

Tenant Selection Plan

For

Centro Familiar

I. Project Eligibility Requirements

A. Project Specific Requirements

1. The family's annual income must not exceed program income limits (See Section II)
2. Elderly qualifications; single person or family where head of household is at least 62 years old, handicapped or disabled.
3. Applicants must disclose social security numbers for all family members at least 6 years of age and older and provide proof of the numbers reported.
4. All adults in each Applicant family must sign an Authorization for Release of Information (HUD form 9887 and 9887-A) prior to receiving assistance and annually thereafter.
5. The unit for which the family is applying must be the family's only residence.
6. An Applicant must agree to pay the rent required by the program under which the Applicant will receive assistance.
7. Only U.S. citizens or eligible non-citizens may receive assistance under Section 8 programs (See Section I.B of this document).
8. All information reported by the family is subject to verification.

B. Citizenship Requirements

1. Only U.S. Citizens or eligible non-citizens may receive assistance under Section 8 programs. Compliance with the rule ensures only eligible families receive subsidy. These requirements apply to families making Application to the property, families on the Waiting List and Tenants.
 - a. Applicants will be given notice of the requirement to submit evidence of citizenship status at the time of Application.
 - b. All family members, regardless of age, must declare their citizenship or immigration status.
 - c. Non-citizens (except that of age 62 and older) must sign a Verification Consent Form (See section III.A.1 of this document for required documentation) and submit documentation of their status or sign a declaration that they do not claim to have eligible status.

- 1). Non-citizens age 62 and older must sign a declaration of eligible immigration status and provide a proof of age document.
- 2). U.S Citizens must sign a declaration of citizenship.
- d. Applicants who hold a non-citizen student visa are ineligible for assistance, as are non-citizen family members living with the student.
- e. All non-citizens are checked in the SAVE database for approved status or problems in the United States.
 - 1). If a non-approval status or problems are noted in the SAVE program regarding immigration, the Applicant will be denied assistance.

C. Social Security Number Requirements

1. As of January 31, 2010, all individuals must disclose and provide verification of the social security numbers (SSN) for all members of their household (See Section III.A.1 of this document for acceptable documentation for SSN)

Provisions for Accepting Applications without Documentation of Social Security Numbers

- a. When an Applicant has a SSN but does not have the required documentation, the Applicant may submit the SSN and certify that the number is accurate but that acceptable documentation could not be provided.
- b. Owners must accept the certification and continue to process the Application.
- c. However, an Applicant may not become a participant in the program unless the Applicant submits the required SSN documentation to the owner. The Applicant must provide SSN documentation to the owner within 90 days from the date on which the Applicant certified that the documentation was not available.
- d. If the owner has determined that the Applicant is otherwise eligible for admission into the property, and the only outstanding verification is that of the SSN the Applicant may retain his or her place on the Waiting List for the 90-day period during which the Applicant is trying to obtain documentation.
- e. After 90 days, if the Applicant has been unable to supply the required SSN documentation, the Applicant should be determined ineligible and removed from the Waiting List (See Section IV-D).

- f. Exceptions to the rule: Tenants/Applicants 62 or older as of January 31, 2010, whose initial determination of eligibility had begun prior to January 31, 2010 and individuals who have not claimed eligible immigration status.
- g. EIV: Once the Applicant is housed, the Department will run an EIV report to ensure that all income has been reported by the household.
 - 1). If no discrepancies are found, the EIV report will be filed in the tenant file.
 - 2). If discrepancies are found, the Department will take the necessary actions to resolve the discrepancy identified in the Quality Control Process and EIV Manual.

D. Student Eligibility Requirement

- 1. Assistance shall not be provided under Section 8 of the 1937 Act to any individual who:
 - a. Is enrolled as a student at an institution of higher education, as defined under section 102 of the Higher Education of 1965 (20 U.S.C 1002):
 - 1). Is under 24 years of age;
 - 2). Is not a veteran of the United States Military;
 - 3). Is not married;
 - 4). Does not have a dependent child;
 - 5). Is not a person with disabilities, as such term is defined in Section 3 (b)(3)(E) and is not receiving assistance under Section 8 as of November 30, 2005.
 - 6). Is not living with his or her parents who are receiving Section 8 assistance; and
 - 7). Is not individually eligible to receive Section 8 assistance and has parent (the parents individually or jointly) who are not income eligible to receive Section 8 assistance.
- 2. The Department will determine a student's eligibility for Section 8 assistance at move-in, annual recertification, initial certification and at the time of an interim recertification if one of the family members reports changes that is enrolled as a student.
- 3. For a student to be eligible independent of parents, the student must demonstrate the absence of or independence from parents.
 - a. Be 18 years or older;

