



**Resident Selection Criteria &
Affirmative Fair Housing Marketing Plan**

Franciscan Towers

A TNDC Managed Property

RSC & AFHMP Approved By:

For TNDC

Updated: November 2023



FRANCISCAN TOWERS

Resident Selection Criteria & Affirmative Fair Housing Marketing Plan



PURPOSE STATEMENT

The purpose of the Resident Selection Criteria is to establish fair and equitable guidelines for selecting applicants to occupy housing units at Tenderloin Neighborhood Development Corporation's Property. All applicants must complete an initial certification of income and assets, and meet all eligibility criteria, prior to being offered a unit. The criteria listed in this document applies to all applicants; however, special criteria that is unique to program units, due to funding sources of the Property, may be listed in the attached exhibits. An applicant must complete, sign and submit an **'Application for Housing'** to the Property in order to be considered for admission. An applicant will be processed and considered *conditionally* eligible for housing based solely on statements given on the application form. **Acceptance of an application by the Property or Tenderloin Neighborhood Development Corporation (TNDC) does not assure the applicant housing at the building.** As a condition of admission to any unit, an applicant shall execute any releases and consents authorizing any federal, state, or local agency, company, or organization to furnish or release to the TNDC such information as TNDC and the applicable program regulations determine to be necessary.

MISSION

TNDC provides affordable housing & services for low-income people in the Tenderloin & throughout San Francisco, to promote equitable access to opportunity & resources.

VISION

In San Francisco, TNDC envisions diverse communities where people with low incomes can fulfill their potential & meet their basic needs. Their housing is affordable & near amenities & services that enhance the quality of their lives. People feel safe & supported by their community. All are invited to offer their voice in the issues that shape their lives.

In the Tenderloin, TNDC stands as a catalyst for advancing community interests & force for expanding the choices that enhance livability, such as housing, employment, education, food, cultural activities, & open spaces

As a healthy organization, TNDC is viewed as a trusted and well-organized community ally locally and a practice leader nationally. We contribute throughout San Francisco by providing affordable housing and other resources, by partnering effectively with other organizations and by supporting resident leadership.

BUILDING HOMES AND HOPE SINCE 1981

EQUAL HOUSING OPPURTUNITY

REASONABLE ACCOMMODATIONS UPON REQUEST

INTERPRETATION SERVICES UPON REQUEST

TNDC promotes diversity in our community and buildings and does not discriminate on the bases of race, color, national origin, age, disability, sex, gender identity, religion, marital status, familial status, sexual orientations, source of income, or any other arbitrary basis.

PHONE: 415-776-2151 ♦ FAX: 415-409-8636 ♦ People with hearing loss, dial 7-1-1

VALUES

Integrity	We strive for candor, respect, and honesty. We seek to stand as a model of ethical behavior.
Excellence	We continuously push ourselves to improve and to produce high quality work.
Diversity	We treat all people with respect and believe that different experiences and perspectives add value.
Collaboration	We enhance our impact by working together and with others. We create partnerships, solicit, and respond to input, and share our knowledge.
Equity	We strive for economic and social justice for all people, especially those with limited power and resources.

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Sections I through XVI are TNDC's Portfolio's General Criteria
PROPERTY SPECIFICS ARE DETAILED IN EXHIBITS A - H

I. LIMITED ENGLISH PROFICIENCY PERSONS

TNDC ensures that persons with Limited English Proficiency (LEP) not be discriminated against nor denied meaningful access to housing provided by TNDC. In order to ensure meaningful access and participation for LEP persons, TNDC provides language services (interpretation) at no cost and takes reasonable steps to see that language services are provided according to the provisions of TNDC's LEP/LAP Policies & Procedures.

TNDC provides written translation in the following eight languages: Arabic, Chinese, English, Korean, Russian, Spanish, Tagalog, and Vietnamese. See Notice statements below:

<u>English</u>	<u>Notice - Right to Receive Free Interpreter Services</u> Please notify Building Manager if you need language assistance.
<u>Arabic</u>	الحق في الحصول على خدمات مترجم شفوي مجاني - إشعار الرجاء إبلاغ مدير المبنى اذا كنت بحاجة الى مساعدة لغوية.
<u>Chinese</u>	通告 - 有權獲得免費的翻譯服務 如果你需要語言協助請通知大廈經理
<u>Korean</u>	주의 사항 - 무료로 통역 서비스를 받을 권리가 있습니다 당신은 언어의 도움이 필요하면 알려 주시기 바랍니다
<u>Russian</u>	<u>ВНИМАНИЕ</u> - Право на получение бесплатно услуги переводчика Пожалуйста, сообщите управдом, если вы нуждаетесь в помощи языка.
<u>Spanish</u>	<u>AVISO</u> - Derecho a recibir servicios gratis de interpretación Por favor notifique al administrador del edificio si necesita ayuda idioma.
<u>Tagalog</u>	<u>PAUNAWA</u> - Ikaw ay may karapatang na tumanggap ng libreng serbisyo ng interpreter Mangyaring ipaalam Manager na kung kailangan mo tulong sa wika.
<u>Vietnamese</u>	<u>THÔNG BÁO</u> - Ngay để nhận miễn phí dịch vụ thông dịch Xin vui lòng thông báo cho người quản lý tòa nhà nếu bạn cần hỗ trợ ngôn ngữ.

II. PRIVACY POLICY

It is the policy of TNDC 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 TNDC. Therefore, neither TNDC, 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 shall give written consent to such disclosure. This Privacy Policy in no way limits TNDC'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.

III. SECTION 504 EQUAL ACCESS STATEMENTS

For mobility-impaired persons, this document is kept in the Tenderloin Neighborhood Development Corporation's (TNDC) Management Company office at **201 Eddy Street; San Francisco, CA 94102**. Documents may be examined from Monday through Friday between the hours of 8:30 AM and 5:00 PM. You must call to make arrangements to examine this document. Please call **(415) 776-2151** and People with hearing loss, dial **7-1-1**.

For hearing-impaired persons, **TNDC** will provide assistance in reviewing this document. Assistance may include provision of a qualified interpreter at a time convenient to both the Property and the individual with disability. People with hearing loss, dial **7-1-1** to help you to schedule an appointment.

For vision-impaired persons, **TNDC** will provide a staff person to assist a vision-impaired person in reviewing this document. Assistance may include describing the contents of the document, reading the document or sections of the document, or providing such other assistance as may be needed to permit the contents of the document to be communicated to the person with vision impairments.

Assistance to ensure equal access to this document will be provided in a confidential manner and setting. The individual with disabilities is responsible for providing his/her own transportation to and from the location where this document is kept.

If an individual with disabilities is involved, all hearings or meetings required by this document will be conducted at an accessible location with appropriate assistance provided.

POLICY OF NON-DISCRIMINATION ON THE BASIS OF HANDICAPPED STATUS

TNDC DOES NOT DISCRIMINATE ON THE BASIS OF DISABLED STATUS IN THE ADMISSION OR ACCESS TO HOUSING, SERVICES, OR TREATMENT OR EMPLOYMENT IN, ITS FEDERALLY ASSISTED PROGRAMS OR ACTIVITIES.

Allycia Cornett is the Section 504 Coordinator who has been designated to coordinate compliance with the nondiscrimination requirements contained in the Department of Housing and Urban Development's regulations implementing Section 504 (24 CFR Part 8, dated June 2, 1988).

Allycia Cornett, Section 504 Coordinator
Phone (415) 358-3939 • Fax (628) 221-2368 • People with hearing loss, dial **7-1-1**
E-mail: EmergencyRequests@tndc.org

IV. FAIR HOUSING & EQUAL OPPORTUNITY STATEMENTS

It is the policy of TNDC to comply fully with Title VI of the Civil Rights Act of 1964, Title VIII and Section 3 of the Civil Rights Act of 1968 (as amended by the Community Development Act of 1974), Executive Order 11063, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Fair Housing Amendments of 1988, the California Fair Employment and Housing Act, the California Unruh Civil Rights Act and any legislation protecting the individual rights of residents, applicants, or staff. Federal Law prohibits discrimination against any person or group of persons because of race, color, religion, sex, handicap, familial status, or national origin.

The California Fair Employment and Housing Act prohibits discrimination because of race, color, religion, sex, gender, gender identity, gender expression, sexual orientation, marital status, national origin, ancestry, mental and physical disability, medical condition, age, pregnancy, denial of medical and family care leave, or pregnancy disability leave (Government Code sections 12940, 12945, 12945.2) and/or retaliation for protesting illegal discrimination related to one of these categories, or for reporting patient abuse in tax supported institutions. In addition, TNDC must comply with local fair housing and civil rights laws.

TNDC shall not:

- Discriminate on the basis of race, color, ancestry, national origin, sex, sexual orientation, familial status, religion, age, marital status, disability, HIV/AIDS status, source of income, or place of residence in the leasing, rental, or other disposition of housing or related facilities.
- Deny to any household the opportunity to apply for housing, nor deny to any eligible applicant the opportunity to lease housing suitable to its needs.
- Provide housing which is different than that provided to others.
- Subject a person to segregation or unequal or different treatment.
- Restrict a person's access to any benefit enjoyed by others in connection with the housing program.
- Deny a person the opportunity to participate in a planning or advisory group which is an integral part of the housing program.
- Automatically deny admission to a particular group or category of otherwise eligible applicants, i.e., single heads of households with children, elderly pet owners, or households whose head or spouse is a student). Each applicant in a particular group or category will be treated on an individual basis in the processing routine.

TNDC will seek to identify and eliminate situations or procedures which create a barrier to equal housing opportunity for all. In accordance with Section 504, TNDC will make physical or procedural changes to permit individuals with disabilities to have full advantage of the housing program. See Section IX - Reasonable Accommodation or Modifications below.

V. ACCESSIBLE UNITS

The property may contain units that are fully accessible, including features for persons with mobility, visual, and/or hearing impairments. See [Exhibit A – Project Description](#) for more details.

In the event that an accessible unit designed to meet the special needs of persons with mobility impairments becomes available, preference will be given to a current tenant in the building who requires and has requested an accessible unit. Tenants or applicants may also request a modification to any unit in the building to accommodate special needs because of a disability.

In the event that no tenant is available for transfer, TNDC will market to individuals with mobility impairment before offering the unit to an individual who does not require its accessible features. If all marketing efforts do not result in finding such an applicant, the unit will be offered to the next eligible applicant. Should the unit be offered to an applicant or tenant who does not require its modifications, s/he will be required to sign an agreement to transfer to a comparable non-accessible unit within the building should a tenant or applicant require an accessible unit in the future. Failure to transfer as agreed shall be deemed non-compliance with the Lease and be cause for termination of the Lease.

VI. AFFIRMATIVE FAIR HOUSING MARKETING PLAN (AFHMP), MARKETING, & OUTREACH

1. **Duration** – The property shall review and update the AFHMP every time the waitlist is opened, or more frequently if relevant demographics change, or as otherwise needed to ensure compliance with applicable law and TNDC’s AFHMP guidelines, as may be amended from time to time (or any successor guidelines or directives).
2. **Contents** – TNDC shall prepare the following materials which shall comprise an AFHMP:
 - Informational materials for applicants including a general description of the overall project that provides key information such as the number of market/affordable units, amenities, number of parking/garage spaces, per unit, distribution of bedrooms by market and affordable units, accessibility, etc.
 - Description of the eligibility requirements for the property.
 - Description of the rules for applying and the order in which applications will be processed.
 - Lottery and resident selection procedures.
 - Clear description of the preference system being used (if applicable).
 - Description of the measures that will be used to ensure affirmative fair marketing will be achieved including a description of the affirmative fair marketing and outreach methods that will be used, ample advertisements to be used, and a list of publications where ads will be placed.
 - Application materials including:
 - Application for Housing Form
 - Supplement(s) to Application
 - A statement regarding the housing provider’s obligation not to discriminate
 - Information indicating that persons with disabilities are entitled to request a reasonable accommodation or modification; and
 - An authorization for consent to release information.
3. **Approval** – The Subsidizing or Funding Agency must approve the AFHMP before the marketing and application process commences.
4. **Applicability** – Aside from the advertising component of the AFHMP, which applies to all units, the AFHMP shall be applied to affordable units upon availability for the term of affordability and must consist of actions that provide information, maximum opportunity, and otherwise attract eligible persons protected under state and federal civil rights laws that are less likely to apply.
5. **Criminal Backgrounds** – Criminal background checks are not required under these AFHMP guidelines. However, if criminal inquiries and checks will be utilized **after the initial application process**, the use of such inquiries and checks are subject to the approval of the Subsidizing and

***NOTE:** TNDC shall not utilize the HUD AFHMP form unless required to submit to HUD for review and approval.*


Funding Agency. Criminal background screening shall not be conducted as a precondition for applicant participation in the lottery.

