



# Affirmative Fair Housing Marketing Plan & Resident Selection Criteria

Willie B. Kennedy

Updated: August 2016

A decorative graphic consisting of several overlapping, semi-transparent polygons in various colors (yellow, orange, blue, green, purple, red) arranged in a horizontal, slightly irregular shape. The text "Willie B. Kennedy" is centered over this graphic.

**Willie B. Kennedy**

A TNDC Managed Property

*AFHMP & RSC Approved By:*

*for TNDC*

I.	MISSION, VISION, & VALUES.....	3
II.	LIMITED ENGLISH PROFICIENCY PERSONS.....	4
III.	PURPOSE STATEMENT .....	5
IV.	PRIVACY POLICY .....	6
V.	SECTION 504 EQUAL ACCESS STATEMENTS .....	7
VI.	FAIR HOUSING & EQUAL OPPORTUNITY STATEMENTS.....	8
VII.	ACCESSIBLE UNITS .....	9
VIII.	AFFIRMATIVE FAIR HOUSING MARKETING PLAN, MARKETING, & OUTREACH.....	10
IX.	REASONABLE ACCOMMODATIONS OR MODIFICATIONS .....	14
I.	PREFERENCES.....	15
X.	ELIGIBILITY .....	16
XI.	OCCUPANCY GUIDELINES .....	19
XII.	REQUESTS FOR CONSIDERATION.....	19
XIII.	WAITLIST PROCESSES.....	20
XIV.	GENERAL OVERVIEW – INTERVIEW AND APPLICATION PROCESS.....	22
XV.	UNIT TRANSFERS.....	27
XVI.	SPECIAL HOUSING PROGRAM DESCRIPTIONS .....	28
	EXHIBIT A – PROJECT DESCRIPTION .....	31
	EXHIBIT B – ELIGIBILITY FOR HOUSING UNITS .....	32
	EXHIBIT C – INCOME & RENT RESTRICTIONS .....	33
	EXHIBIT D - PREFERENCES.....	34
	EXHIBIT E – CRIMINAL SCREENING CRITERIA.....	35
	EXHIBIT F – PROGRAM PROCESSES.....	36
	EXHIBIT G – HUD AFFIRMATIVE FAIR HOUSING MARKETING PLAN .....	37
	EXHIBIT H – TNDC APPLICATION FOR HOUSING PACKET.....	38

## I. MISSION, VISION, & VALUES

### Mission:

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

### Vision:

In San Francisco, TNDC envisions diverse communities where people with low incomes can fulfill their potential and meet their basic needs. Their housing is affordable and near amenities and services that enhance the quality of their lives. People feel safe, and 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 and force for expanding the choices that enhance livability, such as housing, employment, education, food, cultural activities, and 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.

### 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.

## II. 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>	<b><u>Notice</u> - Right to Receive Free Interpreter Services</b> 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 إذا كنت بحاجة إلى مساعدة لغوية.
<u>Chinese</u>	<b>通告 - 有權獲得免費的翻譯服務</b> 如果你需要語言協助請通知大廈經理
<u>Korean</u>	<b>주의 사항</b> - 무료로 통역 서비스를 받을 권리가 있습니다 당신은 언어의 도움이 필요하면 알려 주시기 바랍니다
<u>Russian</u>	<b><u>ВНИМАНИЕ</u></b> - Право на получение бесплатно услуги переводчика Пожалуйста, сообщите управдом, если вы нуждаетесь в помощи языка.
<u>Spanish</u>	<b><u>AVISO</u></b> - Derecho a recibir servicios gratis de interpretación Por favor notifique al administrador del edificio si necesita ayuda idioma.
<u>Tagalog</u>	<b><u>PAUNAWA</u></b> - Ikaw ay may karapatang na tumanggap ng libreng serbisyo ng interpreter Mangyaring ipaalam Manager na kung kailangan mo tulong sa wika.
<u>Vietnamese</u>	<b><u>THÔNG BÁO</u></b> - 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.

### III. 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.

#### IV. **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.

## V. 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 **215 Taylor 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 **TDD** users may dial **(415) 776-4819**.

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. Please call the TDD number (415) 776-4819 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.***

**Brandon M. Flannery 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).**

Brandon Flannery, Compliance Manager & Section 504 Coordinator  
Phone (415) 776-2151 • Fax (415) 409-8636 • TTY (415) 776-4819  
E-mail: [bflannery@tndc.org](mailto:bflannery@tndc.org)

## **VI. 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.



## **VII. 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 as a result 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.

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

1. **Duration** – The property shall review and update the AFHMP at least every five years, or more frequently if relevant demographics change, or as otherwise needed in order 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.

1. **Approval** – The Subsidizing or Funding Agency(ies) must approve the AFHMP before the marketing and application process commences.
2. **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.
3. **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 of 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 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 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.

4. **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 should be placed in local and regional newspapers, and newspapers that serve minority groups and other groups protected under fair housing laws. Notices should also 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 215 Taylor 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](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,<sup>1</sup> 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.*
5. **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.
  6. **Informational Meeting** – At the time of initial marketing, the lottery administrator must offer one or more informational meetings for potential applicants to educate them about the lottery process and the housing development. These meetings may include local officials, developers, and local bankers. The date, time, and location of these meetings shall be published in ads and flyers that publicize the availability of lottery applications. The workshops shall be held in a municipal building, school, library, public meeting room, or other accessible space. Meetings shall be held in the evening or on weekend’s days in order to reach as many potential applicants as possible. However, attendance at a meeting shall not be mandatory for participation in a lottery. The purpose of the meeting is to answer questions that are commonly asked by lottery applicants. Usually a municipal official will welcome the participants and describe the municipality’s role in the affordable housing development. The lottery administrator will then explain the information requested on the application and answer questions about the lottery drawing process. TNDC should be present to describe the development and to answer specific questions about the affordable units. At the meeting, the lottery administrator should provide complete application materials to potential applicants.
  7. **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.

