



QUAD Inc. TENANT SELECTION PLAN APRIL 2017



Thank you for your interest in applying for an accessible apartment at one of our communities. Our apartments are unique and offer optimum living environments for wheelchair users. Each of our projects, Myers Court, Rolling Green, Central Station and Burnside Station, is designed to be barrier free and include special design features that promote independent living for people with severe physical disabilities. Our complexes are wonderful places to live and we trust you will find they make great homes. A major part of keeping our communities safe and livable is our screening process as outlined below.

FAIR HOUSING AND EQUAL OPPORTUNITY

Quadriplegics United Against Dependency, Inc. (QUAD, Inc.) does not discriminate in the housing it sponsors, operates and manages on the basis of race, color, religion, sex, handicap, disability, familial status, sexual orientation, national origin or any other protected class. QUAD Inc. administers its programs and activities relating to housing in such a manner as to affirmatively further fair housing. **For alternate format application and publications please contact us at 503.287.4260 direct, or, via National Telecommunications Relay Services, Dial 777.**

PROGRAM ELIGIBILITY REQUIREMENTS

To be eligible for admission and Section 8, Section 811 and Section 202 assistance subsidy, an applicant must meet the following requirements:

1. **Physically Disabled-** The Head of Household must be an adult (18 or older) who has a physical disability. A person with a physical disability is anyone who is disabled having a physical impairment which:
 - a. Is expected to be of a long, continued and indefinite duration.
 - b. Substantially impedes his or her ability to live independently.
 - c. Is of such a nature that such ability could be improved by more suitable housing conditions. (Wheelchair Accessible Housing)
2. **Income Limits-**The applicant must have gross annual income below current HUD established income limits. Admission is restricted to applicant with extremely low income (30% of MFI) or very low income (50% of MFI) . Current HUD Income limits can be found at www.huduser.gov Some applicants with higher income may be passed over to assure that a minimum of 40% of all annual rentals are below the extremely low income limit. Applicants must report gross annual income from all sources and list all assets. All income and assets must be verified by 3rd party verification prior to being accepted.
3. **Only Residence-** The unit must be the applicant's only residence. The unit must be occupied continuously during occupancy. Absences of more than 90 continuous days may result in lease termination. No person may occupy the unit that is not on the lease, meets eligibility requirements and has been approved by QUAD Inc.
4. **Lease Obligations-** The applicant must be able to legally execute a lease, be willing to pay the rent and deposits, and have the ability to abide by the Lease and House Rules requirements.
5. **Social Security Disclosure/Identity Verification-** The applicant must disclose a valid Social Security Number for all household members. Applicants who do not provide a valid Social Security Number/Card for all household members will have their application suspended for up



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to 90 days while they obtain the necessary Social Security Number documentation. During this 90-day period the applicant will remain on the waiting list but we will process the next eligible household on the waiting list. Should the applicant fail to provide the required Social Security Number documentation within 90 days of the request they will be deemed ineligible and their application will be denied. Applicants that are 62 years of age or older as of 01/31/2010 and whose initial eligibility for Section 8 assistance was established prior to 01/31/2010 are exempt from the Social Security Number verification. Applicants who choose not to contend US Citizenship or eligible immigration status are exempt from Social Security Number requirements. All adult household members must provide a current original photo ID.

6. **Legal US Status**-The applicant must prove US Citizenship/Legal Status as required by the U.S. Department of Housing and Urban Development (HUD) and verified through the Department of Homeland Security.
7. **Student Ineligibility**- A student enrolled in an institute of higher education under age 23 who is not a veteran, married, a parent or guardian of a dependent child, or determined to be emancipated from their parents household must meet special eligibility rules that include parental income verification and special income reporting requirements regarding scholarships, grants and other sources of income.
8. **Sex offender registration**-Any applicant household in which there is a household member who is subject to state or federal sex offender registration will be denied.
9. **Enterprise Income Verification (EIV)**- All applicants and household members must consent to the use of the EIV Secure System to verify their eligibility for Housing assistance. EIV cross checks federal records to verify Social Security and Employment Income. EIV also checks to confirm that the applicant and household members are not receiving a subsidy payment in other housing. Failing to consent to EIV Verification will result in rejection of the application. EIV discrepancies must be resolved prior to approval of the applicant for housing.

