

Item D.6 Tenant Selection Plan

Provide a tenant selection plan, specific to the proposed development, that describes the following:

1. How prospective tenants will be referred to and selected for MHSA units in the development;
2. The tenant application process;
3. The procedure for maintaining the wait list;
4. The process for screening and evaluating the eligibility of the prospective MHSA tenants, including the criteria that will be used to determine a prospective MHSA tenant's eligibility for occupancy in the development;
5. The appeals process for individuals who are denied tenancy in an MHSA unit; and,
6. The reasonable accommodations policies and protocols.

NOTE: The Department's approval of the MHSA Housing Program Application does not ensure that the Tenant Certification/Referral Process is compliant with local, state and federal fair housing laws. The Developer/Borrower is advised to seek legal counsel to ensure that the Tenant Certification/Referral Process complies with fair housing laws.

1. How prospective tenants will be referred to and selected for MHSA units in the development.

Applicants for MHSA units will need to follow a three-step protocol involving the HACLB, LACDMH's network of mental health providers and Century Villages Property Management. (CVPM). Qualified MHSA tenants must meet the requirements of each of the foregoing entities. The process is designed to assess the applicant's MHSA eligibility, establish homeless status, certify income, and identify housing requirements and preferences.

First, all households interested in housing opportunities at Cabrillo Gateway must submit an application to HACLB. HACLB will maintain the project-based waitlist for Cabrillo Gateway. As a unit becomes available, HACLB will refer the household to CVPM for screening and income certification and determination of MHSA eligibility by LACDMH.

Second, based upon initial screening, CVPM will refer households that may be eligible for an MHSA unit to a Resident Service Coordinator (RSC) on CVC's Resident Services Team. CVC's RSC will work with potential MHSA-qualified households to complete the necessary forms and submit to HP&D for review, assessment, and determination of MHSA eligibility.

Prospective residents for MHSA units in Cabrillo Gateway are expected to be referred from local agencies, including but not limited to the following: Catholic Charities of Los Angeles, New Image Emergency Shelter, PATH Ventures, United States Veterans Initiative, the City of Long Beach Multi-Service Center, American Indian Changing Spirits, [DMH Navigation Teams](#), Mental Health America of Los Angeles, The Children's Clinic, and other shelters and transitional housing programs, including domestic violence agencies, in the Long Beach area.

MHSA eligibility is solely determined by LACDMH pursuant to satisfaction of the following two requirements:

- Individuals with a serious mental illness as defined in the Welfare and Institutions Code Section 566003(b)(1); and
- Homeless as defined in MHSA regulations or the most restrictive definition as determined by other funding requirements.

Upon receipt of this prospective tenant's paperwork, LACDMH's HP&D Unit will (1) review and (2) certify or deny the application. HP&D staff shall notify CVPM within 10 business days of the status of the submitted application. For prospective tenants that are not certified, they may work with CVC's RSC to resubmit their MHSA Tenant Certification Application in the event their status changes. Alternatively, they will remain on the HACLB waitlist for non-MHSA-

funded units within Cabrillo Gateway. All MHSAs certifications and denials will be maintained by CVC's Resident Services Team for a period of at least one year after the closing of the file.

Third, following HP&D's review and approval, CVPM will complete its screening and income certification process, as required by tax credit regulations and those of any other funding sources. It is important to note that CVPM's screening process also includes assessment of credit, criminal background, eviction history, among other considerations. This process will include various forms and documents, including but not limited to:

- Tenant Release (to perform credit, background and criminal check)
- Tenant Income Certification Questionnaire

Once eligibility for HACLB, LACDMH, and CVPM is ascertained, the applicant will be contacted and invited to meet with CVPM to execute the lease and establish a move in date. Prior to move in, HACLB must complete its paperwork and any necessary inspections.

As the primary service provider, Century Villages at Cabrillo's Resident Services Team will collaborate with Century Villages Property Management and area service providers to facilitate referrals. Since the waitlist will be managed by the HACLB, interested applicants will be ultimately referred to the HACLB for placement on the project-based waitlist for Cabrillo Gateway.

1. The tenant application process.

Applicants for MHSAs units will need to follow a three step protocol involving HACLB, LACDMH, and Century Villages Property Management. (CVPM). Qualified MHSAs tenants must meet the requirements of each of the foregoing entities. The process is designed to assess the applicant's MHSAs eligibility, establish homeless status, certify income, and identify housing requirements and preferences. The details of the application and eligibility process are fully described in Section #4 below.

First, all households interested in housing opportunities at Cabrillo Gateway must submit an application to the City of Long Beach Housing Authority (HACLB). HACLB will maintain the project-based waitlist for Cabrillo Gateway. As a unit becomes available, HACLB will refer the household to CVPM for screening and income certification.

Second, based upon initial screening, CVPM will refer households that may be eligible for an MHSAs unit to a Resident Service Coordinator (RSC) on CVC's Resident Services Team. CVC's RSC will work with potential MHSAs-qualified households to complete the necessary forms and submit to HP&D for review, assessment and determination of MHSAs eligibility. MHSAs eligibility is solely determined by LACDMH pursuant to satisfaction of the following two requirements:

- Individuals with a serious mental illness as defined in the Welfare and Institutions Code Section 566003(b)(1); and
- Homeless as defined in MHSAs regulations.

Upon receipt of this client paperwork, HP&D will (1) review and (2) certify or deny the application. HP&D staff shall notify CVPM within 10 business days of the status of the submitted application. For prospective tenants that are not certified, they may work with CVC's RSC to resubmit their MHSAs Tenant Certification Application in the event their status changes. Alternatively, they will remain on the HACLB waitlist for non-MHSAs-funded units within Cabrillo Gateway. All MHSAs certifications and denials will be maintained by CVC's Resident Services Team for a period of at least one year after the closing of the file.

Third, following LACDMH review and approval, CVPM will complete its screening and income certification process, as required by tax credit regulations and those of any other funding sources. It is important to note that CVPM's screening process also includes assessment of credit, criminal background, eviction history, among other

considerations. This process will include various forms and documents, including but not limited to:

- Tenant Release (to perform credit, background and criminal check)
- Tenant Income Certification Questionnaire

Once overall eligibility is determined, the applicant will be contacted and invited to meet with CVPM to execute the lease and establish a move in date. Prior to move in, HACLB must complete its paperwork and any necessary inspections.

2. The procedure for maintaining the wait list.

The waitlist shall be managed by the Housing Authority of the City of Long Beach in conjunction with CVPM and HP&D. Please see the response to Section #4 below for more information on the waitlist process.

