstances that the applicant feels would affect their application and that would overcome or outweigh information already gathered in the resident screening process.
 - Mitigating circumstances must be documented in the appeal and must corroborate the reason(s) given by the applicant for the disqualifying circumstances.
- TNDC will notify the applicant of their final decision no more than ten (10) business days of receipt of the applicant's written notice of appeal.
 - TNDC may require further information or research to give full consideration to the appeal, in which case will send an update letter extending their final decision date up to thirty (30) calendar days.
 -

XIII. UNIT TRANSFERS

Tenants may be required to transfer to another unit within the development to correct an appropriate unit size, comply with verified reasonable accommodations/modifications, or fulfill other requirements documented by TNDC. If so, the family must transfer within thirty (30) calendar days after receiving notice from TNDC, or remain in the same unit until an appropriate unit becomes available. At all times, preference will be given to a current resident who needs a transfer within a building for the following reasons:

- A unit transfer for a medical reason certified by a doctor.
- A unit transfer based on the need for an accessible unit.
- An increase or decrease in family composition; or
- Due to other legal requirements by TNDC (e.g., court stipulations due to conflicts).
- A unit transfer because of a life safety matter (ex. Violence Against Women Act (VAWA))

TRANSFERS DO NOT OCCUR FROM ONE PROPERTY TO ANOTHER WITHIN TNDC'S PORTFOLIO. Each property is considered a separate entity with individual funding requirements, which means that any TNDC resident desiring to live in another TNDC property must follow the same procedures that a new applicant would be required to follow.

XIV. SPECIAL HOUSING PROGRAM DESCRIPTIONS

The following is a list of different programs within the TNDC portfolio. Please note that this is not an exhaustive list, the following represents programs which either affect who may apply, i.e. by referral only, or if the rent is subsidized in some way. Please refer to [Exhibit F –Program Processes](#) for specific details regarding program eligibility and processes at this Property.

PROGRAM	PROGRAM DESCRIPTION
DHSH-DAH	These units will be filled by homeless adults with multiple chronic illnesses who are at risk for either acute hospitalization or long-term institutionalization. Applicants will be referred to TNDC by the Department of Homelessness and Supportive Housing (DHSH)- Direct Access to Housing (DAH) program from the DAH waiting list.
DHSH-DAH Prop. 63/ MHSA Units	These units are funded by the Mental Health Services Act (Proposition 63). Full Service Partnerships identify and refer applicants to the DAH program. Once verified to meet the MHSA definition of “severely mentally ill” and DAH program requirement, applicants will be referred to TNDC to begin the certification process.
HOPWA	<p>Housing units financed by the Housing Opportunities for People with AIDS (HOPWA) program, administered by the San Francisco Redevelopment Agency, may only be filled by applicants who have AIDS or infection with HIV, as supported by a physician's letter. Eligible applicants must be referred by the Citywide Housing Wait List. Individuals applying for units that combine HOPWA with other special programs must be cross-referenced with the HWL to confirm eligibility for a HOPWA unit. TNDC must obtain a third-party verification of HIV diagnosis in order to complete certification of HOPWA applicants.</p> <p>In cases where the referral list has been exhausted for a given property, the owner will establish their own list of applicants who have been diagnosed with HIV/AIDS. This list will be created by advertising to an approved set of marketing guidelines established with the SFRA. Agencies that provide services to persons with HIV/AIDS, and other housing/housing referral agencies, will be targeted in the marketing effort.</p>
HUD Funded Projects	<p>HUD properties may take applications from the general public and applicants must be at least 62 years of age, or meet HUD criteria for a disabled household and have a disability that requires the accessible features of the unit. HUD properties will maintain a waiting list of applicants which will be opened and closed over time as vacancies and move-ins occurs.</p> <p>HUD Income Targeting Requirement</p> <p>HUD properties may target families and individuals at extremely low income in accordance to the area median income to satisfy that at least forty percent of their units are catered to that population. Properties may bypass certain applicants for lower income applicants to satisfy this quota. A preference does not mean you will not receive housing, but determines the order you are placed on the waiting list.</p> <p>HUD Citizenship/Immigration Status</p> <p>Applicants must be United States citizens or legal tenants and show valid proof of residency through their social security card and a government issued identification. However, if the applicant is not a United States’ citizen, they must provide an additional valid United States issued identification. In addition, the non-citizen applicant must declare eligible</p>

immigration status by signing a verification consent form for each member of the household (parents or guardians may sign for each child). This form provides evidence of eligible immigration status and may be released to INS. If one or more of the family members chooses not to establish their citizenship they may still be considered for assistance under HUD Restrictions on Assistance to Non-Citizens Guidebook 7465.7G Paragraphs 10-4, 10-5 and Chapter 11.

HUD EIV (Enterprise Income Verification) SYSTEM

The HUD EIV system is a web-based computer system that contains employment and income information and history to the owner and/or management agent of the property. This information is used to meet HUD's requirement to independently verify employment and/or income during certifications of eligibility and rental assistance. Before accessing the employment or income data contained in the system, a Notice and Consent for the Release of Information (HUD-9887) and Applicant's/Tenant Consent to the Release of Information (HUD-9887-A), must be signed and dated by the head of household, spouse, co-head, regardless of age, and by each family member who is at least 18 years of age, prior to each annual recertification.

The HUD EIV system will be used for the following:

- EIV Existing Tenant Search will be conducted during the initial certification process. If an applicant is found to be currently receiving assistance, this will be discussed with applicant and with the existing landlord. This information will be used to coordinate move-out/move-in dates for ongoing subsidy;
- To determine if you have correctly reported your income;
- Have used a false social security number; or
- Failed to report or under reported the income of a spouse or other household member.

Violence Against Women Act (VAWA)

In accordance with VAWA, at the time of admission or in the event of a termination or start of an eviction for cause proceeding, the household will be notified that they can complete, sign and return the HUD Certification of Domestic Violence, Dating Violence, or Stalking. The following protections apply and requirements apply and the Landlord may:

- Not consider incidents of domestic violence, dating violence or stalking as serious or repeated violations of the lease or other "good cause" for termination of assistance, tenancy or occupancy rights of the victim of abuse.
- Not consider criminal activity directly relating to abuse, engaged in by a member of a tenant's household or any guest or other person under the tenant's control, cause for termination of assistance, tenancy, or occupancy rights if the tenant or an immediate member of the tenant's family is the victim or threatened victim of that abuse.
- Request in writing that the victim, or a family member on the victim's behalf, certify that the individual is a victim of abuse and that the Certification of Domestic Violence, Dating Violence or Stalking, Form HUD-91066, or other documentation as noted on the certification form, be completed and submitted within 14 business days, or an agreed upon extension date, to receive protection under the VAWA.

	Failure to provide the certification or other supporting documentation within the specified timeframe may result in eviction.
LOSP	These units are funded by the City and County of San Francisco through a Local Operating Subsidy Program (LOSP). TNDC receives referrals from a waiting list maintained by the City and County of San Francisco. Applicants from this list are defined as eligible if they meet the definition of “at risk of homelessness” as defined in the funding agreements.
McKinney Section 8	McKinney units are reserved for Section 8 applicants referred by the San Francisco Housing Authority (SFHA) who meet certain qualifications, including homelessness. Applicants must be referred from the Community Housing Partnership (CHP) or another SFHA-designated waiting list.
McKinney Section 8 Youth Housing	To be eligible for these Section 8 units, applicants must be between 18-24 years old, and must meet the program requirements of Larkin Street Youth Services (LSYS). Eligible applicants will be referred from the San Francisco Department of Public Health to LSYS to complete a housing application at the property and begin the certification process.
MHP Supportive Housing	These units are funded by the State of California. The MHP Supportive Housing units are offered as permanent housing linked to supportive services, where occupancy is restricted to households that both (1) are homeless or at risk of homelessness and (2) include a disabled adult.
Project Based Section 8	These units may usually only be filled by individuals referred to TNDC from the SFHA waiting list. Occupancy limits for Section 8 units are as follows: SRO 1, Studio 1-2, One-bedroom 1-4, Two-bedroom 2-6, Three-bedroom 3-8. The Ritz Hotel, however, may receive applications for its Section 8 units directly from the general public when the building has advertised that it is taking new applications.
Shelter Plus Care OR Continuum of Care Program	The San Francisco Department of Homelessness and Supportive Housing (HSH), which administers the Continuum of Care Program. HSH receives referrals from the San Francisco Continuum of Care Coordinated Entry System, which prioritizes people currently experiencing homelessness for permanent supportive housing. Individuals who have not been referred, but wish to participate, may learn more about Coordinated Entry directly at https://hsh.sfgov.org/services/the-homelessness-response-system/coordinated-entry/ .
Tenant Based Section 8	Most studio or larger housing units may be occupied by a Tenant-based Section 8 Voucher holder, and TNDC welcomes voucher holders to apply. The applicant must also meet all other eligibility requirements for the unit. If the applicant is approved by both TNDC and the SFHA, the tenant-paid portion of the rent will be determined by the SFHA.
VASH	TNDC may set aside or receive referral requests for housing individuals who qualify for the HUD-VASH Program. TNDC or External Partners may contract with The Department of Veterans Affairs (VA) HUD-VASH program to provide housing placement services and ongoing case management to VA referred Veterans and their families. The Department of Veterans Affairs (VA) HUD-VASH program is a partnership between the U.S. Department of Housing and Urban Development (HUD) and VA to place and maintain homeless Veterans in permanent, community based housing using HUD Section 8 Housing Choice Vouchers that are paired with ongoing VA case management services.



Exhibit A- Project Description

Antonia Manor, 180 Turk Street; San Francisco, CA 94102

Located in the heart of the Tenderloin, Antonia Manor is one of the few buildings in the neighborhood designed with seniors and non-senior individuals living with disabilities. Antonia Manor provides space for them to thrive. The building serves 132 seniors with extremely low incomes, including those living with health challenges. The property includes one exempt manager's unit. The building includes onsite social services and activities provided by TNDC, SRO units with kitchenettes, and upgraded heating and ventilation.

PROPERTY UNIT MIX		
Unit Size	Quantity	Accessible Units
SROs	131	18
1 BRs	2	0



Exhibit B- Eligibility for HUD Housing Units

Antonia Manor, 180 Turk Street; San Francisco, CA 94102

The property is operating under the guidelines established for the HUD Multifamily Section 8 program. This exhibit describes management policies and project requirements in accordance with HUD regulation.

Applicants must meet all project requirements to be eligible for housing. All applicants must pass a resident selection screening and have their income and assets third-party certified to move into any unit and receive rental assistance.