PROJECT/OWNER ELIGIBILITY REQUIREMENTS

1. **Conduct**-The applicant must be able to demonstrate that his/her conduct in present or prior housing has been such that the admission to the project would not adversely affect the health, safety, or welfare of other residents, or the physical environment, or the financial stability of the project.
2. **Lease Requirements**- The ability to abide by the terms of the HUD Model Lease and House Rules, in conjunction with available supportive services or otherwise, to maintain both their person and apartment in a manner which is not detrimental to either their safety or personal wellbeing or to the safety and wellbeing of other residents and Staff.
3. **No Smoking**- Smoking of any kind, time or place on facility premises is strictly prohibited.
4. **Substance Abuse**- No current issues involving chemical/drug/alcohol use or dependency, which would adversely affect the wellbeing or safety of the applicant, other residents, staff and/or property.
5. **Cooperation with HUD Requirements** -A history of cooperation in completing or providing application or certification information for determining eligibility in subsidized housing.
6. **Cooperation with Management**- A history of cooperation with management regarding adherence to lease and house rules and care of the property. Applicants who are uncooperative or mistreat staff during the application process may be denied.



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7. **Payment History-** A 3-year favorable history of payments for rightful obligation including rent and utilities
8. **Criminal Behavior-** we will conduct a search of public records to determine whether the applicant or any household member has been convicted of, plead guilty to or no contest to, any crime.
 - a. A conviction, guilty plea or plea of no contest to any felony involving serious injury, extensive property damage, theft, sex crimes, hate crimes or drug related offenses will result in denial of the rental application.
 - b. A conviction, guilty plea or plea of no contest to any misdemeanor involving serious injury, extensive property damage, theft, sex crimes, hate crimes or drug related offenses within the past 5 years will result in denial of the rental application
 - c. Pending charges for any crime will result in suspension of the application process until the charges are resolved. Upon resolution, if an apartment is available the process will be completed. An apartment will not be held open during the resolution process.
 - d. Any applicant household containing member(s) evicted in the past 5 years from federally assisted or other housing for drug related activity will be denied unless the applicant can prove that the evicted household member has completed an approved supervised drug rehabilitation plan, or, the circumstances leading up to the eviction no longer exist.
 - e. Any applicant household containing any member that is currently engaged in illegal use of drugs or where reasonable cause exists to believe a members illegal use or pattern of illegal use may interfere with the health, safety and right to peaceful enjoyment of the property by other residents will be denied. The screening standard is based on the behavior of the member
 - f. Any applicant household in which there is reasonable cause to believe that a members behavior, from abuse or a pattern of abuse of alcohol or other substances may interfere with the health, safety and right to peaceful enjoyment of the property by other residents will be denied. The screening standard is based on the behavior of the member.

APPLICATION PROCESS

1. **Rental Application-** Applications must be written legibly in ink with no spaces left open. The application must be signed and dated. Parts of the application that don't apply to the applicant should be marked N/A. Applications are accepted at the Project rental office, By mail to QUAD Inc. at 5100 SW Macadam Ave. # 130, Portland, OR 97239, or, by Fax to 503.281.8176.
2. **Assistance completing the application-** If you require assistance in completing the application please contact the facility manager. For reasonable accommodation for a disability or for Application materials in alternate format please contact our Section 504 coordinator at 503.287.4260.
3. **Waiting List-**If an apartment is not immediately available you will be added to the waiting list. Being placed on the waiting list does not mean your application is approved. Your application will be screened and all information you provide will be verified prior to occupancy when an apartment comes available and you are the next income eligible applicant on the list.
4. **Applicants added to the waiting list are not approved for housing.** Approval may only be given after verification of all eligibility requirements including but not limited to income and disability.
5. **Waiting List Removal-** Applicants will be removed from the waiting list if they cannot be contacted at the time their application is being considered. It is important that applicants keep



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their contact information current by notifying management of any change in address or telephone number. Applicants must contact us at least every 6 months to inform of us of their continued interest in QUAD Inc. housing.