- b. Have established a household separate from parents or legal guardians for at least one year prior to Application or meet the US Department of Education’s definition of an independent student.
 - c. Not be claimed as a dependent by parent or legal guardians pursuant to IRS regulations; and
 - d. 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.
4. Any financial assistance a student receives (grants, scholarships, private sources) in excess of tuition is included in annual income except:
 - a. if the student is over 23;
 - b. with dependent children;
 - c. living with parents.
 5. If an ineligible student is a member of an existing household receiving Section 8 assistance, the assistance for the household will not be prorated but will be terminated.

II. Income Limits

- A. The family’s annual income must not exceed program income limits.
 1. The Applicant family’s annual income must not exceed the applicable income limit.
 - a. The income limits are posted at two locations:
 - 1). Commons building at 2210 Centro Familiar SW.
 - 2). Housing office at 1900 Bridge Blvd. SW
 2. HUD established and publishes income limits for each county or metropolitan statistical area (MSA) in the country. The income limits are based on the median income of the geographic area for which the limit is established.
 3. Income limits are based on family size and the annual income the family receives.

Income Limit Categories

| Income Limit | Median Income for the Area |
|----------------------------|----------------------------|
| Low-Income Limit | 80% of Median Income |
| Very Low-Income Limit | 50% of Median Income |
| Extremely Low-Income Limit | 30% of Median Income |

- a. Section 8 properties with original HAP contracts signed before October 1, 1981 must use the Low Income and the Extremely-Low Income Limits.
- b. Section 8 properties with the original HAP contracts signed after October 1, 1981 must use the Very Low Income and the Extremely Low Income Limits.
- c. Income limits vary by family size. The income limits published by HUD are based on the number of persons in the household with increasingly higher income limits for families with more members.
 - 1). Excluded household members:
 - a). Live-in aides. A person who resides with one or more elderly persons, near-elderly persons, or persons with disabilities, and who:
 - i. Is determined to be essential to the care and well being of the person(s);
 - ii. Is not obligated for the support of the person(s); and,
 - iii. Would not be living in the unit except to provide the necessary supportive services.
 - b). Foster children or foster adults.
 - c). Guests.

III. Waiting List

A. Acceptance of Applications, Placement on Waiting List, Waiting List Maintenance, Opening/Closing Waiting List

1. Acceptance of Applications

Applications will be accepted from all interested person(s) unless the Waiting List has been closed and Applications are no longer being accepted.

Specific dates and times of when Applications are accepted are stated on the coversheet of the Application.

When the Application is being dropped off at the office, the Application is reviewed by the Department to ensure completeness and all required documentation is provided.

The documentation that must be provided is based on what the Applicant discloses in their application. The following is a list of required documentation when submitting an application:

- a. Application completed and signed by all household members over the age of 18.
- b. Photo id for all household members over the age of 18.
Required documentation can be one of the following:
 - 1). Driver's license—copy of
 - 2). State issued photo id—copy of
 - 3). School id—copy of
- c. Social Security number disclosure for all household members.
Required documentation can be one of the following:
 - 1). Social Security card—copy of
 - 2). Verification from SSA—copy of
 - 3). Documentation from a State Agency—copy of
- d. Proof of age for all household members:
Required documentation can be one of the following:
 - 1). Birth certificate—copy of
 - 2). Passport—copy of
 - 3). Baptismal—copy of
- e. Citizenship documentation for all household members: (At waiting list draw the necessary housing declaration paperwork will be signed--consents and declarations.)
Required documentation can be one of the following:
 - 1). Citizens or nationals:
 - a) Birth certificate—copy of
 - b). Passport—copy of
 - c). Baptismal—copy of
 - 2). Eligible Non-citizens under the age of 62 claiming eligible status:
 - a). INS/DHS paperwork—copy of
 - 3). Non-citizens over the age of 62:
 - a). Birth certificate—copy of

- f. Proof of income and assets for all household members: The following are examples and are not limited to the following:
- 1). Employment
 - a). 6 pay stubs—copy of
 - b). Letter from employer
 - 2). Social Security benefits
 - a). Social Security benefit letter
 - 3). TANF/Food Stamp benefits
 - a). Printout from Income Support Division
 4. Veteran’s Retirement/Disability
 - a). Award letter from VA
 5. Retirement
 - a). Statement from the account
 6. Assets
 - a). Bank Statements or other statements from asset accounts.
 - b). Property—must provide proof of ownership, current value and amount owed on loan.