TNDC complies with **San Francisco Police Code Article 49** – Fair Chance Ordinance (FCO) for People with Prior Arrests or Convictions. Under the Fair Chance Ordinance (FCO), you have the right to:

- 1) Have all your other qualifications for affordable housing decided **BEFORE** your **housing provider knows anything about** your prior arrest or conviction record.
 - A provider may run a criminal history report at the same time as a rental or credit history but may not look at it prior to determining the applicant is qualified.
- 2) Not be asked about your prior record through a rental application form.
- 3) Be provided with a **copy of this notice before** your housing provider runs your background report.
- 4) Not have any of the following six “**off-limits**” categories requested or considered:
 - arrests that did not result in conviction
 - participation in a diversion or deferral judgment program
 - expunged, judicially dismissed, invalidated or otherwise inoperative convictions
 - juvenile record
 - a conviction more than 7 years old
 - an infraction
- 5) Have your record assessed individually, in which only the “**directly-related**” convictions and unresolved arrests in your record are considered.
 - In considering whether a conviction/unresolved arrest is directly-related, the provider shall look at whether the conduct has a direct and specific negative bearing on the safety of persons or property, given the nature of the housing, whether the housing offers the opportunity for the same/similar offense to occur, whether circumstances leading to the conduct will recur in the housing, and whether supportive services that might reduce the likelihood of a recurrence are available on-site.
- 6) Be provided with a **copy of the background report** and told which conviction or unresolved arrest is the basis for the potential denial. You have **14 calendar days** to **respond orally or in writing to show that you shouldn’t be denied.**
You can respond by:
 - **Pointing out any inaccuracies** in the report.
 - **Providing evidence of rehabilitation.** Evidence of rehabilitation include satisfying parole/probation, receiving education/training, participating in alcohol/drug treatment programs, letters of recommendation, age you were convicted.
 - **Explaining any mitigating factors about the circumstances of the conviction.** Mitigating factors include physical or emotional abuse, coercion, untreated abuse/mental illness that led to the conviction.
- 7) **Call the Human Rights Commission to understand your rights or file a complaint (within 60 calendar days of violation)** without any negative action or **retaliation** taken against you by your Housing Provider.

For further information on TNDC’s criminal background screening, see Section X-D below and **Exhibit E – Criminal Screening Criteria**.

6. Outreach and Marketing – Marketing should attract the community by extending to the regional statistical area as well as the state and must meet the following requirements:

- Advertisements Notices should be sent to local fair housing commissions, non-profit housing corporations, other low-income housing advocacy organizations serving low-income individuals, disabled adults, and others likely to be eligible for housing units, area churches, local and regional housing agencies, local housing authorities, civic groups, lending institutions, social service agencies, community-oriented radio, internet, and other non-profit organizations;
- Advertising content will indicate San Francisco’s Police Code Article 49 (Fair Chance Ordinance); and TNDC will consider qualified applicants with criminal histories – please see the Fair Chance Ordinance Notice and screening and eligibility information below.
- Announcements will be posted at TNDC’s Property Management office located at 232 Eddy Street, and at other buildings managed by TNDC.
- Marketing should also be included in non-English publications based on the prevalence of particular language groups in the regional area. To determine prevalence of a particular language by geographical area, see http://www.lep.gov/demog_data/demog_data.html;
- All marketing should be comparable in terms of the description of the opportunity available, regardless of the marketing type e.g., local newspaper vs. minority newspaper). The size of the advertisements, including the content of the advertisement, as well as the dates of the advertising unless affirmative advertising occurs first, should be comparable across regional, local, and minority newspapers.
- All advertising and marketing materials should indicate resident selection by lottery or other random selection procedure, where applicable.
- All advertising should offer reasonable accommodations in the application process.
- Pursuant to fair housing laws,¹ advertising/marketing must not indicate any preference or limitation, or otherwise discriminate based on race, color, disability, religion, sex, familial status, sexual orientation, gender identity, national origin, genetic information, ancestry, children, marital status, or public assistance recipient. The prohibition includes phrases such as “active adult community” and “empty nesters”. Exceptions may apply if the preference or limitation is pursuant to a lawful eligibility requirement.
- The Fair Housing Logo () and slogan (“Equal Housing Opportunity”) should be included in all marketing materials. The logo may be obtained at HUD’s website: <http://portal.hud.gov/hudportal/HUD?src=/library/bookshelf11/hudgraphics/fheologo>
- *TNDC will also seek special marketing efforts throughout the East Bay looking to return from displacement and partner with Bethel AME in efforts to reach Certificate of Preference (COP) holders.*

7. Availability of Applications – Advertising and outreach efforts shall identify locations where the application can be obtained. Applications shall be available at public, wheelchair accessible

locations, including one that has some night hours; usually a public library will meet this need. The advertisements and other marketing materials shall include a telephone number, as well as the TTY/TTD telephone number, that persons can call to request an application by mail. Advertisement and other marketing materials cannot indicate that applicants must appear in person in order to receive or submit applications or those will have an advantage over applicants who do not appear in person.

8. **Marketing Records** - The property shall maintain records of its activities in implementing the affirmative marketing plan, including records of advertisement and other community outreach efforts. Racial and ethnic characteristics of applicants and tenants will be maintained at the management office and will be updated annually. TNDC complies with the marketing requirements of the regulatory funders of the project.

VII. REASONABLE ACCOMMODATIONS OR MODIFICATIONS

TNDC will apply the same screening criteria to all applicants. However, TNDC is obligated to offer qualified applicants with disabilities additional consideration in the application of rules, policies, and practices, or services and structural alterations, if it will enable an otherwise eligible applicant or tenant with a disability an equal opportunity to access and enjoy the housing program.

In reaching a reasonable accommodation with, or performing structural modifications for, otherwise qualified individuals with handicaps, TNDC is not required to:

- Make structural alterations that require the removal or alteration of a load-bearing structure element.
- Provide an elevator in any multi-family housing development solely for the purpose of locating accessible units above or below the grade level.
- Provide support services that are not already part of its housing program.
- Take any action that would result in a fundamental alteration in the nature of the program or service; or
- Take any action that would result in an undue financial and administrative burden on TNDC.

TNDC will:

- Require reliable third-party verification of the disability and the needed accommodation.
- Make all efforts to comply with a requested accommodation.
 - If TNDC finds that the accommodation requested is not reasonable, TNDC will make all efforts to identify an accommodation that is both effective and reasonable.

Reasonable accommodation for persons with disabilities will be provided at all stages of the application, interview, selection, and residency process. If an applicant knows before submitting a rental application to TNDC that he/she will not meet TNDC's Resident Selection Criteria and believes his/her inability to meet TNDC's Resident Selection Criteria is due to a disability, the applicant may request a reasonable accommodation upon submitting the rental application.

All reasonable accommodation and/or modification requests and request for an appeal or grievance will be forwarded to the Section 504 Coordinator who is TNDC's designated Fair Housing Coordinator to oversee its Fair Housing Compliance throughout TNDC's portfolio.

You may request a copy of TNDC's Fair Housing Policies at the Property or TNDC's Management Office at **201 Eddy Street; San Francisco, CA 94102**. Documents may be examined from Monday through Friday between the hours of 8:30 AM and 5:00 PM. You must phone to make arrangements to examine this document. Please call **(415) 776-2151** and People with hearing loss, dial **7-1-1**.

VIII. PREFERENCES

At TNDC, many of our properties are specially funded and therefore adopt special eligibility criteria and additional requirements in order for applicants to be accepted. TNDC will inform all applicants of available preferences, and give all applicants the opportunity to show that they qualify any preference(s). Please see [Exhibit D – Property Preferences](#) for this Property’s Preferences, if any.

1. *Listed below are preferences that apply across TNDC’s entire housing portfolio, unless otherwise stated in [Exhibit D – Property Preferences](#), below in order:*

- **HUD 221(d)(3) Statutory Preference (HUD 221)**

(Federal or Presidential Disasters)

Preference will be given to applicants who have been displaced from units by government action or a presidentially-declared disaster. This will be verified through the displacing agency or by reviewing documentation provided by government agency as necessary.

- **Certificate of Preference Program (COP)**

(City & County of San Francisco)

For households in which at least one member holds a Certificate of Preference from the former San Francisco Redevelopment Agency or its successor, the Mayor’s Office of Housing and Community Development. COP holders were displaced by Agency action generally during the 1960s and 1970s or are descendants of someone who was displaced. City & County of San Francisco’s Mayor’s Office of Housing & Community Development administers this program and TNDC will verify such Certificate of Preference holders.

Applicants will be required to indicate on their application if they believe they qualify for a preference and must submit documented proof along with their application submission. Failure to provide proof may result in the preference not being granted. MOHCD staff will confirm all Certificate of Preference or Displaced Tenant Housing Preference holders. See the MOHCD Housing Preferences and Lottery Procedures Manual for Operational Rules for information about housing preferences.

2. *Listed below are leasing priorities/Program Units:*

- **Accessible Units**

Should a unit become available that includes special accessibility features, applicants needing these features will be given preference over applicants who do not indicate a need. These needs will be verified via third-party with a licensed medical professional following TNDC’s Reasonable Accommodation & Modification Policies & Procedures.

- **Physical Rehabilitation Preference**

Should a unit within TNDC’s portfolio require significant physical rehabilitation, TNDC may give transfer preference to households within its portfolio, with its funder’s approval.

3. *Avoiding Potential Discriminatory Effects at property with direct Federal Funding:*

- The local selection preferences must not disproportionately delay or otherwise deny admission of non-local residents that are protected under state and federal civil rights laws. The AFHMP should demonstrate what efforts will be taken to prevent a disparate impact or discriminatory effect. For example, the community may move minority applicants into the local selection pool to ensure it reflects the racial/ethnic balance of the HUD defined Metropolitan Statistical Area as described below¹. However, such a protective measure may not be sufficient as it is race/ethnicity specific; the AFHMP must address other classes of persons protected under fair housing laws who may be negatively affected by the local preference.
- To avoid discriminatory effects in violation of applicable fair housing laws, the following procedure should be followed unless an alternative method for avoiding disparate impact (such as lowering the original percentage for local preference as needed to reflect demographic statistics of the MSA) is approved by the Subsidizing Agency. If the project receives HUD financing, HUD standards must be followed.

¹ Note: This protective measure may not be dispositive with respect to discriminatory effects. For example, the non-local applicant pool may contain a disproportionately large percentage of minorities, and therefore adjusting the local preference pool to reflect demographics of the regional area may not sufficiently address the discriminatory effect that the local preference has on minority applicants. Therefore, characteristics of the non-local applicant pool should continually be evaluated.