OCCUPANCY POLICY

1. **Occupants per unit-** QUAD Inc. has established occupancy standards to permit tenants to select apartment sizes they deem appropriate to their needs while preventing overcrowding and underutilization of each project. QUAD Inc. permits occupancy as follows:
 - a. 0 Bedroom-Studio- one occupant
 - b. 1 bedroom- up to two occupants
 - c. 2 bedroom- up to four occupants
2. **Accommodation for disability-**In the event an applicant or family member has a physical disability which requires an apartment of larger size than is allowed, QUAD Inc. will allow the applicant family to apply for a larger unit.
3. **Live in Aide-** A Live-in Aide is a person who resides with a person who is disabled and who:
 - a. Is determined essential to the care and wellbeing of the person.
 - b. Is not obligated for the support of the person.
 - c. Would not be living in the unit except to provide the necessary supportive services.
 - d. A relative may be a live-in aide, but must meet all the requirements listed above.
 - e. A live-in aide may not qualify for continued occupancy as a remaining family member.
4. **Unit transfers-** any current tenant may request a transfer to another unit by completing a new application for housing and submitting it to QUAD Inc. The application will be added to the waiting list and processed in accordance with this selection plan. The following criteria apply to Unit transfers: The tenant must have a minimum of 1 year favorable rental history with QUAD Inc. Favorable rental history includes timely payment of all rents, deposits and charges, no lease violations, no disruptive behavior and no interference with the management of the building. The request for transfer will be reviewed by management and if approved the tenant will be added to the bottom of the waiting list for the current facility and must wait until their name comes to the top of the list for the appropriate unit. A unit transfer can only be requested one time in a 5 year period. Tenants must maintain their favorable rental status during the time they are on the waiting list.
5. **Moving to another QUAD Inc. facility-** Tenants may apply for housing at any QUAD Inc. operated project by completing and submitting a new housing application. The housing application will be processed as a new application for housing in accordance with this selection plan.

SELECTION OF RESIDENTS

1. **Selection of applications**
 - a. First , to an eligible qualified applicant on the waiting list having a handicap or physical disability requiring the wheelchair accessibility features of the vacant unit.
 - b. Second, to other eligible qualified applicants having a physical disability, but not directly benefiting from the accessibility features of the unit.
 - c. Last, to other eligible qualified candidates in compliance with the Affirmative Fair Housing Marketing Plan.



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- d. If management determines a person or family is eligible and is otherwise acceptable, and a unit is available, management will assign the family a unit of appropriate size in accordance with the Occupancy Policy. If no suitable unit is available, management will place the family on an approved waiting list for QUAD Inc.
2. **Waiting List-** At the time the application is received the applicant shall be assigned his/her appropriate place on the waiting list, in sequence, based upon the date and time his/her application is received and availability of a suitable size of unit. Management may close the waiting list when the number of applicants on the waiting list exceeds the total number of units managed by QUAD Inc. The waiting list will reopened when the total number of applicants falls below 50% of the total number of units under QUAD Inc. management. Applicants must keep their contact information current and check in at least every 6 months to stay on the waitlist.
3. **Income Targeting-** Extremely low income applicants are targeted to assure that a minimum of 40% of all approved tenants are at or below this level annually as required by HUD. The waiting list will be reviewed to determine if "targeting" needs to be monitored due to the overall composition of the wait list being in the extremely low income category.

REJECTING APPLICANTS/ APPEAL PROCEDURE

Persons determined to be ineligible shall be notified by letter of the determination and the reason(s) the application was determined to be ineligible. Upon request applicant will be given the opportunity to meet with the management agent within fourteen (14) days to discuss the reasons for non-selection. The available apartment will not be held open during this period.