## IX. 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.

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 **215 Taylor 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 **TDD** users may dial **(415) 776-4819**.

## **X. 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, 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)

Preference will be given to Certificate of Preference holders who were displaced in the 1960’s and early 1970’s by the San Francisco Redevelopment Agency. 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 and 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 below<sup>1</sup>. 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.

<sup>1</sup> 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.

## **XI. 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, 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 at least 2 years 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. They are allowed to own real estate, whether they are retaining it for investment purposes as with any other asset, or have the property listed for sale. However, they may never use this real estate as a main residence while they live in an affordable housing unit.

**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 Non-HUD Properties** 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 exception(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** must:

1. Be of legal contract age under state law;
2. Have established a household separate from parents or legal guardians for at least one year prior to application for occupancy, or meet the US Dept. of Education's definition of Independent Student;

3. Not be claimed as a dependent by parents or legal guardians pursuant to IRS regulations; and obtain a certificate of the amount of financial assistance that will be provided by parents, signed by the individual providing the support. This certification is required even if no assistance will be provide

***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.**

**XII. 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. 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 – See Exhibit B Eligibility for Housing Units.

<b>Unit Type</b>	<b>Minimum # of Occupants</b>	<b>Maximum # of Occupants</b>
<b>SRO</b> – Single Room Occupancy	1 Person	1 Person
<b>Studio</b> Units/0 Bedroom Units	1 Person	2 Persons
<b>1 Bedroom</b> Units	1 Person	3 Persons
<b>2 Bedroom</b> Units	3 Persons	5 Persons
<b>3 Bedroom</b> Units	4 Persons	7 Persons
<b>4 Bedroom</b> Units	5 Persons	9 Persons

### **XIII. WAITLIST PROCESSES**

***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. Eligible applicants on a waiting list shall be maintained by unit size and housing preference claim.

#### **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.

#### **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 ten-fifteen (10-15) 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 standing in waiting list, general 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 three phone attempts and two written correspondence within fourteen (14) calendar 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 a maximum of three (3) times within a 48-hour period; **and** will be followed by correspondence sent via US Postal Mail stating such attempts and availability of a unit.

- If the applicant fails to respond to TNDC's attempts (within fourteen (14) calendar days, 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 four (4) business 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.

#### XIV. 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](http://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 3<sup>rd</sup> 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  
215 Taylor Street  
San Francisco, CA 94102
    - By E-Mail:** [propertymanagement@tndc.org](mailto: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.)
  
3. **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. Applicants will be charged a screening fee of \$30.00 per adult member, at the time of criminal background processing. Applicant screening fees must be collected prior to move-in.

- Certain programs cover this cost under the program contract, in which case the applicant(s) would not be required to pay. Generally, these programs also provide a housing subsidy in addition to any tenant paid rent. Please check with the Property for clarification.
- 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.

4. ***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 (MOH), 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 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.
  - Prior to taking any negative action or denying the application for housing, TNDC will provide the applicant household a copy of the background report and identify the particular convictions or unresolved arrests on which the negative action would be based.
  - TNDC will give the applicant household fourteen (14) calendar days to respond 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 (5) 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.

5. **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 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.

6. **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 fourteen (14) 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  
215 Taylor Street  
San Francisco, CA 94102

- If a denial letter is sent to an applicant, and no response or new evidence is received within fourteen (14) 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.

## **XV. 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).

### **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.

**XVI. 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.

<b>PROGRAM</b>	<b>PROGRAM DESCRIPTION</b>
<b>DHSH-DAH</b>	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.
<b>DHSH-DAH Prop. 63/ MHSA Units</b>	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.
<b>HOPWA</b>	<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>
<b>HUD Funded Projects</b>	<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><b>HUD Income Targeting Requirement</b> 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><b>HUD Citizenship/Immigration Status</b> 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.</p>

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 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.
<b>LOSP</b>	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.
<b>McKinney Section 8</b>	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.
<b>McKinney Section 8 Youth Housing</b>	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.
<b>MHP Supportive Housing</b>	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.
<b>Project Based Section 8</b>	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.
<b>Shelter Plus Care OR Continuum of Care Program</b>	The San Francisco Human Services Agency (HSA), which administers the Shelter Plus Care Program and waitlist, will refer applicants who meet program requirements for these units. Upon being referred to TNDC, applicants will be assessed by Tenant Services for fitness to the community in addition to being screened and certified by property management. Individuals who have not been referred, but wish to participate, may contact the Shelter Plus Care program directly at (415) 558-1902.
<b>Tenant Based Section 8</b>	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.
<b>VASH</b>	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.

**WILLIE B. KENNEDY**

Exhibit A

*Project Description*

# Exhibit – A

## Project Description

Willie B. Kennedy (WBK) - 1239 Turk Street - is a 98 unit, five story affordable senior housing development located at the corner of Turk and Webster streets in the Western Addition. The Project is constructed alongside an existing San Francisco Housing Authority senior building, Rosa Parks, which will be acquired by TNDC as a HUD Rental Assistance Demonstration project in 2016. The 32 studios and 65 one-bedroom units at 1239 Turk Street will be restricted to senior households earning less than 50% AMI. To help meet San Francisco's Ten Year Plan to End Chronic Homelessness, 20 units will be set aside for formerly homeless seniors. The Project also provides a variety of community spaces designed to accommodate a range of programs and needs for residents, including a large community room with a learning kitchen, a laundry room, two outdoor courtyard spaces, bike storage, and a resident lounge area. Primary financing sources include Silicon Valley Bank, NEF and Merritt as equity partners, HUD 202, Federal Home Loan Bank Affordable Housing Program, and the Mayor's Office of Housing and Community Development.