If the Application is incomplete and/or not all required documentation is provided, it is handed back to the Applicant to complete and returned once complete.

Once the Application is determined to be complete, the Application is stamped in with the date and time recorded on the Application. The Application then goes through the screening process (See Section III.C for the Screening Process) for final approval for placement on the Waiting List.

Once the Application passes the screening process and approved, the Application is placed on the Waiting List according to the date and time stamped on the Application. All Applications are kept in chronological order. A Notice of Application Status will be mailed within 10 business days notifying the Applicant that their Application was received and placed on the Waiting List for the unit size that they requested.

Please see Section III.D.1 of this document for Rejected Applications)

2. Placement on the Waiting List

The Application must be placed on the List and selected from it even in situation where there are vacancies and the Application is processed upon

receipt. This procedure is necessary to assure the complete and accurate processing of all documentation for all Applicants. The Applications are placed on the Waiting List according to the date and time the Application was received. The List contains the following information for each Applicant:

- a. Application date and time received;
- b. Applicant name;
- c. Address;
- d. Phone numbers;
- e. Family size;
- f. Race;
- g. Ethnicity;
- h. Income level;
- i. Handicapped/Disabled.

Applicants may report changes to any of the information and retain their place on the List based on the original date and time of their Application.

3. Waiting List Maintenance

To determine if Applicants on the Waiting List are still interested in an apartment, the Department will “purge” the Waiting List once a year. When purging the Waiting List, notice is sent out to all current Applicants on the Waiting List, giving them 15 business days to respond to the purge.

If they fail to respond to the purge within the specified timeframe, the Application will be removed from the Waiting List with no further notices sent out.

- a. It is critical for Applicants to understand they must continue to contact the office to remain active on the Waiting List.
- b. All communication from the Department is done through mail (unless Applicants with verifiable disabilities request some other reasonable accommodation).
- c. Applicant may update information or simply indicate that they are still interested in an apartment.
- d. It is also the Applicant’s responsibility to immediately fill out a Waiting List addendum whenever there is a change in the information provided on their Application.

If the Applicant's circumstances change and the change requires a different Waiting List status for the Applicant, such change may not affect the date of the original Application.

4. Opening/Closing the Waiting List

The Department will monitor the vacancies at their assigned property and their Waiting List regularly to ensure that there are enough Applicants to fill the vacancies. In addition, the Department will monitor their Waiting List to make sure that they do not become so long that the wait for a unit becomes excessive.

a. Closing the Waiting List

- 1). The Waiting List may be closed for one or more unit sizes when the average wait is more than one (1) year long.
- 2). Once the Department has closed the Waiting List, The Department will advise potential Applicants that the Waiting List is closed and will refuse to take additional Applications.
- 3). The Department will publish notice to that effect in a publication likely to be read by potential Applicants. The notice will state the reasons for the closing of the List with the refusal to accept additional Applications.

b. Opening the Waiting List

- 1). When the Department decides to start accepting Applications again, a notice of opening the Waiting List must be announced in a publication likely to be read by potential Applicants in the same manner as the notification of the list closing.
- 2). Advertisements should include where and when to apply and should conform to the advertising and outreach activities described in the Affirmative Fair Housing Marketing Plan.
- 3). Suitable media outlets are not limited to the following:
 - a). The Journal
 - b). El Hispano
 - c). Posting at Senior Centers
 - d). Contacting Support Service agencies
 - e). Attend neighborhood association meetings

B. Preferences/Income Targeting

The preference granted is for Extremely Low-Income Applicants under the Income Limit Section. HUD requires that 40% of all Move-ins and Initial Certifications be at or below the Extremely Low Income Limit per year.

When an extremely low-income Applicant is needed to achieve targeting requirements, and the next Applicant on the Waiting List has income above the extremely low income limit, that Applicant must be returned to the Waiting List. When the Department is ready to house an Applicant with income above the extremely low income limit, the Applicant can be served.

The Department will then select the first extremely low income Applicant on the List needing the appropriate bedroom size and contact that Applicant for Move-In proceedings.

