



TENANT SELECTION PLAN

Q'et'en Qenq'a – Providence House

4840 Eagle Street, Anchorage AK 95503

ELIGIBILITY REQUIREMENTS

Households applying for residency must meet the following eligibility criteria:

- The head of household, co-head, or spouse must be at least 55 years old at the time of application.
- The head of household, co-head, or spouse must have recently experienced chronic homelessness, or be currently homeless or verified as at risk of homelessness.
- The household must meet the income limits and financial criteria for rental assistance as determined by the Alaska Housing Finance Corporation. Refer to the INCOME LIMITS section for additional information.
- The household must agree to pay rent based on their income as determined by the Alaska Housing Finance Corporation's subsidy calculation requirements. The household's portion of rent is generally 30% of household income.
- The apartment must be the household's only residence.
- Household members must provide consent to verify all information reported by the household.
- All apartments are studios. Household size is limited to a maximum of two (2) people.
- Eight (8) apartments are set aside for occupancy by low-income individuals who are members of a federally recognized Indian tribe. The terms "Indian tribe" and "low-income" are defined in the Native American Housing Assistance and Self-Determination Act (NAHASDA) 25 USC §4101
- Application preferences are offered to applicant households that are registered in HMIS/Coordinated Entry, are referred through a partnering services organization, and/or have income at or below 30% of the Area Median as established by the U.S. Department of Housing and Urban Development. See the PREFERENCES section for additional information.

INCOME LIMITS

Income Limits are established each year by the U.S. Department of Housing and Urban Development.

The income limits for this program are as follows:

12 apartments – household income must not exceed 30% of the area median income

20 apartments – household income must not exceed 50% of the area median income

13 apartments – household income must not exceed 60% of the area median income

PREFERENCES FOR ADMISSION

Completed applications for households that appear to meet initial eligibility criteria based on a completed Pre-Application for Housing are placed on the waitlist in the order they are received unless the applicant qualifies for an admissions preference. Applicants are prioritized on the waitlist according to the number of preferences they qualify for. Preferences will be verified when the application reaches the top of the wait list and must be valid at the time of move-in. If a preference is no longer valid, or cannot be verified, the application will be placed back on the waitlist in the order of the date received. Applicants are responsible for contacting the management office if their preference status changes. Applicants who are unsure whether they qualify for a preference should contact the management office.

Preferences are available to applicants who meet at least one of the following preferences. Applicants receive one point per verified preference and applications are processed starting with those that have the highest number of preferences.

- Household is registered with HMIS/Coordinated Entry in Anchorage
- Household is referred through a partnering service organization
- Household is currently and/or chronically homeless
- Household income is at or below 30% of the Area Median

Regulatory agreements require that at least eight (8) apartments are rented to low-income households which are members of an American Indian or Alaska Native tribe as defined in the Native American Housing Assistance and Self-Determination Act (NAHASDA – 25 USC 4010). If at any time, there are fewer than 8 households that meet this requirement, the next available unit will be offered to the household highest on the waitlist who meets this requirement or if no one on the waitlist meets the preference, the Housing Director will actively seek an applicant who does.

WAIT LIST ORDER AND MAINTENANCE

During initial lease up of the building, the wait list will remain open until all units are full or the total number of qualified applicants exceeds 200.

After initial lease up of the building, the Housing Director will alert partnering organizations of upcoming vacancies to solicit applications. The Housing Director, at their discretion, may choose to keep a short waitlist depending on average unit turnover.

Applicants must notify management if any of the following changes occur:

Address or phone number, household income, qualifications for a preference, household composition

Applications will be removed from the wait list if:

- The household no longer meets the eligibility requirements
- The household fails to respond to written, email or phone call notice requesting response in the timeframe indicated in the notice
- The household is offered and rejects two units on the property. See RIGHT OF REFUSAL section for further details
- Changes in household size put the applicant household outside of the minimum or maximum occupancy standards

ELIGIBILITY OF STUDENTS

If any member of the household is enrolled as a student at an institution of higher education, the student must meet all of the following criteria to be eligible. The student must:

- Be of legal contract age under state law;
- Have established a household separate from parents or legal guardians for at least one year prior to application for occupancy, or meet the U.S. Department of Education's definition of an independent student;
- Not be claimed as a dependent by parents or legal guardians pursuant to IRS regulations; and
- Obtain a certification 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 provided.

PROCEDURES FOR ACCEPTING APPLICATIONS AND SELECTING FROM THE WAIT LIST

The application process has two phases. The first phase requires completion and submission of the *Pre-Application For Housing*. The second phase requires completion of an application packet and required certification forms. The second phase is initiated when the applicant is nearing the top of the wait list.