IX. ELIGIBILITY

A. **General Eligibility** (See Section XIV-10 for more information)

- The applicant(s) must be able to demonstrate that his/her conduct in present or in prior housing has been such that the admission to the property would not negatively affect the health, safety, or welfare of other residents, or the physical environment, or financial stability of the property.
- Any applicant that acts aggressively (for example, physical or emotional injury to an individual, especially if that leads to property damage or destruction) towards management staff or is obviously impaired by alcohol or drugs, uses obscene or otherwise offensive language, or makes derogatory remarks to staff, may be disqualified or rescheduled.
- Valid and current government agency issued identification with a picture will be required for all adult applicants (photocopy may be kept on file).
- Applications must include date of birth of all applicants to be considered complete.
- The Head of Household, spouse and/or co-head and all other adults (18 and older) in each applicant family must sign an Authorization for Release of Information.
- Current and/or previous rental history with a contact reference (including phone number or address). Applicants shall provide at least 2 years residential history.
- A history of compliance regarding Lease Agreements and House Rules.
- Each applicant family must agree to pay the rent required by the program(s) under which the applicant is qualified.
- Applicant must agree that their rental unit will be their only residence.
- Applicants undergoing income limit tests are required to reveal all assets they own including real estate. They are allowed to own real estate, whether they are retaining it for investment purposes as with any other asset, or have the property listed for sale. However, they may never use this real estate as a main residence while they live in an affordable housing unit.

B. **Income and Rent Eligibility**

In order for an applicant to be eligible for a unit, their gross annual income cannot exceed the maximum applicable income limits for the property or program unit, as determined by the property's funding sources. For details regarding this properties Income & Rent requirements, please see [Exhibit C – Income & Rent Restrictions](#).

For all units with a flat monthly rent (where rent is not determined by household income), TNDC's minimum income policy excludes applicants whose rent burden would exceed 50% of the household's gross monthly income (except where otherwise noted on site-specific sheet). No minimum income will be required for households receiving Section 8 (or similar) assistance where the rent is 30% of the resident's adjusted income.

C. Student Eligibility

Eligibility of Students at Properties with LIHTC funding has five exceptions to the limitation where **ALL** members are full-time students. Full-time students to the households that are income eligible and satisfy one or more of the following conditions can be considered to be eligible (verifications must be obtained to support the student status and applicable exceptions(s)):

1. Receiving assistance under Title IV of Social Security Act (AFDC/TANF/Cal Works–not SSA/SSI)
2. Enrolled in a job-training program receiving assistance through the Job Training Participation Act (JTPA) or other similar program
3. Married and filing (or are entitled to file) a joint tax return
4. Single parent with a dependent child or children and neither you nor your child(ren) are dependent of another individual
5. Previously enrolled in the Foster Care program (18-24)

Eligibility of Students for HUD Properties (Assistance):

This rule applies to both full-time and part-time students. A student becomes eligible if one of the following criteria are met:

- Is 24 years-old or older
- A United States military veteran
- Married
- A dependent child living with the student
- Is a person with disabilities receiving Section 8 assistance as of November 30, 2005
- The student or the student's parents (individually or jointly) are eligible to receive Section 8 assistance
- If the student is able to prove independence from parents who are not eligible for Section 8 assistance

D. Screening Eligibility

Management will first prescreen all applications to ensure that applicants meet all program eligibility requirements, as they relate to housing history and income restrictions. Management will provide applicants with a copy of the Fair Chance Ordinance and process criminal background screening after successful prescreening (housing and income).

TNDC's obligations to funders who have financed the property (the 'Fundors') may require that certain housing units be filled only by applicants who meet special eligibility criteria, or who are referred from a particular source. This Property may contain units from one or more special "set-asides" and potentially overlapping guidelines of several programs at the same time. Such requirements are described in [Exhibit B – Eligibility for Housing Units](#).

Regardless of referral source or special program participation, all applicants must pass a tenant selection screening and have their income and assets third-party certified in order to move in to any unit.

X. OCCUPANCY GUIDELINES

TNDC is required to establish reasonable occupancy standards that will assist as many people as possible (without overcrowding) and minimize vacancies.

TNDC must comply with all reasonable state and local health and safety restrictions regarding the maximum number of persons permitted to occupy a unit. In the absence of such restrictions, ‘overcrowding’ is deemed to occur when the total number of persons in the unit exceeds two persons per habitable sleeping room. A habitable sleeping room is any room except the following: kitchen, bathroom, hallway, or dining room.

TNDC will take into consideration the composition of the household when determining the appropriately sized unit. Children under six (6) years of age do not count toward the occupancy maximum. Persons of different generations, opposite gender, and unrelated adults will not be required to share a bedroom.

Below is TNDC’s adopted Occupancy Guidelines, please note that program requirements may require more restrictive occupancy minimums and maximums at this Property – See [Exhibit B Eligibility for Housing Units](#). *For occupancy guidelines pertaining to the LOSP and Continuum of Care units please visit hsh.sfgov.org

Unit Type	Minimum # of Occupants	Maximum # of Occupants
Studio	1	2
1-bedroom	1	3

XI. WAITLIST PROCESSES FOR GENERAL POPULATION UNITS

For TNDC's New Developments initial rent-up (partially or fully)-funded by City & County of San Francisco's Mayor's Office of Housing, please see [Exhibit F – Special Program Processes](#) for more details.

Below outline This Property's stabilized operations waitlist management procedures:

TNDC administers its Waiting Lists as required by HUD or other Regulatory Agencies' handbooks and regulations. Accepting an applicant from a lower waiting list position before one in a higher position violates this policy and may be regarded as being discriminatory.

1. *Opening/Closing the Property Waiting Lists*

In order to maintain a balanced application pool, TNDC may, at its discretion, restrict application intake, suspend application intake, or open/close waiting lists either in whole or in part. Any waitlist opening will require a new lottery for new applicants. TNDC will also update the waiting list by removing the names of those who are no longer interested in, unable to be reached, respond, or no longer qualify for housing.

Decisions about opening/closing the waiting lists will be based on the number unit turnovers the property processes annually, applications available for a particular size and type of unit, number of applicants who qualify for a Property Preference, and the ability of TNDC to house an applicant in an appropriate unit within a reasonable period of time.

Opening/Closing the waiting lists or restricting intake(s) will be announced publicly in the same manner in which TNDC advertises for rent and described in the Marketing & Community Outreach Section. During the period when the waiting list is closed, TNDC will not maintain a list of individuals who wish to be notified when the waiting list is reopened, unless required by a Funder.

COP and DTHP applicants can apply at any time regardless of whether a waiting list is closed to other applicants. If the COP or DTHP certificate holder is found eligible for an Affordable Housing Unit in the building, they shall be placed at the top of the waitlist list, immediately after any other COP and DTHP Certificate Holders already on the waiting list.

2. *Updating the Property Waiting List*

TNDC shall update the waiting list, no less than twice annually, to determine if applicants are still interested and eligible to remain on the waiting list. TNDC shall, at the time of each annual update, obtain current applicant information on at least the following:

- Household characteristics (i.e. number of members, composition, or preference); and
- Household income and assets.

The updated information will be obtained from the applicant in writing and certified by the applicant's dated signature that the information provided is true and correct. TNDC will notify

each applicant by mail requesting the above information and confirmation of continued interest in remaining on the waiting list. TNDC must specify a reasonable time frame in which the applicant is to respond, generally ten-fifteen (10-15) business days.

If the applicant replies affirmatively, its application will maintain its position on the waiting list. If the reply is negative (or the applicant fails to respond), the applicant will be removed from the waiting list. A final letter will be sent, to the last known address, stating the applicant's standing in waiting list, general within five (5) business days.

3. Removal of Applicants from the Property Waiting List

TNDC will not remove an applicant from the waiting list unless:

- The applicant requests to be removed.
- The applicant was clearly advised of the requirement to tell TNDC of his/her continued interest in housing by a particular time and failed to do so.
- TNDC made a reasonable effort (at least two phone attempts and two written correspondences within fourteen (14) calendar days) to contact the applicant to determine if there is continued interest in housing but has been unsuccessful; or
- TNDC notified the applicant of the intention to remove the applicant's name because the applicant no longer qualifies for assisted housing.

4. Contacting & Selecting Applicants on the Waiting List

Applicants will be contacted when vacancies become available. The initial contact will be attempted by telephone a maximum of three (3) times within a 48-hour period; **and** will be followed by correspondence sent via US Postal Mail stating such attempts and availability of a unit.

- If the applicant fails to respond to TNDC's attempts (within fourteen (14) calendar days), they will be assumed no longer interested, removed from the Property Waiting List and TNDC will move to the next applicant on the waiting list.
- If the applicant responds to TNDC, attends all intake eligibility meetings, and meets all eligibility and program requirements, TNDC will extend a Housing Unit Offer.
 - If the applicant denies the offer or fails to respond within three (3) business days, the offer will be revoked, and the unit will be offered to the next qualified applicant on the waiting list.
 - Should the applicant reject the offer, TNDC may allow the applicant to be given a second offer of a suitable vacancy as soon as one becomes available (assuming they continue to meet all eligibility and program requirements).
 - If the applicant rejects the second offer, the applicant shall be removed from the waiting list, unless the applicant can verify that a hardship exists or that there are mitigating circumstances.
 - The reasonableness of the rejection will be determined by TNDC Management and documented with the applicant's application for housing.

XII. GENERAL OVERVIEW – INTERVIEW AND APPLICATION PROCESS

1. **Submit Application:** All prospective tenants shall submit a TNDC rental application – titled Application for Housing Form. Providing false, inaccurate, or incomplete information may disqualify a prospective tenant. Intentionally providing false information on any part of the application is considered fraud and may result in failure of the applicant to obtain a TNDC unit. If discovered after an applicant becomes a tenant, this may result in loss of the housing unit. Applications should be completed in entirety to the best knowledge of the applicant; if an Applicant is unaware or chooses to not disclose information, they may provide a response of “N/A” as informed on the Application for Housing. Incomplete Applications will not be excluded from lottery processing; however, may delay eligibility processing after the lottery.
2. **Interview:** All applicants must have an in-person interview with TNDC staff, at which TNDC will explain Resident Selection Criteria (also posted on TNDC’s Website – www.tndc.org). All adults who will live in a unit must attend an interview; and all household members may be asked to sign forms that will be sent out to 3rd party verify information given on the application (e.g., income and asset information) prior to any offer to rent a unit.
 - TNDC may offer interviews outside of normal business hours (which is generally Monday through Friday between 8:30 am and 5:00 pm) and upon written request of Applicants. Requests must be in writing and sent to one of the following options:
 - In writing**
 - Or In Person:** TNDC Property Management
217 Eddy Street
San Francisco, CA 94102
 - By E-Mail:** propertymanagement@tndc.org
 - If the applicant is abusive, blatantly disrespectful, disruptive, or otherwise exhibits behaviors that would indicate the tenant may pose a significant threat/danger to himself or herself, other tenants, or property during the required interview, or such threatening behavior is witnessed by TNDC staff at the property or management office outside of the interview, or the applicant otherwise known to TNDC staff by credible, objective evidence, the applicant will not be accepted. (Credible objective evidence is generally defined as incident reports, witness statements, police reports, video surveillance, etc.)
 - **Background Check:** TNDC runs a consumer credit and eviction history report **before** any criminal background processing; and upon successful qualification and completion of initial eligibility, TNDC may run a criminal background check. Lack of a credit history (TNDC does not require a minimum credit score) will not be considered grounds to reject an applicant. The credit report is processed mainly to obtain reported residency information and any owned real estate; this information will be used to ensure that the appropriate counties are checked for the potential criminal background screening.

3. **Resident Eligibility & Screening Criteria:** *TNDC may process multiple applicants per vacant unit in order to not delay property vacancies. Applicants will be given the same number of days to provide all documentation in order to verify eligibility.*

For TNDC's New Developments initial rent-up (partially or fully)-funded by City & County of San Francisco's Mayor's Office of Housing or similar, please see [Exhibit F – Special Program Processes](#) for more details.