### Property Unit Mix:

Size	Quantity	ADA Units
<b>Studios</b>	<b>32</b>	<b>5 – Wheelchair Accessible 1 – Visual/Hear CBC 11A &amp; Wheelchair Accessible</b>
<b>One Bedrooms</b>	<b>65</b>	<b>5 – Wheelchair Accessible 2 – Visual/Hear CBC 11A &amp; Wheelchair Accessible</b>
<b>Two Bedrooms</b>	<b>1</b>	<b>On-Site Manager Unit</b>
<b>Total Units</b>	<b>98</b>	<b>13 – Wheelchair Accessible Units of which three are Visual Hearing CBC 11A units</b>



**WILLIE B. KENNEDY**

Exhibit B

*Eligibility for Housing Units*

# Exhibit – B

## Eligibility for Program Housing Units

During regular building operations, TNDC will take applications for housing units from the Property Waitlist when the property has vacant units or is expecting vacancies in the near future. Applicants must meet all project requirements to be eligible.

***All applicants must pass a resident selection screening and have their income and assets third-party certified in order to move in to any unit.***

### **DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING (DHS) – DIRECT ACCESS TO HOUSING (DAH) (SUCCESSOR OF DEPARTMENT OF PUBLIC HEALTH) HOMELESS UNITS**

Applicant households required to meet DHS-DAH Homeless definition:

- Have a history of housing instability, or
- Be living on the streets or in an abandoned building, or
- Be at-risk of eviction from current housing (does not apply to tenants facing eviction from DAH housing), or
- Be living in emergency shelter or a domestic violence shelter, or
- Be living in hospital or forensic systems, or
- Be living in transitional psychiatric and or substance abuse treatment.

### **FEDERAL HOME LOAN BANK (FHLB) – AFFORDABLE HOUSING PROGRAM (AHP) HOMELESS UNITS**

Applicant households required to meet FHLB – AHP Homeless eligibility must be an applicant:

- Lacking a fixed, regular, or adequate residence, or
- Living in a shelter, pre-institution temporary dwelling, or
- Living in a place not designated for sleeping accommodations; and
- referred through DSHS, the Direct Access to Housing (DAH) units will be required to complete the same eligibility process as non-programmatic applicant households in addition to fulfilling the program specific

requirements. San Francisco Department of Homelessness and Supportive Housing (SF DSH) will coordinate the referral and certification process of potential tenants for the DAH program.

### **CALHFA MENTAL HEALTH SERVICES ACT HOUSING (MHSA) PROGRAM UNITS**

Applicant households required to meet CalHFA MHSA eligibility must:

- In accordance with California Welfare & Institutions Code Section 5600.3(a) and/or California Welfare & Institutions Code Section 5600.3(b) and per Section 5600.3(b):
  - Adults and older adults who have a "serious mental disorder," which means a mental disorder that is severe in degree and persistent in duration, which may cause behavioral functioning which interferes substantially with the primary activities of daily living, and which may result in an inability to maintain stable adjustment and independent functioning without treatment, support, and rehabilitation for a long or indefinite period of time. Serious mental disorders include, but are not limited to, schizophrenia, bipolar disorder, post-traumatic stress disorder, as well as major affective disorders or other severely disabling mental disorders.
  - Members of this target population shall meet all of the following criteria:
    - The person has a mental disorder as identified in the most recent edition of the Diagnostic and Statistical Manual of Mental Disorders, other than a substance use disorder or developmental disorder or acquired traumatic brain injury
    - As a result of the mental disorder, the person has substantial functional impairments or symptoms, or a psychiatric history demonstrating that without treatment there is an imminent risk of decompensation to having substantial impairments or symptoms.
    - As a result of a mental functional impairment and circumstances, the person is likely to become so disabled as to require public assistance, services, or entitlements.

The DSHS commits to a standardized Applicant Certification Application for all potential tenants of the MHSA funded housing units. The initial pool of potential tenants will be current FSP/ICM applicants who are homeless or at-risk of homelessness as defined by MHSA. At its discretion, SF DSHS may expand eligibility to include non-FSP/ICM MHSA applicants using a similar eligibility assessment process.

The DAH Placement Office will track MHSA housing vacancies and will act as the centralized point of entry into vacant units. During initial MHSA rent-up - and thereafter as vacancies become available, the DAH Placement Office will notify relevant FSP/ICMs of vacancies and solicit housing applications. In turn, FSP/ICMs will select eligible prospective tenants to apply for vacancies, ensure that eligible applicants meet all application and certification requirements, and will facilitate the applicant referral process.

FSP/ICMs will also be responsible for securing all eligibility documentation and certifying applicant eligibility using the standardized Tenant Certification Application. The FSP/ICM will submit the completed housing application, along with the Tenant Certification Application, to the DAH Placement Office. The application must be submitted within one week of the FSP/ICM being notified of the vacancy.