This Section 8 property is designed to provide housing to elderly and disabled families who meet the eligibility and screening requirements. In order for a family/household to meet the “family type” eligibility requirements, the head-of-household (HoH), the co-head-of-household (co-HoH) or a spouse must be

- 62 or older; or
- Disabled as defined by HUD.

RENTAL ASSISTANCE

A household is eligible for assistance only if the unit will be the household’s only residence. The owner/agent will not knowingly assist applicant families who will maintain a residence in addition to the HUD-assisted unit.

Applicants MUST disclose if they are currently receiving HUD housing assistance. Residents can only receive subsidy for one unit/residence at a time. This prohibition does not prevent a person who is currently receiving assistance from applying for an assisted unit in another property.

If, for any reason, an applicant moves in to this property before moving out of another subsidized unit, the household will be required to pay market rent until the move out from the previous property is complete and the resident is eligible to receive HUD subsidy for this property. Assistance in the new unit will begin, if the household is still eligible, the day after assistance ends for the previous unit.

Children in joint custody arrangements can receive HUD housing assistance in two units when both parent/guardian families receive HUD housing assistance. In these cases, additional verification is required. The owner/agent will request:

- Verification of the custody/guardianship/living arrangement
- Verification of the use of the Dependent Deduction



Exhibit B- Eligibility for HUD Housing Units

HUD Housing Vouchers

TNDC may not admit an applicant family if any member is in possession of a HUD housing assistance voucher provided through HUD's Public and Indian Housing (PIH) program unless the applicant agrees to give up the voucher prior to occupancy. This will be verified with the Housing Authority providing the HUD housing assistance voucher.

Please note that housing assistance provided through HUD's Multifamily Housing program is not the same as the housing assistance provided through HUD's Public and Indian Housing voucher program. If any family member moves out, the housing subsidy will not move with the family as it does with a voucher. The family will be required to re-apply to a PHA to receive another voucher.

Dual Subsidy

If TNDC discovers that any HUD housing assistance is still being paid after moving to Antonia Manor, no rent subsidy or utility allowance will be provided by the Department of Housing and Urban Development until the day after the subsidy stops. This rule applies to the entire household. Subsidy is NOT prorated.

Any assistance paid in error must be returned to HUD.

Applicants should consult with the Contract Administrator or the HUD office if any former landlord is accepting subsidy after move-out.

Determination of Adjusted Income

When determining Adjusted Income, the owner/agent will use HUD methods to determine Annual Income for the entire family. After Annual Income is determined, the owner/agent will apply the following deductions as applicable:

- The Elderly/Disabled Family Deduction;
- The Dependent Deduction;
- The Childcare Deduction;
- The Health & Medical Expense Deduction (Medical Expenses in excess of 10% of Annual Income)
- The Attendant Care & Auxiliary Apparatus Deduction

Elderly/Disabled Family Deduction

For each family where the HOH, co-HOH or spouse is 62 or older or is disabled, HUD provides an annual family allowance. In 2024, the Elderly/Disabled Family Deduction is \$525. This amount may be adjusted by HUD annually.



Exhibit B- Eligibility for HUD Housing Units

The Dependent Deduction

A family receives a Dependent Deduction (\$480 subject to adjustment by HUD) for each family member *(except foster children and foster adults)* who is:

1. Under 18 years of age;
2. A person with disabilities; or
3. A full-time student of any age.

It is not necessary for a member of the family to have legal custody of a dependent in order to receive the dependent deduction.

When more than one family shares custody of a child and both live in assisted housing, only one family at a time can claim the dependent deduction for that child.

Some family members may never qualify as dependents regardless of age, disability, or student status.

- The HOH, co-HOH or spouse may never qualify as dependents.
- A foster child, foster adult, an unborn child, a child who has not yet joined the family or a live-in aide may never be counted as a dependent.

The Childcare Deduction

Anticipated expenses for the care of children under age 13 (including foster children) may be deducted from Annual Income if all of the following are true:

1. The care is necessary to enable a family member to work, seek employment, or further his/her education (academic or vocational).
2. The family has determined there is no adult family member capable of providing care during the hours care is needed.
3. The expenses are not paid to a family member living in the unit.
4. The amount deducted reflects reasonable charges for child care.
5. The expense is not reimbursed by an agency or individual outside the family.
6. Child care expenses incurred to permit a family member to work must not exceed the amount earned by the family member made available to work during the hours for which child care is paid.



Exhibit B- Eligibility for HUD Housing Units

Childcare Hardship Exemption

A family may request a Childcare Hardship Exemption to continue the Childcare Deduction if:

1. The family is no longer qualified for the Childcare Deduction because no member is working, seeking employment or furthering his or her education; and
2. The Childcare Deduction is still necessary.

An example would include, but is not limited to, a person who was previously employed and who is injured and home during rehab and childcare is still necessary during rehab.

The owner/agent will consider a request for a Childcare Hardship Exemption if:

1. The resident requests a Childcare Hardship Exemption
2. The resident is receiving a Childcare Deduction on the current certification in effect at the time of the request.
3. The net Cash Value of Assets for the entire family is \$50000 or less; and
4. The family's total Annual Income is at or below the current Extremely-low Income Limit, and;
5. The resident participates in a review meeting;
6. The resident provides required information and signatures within five (5) calendar days;
7. The change results in a TTP that exceeds 25% of the family's Annual Income.
8. The resident has not provided Notice to Move;
9. The resident is a resident in good standing and the owner/agent has not indicated intent to terminate assistance and/or terminate tenancy (eviction);
10. The resident agrees to participate and participates in a review meeting at least every 90 days or upon request by the owner/agent.
11. The resident has not already received two 90-day extensions of the Childcare Hardship Exemption

If the Request for the Childcare Hardship Exemption is approved, the owner/agent will reduce Annual Income by the verified amount of Childcare.

The Childcare Hardship Exemption ends at the earliest of:

1. Ninety (90) calendar days from the Effective Date of the Certification implementing the exemption;
2. Such time the owner/agent determines the need for the Financial Hardship Exemption no longer exists and the family is able to pay their rent without the Financial Hardship Exemption;
3. Assistance is terminated;
4. The resident fails to meet with property staff or provide information/signatures, as required, at least every 90 days or upon request from the owner/agent.

The resident may request and the owner/agent may extend the Childcare Hardship Exemption, for two increments of no more than 90 days, based on the parameters outlined in the owner/agent's Hardship Exemption Policy. The Hardship Exemption may be extended two times.



Exhibit B- Eligibility for HUD Housing Units

Health & Medical Expense Deduction

The medical expense deduction is permitted only for families in which the head, spouse, or co-head is at least 62 years old or is a person with disabilities (elderly or disabled families).

If the family is eligible for a medical expense deduction, owners must include the unreimbursed medical expenses of all family members, including the expenses of non-elderly family members (adults or children) living in unit. The Medical Expense Deduction is that portion of total unreimbursed medical expenses that exceed 10% of the family's Annual Income.

The Medical Expense Deduction includes all out-of-pocket expenses the family anticipates to incur during the 12 months following the certification effective date.

The Attendant Care & Auxiliary Apparatus Expense Deduction

Families are entitled to a deduction for unreimbursed, anticipated costs for attendant care and "auxiliary apparatus" for each family member who is a person with disabilities, to the extent these expenses are reasonable and necessary to enable any family member 18 years of age or older who may or may not be the member who is a person with disabilities to be employed.

The Attendant Care & Auxiliary Apparatus Expense Deduction is that portion of total unreimbursed medical expenses that exceed 10% of the family's Annual Income.

The Attendant Care & Auxiliary Apparatus Expense Deduction includes all out-of-pocket expenses the family anticipates to incur during the 12 months following the certification effective date.

Hardship Exemptions – Health & Medical Expense Deduction and the Attendant Care & Auxiliary Apparatus Deduction

HUD has provided two Hardship Exemptions related to the increase to the Health & Medical Expense Deduction (previously known as the Medical Expense Deduction) and the Attendant Care & Auxiliary Apparatus Deduction (previously known as the Disability Assistance Expense Deduction).

There are two types of Hardship Exemptions related to the Health & Medical Expense Deduction and the Attendant Care and Auxiliary Apparatus Expense Deduction.

1. The Phase-in Hardship Exemption (Relief); and
2. The Financial Hardship Exemption (General Relief).



Exhibit B- Eligibility for HUD Housing Units

The Phase-in Hardship Exemption (Relief)

The Phase-in Exemption is available to those residents who were receiving HUD assistance (MFH or PIH) on December 31, 2023 and who were receiving either the Medical Expense Deduction or the Disability Assistance Expense Deduction as part of the Assistance Payment calculation as of that date. In these cases, HUD allows owner/agents to “phase in” the Deduction Decrease:

- The deduction will be the amount that is over 5% of Annual Income for the first 12 months of Phase-in.
- The deduction will be the amount that is over 7.5% of Annual Income for the second 12 months of Phase-in.
- After the first 24 months, the deduction will be the amount that is over 10% of Annual Income.

If assistance is terminated (not suspended), the Phase-in Exemption ends.

When an applicant requests and when the owner/agent can verify eligibility for the Phase-in Exemption, the owner/agent will allow the Phase-in Exemption to continue starting with the Move-in/Initial certification.

The Financial Hardship Exemption (General Relief)

A family may request a Financial Hardship Exemption to establish the Health & Medical Expense Deduction and/or the Attendant Care & Auxiliary Apparatus Expense Deduction to an amount that exceeds 5% of Annual Income instead of the standard 10% of Annual Income.

The owner/agent will consider a request for a Financial Hardship Exemption if:

1. The resident requests a Financial Hardship Exemption
2. There has been a change to the family's financial situation that makes it unlikely that the family would be able to pay the calculated Tenant Rent;
3. The net Cash Value of Assets for the entire family is \$50,000 or less;
4. The family's total Annual Income is at or below the current Extremely-low Income Limit;
5. The resident participates in a review meeting;
6. The resident provides required information and signatures within five (5) calendar days;
7. The resident has not provided Notice to Move;
8. The resident is a resident in good standing and the owner/agent has not indicated intent to terminate assistance and/or terminate tenancy (eviction);
9. The resident agrees to participate and participates in a review meeting at least every 90 days or upon request by the owner/agent.
10. The resident has not already received two 90-day extensions of the Financial Hardship Exemption

If the Request for the Financial Hardship Exemption (General Relief) is approved, the owner/agent will reduce Annual Income by the verified amount of qualified expenses that exceed 5% of the family's Annual Income instead of reducing the amount by 10% of the family's Annual Income.



