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;
5. The criteria that will be used to determine a prospective MHSA tenant's eligibility for occupancy in the development;
6. The appeals process for individuals who are denied tenancy in an MHSA unit; and,
7. 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. Please seek legal counsel to ensure that the Tenant Certification/Referral Process complies with fair housing laws.

Response:

Project Description

AMCAL is building a new senior development in Panorama City, CA on Blythe Street and Van Nuys Blvd. The new community will include 98 units in a combination of one and two bedroom units. The units will be affordable to individuals and families over age 55 earning between 30% and 60% of the Los Angeles County Area Median Income. There will be ten units reserved for households eligible under the Mental Health Services Act ("MHSA") who are homeless and have been diagnosed with a serious mental illness. Community amenities include a community "clubhouse" with offices, recreation areas and a computer lab, on-site laundry, a pool and both private and public open space. Parking will include single and tandem spaced, all of which will be covered.

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

LA County DMH will provide services. Information on availability of the units will be made available to clients in the LA County DMH programs. Clients will be provided information about all aspects of the application process in order to eliminate as many obstacles to applying as possible for their clients. This will enable their clients to anticipate and positively address issues such as providing identifications, birth certificates, landlord references, credit reports, criminal background reports and other applicable supportive documentation needed to complete the application process.

2. The tenant application process;

The information provided below is a summary of the proposed Rental Application process for Montecito Terrace Apartments.

I. OCCUPANCY STANDARDS

a) Units will be occupied in accordance with the following standards:

UNIT SIZE	MINIMUM	MAXIMUM
1 Bedroom	1	3
2 Bedroom	2	4

b) Every household tenant will be counted when determining unit size. This includes household members in the military or at school; anyone that will occupy the unit during the upcoming 12 months.

c) The head of household must be 55 years of age or older, All household members, age 18 years or over, and emancipated minors, must sign the appropriate consent forms and comply with the verification process.

d) Applicants must be able to maintain the housing unit in accordance with local health standards, with or without assistance.

e) All applicants must have a valid Social Security Number and legal photo ID. Birth certificates and/or proof of guardianship will be required of dependant minors.

f) Personal care attendants will be given a separate bedroom.

g) When a medical hardship is verified to the satisfaction of the managing agent, persons who would generally share sleeping quarters may be assigned separate bedrooms.

h) Assigned unit must be household's primary place of residence.

i) Total household income cannot exceed 60% of the area median income.

MHSA UNITS

# of Units	Unit Size	Gross Rent*	AMI %	1 Person Max. Income	2 Person Max. Income	3 Person Max. Income	4 Person Max. Income	5 Person Max. Income	6 Person Max. Income	7 Person Max. Income
8	1BD	$395	30%	$17,400	$19,890	$22,380				
2	2BD	$469	30%		$19,890	$22,380	$24,840			

***Approximate rental rates based upon current income limits published by U. S. Dept. of Housing & Urban Development and current housing authority utility allowances. Rental rates subject to change.**

**** Note: the MHSA tenant portion of the rent set at 30% AMI**

***** Note: there are two Manager's unit, which will be rented at market rates.**

All applicants must meet certain underwriting guidelines. This project is subject to the requirements of several funding sources that have made it feasible. The above information reflects these requirements to the best of management's knowledge at this time but is subject to change if required for compliance with law, regulations or policy changes.

II. VERIFICATION PROCESS

A. Financial

1. All income will be verified in writing by the income source indicated on income certification form.

2. All assets, including bank accounts, will be verified in writing.

3. Upon initial occupancy, tenant's income cannot exceed 60% of the area median income as published annually by the U. S. Department of Housing and Urban Development and The California Tax Credit Allocation Committee.

4. Applicants with Section 8 certificates and vouchers will be processed under the same criteria.

5. To protect the property from rent charge loss or delinquency, household's where projected rent obligation will be more than 30% of their household's combined monthly income on rent will not be accepted.

6. Third-party income verification will be required from all sources, including but not limited to:

   a. Employment, Self Employment
   b. Savings and checking
   c. Pension
   d. Disability
   e. Asset verification, property, home, stocks, bonds, annuities, IRA, etc.
   f. Government assistance, A.F.D.C., food stamps, etc.
   g. Social Security
   h. Child Support/Alimony
   i. Non-Tuition Financial Aid.

7. Income calculations are based on the applicant's annual gross (anticipated) income for the following 12 months. Annual gross income includes income from any and all assets.

8. A credit reference will be required for all adult household members over 18 years of age covering the last five years. Any outstanding collections (medical expenses exempt from this standard) may be a basis for denial of applicant. Foreclosure and bankruptcies are also basis for denial. Applicant will be considered for residency if he/she can prove that he/she moved due to divorce and spouse was responsible for all debt.

9. Criminal record checks will be conducted on all adults in the qualified households who have satisfied the income requirements, credit report and tenancy requirements. This process will also apply for attendant care providers that will be occupying the unit. A criminal history or misdemeanor offense (s) could be grounds for denial:

   a. Applicants convicted of acts of violence will be denied occupancy.
   b. Applicants with child molestation and/or sexual misconduct convictions will be denied

occupancy.

c. All applicants with a criminal conviction relating to the manufacturing or sale of illegal drug or controlled substances will be denied occupancy.
d. Applicants that have been evicted from a federally-assisted housing project within the past 3 years will be denied occupancy.

At the request of an applicant, a reasonable accommodation request will be considered. In addition, with the approval of the applicant, the referring case manager will be given an opportunity to appeal any application denial based on information obtained from criminal record checks. However, all applicants will have to demonstrate that they meet program requirements.