C. Applicant Screening Criteria

To ensure Health, Safety and rights to the Peaceful Enjoyment of residents on the property, certain Drug and Criminal Criteria must be met. Also, for the safety of all residents a Sexual Offender check will be completed.

The Drug/Criminal Activity Policy relates to any illegal drug activity, gang activity or any criminal violent behavior. The use or possession of any illegal drug or controlled substance or drug use paraphernalia as defined in 21USC Sects. 802 and 812 will be grounds for immediate action to deny admission (24CFR5.585).

The Department reserves the right to extend the standards that prohibit admission to include Applicants that have been charged, convicted and or incarcerated for ANY illegal drug activity, gang activity or any criminal violent behavior within the last five years. (24CFR5.581-5.584)

Standards that prohibit Admission into the property for Drug and Criminal Activity:

1. Any household member who was evicted in the last five years from a federally assisted housing for drug-related criminal activity. This may be overcome by:
 - a. The evicted household member has successfully completed an approved, supervised drug rehabilitation program; or
 - b. The circumstances leading to the eviction no longer exist (e.g.) the household member no longer resides with the Applicant household.

2. A household in which any member is currently engaged in illegal use of drugs or for which the owner has reasonable cause to believe that a member's illegal use or pattern of illegal use of a drug may interfere with the health, safety and the right to peaceful enjoyment of the property by other residents;
3. Any household member who is subject to a state sex offender lifetime registration requirement; and
4. Any household member if there is reasonable cause to believe that 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. These standards are based on behavior, not the condition of alcoholism or alcohol abuse.
5. All prospective Tenants must be able to demonstrate the ability to make timely rent payments, and meet other requirements of tenancy.
6. All sexual offender checks must come back clear of such criminal related activities for the safety of all residents.

D. Application Rejection and Removal from the Waiting List

1. Application Rejection

There are certain times when an Applicant either refuses to accept a unit offered to them or are ineligible due to conditions set forth in the Applicant Selection Criteria.

If the Applicant refuses to accept an apartment offered to them for any reason other than for reasonable accommodations, then the Applicant will be removed from the Waiting List after the 2nd unit offering.

The following List contains the reasons for Applicant Rejection:

- a. Ineligibility for program requirements;
- b. Applicant is unable to disclose and document SSN's of all household members, or does not execute a certification that no SSN's have been assigned;
- c. Applicant will not sign and submit verification consent forms or the Authorization for Release of Information (HUD forms 9887 and 9887-A);
- d. Applicant household has characteristics that are not appropriate for the specific type of unit available at that time, or has a family of a size not appropriate for the unit sizes that are available;

- e. Applicant household includes family members who did/will not declare citizenship or no citizenship status or sign a statement electing not to contend no citizen status.
- f. Applicant household does not meet Applicant Screening Criteria.

All Applicant rejects will be sent in writing and will include the reason for rejection and informing the Applicant of their rights to request a review of the rejection within 14 days of the rejection letter.

Any Applicant that requests a review to discuss the rejection will meet with the Informal Hearing Officer (who is not involved in the initial decision to deny admission to the property). Within 5 business days of the Management's response or meeting, the Management will advise the Applicant in writing of the final decision of eligibility.

2. Removal from the Waiting List

Applicants will be removed from the Waiting List when any of the following conditions exist:

1. Owner receives written request from Applicant to be removed from the Waiting List;
2. The Applicant no longer meets the eligibility requirements for the property or program;
3. The Applicant fails to respond to a written notice for an eligibility interview;
4. The Applicant is offered and rejects two units in the property;
5. Mail sent to Applicant's address and is returned as undeliverable;
6. The unit that is needed—using family size as the basis—changes, and no appropriate size unit exists in the property;
7. Fails to respond to the purge;
8. Fails the background check and does not request an informal review of the background.

VI. Occupancy Standards

Occupancy Standards are used to prevent the over or under-utilization of units that can result in an inefficient use of housing assistance. Occupancy standards also ensure that Tenants are treated fairly and consistently and receive adequate housing space.

Reasonable Accommodations can be made for Applicants requests a larger unit than required if one of the following conditions exists:

1. No eligible household in need of the larger units is available to move into the unit within 60 days, the property has the proper size unit for the family but it is not currently available, and the family agrees in writing to move at its own expenses when a proper size unit becomes available.
2. A family needs a larger unit as a reasonable accommodation for a household member who is a person with a disability.