Exhibit B- Eligibility for HUD Housing Units

The Hardship Exemption ends at the earliest of:

1. Ninety (90) calendar days from the Effective Date of the Certification implementing the exemption;
2. Such time the owner/agent determines the need for the Financial Hardship Exemption no longer exists and the family is able to pay their rent without the Financial Hardship Exemption;
3. Assistance is terminated;
4. The resident fails to meet with property staff or provide information/signatures, as required, at least every 90 days or upon request from the owner/agent.

The resident may request and the owner/agent may extend the Financial Hardship Exemption (General Relief), for a maximum of two increments of no more than 90 days, based on the parameters outlined in the owner/agent's Hardship Exemption Policy. The Hardship Exemption may be extended two times.

Rent Calculation

The Total Tenant Payment (TTP) will be calculated in compliance with HUD rules. This means that the family will pay the greater of:

1. 10% of Monthly Gross Income;
2. 30% of Monthly Adjusted Income; or
3. The \$25 minimum rent (Section 8 only).

In some cases, HUD may provide a Utility Allowance as well. Utility Allowances are deducted from the Total Tenant Payment to determine the Tenant Rent paid each month.

When the rent calculation described above results in a Tenant Rent that is equal to or more than the unit Gross Rent, HUD housing assistance will be terminated for all Section 8. When there is also funding layering provided through the IRS Section 42 Low Income Housing Tax Credit program (LIHTC), the resident will pay LIHTC Max Rent when LIHTC Max Rent is less than the HUD Contract Rent for the unit. The resident may be required to pay LIHTC Max Rent when the LIHTC Max Rent is higher than the HUD Contract Rent for the Unit.



Exhibit B- Eligibility for HUD Housing Units

Section 8 Minimum Rent Hardship Exemption

The owner/agent, may, at the owner/agent's discretion, grant a Hardship Exemption waiving a family's requirement to pay Section 8 Minimum Rent.

The owner/agent will grant a Section 8 Minimum Hardship Exemption if:

1. The resident or applicant requests a Minimum Rent Hardship Exemption; and
2. The net Cash Value Of Assets for the entire family is \$50000 or less; and
3. The family's total Annual Income is at or below the current Extremely-low Income Limit, and
4. The owner/agent must waive the Section 8 Minimum Rent for any family unable to pay due to a long-term Financial Hardship, including the following:
 - a. The family has lost federal, state, or local government assistance or is waiting for an eligibility determination.
 - b. The family would be evicted if the minimum rent requirement was imposed.
 - c. The family income has decreased due to a change in circumstances, including but not limited to loss of employment.
 - d. A death in the family has occurred.
 - e. Other applicable situations, as determined by HUD, have occurred.
5. The resident participates in a review meeting;
6. The resident provides required information and signatures within five (5) calendar days;
7. The resident has not provided Notice to Move;
8. The resident is a resident in good standing and the owner/agent has not indicated intent to terminate assistance and/or terminate tenancy (eviction);
9. The resident agrees to participate and participates in a review meeting at least every 90 days or upon request by the owner/agent.

When an applicant or resident requests a Section 8 Minimum Rent Hardship Exemption, the owner/agent must waive the minimum \$25 rent charge beginning the month immediately following the applicant/resident's request and implement the TTP calculated at the higher of:

- **30% of adjusted monthly income or**
- **10% of gross monthly income (or the welfare rent).**

The Tenant Rent will not be reduced to zero unless those calculations all result in zero.

The owner/agent may request reasonable documentation of the hardship in order to determine whether there is a hardship and whether it is temporary or long term in nature.

If the owner determines there is no hardship, as covered by the statute, the owner must immediately reinstate the Section 8 Minimum Rent requirements. The resident is responsible for paying any minimum rent that was not paid from the date minimum rent was suspended.

If the owner/agent determines that the hardship is temporary, the owner may not impose the Section 8 Minimum Rent requirement until 90 days after the effective date of the certification granting the S8 Minimum Rent Hardship Exemption. At the end of the 90-day period, the tenant is responsible for paying the Section 8 Minimum Rent, retroactive to the initial date of the suspension.



Exhibit B- Eligibility for HUD Housing Units

If the hardship is determined to be long term, the owner/agent will exempt the resident from the Section 8 Minimum Rent requirement starting with the effective date of the certification granting the S8 Minimum Rent Hardship Exemption. The Section 8 Minimum Rent Hardship Exemption may be effective until such time that the hardship no longer exists.

The owner/agent will meet with the resident every 90 days, while the suspension lasts, to verify that circumstances have not changed. The length of the Section 8 Minimum Rent Hardship Exemption may vary from one family to another depending on the circumstances of each family.

Use of Marijuana – Federally Funded Property

Regardless of the purpose of legalization under state law, the use of marijuana in any form, is illegal under the Controlled Substances Act (CSA) and therefore is an illegal controlled substance under Section 577 of the Quality Housing and Work Responsibility Act (QHWRA). Based on federal law, new admissions of any marijuana user – including people who use medical marijuana - are prohibited.

Please note that use of illegal or controlled substances is grounds for denial of housing/assistance in accordance with the Quality Work & Housing Responsibility Act (QWHRA). This includes marijuana (including medical marijuana). State laws that legalize medical marijuana directly conflict with QHWRA and thus are subject to federal preemption.

Residents are prohibited from using marijuana (even in a smokeless manner).

If HUD rules change, the property Resident Selection Criteria and the property House Rules may be edited to conform to the policies set forth by HUD.

Security Deposit Requirements

TNDC requires a Security Deposit be paid by applicant at the time of the initial lease execution. The Security Deposit amount is based on the Total Tenant Payment (TTP) calculated at move in.

If the move-in certification is corrected, and the TTP is recalculated, the Security Deposit requirement will be recalculated as well. Otherwise, the amount of the Security Deposit established at move-in does not change when a resident's rent changes.



Exhibit B- Eligibility for HUD Housing Units

Pets

Residents are allowed to keep common household pets in the unit.

Certain restrictions apply and are outlined in the property Pet & Assistance Animal Rules. Pets and Assistance Animals are to be approved before they are allowed to live in the unit. A copy of the Pet & Assistance Animal Rules is available upon request.

Residents with approved pets must abide by the property's Pet & Assistance Animal Rules.

If an applicant or resident wishes to request approval of an Assistance Animal – necessary to alleviate the symptoms or side-effects of a disability - the applicant or resident (or their representative) must request a Reasonable Accommodation.

Social Security Number Disclosure Requirements

All household members receiving HUD housing assistance or applying to receive HUD housing assistance are required to provide a Social Security Number and adequate documentation necessary to verify that number.

Note: An Individual Tax Identification Number is not the same as a Social Security Number and will not be accepted in lieu of a Social Security Number.

This rule applies to all household members including live-in aides, foster children and foster adults. Adequate documentation includes a Social Security card issued by the Social Security Administration (SSA) or other acceptable evidence of the SSN such as:

- Original Social Security card;
- Driver's license with SSN;
- Identification card issued by a federal, State, or local agency, a medical insurance provider, or an employer or trade union;
- Earnings statements on payroll stubs;
- Bank statement;
- Form 1099;
- Benefit award letter;
- Retirement benefit letter;
- Life insurance policy;
- Court records.

If the applicant cannot provide any of the above, the owner/agent may accept self-certification of SSN *and* at least one third-party document, such as a bank statement, utility or cell phone bill, benefit letter, etc., that contains the name of the individual. When none of the other accepted methods is available and if verifying an individual's SSN using this method, the owner/agent must document why the other SSN documentation was not available. If the resident's SSN becomes verified in EIV, then no further verification is required. If the resident's SSN fails the SSA identity match, then the owner/agent must obtain a valid SSN card issued by the SSA or an original document issued by a federal or state government agency that contains the name of the individual and the SSN of the individual, along with other identifying



Exhibit B- Eligibility for HUD Housing Units

information of the individual. The resident family's assistance must be terminated if they fail to provide the required documentation.

Exceptions to Disclosure of Social Security Number

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. A child under the age of 6 years added to the applicant family within the 6-month period prior to the household's date of admission. The household will have a maximum of 90-days after the date of admission to provide the Social Security Number and adequate documentation that the Social Security Number is valid. An additional 90 days may be granted under certain circumstances. If the household does not provide the Social Security Number and adequate documentation to verify the Social Security Number within the prescribed timeframe, HUD requires that the owner/agent terminate tenancy.
4. A minor under the age of 6 years being added to the household after move-in. The household will have a maximum of 90-days after adding the child to provide the Social Security Number and adequate documentation that the Social Security Number is valid. An additional 90 days may be granted under certain circumstances. If the household does not provide the Social Security Number and adequate documentation to verify the Social Security Number within the prescribed timeframe, HUD requires that the owner/agent terminate tenancy.
5. Foster children or adults when:
 - The foster agency will not provide the SSN or adequate documentation to verify the SSN; and
 - HUD approves.

If, at the time a unit becomes available, all non-exempt household members have not provided adequate documentation necessary to verify Social Security Numbers, the next eligible applicant family must be offered the available unit.

All non-exempt household members have ninety (90) days-from the date they are first notified that a unit is available-to provide documentation necessary to verify the Social Security Numbers. During this 90-day period, the household may retain its place on the waiting list but will not be considered again until the required documentation is provided.

If, after ninety (90) days, the applicant family is unable to disclose/verify the Social Security Numbers of all non-exempt household members, the household will be determined ineligible and removed from the waiting list.

The applicant family may apply again, after obtaining the appropriate documentation. The applicant family will be placed on the waiting list based on the date and time the new Pre-Application or Application is received.



Exhibit B- Eligibility for HUD Housing Units

Secondary Verification of the Social Security Number

The Social Security Number provided will be compared to the information recorded in the Social Security Administration database through HUD's Enterprise Income Verification System (EIV) to ensure that the Social Security Number, birth date and last name match.

If EIV returns an error that cannot be explained or resolved, assistance and/or tenancy may be terminated and any improper payment must be returned to HUD.

If an applicant/resident deliberately provides an inaccurate Social Security Number, the owner/agent and/or HUD may pursue additional penalties due to attempted fraud.

Citizenship/Immigration Status Requirements

Applicants are required to declare U.S. citizenship or submit evidence of eligible immigration status for each household member seeking housing assistance. The owner/agent is required to obtain the following:

1. Family Summary Sheet (*lists all household members who will reside in the assisted unit*);
2. Citizenship Declaration - Each household member listed on the Family Summary Sheet must complete a declaration of citizen or non-citizen status;
3. Forms and/or evidence of citizen/immigration status as required by HUD.

Additional information regarding submission and verification of proof of citizenship status or eligible non-citizen status can be found in Appendix B.

If any applicant has questions or experiences difficulty providing the described information or determining the type of documentation required, the applicant should contact the management office.

If any applicant is unable to provide the required documentation in the timeframe indicated in Appendix B, the applicant must contact the management office to request an extension.

