

TENANT SELECTION CRITERIA

The purpose of the Tenant Selection Criteria is to establish fair and equitable guidelines for selecting Applicants to occupy housing units at 15th & Commercial located at 1506 Commercial Street, San Diego, CA 92101. Questions or requests for assistance regarding any aspect of the application process may be directed to Father Joe’s Villages (FJV), at (619) 687-1074.

A. FAIR HOUSING

In accordance with all federal, state and local laws, Father Joe’s Villages does not discriminate based on race, color, religion, sex, national origin, ancestry, marital status, age, disability, sexual orientation, HIV/AIDS status, or place of residence. 15th & Commercial has 7 ADA accessible units, and 58 ADA adaptable units. Additionally, 3 units incorporate features for the visually and hearing impaired. FJV will apply the same screening criteria to all Applicants. Reasonable accommodation for persons with disabilities will be provided at all stages of the application, interview, selection and tenancy process.

B. PREFERENCES AND RESTRICTIONS

All tenants of 15th & Commercial must qualify per the Low Income Housing Tax Credit Program. The following additional preferences and restrictions apply:

- 25 units at 15th & Commercial must have households who qualify for the Low Income Housing Tax Credit Program and the MHSA Housing Program.
- 15 units at 15th & Commercial must have households who qualify for the Low Income Housing Tax Credit Program and the Department of Housing & Urban Development definition of chronically homeless.
- 9 units at 15th & Commercial must have households who qualify for the Low Income Housing Tax Credit Program and Permanent Supportive Housing pursuant to the Centre City Development Corporation.

C. OCCUPANCY STANDARDS

Units shall be rented to households with the number of people specified in the following schedule:

UNIT SIZE	MINIMUM HOUSEHOLD SIZE	MAXIMUM HOUSEHOLD SIZE
Studio	1 Person	2 Persons

D. INCOME ELIGIBILITY REQUIREMENTS

In order to be eligible for a unit at 15th & Commercial, the Applicant’s gross annual income cannot exceed the maximum Area Median Income (AMI) limits (See chart below).

15th & Commercial Maximum Income Limits By Household Size			
Household Size	30% AMI	35% AMI	40% AMI
1 Person	\$17,200	\$20,050	\$22,950
2 Person	\$19,650	\$22,900	\$26,200



The following monthly rents will be charged:

Unit Size	%AMI	Rent
Studio	30%	\$433
Studio	35%	\$505
Studio	40%	\$578

The monthly tenant rent portion for units with tenant-based Section 8 assistance will be calculated by the San Diego Housing Commission (SDHC).

RENT AND INCOME LIMITS ARE SUBJECT TO CHANGE UPON PUBLICATION OF THE ANNUAL RENT AND INCOME LIMITS, AND UTILITY ALLOWANCES.

E. PRE-APPLICATION AND INTEREST LIST

Anyone interested in living at 15th & Commercial is required to obtain and submit a Pre-Application to FJV. **Starting July 26, 2011 at 8:30 a.m. a blank Pre-Application can be obtained as follows:**

1. Applicants may print the Pre-Application from the web site www.fatherjoesvillages.org
 2. Applicants may pick-up the Pre-Application in person at 640 16th Street, San Diego, CA 92101
- Pre-applications will not be faxed or mailed; however, allowances will be made for persons with mobility impairments or who live out of state.

A completed Pre-Application can be turned-in as follows:

1. Applicants may hand-deliver the completed Pre-Application in person to the Property Management Office at 640 16th Street, San Diego, CA 92101, Monday through Friday between the hours of 8:30 am and 4:00 pm
2. Applicants may send the completed Pre-Application via US Mail to:
Property Management, 640 16th Street, Box 100, San Diego, CA 92101

When received, the Pre-Application will be stamped with the date and time of receipt and shall be numbered chronologically to establish the Interest List.

Pre-Applications may be submitted until August 15, 2011 OR until 50 Pre-Applications are received for each AMI level. In order to be placed on the Interest List, your Pre-Application must be complete (i.e., include name, income, assets, and a signature) and legible.

Please note: An Applicant's position on the Interest List, as determined by receipt of the Pre-Application, does not assure the Applicant(s) housing at 15th & Commercial. A Full Rental Application must be completed and third party verifications will be required. Applicants will be considered conditionally eligible for housing based solely on statements given on the Full Rental Application.

It shall be the responsibility of each Applicant on the Interest List to notify the FJV Community Manager at (619) 687-1074 of any changes to their contact information. Applicants must report all Pre-Application information changes (i.e. contact information, family composition, income, assets, social security numbers, etc.), as this may have an impact on eligibility. Applicants may be contacted periodically in order to update the building's Interest List. FJV will mail a notice to each person on the Interest List at the time of the update. Failure to respond to these updates will cause the Applicant's name to be removed from the list. Applicants without a mailing address will need to contact FJV as directed at (619) 687-1074 in order insure their information on file is current.



F. UTILIZING THE FJV INTEREST LIST

FJV will follow the procedures outlined below when renting vacant units at 15th & Commercial.

1. Those Applicants who submitted the Pre-Application will be contacted to set an interview appointment to complete the Full Rental Application.
2. An FJV representative will attempt to contact the Applicants by phone to confirm their interview appointments.
3. At the interview appointment, the Applicant(s) will be asked to fill out a Tenant Income Certification Questionnaire and enter the screening criteria process.
4. If the Applicant does not respond within ten (10) calendar days of the first offer to be interviewed, the Applicant will be notified in writing of his/her removal from the Interest List. If the Applicant replies to the notification but declines the interview, the Applicant will be removed from the Interest List.