1. **Reason for Rejection-** Applicants may be rejected if:
 - a. They are ineligible under either Program or Project Eligibility requirements stated above
 - b. Household characteristics are not appropriate for the type of units available (e.g., a unit equipped for the handicapped)
 - c. Family size is not appropriate for the size of units that are available.
 - d. Applicant does not meet the project's tenant selection criteria.
2. **Notice of rejection- If management does not place an applicant on the waiting list or** immediately process the applicant for admission, management must promptly notify the applicant in writing of the rejection and explain in the notice:
 - a. The reason for the rejection; and
 - b. That the applicant has 14 days to respond in writing or to request a meeting to discuss the rejection.
 - c. Reasonable Accommodation will be made for disabled applicants upon request to insure their ability to participate in the meeting.
3. **Meeting-** Any meeting with the applicant or review of the applicant's written response will be conducted by a member of management's staff who did not make the initial decision to reject the applicant. If the applicant appeals the rejection, management will give the applicant a written final decision within 5 business days of the written response or meeting. This written decision is final. Management will keep the following materials on file for at least three years: application; initial rejection notice; any applicant reply; owner's final response; and all interview and verified information on which management based the rejection.



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4. **Mitigating circumstances-** on a case-by-case basis we may waive or modify some criteria requirements based upon our reasonable judgment. For example, the credit history shows unfavorably due to a medical emergency, a contested divorce, etc.
5. **Violence Against Women Reauthorization Act (VAWA)-** Applicants and Residents, regardless of sex, that are protected by VAWA shall not be denied occupancy on the basis that the applicant/tenant is or has been a victim of domestic violence, dating violence, sexual assault or stalking if the applicant otherwise qualifies for assistance or admission.

PROCEDURES FOR ACCEPTING APPLICATIONS, AND SCREENING APPLICANTS

Anyone, who wishes to live in QUAD Inc. housing must complete a written application. The application must contain enough information to enable management to:

1. Tentatively determine the family's eligibility regarding family composition. Determine the appropriate unit size (the names of all persons who would be living in the unit, their dates of birth and relationship of family members).
2. Household characteristics-such as physical disability, US Citizenship/legal status requirements, student eligibility and Live in Aide.
3. Anticipated annual income; and assets now owned; or disposed of for less than fair market value in the prior two years.
4. Allowable medical expenses; or childcare expenses and disability expenses that allow a household member to work.
5. Applicant screening form for prior housing history, credit and criminal history through a third party applicant screening service. Each applicant will be asked if the family's assistance or tenancy in a subsidized housing program has ever been terminated for fraud, nonpayment of rent, or failure to cooperate with re-certification procedures.
6. Assess the effectiveness of the marketing strategy outlined in the Affirmative Fair Housing Marketing Plan.
7. Be completed in permanent ink, signed and dated.

PERMITTED SCREENING CRITERIA

Upon receipt of a completed application, management will screen the applicant considering the following factors: Information about the conduct of the applicant in present and prior housing will be sought. Selection as an applicant may be denied based on information about behaviors that would adversely affect the health, safety, or welfare of other residents, or physical environment, or the financial stability of the project. Screening information will include.

1. Demonstrated ability to pay rent in a timely manner;
2. Comments from former Landlords;
3. Credit references. Credit checks may be useful when no rent history is available. However, lack of a credit history, as opposed to a poor credit history, is not sufficient justification to reject an applicant; and
4. Criminal activity, including violence, property destruction, manufacturing or distribution of controlled substance, or a designation as a life time sex offender.
5. Applicant may be required to furnish evidence of ability to meet the lease requirements and responsibilities of tenancy if there appears to be good reason that the applicant may be unable to do so.



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6. Enterprise Income Verification (EIV) system will be utilized as part of any new applicant screening criteria. EIV is a web-based computer system that contains employment and income information of individuals who participate in HUD rental assistance programs. The information obtained from EIV will be used to: Verify your name, date of birth and Social Security number, verify your reported income sources and amounts, and to verify your participation in only one HUD rental assistance program. Existing Tenant Search: prior to move-in, the EIV search will be used to see if each applicant and applicant household member is receiving assistance at another location.
7. Background Check- a tenant screening search for rental history, criminal history and credit will be completed for every applicant. If the applicant does not have rental history, non-family personal references will be obtained.