If any applicant fails to provide this information in the timeframes described, the owner/agent cannot provide assistance and the applicant family will be rejected.

The owner/agent will offer the household assistance, providing subsidy to those eligible household members whose documents were received on time, when the following criteria is met:

1. At least one member of the household has submitted the required documentation in a timely manner and has been determined to be eligible based on all of the criteria in this Resident Selection Plan;
2. Assistance/unit is available;
3. The household is the next household to be selected from the waiting list.



Exhibit B- Eligibility for HUD Housing Units

Home Ownership - Real Property Rule

A dwelling unit may not be rented and assistance may not be provided to any family if any member has a present ownership interest in, legal right to reside in, and the effective legal authority to sell real property, in the jurisdiction in which the property is located, that is suitable for occupancy by the family as a residence. This includes, but is not limited to a home, condominium, townhome, duplex, mobile home, etc. This restriction does not apply if:

1. The property is jointly owned by a member of the family and at least one non-household member who does not live with the family, if the person resides in the jointly owned property;
2. The property is not large enough for the size of the family;
3. If there are any disabled family members, the home does not provide for the disability-related needs. (e.g., *physical accessibility requirements, disability-related need for additional bedrooms, proximity to accessible transportation, etc.*);
4. The property is currently offered for sale. Under this proposed rule, in order to demonstrate that a family is offering property for sale, the owner/agent may require that the family provide evidence that the property has been listed for sale;
5. The property is considered unsafe to reside in when the property's physical condition poses a risk to the family's health and safety and the condition of the property cannot be easily remedied;
6. The family may not reside in the property under State or local laws of the jurisdiction where the property is located;
7. The property is owned by a survivor of a VAWA crime (*domestic violence, dating violence, sexual assault, stalking*) and such status prevents access to or use of the home or is there a possibility that the survivor could be in imminent danger if the survivor attempted to access the home;
8. The property is located so that the distance or commuting time between the property and the family's place of work or a family member's educational institution would create a hardship for the family? (e.g., *the distance or commuting time between the property and the family's place of work or school would be a hardship to the family, as determined by the owner/agent*);
9. The property is a manufactured home for which the family is receiving Section 8 tenant-based assistance;
10. The family receives homeownership assistance from a PHA;
11. The property part of an irrevocable trust.

After Move-in/Initial Certification, eligibility, based on the Real Property Rule, will not be reviewed unless the owner/agent has cause to correct the Move-in/Initial Certification.



Exhibit B- Eligibility for HUD Housing Units

Restrictions Based on Net Assets - Asset Cap

A dwelling unit may not be rented, and assistance may not be provided, either initially or upon reexamination of family income, to any family if the net family assets (as defined in § 5.603) exceed the current Asset Cap established by HUD (certain assets are excluded). This “cap” may be adjusted annually in accordance with a commonly recognized inflationary index, as determined by HUD. (The Asset Cap established by HUD for 2024 is \$100,000).

Certain assets are excluded when determining the net cash value of assets. Excluded assets include, but are not limited to:

- ABLE Accounts;
- Amounts recovered in any civil action or settlement based on a claim of malpractice, negligence, or other breach of duty that resulted in a member of the family being disabled;
- Value of any Coverdell Education Savings Account or any qualified tuition program under Section 529;
- Family Self Sufficiency Escrow Accounts (FSS);
- Interest in Indian Trust land;
- Irrevocable Trust;
- Revocable Trusts when no one in the family controls the trust;
- Retirement Accounts as defined by the IRS;
- Real property when the family does not have legal authority to sell such property;
- Equity in property for which a family receives HCV homeownership assistance from a PHA;
- Equity in a manufactured home where the family receives Section 8 tenant-based assistance;
- Other assets as announced by HUD through Federal Register Notice.

After Move-in/Initial Certification, eligibility, based on the Asset Cap, will not be reviewed unless the owner/agent has cause to correct the Move-in/Initial Certification.

Please do not give away assets in an attempt to “cure”. Residents must understand that the owner/agent will continue to count any asset, disposed for less than fair market value, for two years from the date of divestiture.

If the family is unable to “cure” and the Net Cash Value of Included Assets exceeds \$100,000 (subject to annual adjustment by HUD), then the owner/agent will begin the process to terminate assistance in accordance with HUD’s requirements.

Student Financial Assistance

Student financial assistance that is not specifically excluded will be included as part of the family’s Annual Income unless the student is the HOH, co-HOH/spouse and is 24 years old or older with a dependent child.

For Section 8 programs, any financial assistance that is provided through a qualified Coverdell Education Savings Account (ESA) or other qualified ESA, is excluded when determining Annual Income for the family.



Exhibit B- Eligibility for HUD Housing Units

Any financial assistance a student receives (1) from private sources, (2) from an institution of higher education, or (3) under the Higher Education Act of 1965, that is in excess of amounts received for tuition and other qualified fees, is included when determining Annual Income for the family, except if the student is the HOH, co-HOH or spouse and is over the age of 24 with a dependent child or children (as defined by HUD).

Student financial assistance that is provided by persons not living in the unit is not part of Annual Income if the student meets the Department of Education's definition of "vulnerable youth".

Covered fees include tuition, books, supplies (including supplies and equipment to support students with learning disabilities or other disabilities), room and board, and fees required and charged to a student by an institution of higher education (as defined under section 102 of the Higher Education Act of 1965). For a student who is not the Head-of-Household, Co-HOH/Spouse, actual covered costs also include the reasonable and actual costs of housing while attending the institution of higher education and not residing in an assisted unit.

Prohibition of Assistance to Noncitizen Students

Noncitizen students and their noncitizen families may not receive assistance. Noncitizen students are not eligible for continuation of assistance or temporary deferral of termination of assistance. A noncitizen student is defined as an individual who is as follows:

1. A resident of another country to which the individual intends to return;
2. A bona fide student pursuing a course of study in the United States; and
3. A person admitted to the United States solely for the purpose of pursuing a course of study as indicated on an F-1 or M-1 student visa.

This prohibition applies to the noncitizen student's noncitizen spouse and noncitizen children. However, spouses and children who are U.S. citizens may receive assistance. For example, a family that includes a noncitizen student married to a U.S. citizen is a mixed family.

Methods of Verification

Verifications will be attempted as follows:

Upfront Income Verification (UIV) using HUD's Enterprise Income Verification (EIV) system (EIV may be used as the sole verification of Social Security income);

Upfront Income Verification (UIV) using non-EIV resources (e.g., Work Number, web-based state benefits system, etc.);

Written, third-party verification from the source, also known as "tenant-provided verification". An original or authentic document generated by a third-party source dated within 120 days of the date received by the owner/agent. (e.g., resident provided bank statement). For fixed-income sources, a statement for the appropriate benefit year is acceptable documentation. Owner/agents may also accept third-party verification



Exhibit B- Eligibility for HUD Housing Units

directly from the verification source. For example, owner/agents may (but are not required to) obtain verification of disability directly from a medical care provider (e.g., physician, physical therapist, etc.) or may accept a letter provided by the provider to the resident; EIV with Self-Certification (Employment or Unemployment Income). The EIV Income Report may be used to verify and calculate income if the family self-certifies that the amount is accurate and representative of current income. The family will be provided with the information from EIV.

A Written Third-party Verification Form (as appropriate);

Oral verification. When verifying information over the telephone or via the internet, it is important to be certain that the person is the party he or she claims to be. When verifying information by phone, the owner must record and include in the tenant's file the following information:

Third-party's name, position, and contact information;

Information reported by the third party;

Name of the person who conducted the telephone/internet interview; and

Date and time of the call.

Family Self-Certification. In the absence of any of the above or as provided in HUD guidance, notarized or witnessed self-certification from the household member (*the owner/agent is not required to accept family/self-certification*). Except when accepted based on HUD guidance (e.g., Streamlining, Assets Disposed, etc.), when the owner/agent accepts Family Self-Certification, the tenant file will be documented, when appropriate, to show that staff attempted other acceptable verification before relying on family self-certification.

Sources of Information

Sources of information may include, but are not limited to:

- Any Member Of The Applicant Family;
- Present And Former Housing Providers/Landlords;
- Present And Former Employers;
- Banks;
- Insurance Companies;
- Any Asset Manager;
- Family Members;
- Any Person Or Organization Providing Gifts/Regular Contributions To Any Member;
- Social Workers/Parole Officers;
- HUD's Enterprise Income Verification System (EIV);
- The Work Number;
- Court Records;
- Health Providers;
- Physicians;
- Clergy;
- Schools/Institutes Of Higher Education;
- Department Of Homeland Security (DHS);
- Department of Health and Human Services (HHS);
- The Internal Revenue Service (IRS);
- The Social Security Administration (SSA);



Exhibit B- Eligibility for HUD Housing Units

- Medicare/Medicaid;
- Representative Of The United States Armed Forces;
- Any Federal/Local Benefit Providers;
- Pharmacies;
- Utility Providers;
- The World Wide Web (Internet).

The owner/agent will be the final judge of the credibility of any verification submitted by an applicant. If the owner/agent questions the validity of a document or the validity of information provided, it will be reviewed by management staff for a ruling regarding acceptability.

Only verified information that is less than 120 days old may be used for verification.

Income from federal programs may be verified using an award letter for the award year until the COLA is announced.

Verified information not subject to change (such as a person's date of birth) will not be re-verified.

Consent and Verification Forms 9887/9887A

Applicants and adult family members must sign consent forms to authorize the owner to collect information to verify eligibility, income, assets, expenses, and deductions. Applicants and residents who do not sign consent forms will not receive assistance.

The owner/agent will handle any information obtained to verify eligibility or income in accordance with the Privacy Act.

HUD 9887/9887A

Currently, all adult applicants must sign HUD's 9887 and 9887A before being admitted to the housing program and at each Annual Recertification.

Note: The following rules about consent forms require HUD to release an updated 9887. Until then, applicants and residents must sign the 9887/9887A at Move-in, Initial Certification and at each Annual Recertification.

Starting the later of January 1, 2024 or when HUD releases an updated 9887/9887A, all applicants must sign HUD's consent forms at admission. After an applicant or resident has signed and submitted a consent form either on or after January 1, 2024, residents will not be required to sign and submit a new 9887/9887A except under the following circumstances:

- When a new member is added to the unit if:
 - The new member is 18 years of age or older, or
 - The new member is the HOH, co-HOH/spouse regardless of age;
- When a member of the family turns 18 years of age; and
- As required by HUD in administrative instructions;



Exhibit B- Eligibility for HUD Housing Units

- If assistance has been terminated for any reason and the family requests to reinstate assistance;
- Any member has rescinded consent.