Below outlines basic requirements throughout TNDC's Portfolio:

- Applicants must be income-eligible in accordance with the regulations of the property's funding sources, such as the Low-Income Housing Tax Credit Program (LIHTC), federally funding programs of Housing & Urban Development (HUD), the city of San Francisco's Mayor's Office of Housing and Community Development (MOHCD), and/or other Funder Regulatory Agreements in place for the property.
 - All income and assets will be verified by TNDC via third-party confirmation, i.e. verification form completed by employer, verification form completed by a financial institution, etc. In addition to the third-party verification, applicants must submit certain second-party verification documentation, such as three (3) months consecutive paychecks, six (6) months consecutive bank statements, a letter from Social Security and/or Public Assistance, etc.
- For **Affordable Senior Housing Opportunities**, the household must be composed of one or more persons at least one of whom is the Head of Household, Spouse or Co-Head of Household is 62 years of age or more at the time of initial occupancy.
- Household composition must meet the property's occupancy standards for household size.
- Applicant's household must meet the property's housing history requirements:
 - Disqualification may result from one (1) eviction in the past three (3) years; and if so, then only if two (2) evictions have occurred in the past five (5) years.
 - Applicants who have past evictions strictly for non-payment of rent, but now have a verified payee to assist with timely rent payment, will not be automatically declined under the eviction history criterion.
 - Applicants that have no-fault evictions (Ellis Act, Owner Move-In etc.) will not be declined under the eviction history criterion.
 - Current and previous landlords will be contacted for information concerning the applicant's history of fulfilling essential tenancy obligations as defined here: payment of rent, compliance with lease requirements, destruction of property, interference with the rights of others to enjoy the property, or other activity that would adversely affect the health or safety of other tenants or damage property.
 - Applicants may be declined for a negative landlord reference (documented lease violations) that indicates the tenant will not meet the essential tenancy obligations.

- 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. However, lack of such references will not be basis for automatic denial.
- After initial eligibility and conditional housing offer, the Applicant’s household must meet any criminal screening standards – also See [Exhibit E – Criminal Screening Criteria](#) in addition to below notations. TNDC complies with San Francisco Police Code Article 49 – Fair Chance Ordinance:
 - TNDC will conduct an individualized assessment and consider only “directly-related” convictions and unresolved arrests in light of time elapsed, any evidence of rehabilitation, mitigating factors, or inaccuracy in the report.
 - If a screening report results in denial for housing, TNDC will provide the applicant household a copy of the background report and identify the convictions or unresolved arrests on which the negative action is based. TNDC will notify the individual and/or applicant household of any final negative action in writing.
 - TNDC will give the applicant household fourteen (14) calendar days to appeal orally or in writing to provide evidence of rehabilitation, mitigating factors, or inaccuracy in the report, delay any negative action for reasonable time, and reconsider in light of the applicant’s response. (TNDC will notify the individual
 - and/or applicant household of any final negative action in writing.)
 - TNDC **will not** consider the following “off-limits” categories:
 - Arrests that did not result in conviction
 - Participation in a diversion or deferral judgment program
 - Expunged, judicially dismissed, invalidated, or otherwise inoperative convictions
 - Juvenile record
 - A conviction more than 7 years old
 - An infraction
 - Disqualification may also result from
 - Property, Drug, Violence, Fraud, Family Relations and Weapons related felony convictions in the past five (3) years or misdemeanor convictions in the past two (2) years, **or**
 - Public Justice, Public Order or Organized Crime related felony convictions in the past two (2) years, **or**
 - Any conviction for a sex offense that is subject to any state’s sex offender lifetime registration requirement.
- Applicants must have current, legal government-issued (government does not mean exclusively the United States) photo identification (driver license, state-issued identification card, passport, or any other government-issued photo identification).
 - Examples of unacceptable identification include MUNI cards, check-cashing identification, and other privately issued identification.

- Applicants must use the unit as their principal place of residence, pursuant to HUD’s general eligibility requirements (24 CFR, Part 5), City and Country of San Francisco Mayor’s Office of Housing and Community Development, IRC § 142(d)(1),
 - Generally defined as use of the premises only as a private dwelling for himself/herself and the individuals listed on the Owner’s Certification(s) or Lease Staff will ask the applicant if they will maintain any other residence during the period of their lease.
- Applicants must be able to live independently (with or without assistance) and to maintain housing in accordance with federal, state and local health standards.
- Applicants may be subject to Student Eligibility Guidelines as stated in Section XI-C, Student Eligibility.

4. **Approval of Applicant:** If the applicant satisfies all the Resident Eligibility & Selection Criteria and the applicant is officially approved for tenancy, TNDC will send the applicant a Housing Unit Offer & Acceptance letter to schedule an appointment for the applicant to pay any move-in costs and sign a rental lease agreement.

- The term of the lease will commence for a period of one (1) year (and thereafter, on a month-to-month basis), until either party terminates the lease.
 - Some properties may establish an initial lease term for less than one (1) year, please see [Exhibit A – Project Description](#)
- TNDC may hold a unit for an applicant for only up to seven (7) calendar days upon provision of the security deposit or “promise to provide” from an agency participating in a rental/move-in assistance program, e.g., Season of Sharing.
- If the applicant does not wish to rent an available unit or fails to move in on the agreed upon date, the applicant may be disqualified, his/her application may be declined, and the unit may be offered to the next qualified applicant.

5. **Rejection and Appeal Process.** An applicant may be denied at any time if they have not met one or more of the Resident Eligibility & Selection Criteria. If an applicant is denied, they will be notified in writing which will state the reason for denial and their right to appeal.

- The applicant has 5 calendar days after the date of the denial letter to submit a written appeal to TNDC, by contacting in-person or via US Postal Mail:

TNDC Appeals
145 Taylor Street
San Francisco, CA 94102

- If a denial letter is sent to an applicant, and no response or new evidence is received within Five (5) calendar days, TNDC will close the file permanently.
- An appeal must consist of documentation refuting the stated reason for rejecting the applicant or requesting a reasonable accommodation and the basis for such an accommodation.

- TNDC will consider any mitigating circumstances that the applicant feels would affect their application and that would overcome or outweigh information already gathered in the resident screening process.
- Mitigating circumstances must be documented in the appeal and must corroborate the reason(s) given by the applicant for the disqualifying circumstances.
- TNDC will notify the applicant of their final decision no more than ten (10) business days of receipt of the applicant's written notice of appeal.
 - TNDC may require further information or research to give full consideration to the appeal, in which case will send an update letter extending their final decision date up to thirty (30) calendar days.

XIII. UNIT TRANSFERS

Tenants may be required to transfer to another unit within the development to correct an appropriate unit size, comply with verified reasonable accommodations/modifications, or fulfill other requirements documented by TNDC. If so, the family must transfer within thirty (30) calendar days after receiving notice from TNDC, or remain in the same unit until an appropriate unit becomes available. At all times, preference will be given to a current resident who needs a transfer within a building for the following reasons:

- A unit transfer for a medical reason certified by a doctor.
- A unit transfer based on the need for an accessible unit.
- An increase or decrease in family composition; or
- Due to other legal requirements by TNDC (e.g., court stipulations due to conflicts).
- A unit transfer because of a life safety matter (ex. Violence Against Women Act (VAWA))

TRANSFERS DO NOT OCCUR FROM ONE PROPERTY TO ANOTHER WITHIN TNDC'S PORTFOLIO. Each property is considered a separate entity with individual funding requirements, which means that any TNDC resident desiring to live in another TNDC property must follow the same procedures that a new applicant would be required to follow.

XIV. SPECIAL HOUSING PROGRAM DESCRIPTIONS

The following is a list of different programs within the TNDC portfolio. Please note that this is not an exhaustive list, the following represents programs which either affect who may apply, i.e. by referral only, or if the rent is subsidized in some way. Please refer to [Exhibit F –Program Processes](#) for specific details regarding program eligibility and processes at this Property.

PROGRAM	PROGRAM DESCRIPTION
DHSH-DAH	These units will be filled by homeless adults with multiple chronic illnesses who are at risk for either acute hospitalization or long-term institutionalization. Applicants will be referred to TNDC by the Department of Homelessness and Supportive Housing (DHSH)- Direct Access to Housing (DAH) program from the DAH waiting list.
DHSH-DAH Prop. 63/ MHSA Units	These units are funded by the Mental Health Services Act (Proposition 63). Full Service Partnerships identify and refer applicants to the DAH program. Once verified to meet the MHSA definition of “severely mentally ill” and DAH program requirement, applicants will be referred to TNDC to begin the certification process.
HOPWA	<p>Housing units financed by the Housing Opportunities for People with AIDS (HOPWA) program, administered by the San Francisco Redevelopment Agency, may only be filled by applicants who have AIDS or infection with HIV, as supported by a physician's letter. Eligible applicants must be referred by the Citywide Housing Wait List. Individuals applying for units that combine HOPWA with other special programs must be cross-referenced with the HWL to confirm eligibility for a HOPWA unit. TNDC must obtain a third-party verification of HIV diagnosis in order to complete certification of HOPWA applicants.</p> <p>In cases where the referral list has been exhausted for a given property, the owner will establish their own list of applicants who have been diagnosed with HIV/AIDS. This list will be created by advertising to an approved set of marketing guidelines established with the SFRA. Agencies that provide services to persons with HIV/AIDS, and other housing/housing referral agencies, will be targeted in the marketing effort.</p>
HUD Funded Projects	<p>HUD properties may take applications from the general public and applicants must be at least 62 years of age, or meet HUD criteria for a disabled household and have a disability that requires the accessible features of the unit. HUD properties will maintain a waiting list of applicants which will be opened and closed over time as vacancies and move-ins occurs.</p> <p>HUD Income Targeting Requirement HUD properties may target families and individuals at extremely low income in accordance to the area median income to satisfy that at least forty percent of their units are catered to that population. Properties may bypass certain applicants for lower income applicants to satisfy this quota. A preference does not mean you will not receive housing, but determines the order you are placed on the waiting list.</p> <p>HUD Citizenship/Immigration Status Applicants must be United States citizens or legal tenants and show valid proof of residency through their social security card and a government issued identification. However, if the applicant is not a United States’ citizen, they must provide an additional valid United States issued identification. In addition, the non-citizen applicant must declare eligible</p>

immigration status by signing a verification consent form for each member of the household (parents or guardians may sign for each child). This form provides evidence of eligible immigration status and may be released to INS. If one or more of the family members chooses not to establish their citizenship they may still be considered for assistance under HUD Restrictions on Assistance to Non-Citizens Guidebook 7465.7G Paragraphs 10-4, 10-5 and Chapter 11.

HUD EIV (Enterprise Income Verification) SYSTEM

The HUD EIV system is a web-based computer system that contains employment and income information and history to the owner and/or management agent of the property. This information is used to meet HUD's requirement to independently verify employment and/or income during certifications of eligibility and rental assistance. Before accessing the employment or income data contained in the system, a Notice and Consent for the Release of Information (HUD-9887) and Applicant's/Tenant Consent to the Release of Information (HUD-9887-A), must be signed and dated by the head of household, spouse, co-head, regardless of age, and by each family member who is at least 18 years of age, prior to each annual recertification.

The HUD EIV system will be used for the following:

- EIV Existing Tenant Search will be conducted during the initial certification process. If an applicant is found to be currently receiving assistance, this will be discussed with applicant and with the existing landlord. This information will be used to coordinate move-out/move-in dates for ongoing subsidy;
- To determine if you have correctly reported your income;
- Have used a false social security number; or
- Failed to report or under reported the income of a spouse or other household member.