Upon receipt of the application, the DAH Placement Office will make sure all information is complete; if incomplete, the DAH Placement Office will contact the referring FSP/ICM and ask that any missing information be provided. The DAH Placement Office will also ensure that all required supporting documentation is included in the application. Such documentation will include:

- Signed documentation indicating that the referral is FSP/ICM-eligible / approved.
- Diagnosis Certification. All referrals from the Full Service Partnerships to MHSA Housing must be accompanied by a copy of the mental health diagnosis from the applicant's clinician.
- Certification of Homelessness. For homelessness, DAH will obtain written verification from the referring agency that the applicant is homeless as certified by staff of:

- A transitional housing facility, emergency shelter, other shelter designed to provide temporary living accommodations for homeless individuals.
- An acute psychiatric facility which admitted the individual from homelessness.
- A hospital which admitted the individual from homelessness.
- San Francisco City and County jail which admitted the individual from homelessness.
- If a homeless applicant is coming directly from the streets or other place not meant for human habitation, the verification could come from staff of an outreach, service or other organization that has assisted the applicant in the recent past.
- If unable to obtain third-party verification, the applicant, PSC or supportive services program staff may prepare a short statement about the person's previous living situation for the applicant to sign.

For documentation of "at-risk-of-homelessness," DAH will obtain from the referring agency written verification from the staff of the following systems and/or institutions:

- For TAY, from the agency from which the youth will exit (e.g., child welfare or juvenile justice systems).
- Hospitals, including acute psychiatric hospitals, psychiatric health facilities.
- Skilled nursing facilities with a certified special treatment program for the mentally ill, and mental health rehabilitation centers.
- Crisis and transitional residential settings.
- San Francisco City and County jail.
- Residential care facilities.
- Certification from an SF DSHS service provider when the individual and/or family is at imminent risk of homelessness

**WILLIE B. KENNEDY**

Exhibit C

*Income & Rent Restrictions*

# Exhibit – C

## Income & Rent Restrictions

*Income & Rent Restrictions are subject to change based on Regulatory Guidelines*

### Maximum Income Limits

#### Mayor's Office of Housing and Community Development (MOHCD)

*Published March 28, 2016*

	1 Person	2 Persons	3 Persons
50% AMI	\$ 37,700	\$ 43,100	\$ 48,500

### Maximum Rent Limits

#### Mayor's Office of Housing and Community Development (MOHCD)

*Published March 28, 2016*

	Studios	1 Bedroom
50% AMI	\$ 943.00	\$ 1,078.00

**\* Please note Rent Charged will be 30% of Adjusted Household Income up to the Maximum Rent list above.\***

**WILLIE B. KENNEDY**

Exhibit D

*Preferences*



# Exhibit – D

## Property Preferences

### Initial and Continued Property Preferences and in the following order:

#### **(1) HUD 221(d)(3) Statutory Preference** *(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.

#### **(2) Certificate of Preference** *(City & County of San Francisco)*

Preference will be given to Certificate of Preference holders who were displaced in the 1960's and early 1970's by the San Francisco Redevelopment Agency. 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.

#### **(3) Displaced Tenant Housing Preference** *(Mayor's Office of Housing & Community Development)*

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 or Owner Move In eviction. 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% (19 units) of affordable units.

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

### After Initial Lease-Up and 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 of its funder's approvals.

**WILLIE B. KENNEDY**

Exhibit E

*Criminal Screening Criteria*

# Exhibit – E

## Property Criminal Screening Criteria

\*\*This property adheres to San Francisco’s Police Code Article 49 (Fair Chance Ordinance) & considers qualified applicants with criminal histories\*\*

TYPE		DESCRIPTION	Felony		Misdemeanor		Charges*	
			P/F	Years	P/F	Years	P/F	Years
Property Related Crimes	High	Items such as arson, breaking & entering, burglary, criminal damage, grand larceny, malicious injury to property, receiving stolen property, theft.	Fail	5	Fail	2	Pass	All
	Low	Items such as aid and abet theft, petty theft, shoplifting, tampering, and vandalism.	Fail	5	Fail	2	Pass	All
Animal Related Crimes	High	Items such as abandonment/neglect of animal, animal abuse, animal bite or attack, dog fighting.	Pass	All	Pass	All	Pass	All
	Low	Items such as animal not under restraint, animals at large, barking dog, fishing/hunting without a license, no license, no pet vaccination, possess wildlife illegally.	Pass	All	Pass	All	Pass	All
Violence Related Crimes	High	Items such as assault, battery, deadly conduct, injury to child or elderly, kidnapping, manslaughter, murder, robbery.	Fail	5	Fail	2	Pass	All
	Low	Items such as affray, menacing, reckless endangerment, terroristic threats.	Fail	2	Fail	1	Pass	All
Fraud Related Crimes	High	Items such as counterfeiting, credit card abuse, embezzlement, forgery, identity theft, insurance fraud, obtain by false pretenses, uttering, and welfare fraud.	Fail	5	Fail	2	Pass	All
	Low	Items such as altered license plate or tags or registration, use false id, worthless check.	Fail	2	Pass	All	Pass	All
Computer/Telecomm. Related Crimes	High	Items such as cyber stalking, damage computer software, hacking, wiretapping.	Pass	All	Pass	All	Pass	All
	Low	Items such as improper telephone usage, use or possession of access device.	Pass	All	Pass	All	Pass	All
Family Relations Related Crimes	High	Items such as abandonment, abuse, domestic violence, endangering a child, injury to child.	Fail	5	Fail	2	Pass	All
	Low	Items such as contributing to the delinquency, harboring a runaway child, non-support.	Fail	2	Pass	All	Pass	All
Weapons Related Crimes	High	Items such as assault with deadly weapon, discharging firearm, felon possessing firearm, manufacture destructive device, negligent use of weapon, throwing missiles.	Fail	5	Fail	2	Pass	All
	Low	Items such as brandishing weapon, carrying concealed weapon, no gun permit.	Fail	2	Fail	1	Pass	All
Victimless Related Crimes	High	Items such as probation violation, trespassing.	Pass	All	Pass	All	Pass	All
	Low	Items such as contracting without license, fireworks, littering, ordinance violation, overgrown grass, sell tobacco to minor.	Pass	All	Pass	All	Pass	All