A certification interview will be scheduled with the household. During the interview the Housing Director and applicant will review all forms and ensure all required documents are completed. Photo ID and verification of Social Security Number must be provided at that time and will be used to conduct a background check.

The application process is not considered complete, and a unit will not be offered until all required documents have been completed and signed. Completed full applications are processed in the order they are received.

See the TENANT SCREENING CRITERIA section for further details.

UNIT OFFER

Applicants will be contacted by phone or mail when a unit is available and must respond within 5 business days to either accept or reject the unit. Refer to the RIGHT OF REFUSAL section for further information.

It is important that applicants inform the office of any changes to mailing address or phone number so management can reach the applicant when their application nears the top of the wait list. Failure to respond to the unit offer may result in the application being cancelled.

TENANT SCREENING CRITERIA

Application Criteria

- Applicants must meet all criteria listed in the ELIGIBILITY REQUIREMENTS section of this document.
- Applicants must provide all required documentation and information, sign all required documents, and update management with any changes to contact information within requested timelines.
- Applicants must not submit false or incomplete information in the application process.

Rental and Credit History Criteria

- An application may be denied if applicant or any household member has an outstanding balance of \$500 or more due to a former housing provider due to non-payment of rent when the tenant's portion of rent was calculated based on income. In addition outstanding balances of \$500 or more due to damages, or vandalism of property may result in denial. Proof of a repayment agreement with the previous housing provider and consistent payments made may be considered upon appeal of application denial.
- Applicants must have no history of unlawful detainers or eviction proceedings for non-payment in a subsidized property. Unlawful detainers or eviction proceedings that have been mitigated may be considered upon appeal of application denial.
- Applicants must have no history of significant lease or shelter/transitional housing violations including damages or vandalism to the property or disruptive/dangerous behaviors against another resident, participant, or staff person within the three years prior to being offered an apartment.

If violations were caused by a previous household member who will not be part of the applicant household, the applicant household must provide an explanation of the circumstances along with supporting documentation for review by management upon appeal of application denial.

Public records screening criteria are designed to help ensure the safety and protection of people and property.

- An application may be denied if applicant or any household member has a history of or demonstrates abusive or violent behavior that may pose a direct threat to the health, safety, or welfare of residents, employees, on-site service providers or the public.
- An application may be denied if the applicant or any household member has a history of arson, property damage, or vandalism. Proof of mitigation of charges and convictions may be provided upon appeal of application denial.

The U.S. Department of Housing and Urban Development prohibits the following persons from receiving federally subsidized housing:

- Any household containing a member(s) who was evicted in the last three years from federally assisted housing for drug-related criminal activity. Two exceptions may be considered: 1) The evicted household member has successfully completed an approved, supervised drug rehabilitation program; or 2) The circumstances leading to the eviction no longer exist (e.g. the household member no longer resides with the applicant household).
- A household in which any member is currently engaged in illegal use of drugs or federally controlled substances or for which there is reasonable cause to believe that a household member's illegal use or pattern of use of illegal drugs or federally controlled substances may interfere with the health, safety, and right to peaceful enjoyment of the property by residents, staff or guests (CFR 5.854)
- Any applicant or household member who is subject to lifetime registration requirements under any State sex offender registration program; or (CFR 5.856)
- Any household member if there is reasonable cause to believe that a member's behavior, from abuse or pattern of abuse of alcohol, may interfere with the health, safety, and right to peaceful enjoyment by other residents. (CFR 5.857)

VICTIMS OF DOMESTIC VIOLENCE

An applicant's or a tenant's status as a victim of domestic violence, dating violence, or stalking is not a basis for denial of rental assistance or for denial of admission if the applicant otherwise qualifies for assistance or admission.

The Violence Against Women Act (VAWA) provides protections for victims of domestic violence, dating violence, sexual assault, or stalking. VAWA protections are not only available to women but are available equally to all individuals regardless of sex, gender identity, or sexual orientation. The U.S. Department of Housing and Urban Development (HUD) is the Federal agency that oversees that federally subsidized housing programs are in compliance with VAWA.

REJECTION OF INELIGIBLE APPLICANTS

Applicants who do not meet the screening criteria will be notified in writing why they will not be accepted as tenants. They will be given an opportunity to meet with the Housing Director to discuss any questions they have regarding the screening criteria or to appeal the decision by presenting additional information relevant to the screening process.

If a unit was offered to the applicant prior to the denial of application, the unit will be offered to the next person on the wait list. However, if the applicant presents additional information that mitigates the reason for rejection, the household may be re-instated on the wait list at the position they held when the rejection was made.