Violence Against Women Act (VAWA)

In accordance with VAWA, at the time of admission or in the event of a termination or start of an eviction for cause proceeding, the household will be notified that they can complete, sign and return the HUD Certification of Domestic Violence, Dating Violence, or Stalking. The following protections apply and requirements apply and 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.
- 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 or threatened victim of that abuse.
- 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 14 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.
LOSP	These units are funded by the City and County of San Francisco through a Local Operating Subsidy Program (LOSP). TNDC receives referrals from a waiting list maintained by the City and County of San Francisco. Applicants from this list are defined as eligible if they meet the definition of “at risk of homelessness” as defined in the funding agreements.
McKinney Section 8	McKinney units are reserved for Section 8 applicants referred by the San Francisco Housing Authority (SFHA) who meet certain qualifications, including homelessness. Applicants must be referred from the Community Housing Partnership (CHP) or another SFHA-designated waiting list.
McKinney Section 8 Youth Housing	To be eligible for these Section 8 units, applicants must be between 18-24 years old, and must meet the program requirements of Larkin Street Youth Services (LSYS). Eligible applicants will be referred from the San Francisco Department of Public Health to LSYS to complete a housing application at the property and begin the certification process.
MHP Supportive Housing	These units are funded by the State of California. The MHP Supportive Housing units are offered as permanent housing linked to supportive services, where occupancy is restricted to households that both (1) are homeless or at risk of homelessness and (2) include a disabled adult.
Project Based Section 8	These units may usually only be filled by individuals referred to TNDC from the SFHA waiting list. Occupancy limits for Section 8 units are as follows: SRO 1, Studio 1-2, One-bedroom 1-4, Two-bedroom 2-6, Three-bedroom 3-8. The Ritz Hotel, however, may receive applications for its Section 8 units directly from the general public when the building has advertised that it is taking new applications.
Shelter Plus Care OR Continuum of Care Program	The San Francisco Department of Homelessness and Supportive Housing (HSH), which administers the Continuum of Care Program. HSH receives referrals from the San Francisco Continuum of Care Coordinated Entry System, which prioritizes people currently experiencing homelessness for permanent supportive housing. Individuals who have not been referred, but wish to participate, may learn more about Coordinated Entry directly at https://hsh.sfgov.org/services/the-homelessness-response-system/coordinated-entry/ .
Tenant Based Section 8	Most studio or larger housing units may be occupied by a Tenant-based Section 8 Voucher holder, and TNDC welcomes voucher holders to apply. The applicant must also meet all other eligibility requirements for the unit. If the applicant is approved by both TNDC and the SFHA, the tenant-paid portion of the rent will be determined by the SFHA.
VASH	TNDC may set aside or receive referral requests for housing individuals who qualify for the HUD-VASH Program. TNDC or External Partners may contract with The Department of Veterans Affairs (VA) HUD-VASH program to provide housing placement services and ongoing case management to VA referred Veterans and their families. The Department of Veterans Affairs (VA) HUD-VASH program is a partnership between the U.S. Department of Housing and Urban Development (HUD) and VA to place and maintain homeless Veterans in permanent, community based housing using HUD Section 8 Housing Choice Vouchers that are paired with ongoing VA case management services.



Exhibit A- Project Description

Franciscan Towers, 217 Eddy Street; San Francisco, CA 94102

The Franciscan Towers is a six-story, mixed-use building located at 201-229 Eddy Street at the corner of Taylor Street in the city of San Francisco. The ground floor contains the Tenderloin Neighborhood Development Corporation (TNDC) main office and the TNDC-operated Tenderloin After School Program (TASP). The residential portion of the building entered through 217 Eddy Street currently contains 105 units of affordable housing: 11 one - bedroom units, and 94 studios. TNDC has owned and operated Franciscan Towers as affordable housing since 1987. The site is approximately 9,413 square feet in area and is zoned RC-4: Residential Commercial, High-Density, which allows for residential group housing development of up to 348 units per acre. However, this building represents an existing non-conforming use within a historic district and existing regulatory restrictions require that the number of housing units is preserved during rehabilitation. On April 5, 2011, the Franciscan Towers caught fire and suffered catastrophic damage. In 2016, the building was re-opened to residents with newly rehabbed units.

Residents of Franciscan Towers fall into two categories:

- 1) extremely low income individual - many of whom are formerly homeless, at risk of homelessness, and/or who have special needs, and
- 2) low income individuals and small families.

As in all TNDC housing, tenant services is available to all of housing residents on a free, confidential, and voluntary basis. One service coordinator provides residents with on-site support. In cooperation with the San Francisco Food Bank, TNDC provides produce and pantry items to all Franciscan Towers residents on a weekly basis.

Through a partnership with the San Francisco Department of Homelessness and Supportive Housing (DHS), TNDC participates in the Continuum of Care program. Through this program, TNDC is able to house formerly homeless individuals with disabilities, including serious mental illness, chronic substance abuse in 35 units at Franciscan Towers.

PROPERTY UNIT MIX

Unit Size	Quantity	Accessible Units
Studios	94	6
1 BRs	11	3



Exhibit B- Eligibility for Housing Units

Franciscan Towers, 217 Eddy Street; San Francisco, CA 94102

During regular building operations, TNDC will take applications for housing units from the Property Waitlist when the property has vacant units or is expecting vacancies soon.

Applicants must meet all project requirements to be eligible. All applicants must pass a resident selection screening and have their income and assets third-party certified to move into any unit.

Department of Homelessness & Supportive Housing (DHS) Continuum of Care

HUD Continuum of Care Program – DHS administers the federally funded Continuum of Care Program (formerly known as the Shelter Plus Care Program) which provides rental subsidies for homeless persons with disabilities. It provides permanent supportive housing for both individuals and families at various sites throughout San Francisco. Eligibility requires applicants to be homeless at the time of intake, and have a certifiable disability related to mental health, substance (ab)use and/or disabling HIV/AIDS. All referrals are solicited directly from DHS through the Coordinated Entry system. For more information, access <https://hsh.sfgov.org/services/the-homelessness-response-system/coordinated-entry/>

HOUSING CHOICE VOUCHERS (HCV)

Housing Choice Vouchers- Under the tenant-based housing choice voucher program, the PHA issues an eligible family a voucher and the family select a unit of its choice. If the family moves out of the unit, the contract with the owner ends and the family can move with continued assistance to another unit.



Exhibit C- Income & Rent Restrictions

**Income & Rent Restrictions are subject to change based on Regulatory Guidelines

MAXIMUM INCOME LIMITS City & County of San Francisco (CCSF) Mayor's Office of Housing and Community Development (MOHCD) Affordable Rental Projects Limits <i>Effective Date 5/31/2023</i>			
%	1 Person	2 Person	3 Person
50% AMI	\$50,450	\$57,650	\$64,850
60% AMI	\$60,500	\$69,200	\$77,800

MAXIMUM INCOME LIMITS Tax Credit Allocation Committee (TCAC) Affordable Rental Projects Limits <i>Effective Date 5/15/2023</i>			
%	1 Person	2 Person	3 Person
30% AMI	\$39,150	\$44,760	\$50,340
40% AMI	\$52,200	\$59,680	\$67,120
50% AMI	\$65,250	\$74,600	\$83,900

MAXIMUM RENT LIMITS City & County of San Francisco (CCSF) Mayor's Office of Housing and Community Development (MOHCD) Affordable Rental Projects Limits <i>Effective Date 5/31/2023</i>		
%	Studio	1 Bedroom
50% AMI	\$1,261	\$1,441
60% AMI	\$1,513	\$1,730



Exhibit C- Income & Rent Restrictions

MAXIMUM RENT LIMITS Tax Credit Allocation Committee (TCAC) Affordable Rental Projects Limits Effective Date 5/15/2023		
%	Studio	1 Bedroom
30% AMI	\$978	\$1,048
40% AMI	\$1,305	\$1,398
50% AMI	\$1,631	\$1,748

MAXIMUM INCOME LIMITS for CONTINUUM OF CARE UNITS Tax Credit Allocation Committee (TCAC) Affordable Rental Projects Limits Effective Date 5/15/2023			
%	1 Person	2 Person	3 Person
30% AMI	\$39,150	\$44,760	\$50,340

**Rents are based on annual rents determined by MOHCD and will be subject to changes every year.



Exhibit D- Property Preferences

INITIAL AND CONTINUED PROPERTY PREFERENCES			
#	Abv	Name	Description
1	COP	Certificate of Preference	For households in which at least one member holds a Certificate of Preference from the former San Francisco Redevelopment Agency or its successor, the Mayor’s Office of Housing and Community Development. COP holders were displaced by Agency action generally during the 1960s and 1970s or are descendants of someone who was displaced.
2	DTHP	Displaced Tenant Housing Preference	Preference will be given to Displaced Tenant Housing Preference Certificate holders who have been displaced or at risk of displacement due to withdrawal of their housing unit from the rental market by an Ellis Act, Owner Move In eviction, fire, or have expiring affordability restrictions for their BMR unit. TNDC will verify Certificate holders with the City & County of San Francisco’s Mayor’s Office of Housing & Community Development who administers this program. The DTHP Preference applies to up to 20% (13 units) of affordable units.
3	L/W	Live or Work in San Francisco	Preference will be given to applicants that currently reside or work in the City and County of San Francisco. Applicants must submit proof with their application in order to claim this preference.
4	ALL	All Other Applicants	

Applicants will be required to indicate on their application if they believe they qualify for a preference & must submit documented proof along with their application submission. Failure to provide proof may result in the preference not being granted. MOHCD staff will confirm all Certificate of Preference & Displaced Tenant Housing Preference holders. See the MOHCD Housing Preferences & Lottery Procedures Manual for Operational Rules for information about housing preferences. Notes regarding preferences:

- Only one adult household member must be eligible for a preference for the household to receive the preference.
- For the Live or Work Preference all documentation must list, the household member’s name and current address (home or work address) and be dated within 45 days of the date of the lottery application.
- If eligibility for a preference cannot be verified or acceptable documentation to prove eligibility for a preference is not submitted, your household will not receive the preference for which you indicate eligibility (you will not be otherwise penalized).

After Notice to Waitlist Applicants & including those above:

Physical Rehabilitation: After initial lease-up, should a unit within TNDC’s entire portfolio require significant physical rehabilitation, TNDC may give transfer preference to households within its portfolio and upon all its funder’s approvals. Properties with HUD subsidy will also be giving transfer preferences to tenants in other HUD properties with an approved VAWA request.



Exhibit E- Criminal Screening Criteria

Note: This property adheres to the San Francisco’s Police Code Article 49 (Fair Chance Ordinance) & considers qualified applicants w/ criminal histories.

TYPE H – High Crimes L – Low Crimes	DESCRIPTION	Felony		Misdemeanor		Charge s*	
		P/F	Yrs.	P/F	Yrs.	P/ F	Yrs.
		P=Pass	F=Fail	Yrs.=Years			
Property Related	H Arson, breaking & entering, burglary, criminal damage, grand larceny, malicious injury to property, receiving stolen property, theft.	F	3	P	All	P	All
	L Aid and abet theft, petty theft, shoplifting, tampering, and vandalism.	P	All	P	All	P	All
Animal Related	H Abandonment/neglect of animal, animal abuse, animal bite or attack, dog fighting.	P	All	P	All	P	All
	L Animal not under restraint, animals at large, barking dog, fishing/hunting without a license, no license, no pet vaccination, possess wildlife illegally.	P	All	P	All	P	All
Violence Related	H Assault, battery, deadly conduct, injury to child or elderly, kidnapping, manslaughter, murder, robbery.	F	3	P	All	P	All
	L Affray, menacing, reckless endangerment, terroristic threats.	P	All	P	All	P	All
Fraud Related	H Counterfeiting, credit card abuse, embezzlement, forgery, identity theft, insurance fraud, obtain by false pretenses, uttering, and welfare fraud.	F	3	P	All	P	All
	L Altered license plate or tags or registration, use false id, worthless check.	P	All	P	All	P	All
Computer/ Telecomm. Related	H Cyber stalking, damage computer software, hacking, wiretapping.	P	All	P	All	P	All
	L Improper telephone usage, use or possession of access device.	P	All	P	All	P	All
Family Relations Related	H Abandonment, abuse, domestic violence, endangering a child, injury to child.	F	3	P	All	P	All
	L Contributing to the delinquency, harboring a runaway child, non-support.	P	All	P	All	P	All
Weapons Related	H Assault with deadly weapon, discharging firearm, felon possessing firearm, manufacture destructive device, negligent use of weapon, throwing missiles.	F	3	P	All	P	All
	L Brandishing weapon, carrying concealed weapon, no gun permit.	P	All	P	All	P	All
Victimless Related	H Probation violation, trespassing.	P	All	P	All	P	All
	L Contracting without license, fireworks, littering, ordinance violation, overgrown grass, sell tobacco to minor.	P	All	P	All	P	All