<b>Gambling Related Crimes</b>	High	Items such as keeping a gambling place, possess gambling device, promotion of gambling.	Pass	All	Pass	All	Pass	All
	Low	Items such as wagering, public gaming.	Pass	All	Pass	All	Pass	All
<b>Alcohol Related Crimes</b>	High	Items such as DUI, DWI, DUI causing injury, drunk and disorderly.	Pass	All	Pass	All	Pass	All
	Low	Items such as minor in possession, open container in vehicle, providing to minor, sell without a license, public intoxication.	Pass	All	Pass	All	Pass	All
<b>Public Justice Related Crimes</b>	High	Items such as assault on police officer, contempt, deliver drugs/weapons to prisoner, escape, fleeing police, hindering apprehension, obstruction of justice, false statement to officer, resisting arrest.	Fail	2	Fail	1	Pass	All
	Low	Items such as bribery disobey police officer, failure to appear, and misuse of 911.	Fail	2	Fail	1	Pass	All
<b>Public Order Related Crimes</b>	High	Items such as criminal mischief, criminal attempt, engage in riot, fighting, hit and run, harassment, stalking.	Fail	2	Fail	1	Pass	All
	Low	Items such as accessory to crime, disturbing the peace, fail to pay fare, loitering, disorderly conduct, public swearing.	Fail	2	Fail	1	Pass	All
<b>Organized Crime Related Crimes</b>	High	Items such as blackmail, extortion, racketeering, gang participation.	Fail	2	Pass	All	Pass	All
	Low	Items such as conspiracy, attempt to engage in organized crime.	Fail	2	Pass	All	Pass	All
<b>Drug Related Crimes</b>	High	Items such as attempt to purchase, maintain place for drug use, manufacture for sale, possession, trafficking or smuggling.	Fail	5	Fail	2	Pass	All
	Low	Items such as drug abuse, possession of marijuana, possession of paraphernalia.	Fail	2	Pass	All	Pass	All
<b>Transport Related Crimes</b>	High	Items such as driving without license, reckless driving, driving while license revoked.	Pass	All	Pass	All	Pass	All
	Low	Items such as blocking highway or intersection, child restraint, expired tags, fail to yield right of way, jaywalking, no seat belt, wrongful entrustment, and speeding.	Pass	All	Pass	All	Pass	All
<b>Sex Related Crimes**</b>	High	Items such as child pornography, prostitution, public lewdness, sexual assault, rape, sex abuse, sex exploitation of minor, sodomy, statutory rape.	Fail	All	Fail	5	Pass	All
	Low**	Items such as fail to register as sex offender, indecent exposure, peeping.	Fail	All**	Fail	5**	Pass	All**
<b>**Some exceptions allowed, however not at properties and units with Federal Funding/Assistance**</b>								
<b>Unable to Classify</b>	Includes items where the jurisdiction did not return enough information to determine classification.		Fail	1	Pass	All	Pass	All
<b>Unable to Classify</b>	Includes items that are not valid criminal records such as traffic court or civil court records.		Pass	All	Pass	All	Pass	All

**WILLIE B. KENNEDY**

Exhibit F

*Program Processes*

# Exhibit – F

## Property Program Processes

All applicants of Willie B Kennedy Apartments will have an in-person interview to receive and review supporting documents from the applicant to verify initial eligibility; this is done prior to criminal screening and before any application denial. Information provided by the Applicant in TNDC's Application for Housing will be solely used to verify housing eligibility requirements.

### **Applicant Referral and Certification Process**

#### **Department of Homelessness and Supportive Housing (DSHS) (successor of Department of Public Health (DPH)) – Direct Access to Housing (DAH) Program Referrals**

Applicant households who are referred through the DSHS-DAH will be required to complete the same eligibility process as non-programmatic applicant households in addition to fulfilling the program specific requirements. During the period in which the City provides such subsidy to the Project, twenty units will be targeted to homeless households. DSHS-DAH will coordinate the referral and certification process of potential tenants for the subsidy.

- The DSHS provides referrals for the subsidized units.
- Beginning on the date agreed upon by Tenderloin Neighborhood Development Corporation (TNDC) and DSHS, DSHS-DAH will forward referral packets
- TNDC Property Management staff will receive from DSHS-DAH a completed referral packet and will attempt to coordinate the interview scheduling with the referring Case Manager/Social Worker and the applicant household.

TNDC Property Management reserves the right to cancel the initial interview if any of the following occur:

1. All household members are not present at the scheduled start time of the interview.
2. The required documentation is not provided at the scheduled start time of the interview.
3. Any of the individuals present for the initial interview behave in a disruptive or disrespectful manner.

- When a referral appears not to qualify, TNDC Property Management staff notifies and discuss with DSHS-DAH to the reason(s) for denial.
- To minimize any burden on the applicant, Property Management and DSHS-DAH will interview applicants separately but will coordinate the interviews in close succession—on the same day whenever possible.
- Each applicant will participate in a housing interview with Property Management, the scheduling and outcomes of which will also be communicated to applicants by DSHS-DAH. Each applicant’s case manager may accompany him/her to the Property Management interview, which will, on average, last approximately 30 minutes.
- The housing provider may only ask the individual questions that are directly related to the individual’s ability to meet tenancy requirements. This includes questions about source of income to pay rent, a history of nonpayment of rent, or a history of evictions for failure to maintain the premises. Housing providers may also ask the individual if s/he has a criminal conviction, but the request should be related to the terms and conditions of tenancy and determining whether the individual can comply with the lease.
- In screening the individual for tenancy, the housing provider should consider whether any conditions described by the applicant that might typically be grounds for denying tenancy (e.g. non-payment of rent, failure to maintain the premises) could be due in part to the circumstances that resulted in the individual being eligible for DSHS-DAH services. For example, a seriously mentally ill individual may have had difficulty maintaining his/her apartment and may thus have been evicted. Consistent with DSHS-DAH’s intent, the housing provider will consider whether the services available to the housing unit and/or tenant will enable the prospective tenant to meet the conditions of tenancy.
- Property Management will run applicant background checks as interviews are being scheduled / taking place or as soon as possible thereafter so as not to delay the screening process.
- The final decision of whether to house an applicant rests with the property management team. After completing the interview and collecting/reviewing all necessary documentation, property management will decide each applicant’s referral outcome based on the development’s own resident selection criteria.