RIGHT OF REFUSAL

An applicant may turn down the offer of a unit for which they are eligible one time and retain their position on the wait list. If an applicant turns down a unit for which they are eligible a second time, the application will be cancelled and the applicant will be removed from the wait list. The applicant may reapply.

There is one exception to this policy. An applicant who requires a unit designed for mobility access, or a unit with auditory/visual accessibility features may be offered apartments without those features and may turn down those apartments without losing their place on the wait list. When offered an accessible unit that meets the applicant's stated requirements, the applicant may turn down the offer of the first accessible unit and retain their position on the wait list, but if they turn down a second accessible unit, the application will be cancelled and the applicant will be removed from the wait list. The applicant may reapply.

REASONABLE ACCOMMODATION

Applicants with disabilities retain the right to request reasonable accommodations in rules, policies, practices, or services including those pertaining to the application process, and retain the right to request reasonable modifications to their apartment or common areas if such accommodations or modifications are necessary to afford the applicant equal opportunity to enjoy the premises. Requests for reasonable accommodation should be made to management, and the applicant will be asked to provide information to help verify disability and/or the need for the requested accommodation/verification. A written response will be sent to the applicant within 10 business days of the request.

UNIT TRANSFER POLICY

Transfers between permanent supportive housing units are facilitated only as a Reasonable Accommodation, and only based upon the need for specific features in the unit as verified by a medical provider familiar with the household member's disability and needs. Transfers based on a Reasonable Accommodation take priority over new applications.

Transfers from recuperative care units to permanent supportive housing units are facilitated when an appropriate apartment is available and the recuperative care participant has successfully completed all application and certification paperwork. Transfers from recuperative care units take priority over new applications.

LIVE-IN AIDES/ATTENDANTS

Live-In Aides/Attendants are allowed only as a reasonable accommodation after completion and approval of all reasonable accommodation paperwork.

Live-In Aides/Attendants must complete a *Live-In Aide Application* and all required forms and attachments and be approved by management prior to occupancy. Live-In Aides/Attendants must pass all screening criteria. Live-In Aides/Attendants will be required to provide identification and proof of SSN in order to conduct the screening.

MARKETING

The property is marketed via communication with local social services organizations and the Providence website. Management maintains contact with community groups and organizations that work with persons who are least likely to apply in order to ensure they are aware of housing opportunities.

FAIR HOUSING AND EQUAL OPPORTUNITY

The owners and management of Providence comply with all federal, state, and local housing and civil rights laws. Federal law prohibits discrimination based on race, color, creed, religion, sex, national origin, age, or handicap. Administrative procedures further prohibit discrimination based on certain class memberships.

Management promotes and provides equal housing choice for all prospective and current tenants regardless of race, color, religion, creed, national origin, gender, gender identity, sexual orientation, handicap, familial or marital status, or membership in any class of persons.

All of the above requirements apply to the acceptance and processing of applications, selection of tenants from among eligible applicants on the waiting list, assignment of units, and the certification and recertification of eligibility for housing assistance.

SECTION 504 AND GRIEVANCE PROCEDURE FOR DISABILITY DISCRIMINATION

Providence does not discriminate on the basis of disability status in the admission or access to, or treatment or employment in its federally assisted programs and activities.

According to Section 504 of the Rehabilitation Act of 1973, “no otherwise qualified individual with disabilities in the United States shall, solely by reason of his or her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance...”

If at any point during the application process an applicant feels they have experienced discrimination based on disability, they may file a grievance. The person named below 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). Please contact her in writing* by email or postal mail to file your grievance. She will respond in writing within 10 business days from the date she receives the grievance.

Leslie Hill, Director of Compliance
Providence Supportive Housing
1730 Minor Avenue Suite 400
Seattle WA 98101
SupportiveHousingInfo@providence.org

If you would like an additional review of your grievance and the response from the Section 504 Coordinator, please contact the Director of Operations in writing* at the email or mailing address listed above.

At any time during this process you have the right to file a Fair Housing Complaint with the Fair Housing and Equal Opportunity office of HUD at 888-877-0246.

GRIEVANCE PROCEDURE

If the applicant wishes to grieve the decision denying tenancy, they must contact management within fourteen (14) days from the date of the denial letter to request a meeting to discuss the reasons for the denial and/or to present additional information. The Housing Director will consider all new information and within five (5) business days of the meeting, will send written notification of their decision to approve the application or retain the denial.

If the applicant would like an additional review of all file information, they should write* to:

Director of Operations, Providence Supportive Housing
1730 Minor Avenue Suite 400, Seattle WA 98101
Email: SupportiveHousingInfo@providence.org

**Persons with a disability may request a reasonable accommodation in order to meet this requirement.*