Exhibit E- Criminal Screening Criteria

TYPE		DESCRIPTION	Felony		Misdemeanor		Charges *	
H – High Crimes	L – Low Crimes		P/F	Yrs.	P/F	Yrs.	P/ F	Yrs.
			P=Pass	F=Fail	Yrs.=Years			
Gambling Related	H	Keeping a gambling place, possess gambling device, promotion of gambling.	P	All	P	All	P	All
	L	Wagering, public gaming.	P	All	P	All	P	All
Alcohol Related	H	DUI, DWI, DUI causing injury, drunk and disorderly.	P	All	P	All	P	All
	L	Minor in possession, open container in vehicle, providing to minor, sell without a license, public intoxication.	P	All	P	All	P	All
Public Justice Related	H	Assault on police officer, contempt, deliver drugs/weapons to prisoner, escape, fleeing police, hindering apprehension, obstruction of justice, false statement to officer, resisting arrest.	P	All	P	All	P	All
	L	Bribery, disobey police officer, failure to appear, and misuse of 911.	P	All	P	All	P	All
Public Order Related	H	Criminal mischief, criminal attempt, engage in riot, fighting, hit and run, harassment, stalking.	P	All	P	All	P	All
	L	Accessory to crime, disturbing the peace, fail to pay fare, loitering, disorderly conduct, public swearing.	P	All	P	All	P	All
Organized Crime Related	H	Blackmail, extortion, racketeering, gang participation.	P	All	P	All	P	All
	L	Conspiracy, attempt to engage in organized crime.	P	All	P	All	P	All
Drug Related	H	Attempt to purchase, maintain place for drug use, manufacture for sale, possession, trafficking or smuggling.	F	5	P	All	P	All
	L	Possession of marijuana, possession of paraphernalia.	P	All	P	All	P	All
Transport Related	H	Driving without license, reckless driving, driving while license revoked.	P	All	P	All	P	All
	L	Blocking highway or intersection, child restraint, expired tags, fail to yield right of way, jaywalking, no seat belt, wrongful entrustment, and speeding.	P	All	P	All	P	All
Sex Related**	H	Child pornography, prostitution, public lewdness, sexual assault, rape, sex abuse, sex exploitation of minor, sodomy, statutory rape.	F	All	F	5	P	All
		Fail to register as sex offender, indecent exposure, peeping.	F	All**	F	5**	P	All* *
Some exceptions allowed, however not at properties and units with Federal Funding/Assistance								
		Includes items where the jurisdiction did not return enough information to determine classification.	P	All	P	All	P	All
Unable to Classify		Includes items that are not valid criminal records such as traffic court or civil court records.	P	All	P	All	P	All



Exhibit F- Program Processes

City & County of San Francisco (CCSF) ♦ Mayor's Office of Housing & Community Development (MOHCD) Special Operational Rules for Lotteries and Rental Lease-Up Activities

In order to implement consistent and transparent marketing practices for all affordable housing under the purview of the Mayor's Office of Housing and Community Development (MOHCD), the following policies and procedures apply to this property

OUTREACH TO CERTIFICATE HOLDERS

MOHCD shall furnish the following:

Assistance to qualified tenants in filing COP and DTHP applications or referral to an appropriate housing counseling organization

TNDC shall do the following:

Specifically, for COP and DTHP certificate holders, make support services staff available to provide assistance throughout the application process

LOTTERY

MOHCD and TNDC will hold a public lottery for Applicants who submit a complete application by the application deadline; Applicants will receive a lottery number that will be entered into the lottery. Lotteries are virtually held online. Applicants are invited to attend lotteries, but attendance is not mandatory.

MOHCD will conduct an electronic lottery in which each applicant will be assigned a random, unfiltered lottery ranking. Each applicant will then be assigned a separate ranking for each preference category for which they qualify. The preference ranking will be determined based on how the applicant's unfiltered ranking compares to the unfiltered ranking of every other applicant in the same preference category. Lottery results will be posted on the MOHCD website (housing.sfgov.org) within one week of the lottery.

MOHCD will produce a final ranked lottery list and TNDC will notify applicants of their position in the lottery by posting by US Postal Service Mail and posting on the TNDC website (www.tndc.org) and San Francisco Housing Portal (housing.sfgov.org)

POST LOTTERY

TNDC will contact each applicant in lottery rank order per unit available in order to set up an interview where TNDC will receive supporting documents from the Applicant (i.e. income documentation, tax returns, and bank statements).

TNDC will income-qualify each household member based on the supporting documents submitted by the applicant, and in accordance with the funder's regulations. (Income qualification cannot be based solely on what's reported by the applicant on the application and must generally be 3rd party verified).



Exhibit F- Program Processes

POST LOTTERY (Cont.)

TNDC will not require Applicants to provide social security information in determining the household's income eligibility.

TNDC will comply with San Francisco Police Code Article 49, Sections 4901-4920 (the "Fair Chance Ordinance") and any specific screening requirements set by funder regulations.

TNDC will offer units in ranked order to applicants who meet all qualifications for housing. Unit offers will be made in lottery rank order.

Applicants who have been accepted and notified in writing by TNDC shall have at least ten (10) calendar days thereafter to enter into a lease agreement. If the applicant fails to affirmatively respond, the application will be denied.

Applicants that are denied housing and granted their appeal, TNDC will offer them the next comparable unit. If ineligibility is determined, TNDC will notify the applicant and MOHCD in writing.

TNDC INTAKE DOCUMENTATION

After you have submitted an application and processed for the lottery, Applicants will be asked to provide documents at that interview to assist determining eligibility for housing. Below is a list of documents you may be asked to provide:

- Valid photo I.D.
- Social Security card
- Recent benefit letters (AFDC, Social security/SSI, Disability, Unemployment).
- Wage stubs for 3 months
- Record of self-employment income (i.e. audited financials, recent tax return forms, etc.).
- Pension or Insurance award documents.
- Bank statements for 6 months for all checking accounts.
- A recent bank statement for all savings accounts.
- Child Support verification, court support orders, divorce decree, etc.
- Information on all other sources of income/assets.
- Current Tax Return including W-2 forms.
- Documentation in support of or explanation for request for mitigating circumstances or reasonable accommodation (e.g., proof of completion of Anger Management therapy).



Exhibit H- Applications

APPLICATIONS FOR HOUSING- PRE-LOTTERY

MOHCD's Short-Form Application:

Available in:

- English
- Chinese
- Spanish
- Tagalog

APPLICATIONS FOR HOUSING-POST LOTTERY

TNDC's Long-Form Application:

Available in:

- | | |
|-----------|--------------|
| • English | • Spanish |
| • Russian | • Tagalog |
| • Arabic | • Korean |
| • Chinese | • Vietnamese |



Franciscan Towers

Tenderloin Neighborhood Development Corporation

217 Eddy Street; San Francisco, CA 94102

phone: (415) 967-6733 ■ fax: (415) 850-2034

www.tndc.org

APPLICATION NOTICE

Notice - Right to Receive Free Interpreter Services

Please notify Building Manager if you need language assistance.

الحق في الحصول على خدمات مترجم شفوي مجاني - إشعار
الرجاء إبلاغ مدير المبنى إذا كنت بحاجة إلى مساعدة لغوية.

通告 - 有權獲得免費的翻譯服務
如果你需要語言協助請通知大廈經理

주의 사항 - 무료로 통역 서비스를 받을 권리가 있습니다
당신은 언어의 도움이 필요하면 알려 주시기 바랍니다

ВНИМАНИЕ - Право на получение бесплатно услуги переводчика
Пожалуйста, сообщите управдом, если вы нуждаетесь в помощи языка.

AVISO - Derecho a recibir servicios gratis de interpretación
Por favor notifique al administrador del edificio si necesita ayuda idioma.

PAUNAWA - Ikaw ay may karapatang na tumanggap ng libreng serbisyo ng interpreter
Mangyaring ipaalam Manager na kung kailangan mo tulong sa wika.

THÔNG BÁO - Ngay để nhận miễn phí dịch vụ thông dịch
Xin vui lòng thông báo cho người quản lý tòa nhà nếu bạn cần hỗ trợ ngôn ngữ.

KEEP THIS PAGE



Tenderloin Neighborhood Development Corporation

149 Taylor Street; San Francisco, CA 94102

phone: (415) 776-2151 ■ fax: (415) 409-8636

www.tndc.org

Section 504 Equal Access Statement

For mobility-impaired persons, this document is kept in the Tenderloin Neighborhood Development Corporation's (TNDC) Management Company office at **149 Taylor Street; San Francisco, CA 94102**. Documents may be examined from Monday through Friday between the hours of 8:30 AM and 5:00 PM. You must phone to make arrangements to examine this document. Please call **(415) 776-2151** and People with hearing loss, dial 7-1-1.

For vision-impaired persons, **TNDC** will provide a staff person to assist a vision-impaired person in reviewing this document. Assistance may include describing the contents of the document, reading the document or sections of the document, or providing such other assistance as may be needed to permit the contents of the document to be communicated to the person with vision impairments.

For hearing-impaired persons, **TNDC** will provide assistance in reviewing this document. Assistance may include provision of a qualified interpreter at a time convenient to both the Property and the individual with disability. People with hearing loss, dial 7-1-1 to schedule an appointment.

Assistance to ensure equal access to this document will be provided in a confidential manner and setting. The individual with disabilities is responsible for providing his/her own transportation to and from the location where this document is kept.

If an individual with disabilities is involved, all hearings or meetings required by this document will be conducted at an accessible location with appropriate assistance provided.

POLICY OF NON-DISCRIMINATION ON THE BASIS OF HANDICAPPED STATUS

TNDC does not discriminate on the basis of disabled status in the admission or access to housing, services, or treatment or employment in, its federally assisted programs or activities.

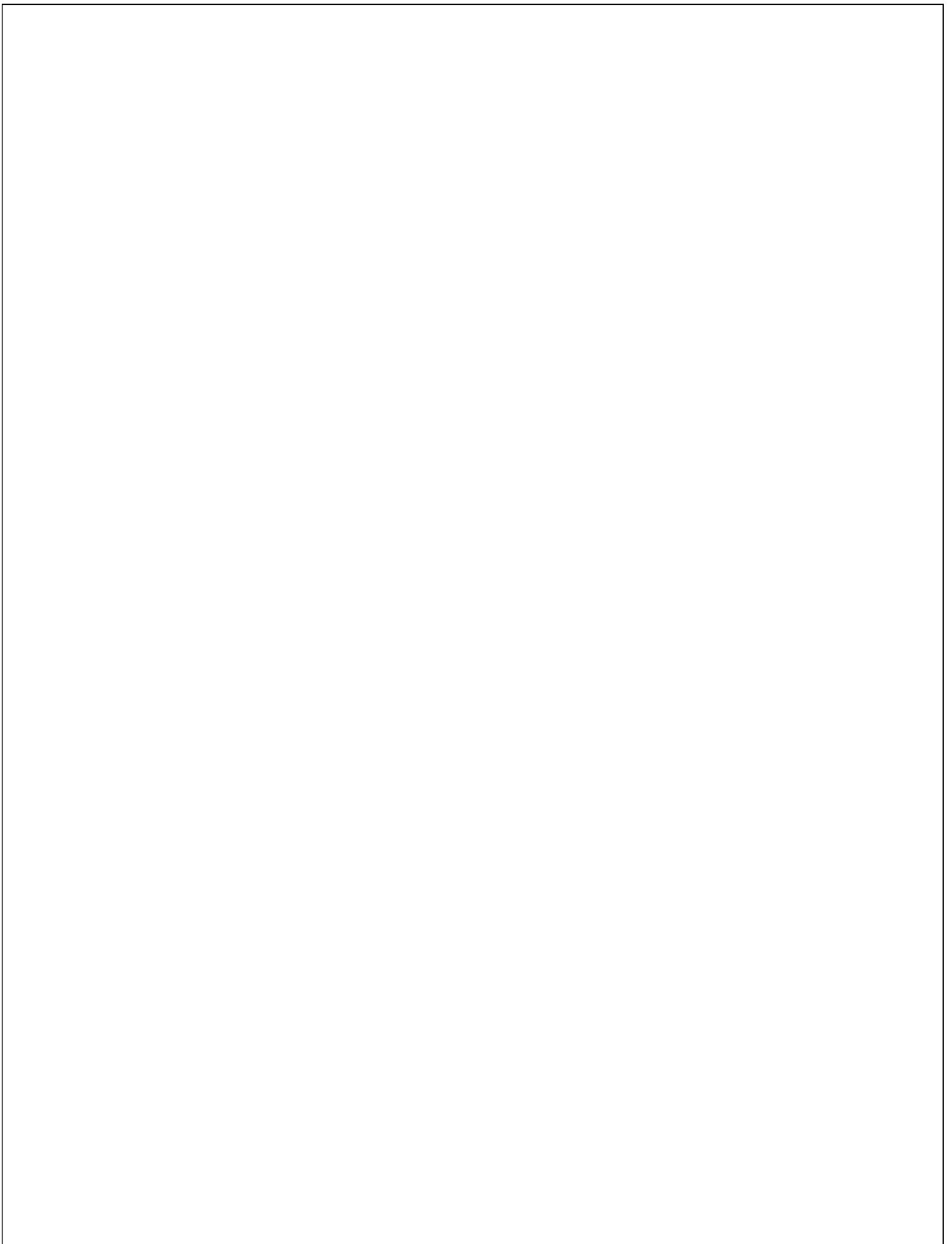
The Section 504 Coordinator who has been designated to coordinate compliance with the nondiscrimination requirements contained in the Department of Housing and Urban Development's regulations implementing Section 504 (24 CFR Part 8, dated June 2, 1988).