However, a single person must not be permitted to occupy a unit with two or more bedrooms, except for the following persons:

1. A person with a disability who needs the larger unit as a reasonable accommodation.
2. A displaced person when no appropriately sized unit is available.
3. An elderly person who has a verifiable need for a larger unit.
4. A remaining household member of a resident family when no appropriately sized unit is available.

Occupancy Standards Chart

| Bedroom Size | Minimum Occupants | Maximum Occupants |
|--------------|-------------------|-------------------|
| 1 BR | 1 | 2 |
| 2 BR | 2 | 4 |

V. Mandatory EIV Use (reference Notice H 2010-10, July 1, 2010; pgs 66 – 74)

EIV is a system that links information from the New Hires Database and the Social Security Administration. This system allows us to pull income information up regarding all of our program participants. The EIV system provide multiple reports that are utilized on a monthly, quarterly and annual basis to assist us in identifying problems in the file as well as catching unreported income.

Reports:

1. Summary Report is a summary of household information.
 - a. Must be used at recertification (annual and interim reexaminations).
 - 1). To validate a tenant’s/program participant’s social security number.
 - 2). To review and resolve discrepant or invalid information with a failed or deceased status in the report.
2. Income Report provides employment and income reports by Health and Human Services and Social Security Administration for each household member that passes the identification validation process.
 - a. Must be used at recertification (annual and interim reexaminations).

- b. Must be reviewed 90 days after the move-in information is submitted to HUD.
 - 1). Serves as third party verification of employment and income.
 - 2). Any discrepancies in unreported income must be resolved within 30 days of the income report date.
3. Income Discrepancy Report identifies those households who reported to HUD via 50059 and the income information report by the New Hires Database has a difference of \$2,400 difference in income.
 - a. Discrepancies will be reviewed and resolved at the time of recertification or;
 - b. Within 30 days of the EIV Income Report date.
 - 1). Data from the 50059 and the information in HUD will be compared to ensure the data matches.
4. No Income Report identifies those households who have no income reported by Health and Human Services and Social Security Administration.
 - a. Participants listed in this report will be reviewed to ensure accuracy of information.
 - 1). If a participant truly does not have income, the participant is placed on SOS (statement of survival) for the next 90 days with a review happening every 30 days in that 90 day period.
 - 2). With the information provided during that 90 day period, an interim reexamination will be performed based on the documentation provided at each of the SOS appointments.
5. New Hires Report identifies those households who have a member(s) who submitted a W-2 with an employer.
 - a. If a participant appears on this report, a letter is sent to them inquiring about the possible new employment.
 - b. If necessary, an interim reexamination will be processed to include the new income.
6. Existing Tenant Report identifies applicants who may be receiving assistance at another Multifamily or PIH location.
 - a. At the time of processing an application for admission, this search will be conducted to ensure the potential participant is not already receiving subsidy.
 - b. Each household member will be reviewed.
 - c. If a household member does show up on this report as receiving assistance with another agency, we must obtain information from the other agency confirming the removal of the household member or termination of their assistance.

- 1). In the circumstance when a household member is being terminated from the other agency to receive assistance from us, both agencies will coordinate move out and move in dates to avoid double subsidy issues.
7. Multiple Subsidy Report identifies those households who have members receiving housing assistance in more than one location.
 - a. Reviewed monthly for both PIH and Multifamily Projects.
 - 1). If a household member does show up on this report, we will give the family an opportunity to resolve the matter. We will also follow up with the other housing agency.
 - 2). Based on the investigation will determine whether we will terminate the assistance or tenancy and repay subsidy to HUD.
8. Failed EIV Pre-Screening Report identifies those households who have members with missing or invalid information (last name, date of birth, social security number) in HUDs database.
 - a. Reviewed on a monthly basis.
 - 1). If a household member shows up on this report, we will review the file information to ensure the data input into the system is correct. If a data entry error is discovered, a corrected 50059 will be submitted to fix HUD's database.
 - a). If the data in our file and on the 50059 match, we will follow up with the participant to get the correct information. A corrected 50059 will be submitted to fix HUDs database.
9. Failed Verification Report identifies those households who have members with invalid information (last name, date of birth, social security number) in the Social Security Administration database.
 - a. Reviewed on a monthly basis.
 - 1). If a household member shows up on this report, we will review the file information to ensure the data input into the system is correct. If a data entry error is discovered, a corrected 50059 will be submitted to fix HUD's database.
 - a). If the data in our file and on the 50059 match, we will follow up with the participant to get the correct information. A corrected 50059 will be submitted to fix HUDs database.
10. Deceased Tenant Report identifies household members reported to the Social Security Administration as deceased.
 - a. Reviewed on a monthly basis and must be corrected/updated within 30 days of the report date.