G. INTERVIEW APPOINTMENT AND VERIFICATION PROCESS

All adult Applicants listed on the application will be required to attend the interview appointment with FJV staff. In addition to filling out the Full Rental Application, Applicants will be asked to sign forms that will be sent out to verify the information given on their Full Rental Application (i.e., income, asset information, homeless or disability status) prior to any offer of a unit. All information provided on the Full Rental Application will be verified. False, inaccurate or incomplete information may disqualify the Applicant. FJV will complete third party verifications for certification and verify that the Applicant meets the minimum and maximum income guidelines.

FJV will use the following screening criteria when determining each Applicant’s eligibility for tenancy at 15th & Commercial:

1. Applicants must be income eligible as per the regulations of California Tax Credit Allocation Committee (TCAC), and other Funder Regulatory Agreements in place for the project.
2. All income and assets will be verified by FJV via third party confirmation, e. g. verification form completed by employer, verification form completed by a financial institution, etc. In addition to the third party verification, Applicants will be asked to submit at least three months’ consecutive paychecks, six months consecutive bank statements, a letter from Social Security and/or Public Assistance, etc.
3. To protect the development from rent charge loss or delinquency, Applicants’ monthly household income must equal at least 1½ times the unit rent.
4. Applicants credit history and criminal background will be reviewed and considered in the selection process. A credit/eviction/criminal background report will be obtained at a fee of \$28 for each adult Applicant. Applicants cannot be subject to any state sex offender or arson lifetime registration requirements.
5. Applicants must provide acceptable references from landlords, both current and previous, that are listed on the application and in the credit bureau file. Current and previous landlords will be contacted for information concerning the Applicant’s history of complying with lease requirements, payment records, destruction of property or interference with the rights of others, physical hazards or unhealthy or unsanitary conditions, or illegal activities. 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.
6. Applicants must have legal, current state or federal government-issued photo identification (Driver's License, California State ID, passport, etc.). Examples of unacceptable ID include: Check cashing IDs, and other municipally or privately issued IDs.



7. The tenant must intend to use the unit as his or her primary residence. Staff will ask the Applicant if they will maintain any other residence during the period of their lease.
8. Applicant must be able to live independently with (e.g. a care giver) or without assistance and to maintain housing in accordance with local health standards.
9. Applicant must not be a full-time student unless also participating in a federal Job Training Partnership Act program or similar state or local program, as required by the Low Income Housing Tax Credit program.

Once verifications are completed, an FJV Community Manager will schedule an appointment for the Applicant to complete the move-in inspection (walk through), pay the move-in costs and sign a lease agreement. The term of the lease shall commence for a period of six (6) months (and thereafter, on a month to month basis), until either party terminates the lease. FJV may hold a unit for an Applicant for up to fifteen (15) calendar days upon provision of the security deposit or “promise to provide” from an agency participating in a rental/move-in assistance program. If the Applicant does not wish to rent the assigned unit, the Applicant’s name will be removed from the Interest List. Additionally, if an Applicant fails to move in on the agreed date, his/her name will be removed from the Interest List and the unit will be offered to the next qualified Applicant.

H. REJECTION AND APPEAL PROCESS

Applicants may be rejected for any of the following:

- The Applicant does not attend the interview appointment.
- The Applicant exhibits blatant disrespect, disruptive, aggressive or other such behavior toward FJV staff, the development, other Applicants or tenants.
- The Applicant is witnessed by FJV staff to be involved in illegal activity.
- The Applicant has a criminal history. Criminal history will be evaluated based on type of conviction, number of convictions, and how recently a conviction occurred.
- The Applicant has a negative landlord recommendation or rental history. This may include failure to comply with the lease, poor housekeeping habits, crimes of violence to persons, destruction or theft to property, sales of narcotics, eviction for cause or other criminal acts which would adversely affect the health, safety, or welfare and quality of life of other tenants.
- The Applicant has falsified any information on the application. This provision shall not be applied to minor mistakes that in fact produce no benefit to the Applicant.
- The Applicant’s income is under the minimum allowed by program regulations and FJV policy.
- The Applicant has a negative credit history. Credit history will be evaluated based on the type delinquent account, number and amount of any collections or judgments. Applicant(s) must demonstrate the ability to meet financial obligations in a satisfactory manner, including timely payment of rent.
- The Applicant’s family composition does not meet the established occupancy standards.
- The Applicant does not meet the other program regulated eligibility requirements or fails to provide any requested information.
- The Applicant fails to update information on the Pre-application as required.
- Other good cause.

The Applicant has fourteen (14) calendar days after the date of the denial letter to submit a written appeal to FJV at 640 16th Street Box 100, San Diego, CA 92101. An appeal must consist of documentation refuting the stated reason for rejecting the Applicant. If a letter of denial is sent to an Applicant, and no response or new evidence is received within fourteen (14) calendar days, FJV will close the file permanently.



I. **PRIVACY POLICY**

It is the policy of FJV 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 FJV.

Therefore, neither FJV, 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 has given written consent to such disclosure.

This Privacy Policy in no way limits FJV'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.

J. **GENERAL GUIDELINES**

An Applicant must complete and sign a Full Rental Application in order to be considered for admission for housing. An Applicant will be processed and considered ***conditionally*** eligible for housing based solely on statements given on the Full Rental Application.

The completion of a Full Rental Application and/or contact by FJV does not constitute the offering of a unit or acceptance of the Applicant for housing.

As a condition of admission to any assisted unit the Applicant shall execute any releases and consents authorizing any sources of income, or any federal, state, or local agency, to furnish or release to FJV such information as FJV and the applicable program regulations determine to be necessary.

The application process will take approximately 4 weeks. If you have any questions about the application process, FJV policies or about the information contained in this document, please do not hesitate to contact Property Management at (619) 687-1074.