These consent forms contain provisions authorizing HUD and owner/agent to obtain necessary information for verification of an application or to maintain a family's assistance, including income information and tax return information. The executed consent forms will remain effective until the family is denied assistance, or the assistance is terminated. If a family leaves a HUD program (moves-out), the family's assistance is considered to be terminated and the signed consent forms will no longer be in effect.

Any adult member of the family may provide written notification to the owner/agent to revoke consent. Doing so makes the family ineligible and housing assistance will be terminated immediately. Termination will be completed in accordance with the HUD lease and HUD guidance. The resident will be provided with a 30-Day Notice of Termination of Assistance/Rent Increase as required.

If, subsequently, the family wishes to reapply for assistance, and when such assistance is available, the HOH, co-HOH/spouse and all adult members will be required to submit the signed 9887 documents with any documentation required to determine eligibility. Failure to do so will result in denial of assistance under HUD's program rules.

When a minor living in the unit turns 18, they will have thirty (30) days to meet with the management staff and sign appropriate forms. Failure to do so will result in Termination of Assistance for the entire family.

Streamlined Determination of Income, Streamlined Verification of Assets & Streamlined Certification for Fixed Income Families

The owner/agent has implemented the following Streamlining processes.

1. Streamlined Determination of Fixed Income. At move-in and at least every three years, owner/agents will verify income from any fixed income source using verification methods described above. In Year 2 and in Year 3, owner/agents will apply any published/documented COLA or Fixed Percentage Increase to the previous year's fixed income amount.
2. Streamlined Verification of Assets When the Net Cash Value of Assets Is At Or Below The Current Asset Threshold Established By HUD (\$50,000 in 2024 But Subject To Annual Adjustment by HUD). At least every three years, owner/agents will verify the cash value of assets that are not specifically excluded, and will verify the income from those assets when possible. In Year 2 and in Year 3, owner/agents will conduct such verification only if the net cash value of all family assets exceeds the current Asset Threshold.



Exhibit B- Eligibility for HUD Housing Units

If the net cash value of all family assets (except those specifically excluded), is equal to or less than the current Asset Threshold, the owner/agent will accept the family's self-certification providing the net cash value of assets and any known income from those assets. The owner/agent will not accept Self-certification of Assets at move-in.

3. Streamlined Certification for Fixed Income Families. When 90% or more of the total Annual Income is derived from a Fixed Income Source (e.g., Social Security, Pension, Annuity), at move-in and at least every three years, owner/agents will verify the cash value of assets that are not specifically excluded, any fixed income amounts and the amount of any income that is not fixed. In Year 2 and in Year 3, the owner/agent will apply Streamlined Determination of Fixed Income and Streamlined Verification of Assets. The owner/agent will also accept self-certification of income amounts that are not fixed or the owner/agent will use the amount of income that is not fixed on the most recent 50059 in effect at the time of any certification interview.

Streamlining may not be utilized if any member of the family has received a lease violation for failing to fully and accurately report income information or if any member of the family has been required, by this owner/agent, to return an improper payment to the Department of Housing & Urban Development.

Errors Caused by a Member of the Resident Family

If an owner suspects that a resident has inaccurately supplied or misrepresented information that affects the rent or a family's eligibility, the owner must investigate and document the resident file.

If the resident family meets with the owner to discuss the error, and the owner verifies the submissions were correct, the owner will document the file accordingly and close the investigation.

If, after meeting with the resident family, the owner determines that the provision of inaccurate information resulted in the family receiving too much assistance, the owner/agent will correct prior certifications and will provide the resident with notice of the change in rent. If the resident received an improper payment, the resident will be required to return that improper payment, in compliance with the HUD lease.

If the resident family is unable to repay the full amount, the owner and resident(s) may enter into a repayment agreement.

1. If, after the income adjustment, the family no longer qualifies for assistance, the family may remain in the property subject to making repayments and paying market rent.
2. The owner may terminate tenancy if the resident refuses to pay any new monthly rent or refuses to repay the previously overpaid subsidy (improper payment) pursuant to any Repayment Agreement.
3. The owner may terminate tenancy if the resident refuses to enter in to Repayment Agreement if such an option is offered.
4. If necessary, civil action may be filed to recover the funds.



Exhibit B- Eligibility for HUD Housing Units

If the owner determines the resident knowingly provided inaccurate or incomplete information, and this can be substantiated through documentation, the owner will pursue the incident as fraud.

Errors Caused by The Owner/agent, a Service Bureau or Owner/agent Software

If the owner/agent determines that an error was made and the family was charged too much rent, the owner will complete corrections to the prior certification(s) affected by the change. Once the corrections have been made, the owner will determine the difference between the amount of rent paid and the rent that should have been paid.

- The owner/agent will request a meeting to discuss the error;
- The owner/agent will prepare corrections or new certifications that must be signed by all adult members within 10 business days of notification;
- The owner/agent will provide the family with written notification, which includes:
 - A notice of the change in rent, effective retroactively to when the error occurred;
 - The new monthly rent the resident is required to pay;
 - The amount of the overpayment of rent in credit to the resident's ledger

Please note that any credit/overpayment will be applied to any outstanding rent payment before calculating the amount due to the resident family.

Interim Recertification - Reporting Changes Before Next Annual Recertification (AR)

Resident family composition, income and expenses are reviewed at least Annually.

Residents are required to report changes, between Annual Recertification, based on requirements outlined in the HUD Model Lease and the House Rules. Changes that result in an income increase or removal of a member must be reported within 30 days. The addition of a new resident (except minors) must be approved before the new member moves in to the unit. Failure to notify the owner/agent before a new member is added is a material lease violation and will result in termination of tenancy. Addition of new minors must be reported as quickly as possible, but not later than the date the next rent payment, is due after the minor is added.

If the change reported results in a decrease to family income, the owner/agent will process an Interim Recertification (IR), adjusting rent, when that reduction results in a decrease of the family's Annual Adjusted Income of 10% or more.

Based on the rules below, the owner/agent will submit an Interim Recertification, if the resident reports one or more changes resulting in a 10% increase to Annual Adjusted Income.

Changes to earned income will not be considered unless an Interim Recertification, reducing income, has been submitted since the last AR.



Exhibit B- Eligibility for HUD Housing Units

If the change is not related to earned income, and results in an increase of the family's Annual Adjusted Income of 10% or more, the owner/agent will complete an Interim Recertification adjusting rent. This is true unless the resident reports a change in a reasonable amount of time, in compliance with the owner/agent's policy, and the change is reported within 3 months of the next Annual Recertification Date.

If the reported change includes an increase to earned income, but an IR reducing income has not been completed since the last AR, the owner/agent will document the resident file, and will only consider changes not related to earned income, when determining if the Annual Adjusted Income has increased by 10% or more.

However, if an IR reducing income has been completed since the last AR, the owner/agent will not consider any increases to earned income until the next AR. Residents are still required to report within 30 days as required by the lease and the owner/agent's policies.

If the residents comply with reporting requirements, rent changes will be implemented as follows:

1. Rent increases. If the rent increases, the owner will give the tenant 30 days advance notice of the increase. The effective date of the increase will be the first of the month after the end of the 30-day period.
2. Rent decreases. If the rent will decrease, the change in rent is effective on the first day of the month after the date of action (e.g., first of the month after the date of loss of employment.) A 30-day notice is not required for rent decreases.

If the residents do not comply with the reporting requirements, and the owner discovers the tenant has failed to report changes as required, the owner will implement rent changes as follows:

1. Rent increases. Owners must implement any resulting rent increase retroactive to the first of the month following the date that the action occurred.
2. Rent decreases. Any resulting rent decrease must be implemented effective the first rent period following completion of the recertification. The owner/agent will make rent decreases retroactive under certain circumstances. If extenuating circumstances exist (504, VAWA, LEP), the retroactive decrease is applied is the later of:
 - a. The first of the month following the date of the change that led to the decrease; or
 - b. The first of the month following the effective date of the most recent full certification.



Exhibit C- Income/Rent Restrictions

**Income & Rent Restrictions are subject to change based on Regulatory Guidelines. This building has HUD Section 8 funding. Tenants will pay 30% of their income.

MAXIMUM INCOME LIMITS City & County of San Francisco (CCSF) Mayor's Office of Housing and Community Development (MOHCD) Affordable Rental Projects Limits Effective Date 4/30/2024			
%	1 Person	2 Person	3 Person
50% AMI	\$52,450	\$59,950	\$67,450
60% AMI	\$62,950	\$71,950	\$80,900

MAXIMUM RENT LIMITS City & County of San Francisco (CCSF) Mayor's Office of Housing and Community Development (MOHCD) Affordable Rental Projects Limits Effective Date 4/30/2024		
%	SRO	1 BEDROOM
50% AMI	\$983	\$1,499
60% AMI	\$1,180	\$1,799

MAXIMUM INCOME LIMITS Tax Credit Allocation Committee (TCAC) Affordable Rental Projects Limits Effective Date 4/1/2024			
%	1 Person	2 Person	3 Person
50% AMI	\$78,350	\$89,550	\$100,750

MAXIMUM RENT LIMITS Tax Credit Allocation Committee (TCAC) Affordable Rental Projects Limits Effective Date 4/1/2024		
%	SRO	1 BEDROOM
50% AMI	\$1,958	\$2,098

**Rents are based on annual rents determined by MOHCD and CTCAC and will be subject to changes every year.



Exhibit D- Property Preferences

INITIAL AND CONTINUED PROPERTY PREFERENCES			
#	Abv	Name	Description
1	COP	Certificate of Preference	For households in which at least one member holds a Certificate of Preference from the former San Francisco Redevelopment Agency or its successor, the Mayor's Office of Housing and Community Development. COP holders were displaced by Agency action generally during the 1960s and 1970s or are descendants of someone who was displaced.
2	DTHP	Displaced Tenant Housing Preference	Preference will be given to Displaced Tenant Housing Preference Certificate holders who have been displaced or at risk of displacement due to withdrawal of their housing unit from the rental market by an Ellis Act, Owner Move In eviction, fire, or have expiring affordability restrictions for their BMR unit. TNDC will verify Certificate holders with the City & County of San Francisco's Mayor's Office of Housing & Community Development who administers this program. The DTHP Preference applies to up to 20% (26units) of affordable units.
3	L/W	Live or Work in San Francisco	Preference will be given to applicants that currently reside or work in the City and County of San Francisco. Applicants must submit proof with their application in order to claim this preference.
4	ALL	All Other Applicants	

Applicants will be required to indicate on their application if they believe they qualify for a preference & 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 & Displaced Tenant Housing Preference holders. See the MOHCD Housing Preferences & Lottery Procedures Manual for Operational Rules for information about housing preferences. Notes regarding preferences:

- Only one adult household member must be eligible for a preference for the household to receive the preference.
- For the Live or Work Preference all documentation must list, the household member's name and current address (home or work address) and be dated within 45 days of the date of the lottery application.
- If eligibility for a preference cannot be verified or acceptable documentation to prove eligibility for a preference is not submitted, your household will not receive the preference for which you indicate eligibility (you will not be otherwise penalized).
- **US Military Veterans receive priority within the preference categories COP, DTHP, L/W**

After Notice to Waitlist Applicants & including those above:

Physical Rehabilitation: After initial lease-up, should a unit within TNDC's entire portfolio require significant physical rehabilitation, TNDC may give transfer preference to households within its portfolio and upon all its funder's approvals. Properties with HUD subsidy will also be giving transfer preferences to tenants in other HUD properties with an approved VAWA request.