PROHIBITED SCREENING CRITERIA

The following factors must not be used when screening an applicant:

1. Physical examinations- owners may not routinely require physical examinations as a condition of admission.
2. Meals and Other Services- owners must not require tenants to participate in a meals program or establish other mandatory charges for services without the prior consent of HUD.
3. Fees, Donations or Contributions-owners will not require a donation, contribution or membership fee as a condition of admission.
4. VAWA- victims of Domestic Violence will not be denied housing on the sole basis of adverse rental history as related to the provisions of the Violence Against Women and Justice Department Reauthorization act of 2013 (VAWA). This provision applies to both women and men. The applicant will be required to provide a certification and other verifiable information of any prior adverse rental history protected by VAWA
5. Reasonable Accommodation- the owner will disregard adverse rental history directly attributable to the applicants disability. The applicant must request a reasonable accommodation and provide complete, verifiable information and explanation establishing a direct relationship between their disability and the adverse rental history to be approved for housing.

SCHEDULE OF GROSS-RENTS

1. If a family is eligible for occupancy, their monthly rent shall be determined according to current HUD guidelines for the applicable subsidy program.
2. Re-examination of family income, composition and the extent of unusual expenses incurred by the family shall be made by QUAD Inc. staff annually and an appropriate re-determination shall be made as to the amount of family contribution and the amount of housing assistance payment, all in accordance with schedule and criteria established by HUD.
3. Once rent is established, such rental rate shall remain in effect until the next annual re-examination or until circumstances occur, that warrant a special rent and income review as specified in the lease.
4. Ineligible and over-income families: Myers Court Section 202: If, at the time of re-examination or a special income and rent review, the amount payable by the family toward the contract rent equals the contract rent for the unit they occupy, their eligibility for assistance shall be terminated. The applicant shall be notified in writing of such ineligibility and the reason(s) thereof. This termination shall not affect the family's other rights under their lease nor shall



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such termination preclude resumption of payments as a result of subsequent changes in income or rents or other relevant circumstances during the term of the lease. Rolling Green, Central Station, Burnside Station Section 811: the amount payable by the family will always be 30% of adjusted annual income, there is no cap on rents in 811 Projects.

5. Verification of Applicant's Statements and income:
6. Applicants shall be required to furnish proof of their statements when required by QUAD Inc. management staff.
7. Certification by applicants will normally be considered sufficient verification of family composition. Certification is provided by the applicant's signature on the Application for Occupancy or Re-certification information request form.
8. All earned and unearned income and assets shall be verified at the time of admission or annual re-examination through Third Party Verification.
9. All determinations shall be fully documented in the applicant/tenant files.

REASONABLE ACCOMMODATION FOR DISABILITY

1. QUAD Inc. is committed to making our apartments readily accessible to and usable by individuals with disabilities. QUAD Inc. will consider any request by or on behalf of a disabled resident or applicant for:
2. Reasonable Accommodation- A reasonable accommodation relating to a change in its rules or policies or a reasonable modification relating to alterations of the common areas or individual apartment. Any such request should be made in writing to the Section 504 Coordinator, at QUAD Inc. 5100 SW Macadam Ave. #130 Portland, OR. 97239. If it is not possible to make a request in writing QUAD Inc. will assist the person making the request in providing the necessary information.
3. Assistance Animals- In most instances QUAD Inc. will allow a disabled person to have an assistance animal which is related to and necessary for the disabled person to enjoy the benefits of the housing. A particular assistance animal may be rejected if: a) the animal poses a direct threat to the health and /or safety others that cannot be reduced or eliminated by reasonable accommodation. b) the animal would cause substantial damage to the property of others c) the presence of the animal would cause an undue financial and administrative burden to the owner or managing agent of the property d) the presence of the animal would fundamentally alter the nature of the services offered by the owner or managing agent. No fees or additional deposits will be imposed as a condition of allowing an assistance animal. Adherence to lease requirements and pet rules still apply to assistance animals with the exception of waiver of the pet deposit.
4. Cost of Accommodation-If a request for a reasonable accommodation or reasonable modification is granted, the cost to perform the accommodation or modification will be the Landlord's unless the request will: a) impose an undue financial and administrative burden on the apartment community or the owner/managing agent. b) fundamentally alter the nature of the services provided by the apartment community or the owner or managing agent.

AFFIRMATIVE FAIR HOUSING MARKETING PLAN

QUAD Inc. will use an affirmative plan to attract applicants of all eligible groups without regard to race, color, religion, sex, handicap, familial status, sexual orientation, national origin or any other protected class. The equal opportunity logotype will be used in all publications.