- Once an applicant has been selected for tenancy in a specific unit, the applicant, and applicant’s case manager will be notified in writing and provided a specific occupancy date. DSHH-DAH staff will be available to assist the individual in making arrangements for and completing the move in.
- If the individual is not selected for tenancy, the housing provider should notify the applicant, DSHH-DAH, and applicant’s case manager in writing and provide a basis for non-selection. The housing provider should also notify the individual of his/her right to appeal the decision. Each provider should establish and maintain a process for managing such appeals.

**City & County of San Francisco’s Mayor’s Office of Housing  
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.

**Housing Preference Programs:**

1. First preference in occupying units designated for Low Income Households (Low Income Units) will be given to persons who have been issued a Residential Certificate of Preference (COP) and who meet all qualifications for the unit.
2. Second preference in occupying units designated for Low Income Households will be given to persons who have been issued a Displaced Tenant Housing Preference Program (DTHP) Certificate and who meet all qualifications for the unit.

**Outreach to Certificate Holders:**

- MOHCD shall furnish the following:
  - Written and/or printed notices to DTHP certificate holders advising them that units will soon be available.
  - Names and addresses of COP certificate holders. MOHCD shall address printed notices paid created by TNDC.
  - Assistance to qualified tenants in filing COP and DTHP applications or referral to an appropriate housing counseling organization
- TNDC shall do the following:
  - Written and mailed notices to COP certificate holders advising them that units are available using a template provided by MOHCD.



- During the application period, conduct at least one general informational meeting for all persons interested in applying for occupancy in the development, at which TNDC shall review application procedures.
- Specifically for COP and DTHP certificate holders, make support services staff available to provide assistance throughout the application process

### **Pre-Lottery:**

TNDC will supply MOHCD the names, addresses, and housing preference certificate numbers (when available) of all applicants including whether or not they indicate they are eligible for COP or DTHP priority status for verification.

### **Lottery:**

- TNDC will hold a public lottery for Applicants who submit a complete application by the application deadline; Applicants will receive a numbered lottery. Lotteries are held in a public, accessible location. 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 ([www.sfmohcd.org](http://www.sfmohcd.org)) within one week of the lottery.
- TNDC will record the order of lottery numbers/names drawn and produce a final ranked lottery list and notify applicants of their position in the lottery by posting by US Postal Mail and posting on the TNDC website ([www.tndc.org](http://www.tndc.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 3<sup>rd</sup> party verified).
- TNDC will not 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 least ten (10) 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.

After you have submitted an application and processed for the lottery, Applicants will be asked to provide documents at that interview to assist determining your 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 6 months 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 – G

## HUD Affirmative Fair Housing Marketing Plan

*AVAILABLE UPON REQUEST*

# Exhibit – H

## MOHCD San Francisco Affordable Housing Rental Lottery Application

ENGLISH

*4 Page Lottery Application*

Mayor's Office of Housing and Community Development  
City and County of San Francisco



**SAN FRANCISCO AFFORDABLE HOUSING  
RENTAL LOTTERY APPLICATION**  
**Willie B. Kennedy – August 2016**

**Edwin M. Lee**  
Mayor

**Olson Lee**  
Director

**ALL HOUSEHOLD MEMBERS MAY APPEAR ON ONLY ONE APPLICATION PER LISTING**  
(All applications containing any person who appears on more than one application  
will be removed from the lottery)

**YOUR NAME**

**YOUR DATE OF BIRTH**

First Name

Middle Name

Last Name

mm/dd/yy

Address of the listing for which you are applying:  
**(REQUIRED FOR LOTTERY)**

How many people will  
live in your unit?

What is the total annual household gross (before taxes)  
income from all sources for every person in your household?

\$

Do you or another member of your household have a housing voucher or subsidy?  Yes  No

**YOUR RESIDENCE ADDRESS**

We cannot accept a PO box here.

Street No. Street Name Street Type Unit

City State Zip Code

**YOUR MAILING ADDRESS - you may use a PO box**  
(if different from residence address)

Street No. Street Name Street Type Unit

City State Zip Code

**YOUR PHONE #**

Home  Work  Cell

**YOUR SECOND PHONE #**

Home  Work  Cell

**YOUR EMAIL**

(leave blank if you don't have one)

Area Code Phone Number

Area Code Phone Number

APPLICANT AND CONTACT INFORMATION

**SOMEONE WE MAY CONTACT IF WE CANNOT REACH YOU? (optional)**

**PHONE NUMBER**

First Name

Last Name

(Area Code) Phone Number

**HOW DO YOU KNOW THIS PERSON?**

Family Member

Friend

Other

Social Worker or Housing Counselor **NAME OF AGENCY:**

CONTINUED ON NEXT PAGE



**SAN FRANCISCO AFFORDABLE HOUSING  
RENTAL LOTTERY APPLICATION**

**Willie B. Kennedy – August 2016**  
(continued)

Who else will live in the unit for which you are applying, including minors?