Exhibit E- Criminal Screening Criteria

Note: This property adheres to the San Francisco's Police Code Article 49 (Fair Chance Ordinance) & considers qualified applicants with criminal histories.

TYPE H – High Crimes L – Low Crimes	DESCRIPTION	Felony		Misdemeanor		Charge s*	
		P/F	Yrs.	P/F	Yrs.	P/ F	Yrs.
		P=Pass		F=Fail		Yrs.=Years	
Property Related	H Arson, breaking & entering, burglary, criminal damage, grand larceny, malicious injury to property, receiving stolen property, theft.	F	3	P	All	P	All
	L Aid and abet theft, petty theft, shoplifting, tampering, and vandalism.	P	All	P	All	P	All
Animal Related	H Abandonment/neglect of animal, animal abuse, animal bite or attack, dog fighting.	P	All	P	All	P	All
	L Animal not under restraint, animals at large, barking dog, fishing/hunting without a license, no license, no pet vaccination, possess wildlife illegally.	P	All	P	All	P	All
Violence Related	H Assault, battery, deadly conduct, injury to child or elderly, kidnapping, manslaughter, murder, robbery.	F	3	P	All	P	All
	L Affray, menacing, reckless endangerment, terroristic threats.	P	All	P	All	P	All
Fraud Related	H Counterfeiting, credit card abuse, embezzlement, forgery, identity theft, insurance fraud, obtain by false pretenses, uttering, and welfare fraud.	F	3	P	All	P	All
	L Altered license plate or tags or registration, use false id, worthless check.	P	All	P	All	P	All
Computer/ Telecomm. Related	H Cyber stalking, damage computer software, hacking, wiretapping.	P	All	P	All	P	All
	L Improper telephone usage, use or possession of access device.	P	All	P	All	P	All
Family Relations Related	H Abandonment, abuse, domestic violence, endangering a child, injury to child.	F	3	P	All	P	All
	L Contributing to the delinquency, harboring a runaway child, non-support.	P	All	P	All	P	All
Weapons Related	H Assault with deadly weapon, discharging firearm, felon possessing firearm, manufacture destructive device, negligent use of weapon, throwing missiles.	F	3	P	All	P	All
	L Brandishing weapon, carrying concealed weapon, no gun permit.	P	All	P	All	P	All
Victimless Related	H Probation violation, trespassing.	P	All	P	All	P	All
	L Contracting without license, fireworks, littering, ordinance violation, overgrown grass, sell tobacco to minor.	P	All	P	All	P	All

Exhibit E- Criminal Screening Criteria

TYPE H – High Crimes L – Low Crimes		DESCRIPTION	Felony		Misdemeanor		Charges*	
			P/F	Yrs.	P/F	Yrs.	P/ F	Yrs.
			P=Pass		F=Fail		Yrs.=Years	
Gambling Related	H	Keeping a gambling place, possess gambling device, promotion of gambling.	P	All	P	All	P	All
	L	Wagering, public gaming.	P	All	P	All	P	All
Alcohol Related	H	DUI, DWI, DUI causing injury, drunk and disorderly.	P	All	P	All	P	All
	L	Minor in possession, open container in vehicle, providing to minor, sell without a license, public intoxication.	P	All	P	All	P	All
Public Justice Related	H	Assault on police officer, contempt, deliver drugs/weapons to prisoner, escape, fleeing police, hindering apprehension, obstruction of justice, false statement to officer, resisting arrest.	P	All	P	All	P	All
	L	Bribery, disobey police officer, failure to appear, and misuse of 911.	P	All	P	All	P	All
Public Order Related	H	Criminal mischief, criminal attempt, engage in riot, fighting, hit and run, harassment, stalking.	P	All	P	All	P	All
	L	Accessory to crime, disturbing the peace, fail to pay fare, loitering, disorderly conduct, public swearing.	P	All	P	All	P	All
Organized Crime Related	H	Blackmail, extortion, racketeering, gang participation.	P	All	P	All	P	All
	L	Conspiracy, attempt to engage in organized crime.	P	All	P	All	P	All
Drug Related	H	Attempt to purchase, maintain place for drug use, manufacture for sale, possession, trafficking or smuggling.	F	5	P	All	P	All
	L	Possession of marijuana, possession of paraphernalia.	P	All	P	All	P	All
Transport Related	H	Driving without license, reckless driving, driving while license revoked.	P	All	P	All	P	All
	L	Blocking highway or intersection, child restraint, expired tags, fail to yield right of way, jaywalking, no seat belt, wrongful entrustment, and speeding.	P	All	P	All	P	All
Sex Related**	H	Child pornography, prostitution, public lewdness, sexual assault, rape, sex abuse, sex exploitation of minor, sodomy, statutory rape.	F	All	F	5	P	All
		Fail to register as sex offender, indecent exposure, peeping.	F	All**	F	5**	P	All*
Some exceptions allowed, however not at properties and units with Federal Funding/Assistance								
		Includes items where the jurisdiction did not return enough information to determine classification.	P	All	P	All	P	All
Unable to Classify		Includes items that are not valid criminal records such as traffic court or civil court records.	P	All	P	All	P	All



Exhibit F- Program Processes

City & County of San Francisco (CCSF) ♦ Mayor's Office of Housing & Community Development (MOHCD) Special Operational Rules for Lotteries and Rental Lease-Up Activities

In order to implement consistent and transparent marketing practices for all affordable housing under the purview of the Mayor's Office of Housing and Community Development (MOHCD), the following policies and procedures apply to this property

OUTREACH TO CERTIFICATE HOLDERS

MOHCD shall furnish the following:

Assistance to qualified tenants in filing COP and DTHP applications or referral to an appropriate housing counseling organization

TNDC shall do the following:

Specifically, for COP and DTHP certificate holders, make support services staff available to provide assistance throughout the application process

LOTTERY

MOHCD and TNDC will hold a public lottery for Applicants who submit a complete application by the application deadline; Applicants will receive a lottery number that will be entered into the lottery. Lotteries are virtually held online. Applicants are invited to attend lotteries, but attendance is not mandatory.

MOHCD will conduct an electronic lottery in which each applicant will be assigned a random, unfiltered lottery ranking. Each applicant will then be assigned a separate ranking for each preference category for which they qualify. The preference ranking will be determined based on how the applicant's unfiltered ranking compares to the unfiltered ranking of every other applicant in the same preference category. Lottery results will be posted on the MOHCD website (housing.sfgov.org) within one week of the lottery.

MOHCD will produce a final ranked lottery list and TNDC will notify applicants of their position in the lottery by posting by US Postal Service Mail and posting on the TNDC website (www.tndc.org) and San Francisco Housing Portal (housing.sfgov.org)

POST LOTTERY

TNDC will contact each applicant in lottery rank order per unit available in order to set up an interview where TNDC will receive supporting documents from the Applicant (i.e. income documentation, tax returns, and bank statements).

TNDC will income-qualify each household member based on the supporting documents submitted by the applicant, and in accordance with the funder's regulations. (Income qualification cannot be based solely on what's reported by the applicant on the application and must generally be 3rd party verified).

Exhibit F- Program Processes

POST LOTTERY (Cont.)

TNDC will require Applicants to provide social security information in determining the household's income eligibility.

TNDC will comply with San Francisco Police Code Article 49, Sections 4901-4920 (the "Fair Chance Ordinance") and any specific screening requirements set by funder regulations.

TNDC will offer units in ranked order to applicants who meet all qualifications for housing. Unit offers will be made in lottery rank order.

Applicants who have been accepted and notified in writing by TNDC shall have at most thirty (30) calendar days thereafter to enter into a lease agreement. If the applicant fails to affirmatively respond, the application will be denied.

Applicants that are denied housing and granted their appeal, TNDC will offer them the next comparable unit. If ineligibility is determined, TNDC will notify the applicant and MOHCD in writing.

TNDC INTAKE DOCUMENTATION

After you have submitted an application and processed for the lottery, Applicants will be asked to provide documents at that interview to assist determining eligibility for housing. Below is a list of documents you may be asked to provide:

- Valid photo I.D.
- Social Security card
- Recent benefit letters (AFDC, Social security/SSI, Disability, Unemployment).
- Wage stubs for 3 months
- Record of self-employment income (i.e. audited financials, recent tax return forms, etc.).
- Pension or Insurance award documents.
- Bank statements for current month for all checking accounts.
- A recent bank statement for all savings accounts.
- Child Support verification, court support orders, divorce decree, etc.
- Information on all other sources of income/assets.
- Current Tax Return including W-2 forms.
- Documentation in support of or explanation for request for mitigating circumstances or reasonable accommodation (e.g., proof of completion of Anger Management therapy).



Exhibit H- Applications

APPLICATIONS FOR HOUSING-POST REFERRAL

TNDC’s Long-Form Application:

Available in:

- | | |
|-----------|--------------|
| • English | • Spanish |
| • Russian | • Tagalog |
| • Arabic | • Korean |
| • Chinese | • Vietnamese |



Antonia Manor

Tenderloin Neighborhood Development Corporation

180 Turk Street; San Francisco, CA 94102

phone: (415) 771-2447 • fax: (415) 771-9648

www.tndc.org

APPLICATION NOTICE

Notice - Right to Receive Free Interpreter Services

Please notify Building Manager if you need language assistance.

الحق في الحصول على خدمات مترجم شفوي مجاني - إشعار
الرجاء إبلاغ مدير المبنى إذا كنت بحاجة إلى مساعدة لغوية.

通告 - 有權獲得免費的翻譯服務
如果你需要語言協助請通知大廈經理

주의 사항 - 무료로 통역 서비스를 받을 권리가 있습니다
당신은 언어의 도움이 필요하면 알려 주시기 바랍니다

ВНИМАНИЕ - Право на получение бесплатно услуги переводчика
Пожалуйста, сообщите управдом, если вы нуждаетесь в помощи языка.