Section 504 Coordinator

Phone (415) 776-2151 ■ Fax (415) 409-8636 ■ People with hearing loss, dial 7-1-1

E-mail: compliance@tndc.org

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NOTICE TO TENANTS, HOUSING APPLICANTS, AND AFFORDABLE HOUSING PROVIDERS



CITY AND COUNTY OF SAN FRANCISCO

San Francisco Police Code Article 49 (Fair Chance Ordinance) Protections for People with Prior Arrest or Conviction Records

Under Article 49, you have the right to:

- 1) Have your all of your other qualifications for affordable housing decided **BEFORE your housing provider knows anything about** your prior arrest or conviction record.¹
- 2) Not be asked about your prior record through a rental application form.
- 3) Be provided with a **copy of this notice before** your housing provider runs your background report.
- 4) Not have any of the following six “**off-limits**” categories requested or considered:
 - arrests that did not result in conviction
 - participation in a diversion or deferral judgment program
 - juvenile record
 - expunged, judicially dismissed, invalidated or otherwise inoperative convictions
 - an infraction
 - a conviction more than 7 years old
- 5) Have your record assessed individually, in which only the “**directly-related**”² convictions and unresolved arrests in your record are considered. (See footnote below for a definition of directly-related)
- 6) Be provided with a **copy of the background report** and told which conviction or unresolved arrest is the basis for the possible denial. You have **14 days** to **respond orally or in writing to show that you shouldn’t be denied. You can respond by:**
 - **Pointing out any inaccuracies** in the report.
 - **Providing evidence of rehabilitation.** Evidence of rehabilitation include satisfying parole/probation, receiving education/training, participating in alcohol/drug treatment programs, letters of recommendation, age you were convicted.
 - **Explaining any mitigating factors about the circumstances of the conviction.** Mitigating factors include physical or emotional abuse, coercion, untreated abuse/mental illness that led to the conviction.
- 7) **Call the Human Rights Commission to understand your rights or to file a complaint (within 60 days of violation)** without any negative action or **retaliation** taken against you by your Housing Provider.

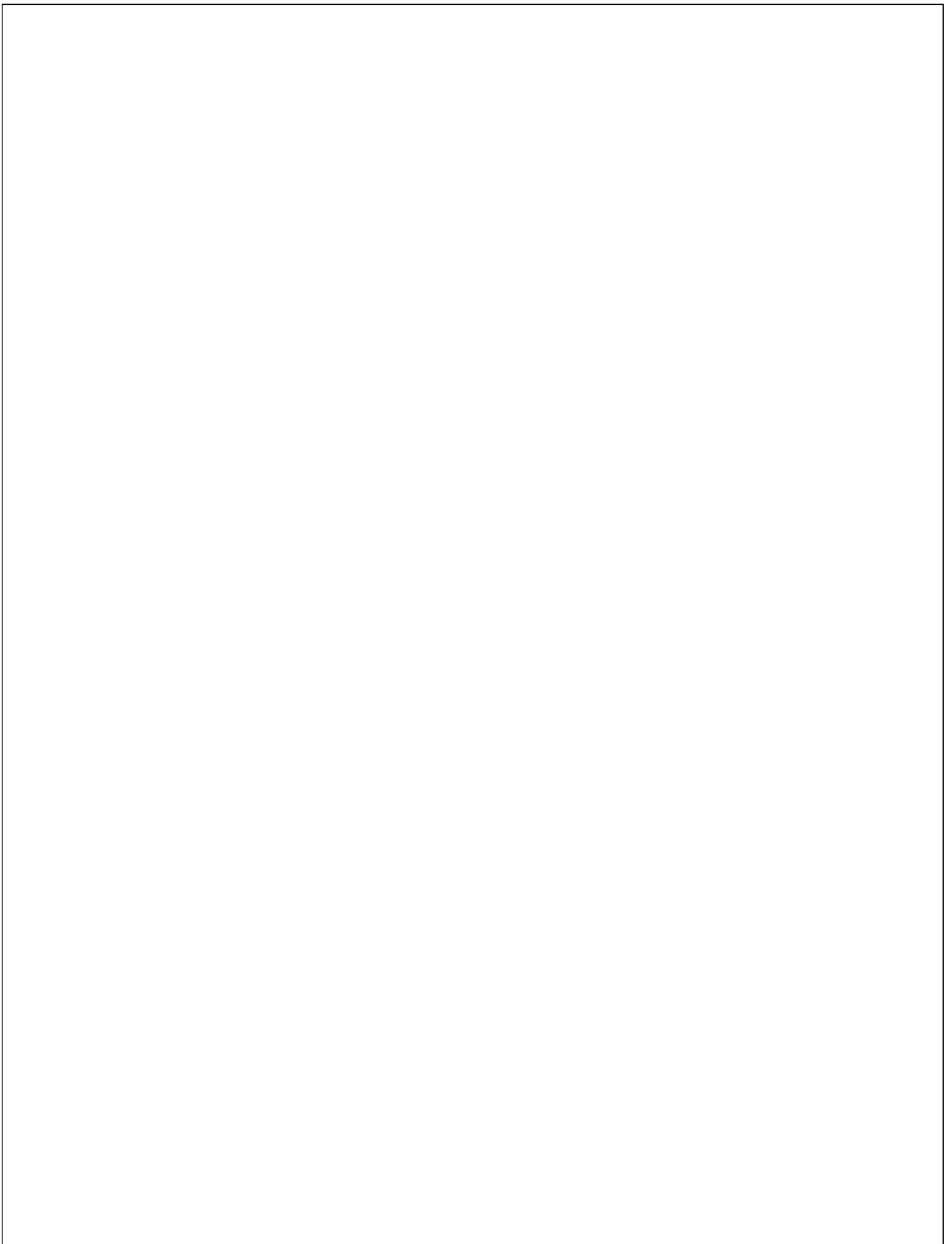
Under Article 49, if housing providers use background checks, they must:

- 1) **Post this notice** prominently on a website and any location frequently visited by tenants or housing applicants.
- 2) **State in all advertisements** that the provider will consider qualified applicants with criminal histories.
- 3) Ensure that background checks do not contain any of the six “off-limits” categories reference above.
- 4) Conduct an **individualized assessment** and consider only “directly-related” convictions and unresolved arrests in light of time elapsed, any evidence of rehabilitation, mitigating factors, or inaccuracy in the report.
- 5) Before taking a negative action such as A) Eviction, B) Failing or refusing to rent or lease property to an individual, C) Failing or refusing to add a household member to an existing lease, or D) Reducing any tenant subsidy, the housing provider **MUST** give the individual a **copy of the background report and identify** the particular convictions or unresolved arrests on which the negative action is based.
- 6) **Give** the individual **14 days** to respond orally or in writing to provide evidence of rehabilitation, mitigating factors, or inaccuracy in the report, **delay any negative action** for a reasonable time, and **reconsider** in light of the applicant’s response. Notify the individual of any final negative action.
- 7) Retain tenant applications and pertinent data and records relating to this Ordinance for 3 years.

For more information, contact the Human Rights Commission at (415) 252-2500 or email hrc.info@sfgov.org

¹ A provider may run a criminal history report at the same time as a rental or credit history but may not look at it prior to determining the applicant is qualified.

² In considering whether a conviction/unresolved arrest is directly-related, the provider shall look at whether the conduct has a direct and specific negative bearing on the safety of persons or property, given the nature of the housing, whether the housing offers the opportunity for the same/similar offense to occur, whether circumstances leading to the conduct will recur in the housing, and whether supportive services that might reduce the likelihood of a recurrence are available on-site.



COVER PAGE

APPLICATION FOR HOUSING

The below Resident Selection Policy has been established to reflect a condensed version of TNDC's qualifications of the Resident Selection Criteria, other qualification may apply. Being eligible is not an entitlement to housing; every applicant must meet the Resident Selection Criteria.

RESIDENT SELECTION POLICY

All applicants for housing will be screened as outlined in the property's Resident Selection Criteria – available at www.tndc.org or upon request at Tenderloin Neighborhood Development Corporation's (TNDC) Management Company office located at 145 Taylor Street; San Francisco, CA 94102

Applicants will *first be income qualified* as well as a residential history check; *then past criminal/conviction history will be reviewed* to determine final eligibility. TNDC considers qualified applicants with arrest or conviction records in a manner consistent with Article 49 of the San Francisco Police Code, the Fair Chance Ordinance (FCO).

Basic Eligibility Requirements:

- ***Household Income:***
 - Household annual income must not exceed the program income limits of the property the household is applying for;
 - In accordance with the following guideline, the household composition must be appropriate for the apartment size in which the household is applying, please check what unit size you would want to be considered for;
 - Household annual income must be no less than two times the rent of the apartment the household is interested in renting (HUD and Section 8 voucher holders are exempt from this minimum income requirement).
- ***Residential History:***
 - No negative landlord references (documented lease violations) for current and prior 2 year housing history (ex: destruction of property, non-compliance with lease requirements, non-payment of rent).
 - No Unlawful detainer (eviction) in the past 3 years or two in the past 5 years.
- ***Criminal History*** (pursuant to FCO):
 - A household member who is not subject to lifetime registration requirement under a State Sex Offender Registration Program.
- ***Other Eligibility:***
 - No households where ALL household members are full-time students (unless household meets any applicable exemptions)

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FOR OFFICE USE ONLY

Referral Source:

Date and Time Stamp Received:

Staff Initials

APPLICATION FOR HOUSING (

This form must be filled out in English.. TNDC does not discriminate based on race, color, creed, income source, religion, sex, national origin, age, familial status, handicap, ancestry, medical condition, physical handicap, veteran status, gender identity, physical traits, sexual orientation, AIDS, AIDS-related condition (ARC), mental disability, or any other arbitrary status.