10. History of Responsible Tenancy, Behavior and Conduct

Current landlord references will be obtained. Previous landlords during the past five years may also be contacted. Landlord references will help determine rental history, including but not limited to non-payment of rent, repeated disruptive behavior, and chronic late rent payments. A determination will be made regarding whether or not the applicant has demonstrated a record of conduct which could constitute a material violation of Montecito Terraces' Occupancy Agreement provisions or applicable tenancy law. If such a record of violations is documented, that will be considered grounds for a determination of ineligibility. Evictions that are three years or older will not be grounds for ineligibility. One eviction and Unlawful Detainer within the last three years may be grounds for ineligibility.

If landlord references are not available, applicants will be asked to provide as much information as possible regarding where they have been living for the past three years. On a case by case basis, if sufficient landlord references are not available staff may require written references of social workers or others involved with the applicant in a professional capacity. Based upon these references, staff will decide if the applicant has demonstrated an ability and willingness to live peacefully with neighbors and refrain from behavior that jeopardizes the safety, security and peaceful enjoyment of the community. The level of support an applicant has, and/or transitional living programs completed will be considered as well.

3. The procedure for maintaining the wait list;

Offer of Apartment:
Applicants will be offered only two apartments. Mitigating circumstances may be taken into account, such as an emergency situation or hospitalization. In such a case, if an applicant cannot accept an apartment during the initial lease-up of the building, the applicant would be placed on the waitlist in chronological order.

A. Applicants will be added to a waiting list in chronological order.

B. In the event that the volume of applications received exceeds the number of available apartments and more than one applicant qualifies for the unit; the application with the earliest date will be approved. The other will go to the top of the list until the next unit is available.

C. When the next 30-day notice is received by management, it will be the responsibility of the site administrator to notify the applicant at the top of the waiting list. If that applicant turns down the unit, management will then proceed to the next person on the waiting list. With the approval of the applicant, the site manager will also notify the referring case manager.

D. If an applicant on the waiting list rejects the two units offered to him/her it is considered to be a withdrawal of the application by the applicant.

4. The process for screening and evaluating the eligibility of the prospective MHSA tenants;

Ten units are designated for households who include one adult member over age 55 who (1) is eligible for services under the Mental Health Services Act (MHSA).

Welfare and Institutions Code Section 5813.5 specifies who is eligible for services under the MHSA, by reference to Welfare and Institutions Code Section 5600.3(b) and (c). As outlined in Welfare and Institutions Code, Eligible applicants must have a serious Mental Illness or Severe Emotional Disorder and be "Homeless" Or "Chronically Homeless" and be eligible to receive services under the MHSA Act.

5. The criteria that will be used to determine a prospective MHSA tenant's eligibility for occupancy in the development;

LA County DMH will refer clients of its MHSA program to Montecito Terraces as applicants for permanent housing. Applicants from other community sources will be referred to LA County DMH for determination of eligibility for the designated MHSA Housing Program units and supportive services.

6. The appeals process for individuals who are denied tenancy in an MHSA unit;

Rejected applicants will have the right to appeal the decision. The appeal must be received by the administrator or managing agent no later than fourteen (14) days after the rejection letter is received. Within 3 working days of receipt of an appeal, the appeal will then be forwarded to the Director of Compliance or the Regional Manager of The Property Management Company and to the assigned Tenantial Service Coordinator for the property. Appeals based on requested accommodations dealing with issues where applicant is receiving direct assistance from the service provider may be considered as mitigating factors by Property Management.

7. The reasonable accommodations policies and protocols.

Policy on Non-discrimination

With respect to the treatment of applicants, the Management Agent will not discriminate against any individual or family because of race, color, creed, national or ethnic origin or ancestry, religion, sex, sexual preference, gender identity, age, disability, handicap, military status, source of income, marital status or presence of children in a household, acquired immune deficiency syndrome (AIDS) or AIDS-related conditions (ARC), or any other arbitrary basis. No criteria will be applied or information considered pertaining to an attribute of behavior that may be imputed by some to a particular group or category. All criteria shall be applied equitably and all information considered on an applicant shall be related solely to the attributes and behavior of individual members of the household as they may affect residency.

Reasonable Accommodations

Reasonable accommodations will be made to meet the needs of any disabled applicants, including applicants with physical, sensory, and/or psychiatric disabilities.

Management will apply the same screening criteria to all applicants. However, management is obligated to offer qualified applicants with disabilities additional consideration in the application of rules, practices, or services and structural alterations if said accommodation will enable an otherwise eligible applicant or tenant with a disability an equal opportunity to access and enjoy the housing program. Note that management is not, however, required to make a reasonable accommodation or physical modification if the accommodation or modification will result in an undue financial burden to the property or if it requires management to alter or change a basic component of the housing program.

If an applicant has a physical, sensory, or psychiatric disability, and as a result of this disability there are reasonable accommodations that should be considered in an application, a note is attached to the tenant's application describing the reasonable accommodation(s) requested. A Reasonable Accommodation Request form may also be completed upon receipt of the application and further information may be required to verify need for reasonable accommodations.

D. All background information obtained from previous landlord or other personal references will be considered in light of the project's commitment to provide housing for people in transition and with special needs. Applicants with negative background information will have the opportunity to demonstrate that past behavior causing those issues was related to a disability and request reasonable accommodation. The availability of supportive social services that can assist the applicant in meeting the conditions of tenancy may also be considered in evaluating such information.