AVISO - Derecho a recibir servicios gratis de interpretación
Por favor notifique al administrador del edificio si necesita ayuda idioma.

PAUNAWA - Ikaw ay may karapatang na tumanggap ng libreng serbisyo ng interpreter
Mangyaring ipaalam Manager na kung kailangan mo tulong sa wika.

THÔNG BÁO - Ngay để nhận miễn phí dịch vụ thông dịch
Xin vui lòng thông báo cho người quản lý tòa nhà nếu bạn cần hỗ trợ ngôn ngữ.



Tenderloin Neighborhood Development Corporation

149 Taylor Street; San Francisco, CA 94102

phone: (415) 776-2151 • fax: (415) 409-8636

www.tndc.org

Section 504 Equal Access Statement

For mobility-impaired persons, this document is kept in the Tenderloin Neighborhood Development Corporation's (TNDC) Management Company office at **201 Eddy Street; San Francisco, CA 94102**. Documents may be examined from Monday through Friday between the hours of 8:30 AM and 5:00 PM. You must phone to make arrangements to examine this document. Please call **(415) 776-2151** and People with hearing loss, dial 7-1-1.

For vision-impaired persons, **TNDC** will provide a staff person to assist a vision-impaired person in reviewing this document. Assistance may include describing the contents of the document, reading the document or sections of the document, or providing such other assistance as may be needed to permit the contents of the document to be communicated to the person with vision impairments.

For hearing-impaired persons, **TNDC** will provide assistance in reviewing this document. Assistance may include provision of a qualified interpreter at a time convenient to both the Property and the individual with disability. People with hearing loss, dial 7-1-1 to schedule an appointment.

Assistance to ensure equal access to this document will be provided in a confidential manner and setting. The individual with disabilities is responsible for providing his/her own transportation to and from the location where this document is kept.

If an individual with disabilities is involved, all hearings or meetings required by this document will be conducted at an accessible location with appropriate assistance provided.

POLICY OF NON-DISCRIMINATION ON THE BASIS OF HANDICAPPED STATUS

TNDC does not discriminate on the basis of disabled status in the admission or access to housing, services, or treatment or employment in, its federally assisted programs or activities.

The Section 504 Coordinator who has been designated to coordinate compliance with the nondiscrimination requirements contained in the Department of Housing and Urban Development's regulations implementing Section 504 (24 CFR Part 8, dated June 2, 1988).

Section 504 Coordinator

Phone (415) 776-2151 • Fax (415) 409-8636 • People with hearing loss, dial 7-1-1

E-mail: compliance@tndc.org

NOTICE TO TENANTS, HOUSING APPLICANTS, AND AFFORDABLE HOUSING PROVIDERS



CITY AND COUNTY OF SAN FRANCISCO

San Francisco Police Code Article 49 (Fair Chance Ordinance) Protections for People with Prior Arrest or Conviction Records

Under Article 49, you have the right to:

- 1) Have your all of your other qualifications for affordable housing decided **BEFORE** your housing provider knows **anything about** your prior arrest or conviction record.¹
- 2) Not be asked about your prior record through a rental application form.
- 3) Be provided with a **copy of this notice before** your housing provider runs your background report.
- 4) Not have any of the following six “**off-limits**” categories requested or considered:
 - arrests that did not result in conviction
 - participation in a diversion or deferral judgment program
 - juvenile record
 - expunged, judicially dismissed, invalidated or otherwise inoperative convictions
 - an infraction
 - a conviction more than 7 years old
- 5) Have your record assessed individually, in which only the “**directly-related**”² convictions and unresolved arrests in your record are considered. (See footnote below for a definition of directly-related)
- 6) Be provided with a **copy of the background report** and told which conviction or unresolved arrest is the basis for the possible denial. You have **14 days** to **respond orally or in writing to show that you shouldn’t be denied. You can respond by:**
 - **Pointing out any inaccuracies** in the report.
 - **Providing evidence of rehabilitation.** Evidence of rehabilitation include satisfying parole/probation, receiving education/training, participating in alcohol/drug treatment programs, letters of recommendation, age you were convicted.
 - **Explaining any mitigating factors about the circumstances of the conviction.** Mitigating factors include physical or emotional abuse, coercion, untreated abuse/mental illness that led to the conviction.
- 7) **Call the Human Rights Commission to understand your rights or to file a complaint (within 60 days of violation)** without any negative action or **retaliation** taken against you by your Housing Provider.

Under Article 49, if housing providers use background checks, they must:

- 1) **Post this notice** prominently on a website and any location frequently visited by tenants or housing applicants.
- 2) **State in all advertisements** that the provider will consider qualified applicants with criminal histories.
- 3) Ensure that background checks do not contain any of the six “off-limits” categories reference above.
- 4) Conduct an **individualized assessment** and consider only “directly-related” convictions and unresolved arrests in light of time elapsed, any evidence of rehabilitation, mitigating factors, or inaccuracy in the report.
- 5) Before taking a negative action such as A) Eviction, B) Failing or refusing to rent or lease property to an individual, C) Failing or refusing to add a household member to an existing lease, or D) Reducing any tenant subsidy, the housing provider **MUST** give the individual a **copy of the background report and identify** the particular convictions or unresolved arrests on which the negative action is based.
- 6) **Give** the individual **14 days** to respond orally or in writing to provide evidence of rehabilitation, mitigating factors, or inaccuracy in the report, **delay any negative action** for a reasonable time, and **reconsider** in light of the applicant’s response. Notify the individual of any final negative action.
- 7) Retain tenant applications and pertinent data and records relating to this Ordinance for 3 years.

For more information, contact the Human Rights Commission at (415) 252-2500 or email hrc.info@sfgov.org

¹ A provider may run a criminal history report at the same time as a rental or credit history but may not look at it prior to determining the applicant is qualified.

² In considering whether a conviction/unresolved arrest is directly-related, the provider shall look at whether the conduct has a direct and specific negative bearing on the safety of persons or property, given the nature of the housing, whether the housing offers the opportunity for the same/similar offense to occur, whether circumstances leading to the conduct will recur in the housing, and whether supportive services that might reduce the likelihood of a recurrence are available on-site.

KEEP THIS PAGE

COVER PAGE

APPLICATION FOR HOUSING

The below Resident Selection Policy has been established to reflect a condensed version of TNDC's qualifications of the Resident Selection Criteria, other qualification may apply. Being eligible is not an entitlement to housing; every applicant must meet the Resident Selection Criteria.

RESIDENT SELECTION POLICY

All applicants for housing will be screened as outlined in the property's Resident Selection Criteria – available at www.tndc.org or upon request at Tenderloin Neighborhood Development Corporation's (TNDC) Management Company office located at 145 Taylor Street; San Francisco, CA 94102

Applicants will ***first be income qualified*** as well as a residential history check; ***then past criminal/conviction history will be reviewed*** to determine final eligibility. TNDC considers qualified applicants with arrest or conviction records in a manner consistent with Article 49 of the San Francisco Police Code, the Fair Chance Ordinance (FCO).

Basic Eligibility Requirements:

- ***Household Income:***
 - Household annual income must not exceed the program income limits of the property the household is applying for;
 - In accordance with the following guideline, the household composition must be appropriate for the apartment size in which the household is applying, please check what unit size you would want to be considered for;
 - Household annual income must be no less than two times the rent of the apartment the household is interested in renting (HUD and Section 8 voucher holders are exempt from this minimum income requirement).
- ***Residential History:***
 - No negative landlord references (documented lease violations) for current and prior 2 year housing history (ex: destruction of property, non-compliance with lease requirements, non-payment of rent).
 - No Unlawful detainer (eviction) in the past 3 years or two in the past 5 years.
- ***Criminal History*** (pursuant to FCO):
 - A household member who is not subject to lifetime registration requirement under a State Sex Offender Registration Program.
- ***Other Eligibility:***
 - No households where ALL household members are full-time students (unless household meets any applicable exemptions)

KEEP THIS PAGE

FOR OFFICE USE ONLY

Referral Source:	Date and Time Stamp Received:	Staff Initials

APPLICATION FOR HOUSING (

This form must be filled out in English and in blue ink. TNDC does not discriminate based on race, color, creed, religion, sex, national origin, age, familial status, handicap, ancestry, medical condition, physical handicap, veteran status, sexual orientation, AIDS, AIDS-related condition (ARC), mental disability, or any other arbitrary status.

Please list the property in which you are applying

Antonia Manor

One original application per property

SECTION A – HEAD OF HOUSEHOLD INFORMATION

Please complete all information pertaining to yourself, the Head of Household (HOH); if it does not pertain to you or you decline to respond, please put “N/A”											
1 Name and Address of Head of Household						2 Personal Information					
First Name				Middle Initial				a. Social Security Number		- -	
Last Name								b. Date of Birth			
						c. Phone Number		() -			
Current Mailing Address				Apt #		City		State		Zip Code	
								Area Code		Telephone Number	
						d. Marital Status		<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed <input type="checkbox"/> Legally Separated			
Address where you are currently living (if different from above)						Check Only One					
3 Contact Information – Please provide 2 contacts where we can reach you						e. Student Status					
						<input type="checkbox"/> Part-Time <input type="checkbox"/> Full-Time <input type="checkbox"/> N/A					
a.						f. Sex		<input type="checkbox"/> Male <input type="checkbox"/> Female		g. Ethnicity	
								<input type="checkbox"/> 1-Hispanic <input type="checkbox"/> 2-Non-Hispanic <input type="checkbox"/> 3-No Response			
		Name		Relationship		Phone Number					
b.								h. Race		<input type="checkbox"/> 1-White <input type="checkbox"/> 2-Black/African American <input type="checkbox"/> 3-American Indian/Alaska Native <input type="checkbox"/> 4-Asian <input type="checkbox"/> 5-Pacific Islander/Hawaiian <input type="checkbox"/> 6-Other <input type="checkbox"/> 7-No Response	
		Name		Relationship		Phone Number					
4 Disability Status						i. Language(s) spoken at your home?					
It is not necessary to give us details about your disability unless you are requesting an accommodation.											
a. Do you claim a disability?						<input type="checkbox"/> Yes <input type="checkbox"/> No					
b. Do you need an accommodation to complete the application process?						<input type="checkbox"/> Yes <input type="checkbox"/> No					
c. Do you need an accommodation in housing as a result of disability?						<input type="checkbox"/> Yes <input type="checkbox"/> No					
d. Does your household need a handicapped- accessible unit?						<input type="checkbox"/> Yes <input type="checkbox"/> No					
e. Does any household member require a wheelchair-accessible unit?						<input type="checkbox"/> Yes <input type="checkbox"/> No					
f. Does any household member require visual/hearing equipped unit?						<input type="checkbox"/> Yes <input type="checkbox"/> No					
g. Does any household member require a specifically designed location?						<input type="checkbox"/> Yes <input type="checkbox"/> No					
						Do you need an interpreter? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes to any, please provide any specifics:					