Please list the property in which you are applying:

Franciscan Towers

SECTION A – HEAD OF HOUSEHOLD INFORMATION

Please complete all information pertaining to yourself, the Head of Household (HOH); if it does not pertain to you or you decline to respond, please put "N/A"

1 Name and Address of Head of Household				2 Personal Information			
First Name		Middle Initial		a. Social Security Number	-	-	
Last Name				b. Date of Birth			
				c. Phone Number	()	-	
Current Mailing Address	Apt #	City	State	Zip Code	Area Code	Telephone Number	
Address where you are currently living (if different from above)				d. Marital Status	<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed <input type="checkbox"/> Legally Separated		
3 Contact Information – Please provide 2 contacts where we can reach you				e. Student Status	<input type="checkbox"/> Part-Time <input type="checkbox"/> Full-Time <input type="checkbox"/> N/A		
a.	Name	Relationship	Phone Number	f. Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female	g. Ethnicity	<input type="checkbox"/> 1-Hispanic <input type="checkbox"/> 2-Non-Hispanic <input type="checkbox"/> 3-No Response
b.	Name	Relationship	Phone Number	h. Race	<input type="checkbox"/> 1-White <input type="checkbox"/> 2-Black/African American <input type="checkbox"/> 3-American Indian/Alaska Native <input type="checkbox"/> 4-Asian <input type="checkbox"/> 5-Pacific Islander/Hawaiian <input type="checkbox"/> 6-Other <input type="checkbox"/> 7-No Response		
4 Disability Status				i. Language(s) spoken at your home?			
It is not necessary to give us details about your disability unless you are requesting an accommodation.				Do you need an interpreter? <input type="checkbox"/> Yes <input type="checkbox"/> No			
a.	Do you claim a disability?			<input type="checkbox"/> Yes <input type="checkbox"/> No			
b.	Do you need an accommodation to complete the application process?			<input type="checkbox"/> Yes <input type="checkbox"/> No			
c.	Do you need an accommodation in housing as a result of disability?			<input type="checkbox"/> Yes <input type="checkbox"/> No			
d.	Does your household need a handicapped- accessible unit?			<input type="checkbox"/> Yes <input type="checkbox"/> No			
e.	Does any household member require a wheelchair-accessible unit?			<input type="checkbox"/> Yes <input type="checkbox"/> No			
f.	Does any household member require visual/hearing equipped unit?			<input type="checkbox"/> Yes <input type="checkbox"/> No			
g.	Does any household member require a specifically designed location?			<input type="checkbox"/> Yes <input type="checkbox"/> No			

If yes to any, please provide any specifics:

SECTION B – HOUSEHOLD COMPOSITION

List others who will live with you – include unborn children. For Race & Ethnicity, use numbers from above Section 2.

APPLICATIONS RECEIVED WITH DUPLICATE HOUSEHOLD COMPOSITIONS WILL BE REJECTED.

#	Relation	First Name	Last Name	MI	Sex (M/F)	Race	Ethnicity	Date of Birth	Disability (Y/N)	Student (Y/N)	Social Security Number
1											
2											
3											
4											
5											
6											
7											
8											
9											

IS THERE A PERSONAL CARE ATTENDANT WHO WILL BE RESIDING IN THE UNIT? NO YES If yes, please complete information below.

Live-In Aide

Proof of need for Live-In Attendant will be required during the eligibility process through the Reasonable Accommodation Process. He or she must show proof of Identification Card, Social Security Number, and a background verification check will be processed.

All live-in aides must meet housing program eligibility requirements including, but not limited to: (1) aide is there for the SOLE PURPOSE of providing supportive services essential to the member's care and well-being; and (2) aide would NOT OTHERWISE BE OCCUPYING THE UNIT except to provide necessary supportive services.

SECTION C – HOUSEHOLD INCOME

Please list all income information for the household. You may estimate.

a. Earned/Employment Income #1

Company		Job Title			
Street Address	City, State & Zip Code				
Company Contact	Phone Number				
Title of Contact	Hours /Week	Pay Rate /Hour	Overtime Pay		
Sporadic/ Seasonal ?	Weeks /Year	Monthly Income	Total Yearly Income		

Earned/Employment Income Source #2

Company		Job Title			
Street Address	City, State & Zip Code				
Company Contact	Phone Number				
Title of Contact	Hours /Week	Pay Rate /Hour	Overtime Pay		
Sporadic/ Seasonal ?	Weeks /Year	Monthly Income	Total Yearly Income		

b. Un-Earned/Financial Assistance Income – Amount per month for **entire household**

Social Security	/month	Unemployment	/month	General Assistance	/month
SSI / SDI	/month	AFDC	/month	Other Assistance	/month

SECTION D – HOUSEHOLD ASSETS

Please list all asset information for the household. You may estimate.

a. Description of Asset #1:

Street Address		City, State & Zip Code	
Current Value	Account Number <i>(if applicable)</i>		

Description of Asset #2:

Street Address		City, State & Zip Code	
Current Value	Account Number <i>(if applicable)</i>		

Description of Asset #3:

Street Address		City, State & Zip Code	
Current Value	Account Number <i>(if applicable)</i>		

SECTION E – HOUSING REFERENCES

Please list prior housing for the last two (2) years.

Landlord/ Shelter Name		Is Landlord a relative?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Monthly Rent	\$
		c. Phone Number	()	-	
Address	Apt # City	State	Zip Code	Area Code	Telephone Number
Landlord/ Shelter Name			Is Landlord a relative?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Monthly Rent \$
		c. Phone Number	()	-	
Address	Apt # City	State	Zip Code	Area Code	Telephone Number
Landlord/ Shelter Name			Is Landlord a relative?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Monthly Rent \$
		c. Phone Number	()	-	
Address	Apt # City	State	Zip Code	Area Code	Telephone Number

SECTION F – PRIOR EVICTIONS

Have you or any household member ever been evicted from any residence for any reason in the last five years? Yes No

Has your residency/tenancy or government assistance in a subsidized housing program ever been terminated for fraud, non-payment of rent, or failure to comply with re-certification procedures? Yes No

If Yes to either, please list when and why:

SECTION G – SERVICE/COMPANION ANIMALS

A service/companion animal of any kind may be kept within the unit or on the premises only with prior written reasonable accommodation request filled out by a Licensed Health Professional and approved by TNDC. Companion Animals owned by visitors will not be allowed on the premises **exception are service animals.**

If you have an assistive pet or animal please, provide the information below:

Type of Animal	Weight of Animal	Description of Animal
----------------	------------------	-----------------------

SECTION H – HOUSING SUBSIDIES

Does your household receive any rental assistance?

Yes No

If yes, what type:

Section 8

Other _____

If Section 8, check one:

Tenant Voucher (Expires: _____)

Project Based Assistance

SECTION I – ADDITIONAL INFORMATION

Do you have any of the following? HUD 221(d)(3) Preference (Presidentially-Declared-Disaster or Involuntarily displaced by Natural Disaster) Certificate of Preference Displaced Tenant Housing Preference Live or Work in City & County of San Francisco Homeless Accessible Unit Need

Other; please list/explain: _____

Are you homeless or about to become homeless? Yes No

Are you displaced or about to become displaced? Yes No

Have you applied for housing with TNDC before? Yes No

If yes, where and when: _____

List all counties and states in which you and all adult household members have lived since the age of 18:

If you believe additional information would be helpful please write and/or attach any additional information which you feel will be helpful in evaluating your application:

SECTION J – CERTIFICATION

By signing below, each adult household member (18+) certifies the following statements.

1. If my/our application is approved and move-in occurs, we certify that only those persons listed in this application will occupy the apartment that we will maintain no other place of residence, and that there are no other persons for whom we have or expect to have responsibility for providing housing.
2. I/we understand that the information collected on the Application for housing is to determine my/our eligibility for residency.
3. I/we authorize the owner, its agents and employees to make any and all legal inquiries to verify information either directly or through information exchanged now or later with rental, or credit screening services, or law enforcement or other public agencies, and to contact previous or current landlords or other sources for verification of information which may be released by appropriate federal, state, local agencies, or private persons to the management.
4. I/we authorize the owner, its agents and employees to obtain one or more consumer reports as defined in the Fair Credit Reporting Act, 15 U.S. Code Chapter 41, Subchapter III – Credit Reporting Agencies.
5. I/we understand, pursuant to San Francisco Police Code Article 49 "Fair Chance Ordinance" if I am considered housing eligible, I authorize the owner, its agents and employees to obtain information about my/our criminal background to see if there is any disqualifying criminal history, which may affect me/us from moving onto the property, in compliance with the Resident Selection Criterion.
6. I further understand that the owner has not inquired or required me to provide anything about my prior arrest or conviction record and has provided me with a copy of the Fair Chance Ordinance Notice - notice is supplement to this Application for Housing.
7. I/we certify that the statements made in this application are true and complete to the best of my/our knowledge and belief.
8. I/we understand that false statements or information will deem me/us ineligible, or if move in has occurred terminate the rental agreement.
9. I/we understand we must provide written notification of any changes to the information on this form.

Applicant #1 Signature & Date

Applicant #2 Signature & Date

Applicant #3 Signature & Date

SUPPLEMENTS TO APPLICATION

Instructions: Optional Contact Person or Organization. You have the right by law to include, as part of your application for housing, the name, address, telephone number, and other relevant information of a family member, friend, or social, health, advocacy, or other organization. This contact information is for the purpose of identifying a person or organization that may be able to help in resolving any issues that may arise during your tenancy or to assist in providing any special care or services you may require. **You may update, remove, or change the information you provide on this form at any time.** You are not required to provide this contact information, but if you choose to do so, please include the relevant information on this form.

Applicant Name:	
Mailing Address:	
Telephone No:	Cell Phone No:
Name of Additional Contact Person or Organization:	
Address:	
Telephone No:	Cell Phone No:
E-Mail Address (if applicable):	
Relationship to Applicant:	
Reason for Contact: (Check all that apply)	
<input type="checkbox"/> emergency	<input type="checkbox"/> Assist with Recertification Process
<input type="checkbox"/> unable to contact you	<input type="checkbox"/> Change in lease terms
<input type="checkbox"/> Termination of rental assistance	<input type="checkbox"/> Change in house rules
<input type="checkbox"/> Eviction from unit	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Late payment of rent	
Commitment of Housing Authority or Owner: If you are approved for housing, this information will be kept as part of your tenant file. If issues arise during your tenancy or if you require any services or special care, we may contact the person or organization you listed to assist in resolving the issues or in providing any services or special care to you.	
Confidentiality Statement: The information provided on this form is confidential and will not be disclosed to anyone except as permitted by the applicant or applicable law.	
Legal Notification: Section 644 of the Housing and Community Development Act of 1992 (Public Law 102-550, approved October 28, 1992) requires each applicant for federally assisted housing to be offered the option of providing information regarding an additional contact person or organization. By accepting the applicant's application, the housing provider agrees to comply with the non-discrimination and equal opportunity requirements of 24 CFR section 5.105, including the prohibitions on discrimination in admission to or participation in federally assisted housing programs on the basis of race, color, religion, national origin, sex, disability, and familial status under the Fair Housing Act, and the prohibition on age discrimination under the Age Discrimination Act of 1975.	

Check this box if you choose **NOT** to provide the contact information.

Signature of Applicant	Date

The information collection requirements contained in this form were submitted to the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520). The public reporting burden is estimated at 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Section 644 of the Housing and Community Development Act of 1992 (42 U.S.C. 13604) imposed on HUD the obligation to require housing providers participating in HUD's assisted housing programs to provide any individual or family applying for occupancy in HUD-assisted housing with the option to include in the application for occupancy the name, address, telephone number, and other relevant information of a family member, friend, or person associated with a social, health, advocacy, or similar organization. The objective of providing such information is to facilitate contact by the housing provider with the person or organization identified by the tenant to assist in providing any delivery of services or special care to the tenant and assist with resolving any tenancy issues arising during the tenancy of such tenant. This supplemental application information is to be maintained by the housing provider and maintained as confidential information. Providing the information is basic to the operations of the HUD Assisted-Housing Program and is voluntary. It supports statutory requirements and program and management controls that prevent fraud, waste and mismanagement. In accordance with the Paperwork Reduction Act, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information, unless the collection displays a currently valid OMB control number.

Privacy Statement: Public Law 102-550, authorizes the Department of Housing and Urban Development (HUD) to collect all the information (except the Social Security Number (SSN)) which will be used by HUD to protect disbursement data from fraudulent actions. Form HUD- 92006 (05/09)