**ALL HOUSEHOLD MEMBERS MAY APPEAR ON ONLY ONE APPLICATION PER LISTING**  
**All applications containing any person who appears on**  
**more than one application will be removed from the lottery.**

HOUSEHOLD MEMBER INFORMATION

\_\_\_\_\_  
*First Name*                      *Middle Name*                      *Last Name*                      *Date of Birth (mm/dd/yy)*

\_\_\_\_\_  
*First Name*                      *Middle Name*                      *Last Name*                      *Date of Birth (mm/dd/yy)*

\_\_\_\_\_  
*First Name*                      *Middle Name*                      *Last Name*                      *Date of Birth (mm/dd/yy)*

Please check all that apply to you and the household members that appear on this application:

- At least one member of my household (including me) lives in San Francisco
- At least one member of my household (including me) works in San Francisco
- At least one member of my household (including me) has served in the U.S. Military
- At least one member of my household (including me) requires a unit with ADA-Accessible features

Please specify needed features and indicate mobility impaired and/or hearing/vision impaired:

CONTINUED ON NEXT PAGE



**SAN FRANCISCO AFFORDABLE HOUSING  
RENTAL LOTTERY APPLICATION**

**Willie B. Kennedy – August 2016**

(continued)

HOUSEHOLD PREFERENCE INFORMATION

**Does anyone in your household have either of the following preferences? (check all that apply)**

*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). Not all preferences listed below apply to all projects. Please see the project posting to find out which preferences apply.*

<input type="checkbox"/> <b>Displaced Tenant Housing Preference</b> If you hold a Displaced Tenant Housing Preference Certificate (DTHP). DTHP Certificate holders are people who have been evicted through either an Ellis Act Eviction or an Owner Move In Eviction in 2010 or later.  <b>Name of DTHP Certificate Holder:</b> _____	<input type="checkbox"/> <b>Certificate of Preference</b> If you hold a Certificate of Preference (COP) from the former San Francisco Redevelopment Agency. COP holders were displaced by Agency action generally during the 1960s and 1970s.  <b>Name of COP Holder:</b> _____
If you have not heard of these preferences, you most likely do not have one. Please call 415-701-5613 if you think you qualify for either.	

CURRENT LIVING SITUATION

**Thinking about the past 30 days, what best describes your living situation?**

<input type="checkbox"/> <b>I'm renting a room, apartment, or house.</b> This includes living in a supportive housing unit or SRO for which you pay.  <b>How much is your rent per month? \$</b> _____	<input type="checkbox"/> <b>I live in a home that I own</b>  <input type="checkbox"/> <b>I live in a home that a household member owns, and I do not pay rent</b>
<input type="checkbox"/> <b>I'm homeless.</b> Includes living outside, or in your car, or staying at a shelter, or in a motel/hotel paid for with an emergency voucher.	<input type="checkbox"/> <b>I have somewhere to stay, but it isn't permanent.</b> Includes staying with friends or family, living in a motel/hotel, or living in a medical or other facility, and those who have received an eviction notice for their current residence.
<b>How long have you been in a temporary housing or homeless situation?</b> _____ When was the last time you had a stable, long-term living situation (6 months ago, 2 years ago, etc.)?	

CONTINUED ON NEXT PAGE



Mayor's Office of Housing and Community Development  
City and County of San Francisco

**SAN FRANCISCO AFFORDABLE HOUSING  
RENTAL LOTTERY APPLICATION**

**Willie B. Kennedy – August 2016**  
(continued)

TERMS

**TERMS**

This application must be physically received (by mail or in person) by the listing due date. Please contact the property developer or leasing agent for deadline and location to submit the application.

Applicants will be contacted by the leasing agent in lottery rank and preference order until vacancies are filled. All of the information that you have provided will be verified and your eligibility confirmed. Your application will be removed from the lottery if you have made any fraudulent statements, or if any household member appears on more than one application for this listing. If we cannot verify a housing lottery preference that you have claimed, you will not receive the preference but will not be otherwise penalized. Should your application be chosen from the lottery, be prepared to fill out a more detailed application and provide required supporting documents. For more information, please contact the developer or leasing agent posted in the listing. **Completing this lottery application does not entitle you to housing or indicate you are eligible for housing; all applicants will be screened as outlined in the property's Resident Selection Criteria.**

*I declare that the foregoing is true and accurate, and acknowledge that any misstatement fraudulently or negligently made on this application will result in removal from the lottery.*

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
DATE

**How did you hear about this listing?**     Newspaper     MOHCD Website     Developer Website     Flyer  
 Email Alert     Friend     Housing Counselor     Other

**Help us ensure we are meeting our goal to serve all people**

These **OPTIONAL** questions will not affect your eligibility for housing in any way.

Your individual answers are kept completely confidential and used only for statistical purposes.

**Which best describes your gender? (select one)**

- Male                                       Female  
 Trans Male                                       Trans Female  
 Not listed – please specify: \_\_\_\_\_

**Which best describes your sexual orientation or sexual identity? (select one)**

- Straight/ Heterosexual  
 Gay     Lesbian     Bisexual  
 Questioning/Unsure  
 Not listed - please specify: \_\_\_\_\_

**Which best describes your ethnicity? (select one)**

- Hispanic/Latino                                       Not Hispanic/Latino

**Which best describes your race? (select one)**

- American Indian/Alaskan Native                                       American Indian/Alaskan Native and  
Black/African American  
 Asian                                       American Indian/Alaskan Native and White  
 Black/African American                                       Asian and White  
 Native Hawaiian/Other Pacific Islander                                       Black/African American and White  
 White                                       Other/Multiracial





# Exhibit – H

## TNDC APPLICATION FOR HOUSING

*Required Notices – 5 Pages*  
*Application For Housing – 3 Pages*  
*Supplement to Application – 1 Page*  
*9 Total Pages*



**Tenderloin Neighborhood Development Corporation**

215 Taylor Street; San Francisco, CA 94102

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

[www.tndc.org](http://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.