- 1). If a household member shows up on this report, we will confirm in writing with the head of household, next of kin, emergency contact or entity provided by the tenant to determine whether or not the person is deceased.
 - a). If deceased, within 30 days from the date of the report:
 - i). Update the family composition and if applicable the income and allowances on the 50059 and interim reexamination submitted to HUD.
 - ii). Single member of a household, process a move-out on the 50059 and submit to HUD with an effective date of either retroactive to earlier of 14 days after date of death or date unit vacated. (Overpayment of subsidy must be returned to HUD).
 - b). If the data is incorrect on the report, we will encourage the tenant to contact the Social Security Administration.

VI. Unit Transfer Policy

A unit transfer may be initiated by either the Department or by the Tenant under certain circumstances Listed below:

1. Emergency—the Department and/or Tenant may initiate a transfer based on a condition that poses an immediate threat to the life, health or safety of a family or one of its members. Such situation may include but are not limited to defects, damage of the unit or the building in which it is located, the health condition of a family member, a hate crime, the safety of witnesses to a crime or a law enforcement matter particular to a neighborhood.
2. Immediate Administrative—the Department initiated the transfer in order to permit a family needs accessible features (wheelchair, hearing, vision) to move to a unit with such a feature or to facilitation modernization work.
3. Regular Administrative—the Department and/or Tenant initiated the transfer to help meet required housing guidelines and occupancy goals, or to correct occupancy standards where the unit size is inappropriate for the size and composition of the family, to allow for non-emergency, but medically advisable transfers, and to facilitate other transfers approved by

The Department when a transfer is the only or the best way of solving a serious problem.

The Department reserves the right to deny any request for transfer should the requesting family be out of compliance with their current lease agreement and/or fail to meet minimum housekeeping standards upon making a request for transfer.

A. Unit Transfer Policy—Waiting List

1. Placement on the Transfer Request Waiting List

Transfer requests will be placed on the List and selected from it when there are vacancies and the transfer request is added to the Transfer Request Waiting List upon receipt.

- a. **Waiting List and Emergency Transfers:** Transfers due to emergency situations will take priority over all other transfers and will be housed ahead of those Applicants on the Initial Applicant Waiting List and others listed on the Transfer Request Waiting List.
- b. **Waiting List and Immediate Administrative Transfers:** Transfers due to accommodating for accessibility features will take priority over regular transfers and will be housed ahead of those Applicants on the Initial Application Waiting List and others listed on the Transfer Request Waiting List.
- c. **Waiting List and Regular Administrative Transfers:** When the transfer is at the request of the family, the Department reserves the right to require third party verification of the need for the transfer. Upon receipt of any required third party verification, Tenants requesting transfer will be placed on the Waiting List in chronological order.

VI. Policies to Comply with Section 504 of the Rehabilitation Act of 1937 and Fair Housing Act Amendments of 1988 and Title VI of the Civil Rights Act of 1964.

- A. Section 504 prohibits discrimination based upon disability in all programs or activities operated by recipients of federal financial assistance.
- B. A Reasonable Accommodation as defined by the Fair Housing Act is any accommodation by management in rules, policies (including acceptance of assistance animals as an exception to a “no pets” rules), and

- C. Practices of services to give a person with disability an equal opportunity to use and enjoy a dwelling unit or common space. It is the Tenant's responsibility to inform the Department of any situation where a Reasonable Accommodation is needed.
- D. Reasonable Accommodations should be submitted in writing. If unable to provide the request in writing, please notify the Department. Reasonable structural modifications to units and/or common areas that are needed by Applicants and Tenants with disabilities may be approved and funded by the project, unless these modifications would change the fundamental nature of the project or result in undue financial and administrative burdens.
- E. Fair Housing Act Amendment of 1988 prohibits discrimination on the basis of race, color, religion, gender, national origin, disability or familial status. We do 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.
- F. Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color or national origin in any program or activity receiving financial assistance from HUD.

VII. Policies to comply with implementation of the violence against women act and the Department of justice reauthorization act of 2005, public law 109-162 (VAWA).

- A. 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.
- B. The Landlord may 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 of threatened victim of that abuse.
- C. The Landlord may 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 15 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.