SECTION B – HOUSEHOLD COMPOSITION

List others who will live with you – include unborn children. For Race & Ethnicity, use numbers from above Section 2.											
APPLICATIONS RECEIVED WITH DUPLICATE HOUSEHOLD COMPOSITIONS WILL BE REJECTED.											
#	Relation	First Name	Last Name	MI	Sex (M/F)	Race	Ethnicity	Date of Birth	Disability (Y/N)	Student (Y/N)	Social Security Number
1											
2											
3											
4											
5											
6											
7											
8											
9											
IS THERE A PERSONAL CARE ATTENDANT WHO WILL BE RESIDING IN THE UNIT? <input type="checkbox"/> NO <input type="checkbox"/> YES If yes, please complete information below.											
Live-In Aide											
<p><i>Proof of need for Live-In Attendant will be required during the eligibility process through the Reasonable Accommodation Process. He or she must show proof of Identification Card, Social Security Number, and a background verification check will be processed.</i></p> <p><i>All live-in aides must meet housing program eligibility requirements including, but not limited to: (1) aide is there for the SOLE PURPOSE of providing supportive services essential to the member's care and well-being; and (2) aide would NOT OTHERWISE BE OCCUPYING THE UNIT except to provide necessary supportive services.</i></p>											

SECTION C – HOUSEHOLD INCOME

Please list all income information for the household. You may estimate.

a. Earned/Employment Income #1

Company		Job Title				
Street Address		City, State & Zip Code				
Company Contact		Phone Number				
Title of Contact		Hours /Week		Pay Rate /Hour		Overtime Pay
Sporadic/ Seasonal ?		Weeks /Year		Monthly Income		Total Yearly Income

Earned/Employment Income Source #2

Company		Job Title				
Street Address		City, State & Zip Code				
Company Contact		Phone Number				
Title of Contact		Hours /Week		Pay Rate /Hour		Overtime Pay
Sporadic/ Seasonal ?		Weeks /Year		Monthly Income		Total Yearly Income

b. Un-Earned/Financial Assistance Income – Amount per month for **entire** household

Social Security	/month	Unemployment	/month	General Assistance	/month
SSI / SDI	/month	AFDC	/month	Other Assistance	/month

SECTION D – HOUSEHOLD ASSETS

Please list all asset information for the household. You may estimate.

a. Description of Asset #1:

Street Address		City, State & Zip Code	
Current Value		Account Number <i>(if applicable)</i>	

Description of Asset #2:

Street Address		City, State & Zip Code	
Current Value		Account Number <i>(if applicable)</i>	

Description of Asset #3:

Street Address		City, State & Zip Code	
Current Value		Account Number <i>(if applicable)</i>	

SECTION E – HOUSING REFERENCES

Please list prior housing for the last two (2) years.

Landlord/ Shelter Name		Is Landlord a relative?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Monthly Rent	\$
		c. Phone Number	()	-	
Address	Apt # City	State	Zip Code	Area Code	Telephone Number
Landlord/ Shelter Name		Is Landlord a relative?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Monthly Rent	\$
		c. Phone Number	()	-	
Address	Apt # City	State	Zip Code	Area Code	Telephone Number
Landlord/ Shelter Name		Is Landlord a relative?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Monthly Rent	\$
		c. Phone Number	()	-	
Address	Apt # City	State	Zip Code	Area Code	Telephone Number

SECTION F – PRIOR EVICTIONS

Have you or any household member ever been evicted from any residence for any reason in the last five years? ☐ Yes ☐ No

Has your residency/tenancy or government assistance in a subsidized housing program ever been terminated for fraud, non-payment of rent, or failure to comply with re-certification procedures? ☐ Yes ☐ No

If Yes to either, please list when and why:

SECTION G – SERVICE/COMPANION ANIMALS

A service/companion animal of any kind may be kept within the unit or on the premises only with prior written reasonable accommodation request filled out by a Licensed Health Professional and approved by TNDC. Companion Animals owned by visitors will not be allowed on the premises **exception are service animals.**

If you have an assistive pet or animal please, provide the information below:

Type of Animal	Weight of Animal	Description of Animal
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SECTION H – HOUSING SUBSIDIES

Does your household receive any rental assistance?

☐ Yes ☐ No

If yes, what type:

☐ Section 8

☐ Other _____

If Section 8, check one:

☐ Tenant Voucher (Expires: _____)

☐ Project Based Assistance

SECTION I – ADDITIONAL INFORMATION

Do you have any of the following? ☐ HUD 221(d)(3) Preference (Presidentially-Declared-Disaster or Involuntarily displaced by Natural Disaster) ☐ Certificate of Preference ☐ Displaced Tenant Housing Preference ☐ Live or Work in City & County of San Francisco ☐ Homeless ☐ Accessible Unit Need

☐ Other; please list/explain: _____

Are you homeless or about to become homeless? ☐ Yes ☐ No

Are you displaced or about to become displaced? ☐ Yes ☐ No

Have you applied for housing with TNDC before? ☐ Yes ☐ No

If yes, where and when: _____

List all counties and states in which you and all adult household members have lived since the age of 18:

If you believe additional information would be helpful please write and/or attach any additional information which you feel will be helpful in evaluating your application:

SECTION J – CERTIFICATION

By signing below, each adult household member (18+) certifies the following statements.

1. If my/our application is approved and move-in occurs, we certify that only those persons listed in this application will occupy the apartment that we will maintain no other place of residence, and that there are no other persons for whom we have or expect to have responsibility for providing housing.
2. I/we understand that the information collected on the Application for housing is to determine my/our eligibility for residency.
3. I/we authorize the owner, its agents and employees to make any and all legal inquiries to verify information either directly or through information exchanged now or later with rental, or credit screening services, or law enforcement or other public agencies, and to contact previous or current landlords or other sources for verification of information which may be released by appropriate federal, state, local agencies, or private persons to the management.
4. I/we authorize the owner, its agents and employees to obtain one or more consumer reports as defined in the Fair Credit Reporting Act, 15 U.S. Code Chapter 41, Subchapter III – Credit Reporting Agencies.
5. I/we understand, pursuant to San Francisco Police Code Article 49 "Fair Chance Ordinance" if I am considered housing eligible, I authorize the owner, its agents and employees to obtain information about my/our criminal background to see if there is any disqualifying criminal history, which may affect me/us from moving onto the property, in compliance with the Resident Selection Criterion.
6. I further understand that the owner has not inquired or required me to provide anything about my prior arrest or conviction record and has provided me with a copy of the Fair Chance Ordinance Notice - notice is supplement to this Application for Housing.
7. I/we certify that the statements made in this application are true and complete to the best of my/our knowledge and belief.
8. I/we understand that false statements or information will deem me/us ineligible, or if move in has occurred terminate the rental agreement.
9. I/we understand we must provide written notification of any changes to the information on this form.

Applicant #1 Signature & Date

Applicant #2 Signature & Date

Applicant #3 Signature & Date

SUPPLEMENTS TO APPLICATION

Instructions: Optional Contact Person or Organization. You have the right by law to include, as part of your application for housing, the name, address, telephone number, and other relevant information of a family member, friend, or social, health, advocacy, or other organization. This contact information is for the purpose of identifying a person or organization that may be able to help in resolving any issues that may arise during your tenancy or to assist in providing any special care or services you may require. **You may update, remove, or change the information you provide on this form at any time.** You are not required to provide this contact information, but if you choose to do so, please include the relevant information on this form.

Applicant Name:	
Mailing Address:	
Telephone No:	Cell Phone No:
Name of Additional Contact Person or Organization:	
Address:	
Telephone No:	Cell Phone No:
E-Mail Address (if applicable):	
Relationship to Applicant:	
Reason for Contact: (Check all that apply) <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> emergency <input type="checkbox"/> unable to contact you <input type="checkbox"/> termination of rental assistance <input type="checkbox"/> eviction from unit <input type="checkbox"/> late payment of rent </div> <div style="width: 45%;"> <input type="checkbox"/> Assist with Recertification Process <input type="checkbox"/> Change in lease terms <input type="checkbox"/> Change in house rules <input type="checkbox"/> Other: _____ </div> </div>	
Commitment of Housing Authority or Owner: If you are approved for housing, this information will be kept as part of your tenant file. If issues arise during your tenancy or if you require any services or special care, we may contact the person or organization you listed to assist in resolving the issues or in providing any services or special care to you.	
Confidentiality Statement: The information provided on this form is confidential and will not be disclosed to anyone except as permitted by the applicant or applicable law.	
Legal Notification: Section 644 of the Housing and Community Development Act of 1992 (Public Law 102-550, approved October 28, 1992) requires each applicant for federally assisted housing to be offered the option of providing information regarding an additional contact person or organization. By accepting the applicant's application, the housing provider agrees to comply with the non-discrimination and equal opportunity requirements of 24 CFR section 5.105, including the prohibitions on discrimination in admission to or participation in federally assisted housing programs on the basis of race, color, religion, national origin, sex, disability, and familial status under the Fair Housing Act, and the prohibition on age discrimination under the Age Discrimination Act of 1975.	

☐ Check this box if you choose **NOT** to provide the contact information.

Signature of Applicant	Date

The information collection requirements contained in this form were submitted to the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520). The public reporting burden is estimated at 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Section 644 of the Housing and Community Development Act of 1992 (42 U.S.C. 13604) imposed on HUD the obligation to require housing providers participating in HUD's assisted housing programs to provide any individual or family applying for occupancy in HUD-assisted housing with the option to include in the application for occupancy the name, address, telephone number, and other relevant information of a family member, friend, or person associated with a social, health, advocacy, or similar organization. The objective of providing such information is to facilitate contact by the housing provider with the person or organization identified by the tenant to assist in providing any delivery of services or special care to the tenant and assist with resolving any tenancy issues arising during the tenancy of such tenant. This supplemental application information is to be maintained by the housing provider and maintained as confidential information. Providing the information is basic to the operations of the HUD Assisted-Housing Program and is voluntary. It supports statutory requirements and program and management controls that prevent fraud, waste and mismanagement. In accordance with the Paperwork Reduction Act, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information, unless the collection displays a currently valid OMB control number.

Privacy Statement: Public Law 102-550, authorizes the Department of Housing and Urban Development (HUD) to collect all the information (except the Social Security Number (SSN)) which will be used by HUD to protect disbursement data from fraudulent actions. Form HUD- 92006 (05/09)