**KEEP THIS PAGE**



## **Tenderloin Neighborhood Development Corporation**

215 Taylor Street; San Francisco, CA 94102

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

[www.tndc.org](http://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 **215 Taylor 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 **TDD** users may dial **(415) 776-4819**.

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. Please call the TDD number (415) 776-4819 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 • TTY (415) 776-4819**

E-mail: [bflannery@tndc.org](mailto:bflannery@tndc.org)

**KEEP THIS PAGE**

# 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.<sup>1</sup>
- 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**”<sup>2</sup> 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](mailto:hrc.info@sfgov.org)

<sup>1</sup> 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.

<sup>2</sup> 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**



## **Tenderloin Neighborhood Development Corporation**

215 Taylor Street; San Francisco, CA 94102

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

[www.tndc.org](http://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 **215 Taylor 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 **TDD** users may dial **(415) 776-4819**.

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. Please call the TDD number (415) 776-4819 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 • TTY (415) 776-4819**

E-mail: [bflannery@tndc.org](mailto:bflannery@tndc.org)

**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](http://www.tndc.org) or upon request at Tenderloin Neighborhood Development Corporation's (TNDC) Management Company office located at 215 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 subject to lifetime registration requirement under a State Sex Offender Registration Program.
  - A household member who has a conviction of a felony in the past 7 years.
- ***Other Eligibility:***
  - No households where ALL household members are full-time students (unless household meets any applicable exemptions)

## WILLIE B. KENNEDY AFFORDABLE HOUSING OPPORTUNITY

### INFORMATION SESSIONS

August 25<sup>th</sup>, 2016 @ 1:30 PM  
August 30<sup>th</sup>, 2016 @ 6:30 PM

220 Golden Gate Avenue  
San Francisco, CA 94102

*Attendance is NOT REQUIRED*

### PUBLIC LOTTERY DATE

Sept. 21<sup>st</sup>, 2016 @ 10:30 AM

220 Golden Gate Avenue  
San Francisco, CA 94102

*Attendance is NOT REQUIRED*

### APPLICATIONS ACCEPTED

STARTS August 19<sup>th</sup>, 2016 @ 8:30 AM  
ENDS Sept. 9<sup>th</sup>, 2016 @ 5:00 PM

1239 Turk St. or 215 Taylor St.  
San Francisco, CA 94102

*No Applications by mail, e-mail or fax*

**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:

**Willie B. Kennedy (1239 Turk St.)**

*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"

<b>1 Name and Address of Head of Household</b>				<b>2 Personal Information</b>			
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
Address where you are currently living (if different from above)				d. Marital Status			
				<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed <input type="checkbox"/> Legally Separated			
<b>3 Contact Information</b> – 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.	Name		Relationship	Phone Number		f. Sex	g. Ethnicity
						<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> 1-Hispanic <input type="checkbox"/> 2-Non-Hispanic <input type="checkbox"/> 3-No Response
b.	Name		Relationship	Phone Number		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	
<b>4 Disability Status</b>				i. Language(s) spoken at your home?			
It is <b>not necessary</b> 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		Do you need an interpreter?	
b. Do you need an accommodation to complete the application process?				<input type="checkbox"/> Yes <input type="checkbox"/> No		<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		<b>If yes to any, please provide any specifics:</b>	
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			

## 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?     NO     YES    If yes, please complete information below.

Live-In Aide											
--------------	--	--	--	--	--	--	--	--	--	--	--

*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.*

*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.*

## 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

<b>Social Security</b>	/month	<b>Unemployment</b>	/month	<b>General Assistance</b>	/month
<b>SSI / SDI</b>	/month	<b>AFDC</b>	/month	<b>Other Assistance</b>	/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 (if applicable)		

### Description of Asset #2:

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

### Description of Asset #3:

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

## 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?  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
----------------	------------------	-----------------------

## 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 Preferences?  HUD 221(d)(3) Preference (Presidentially-Declared-Disaster or Involuntarily displaced by Natural Disaster)  
 Certificate of Preference  Ellis Act Housing Preference  Homeless Preference  Mental Health Services Act Preference  Accessible Unit Preference  
 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.

<b>Applicant Name:</b>	
<b>Mailing Address:</b>	
<b>Telephone No:</b>	<b>Cell Phone No:</b>
<b>Name of Additional Contact Person or Organization:</b>	
<b>Address:</b>	
<b>Telephone No:</b>	<b>Cell Phone No:</b>
<b>E-Mail Address (if applicable):</b>	
<b>Relationship to Applicant:</b>	
<b>Reason for Contact:</b> (Check all that apply)	
<input type="checkbox"/> emergency	<input type="checkbox"/> Assist with Recertification Process
<input type="checkbox"/> unable to contact you	<input type="checkbox"/> Change in lease terms
<input type="checkbox"/> termination of rental assistance	<input type="checkbox"/> Change in house rules
<input type="checkbox"/> eviction from unit	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Late payment of rent	
<b>Commitment of Housing Authority or Owner:</b> 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.	
<b>Confidentiality Statement:</b> The information provided on this form is confidential and will not be disclosed to anyone except as permitted by the applicant or applicable law.	
<b>Legal Notification:</b> 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.

<b>Signature of Applicant</b>	<b>Date</b>

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)