



HDSI MANAGEMENT
3460 S. BROADWAY
LOS ANGELES, CA 90007
323 231-1107

**ANNOUNCES A NEW AFFORDABLE HOUSING OPPORTUNITY FOR
DISABLED PERSONS & FAMILIES**

*****it is*****

ABILITYFIRST APARTMENTS IRVINE
14501 Harvard Avenue, Irvine, CA 92602
RESIDENT SELECTION PROCESS
April 11, 2007

HDSI Management is the management agent for apartment buildings funded through different financing programs and regulations, including **ABILITYFIRST APARTMENTS IRVINE**. However, there are certain guidelines followed in order to **DETERMINE OCCUPANT ELIGIBILITY**, which pertain to all types of housing managed by the firm.

These criteria change as the rules and requirements for occupancy change. Therefore, an applicant who is called for an interview subsequent to filing a Pre-Application but prior to the issuance of the latest set of **ELIGIBILITY CRITERIA**, will be evaluated under the most current set of **RESIDENT SELECTION PROCESS** criteria in use by HDSI Management. Should an applicant decline to be processed under the most current criteria, then that applicant will not be processed at all. He/she will forfeit his/her place on the project's waiting list. The basic Applicant Eligibility Section process information is contained in and guided by the **HUD Occupancy Handbook 4350.3, Rev. 1**. Management can provide an applicant a copy of any section of the **HUD Occupancy Handbook** that the applicant requests.

The Federal Fair Housing Act and other federal requirements prohibit discrimination in housing and housing related transactions based on race, color, religion, sex, national origin, disability and familial status. The discrimination prohibition applies to housing, regardless of the presence of Federal financial assistance. The State of California has added additional discrimination categories that persons are protected under. They are: marital status, ancestry, age, sexual orientation, source of income and handicap.



Section 504 of the Rehabilitation Act of 1973 prohibits discrimination based upon disability in all programs or activities operated by recipients of Federal financial assistance. This obligation includes making and paying for reasonable structural modifications to units and/or common areas that are needed for persons with disabilities.

ABILITYFIRST APARTMENTS IRVINE is a 24 unit apartment building especially designed to be occupied by households that include a disabled person. One of the 24 units will be occupied by the project manager.

The basic HUD definition of a Disabled Household (24 CFR 891.305 & 505) means a household composed of:

1. One or more persons at least one of whom is an adult (18 years or older) who has a disability; or
2. Two or more persons with disabilities living together, or one or more such persons living with another person who is determined by HUD, based upon certification from an appropriate professional (e.g. rehabilitation counselor, licensed social work, health care professional or licenses physician) to be important to their care or well-being; or
3. The surviving member or members of any household described in (1) of this definition that were living in a unit assisted under this part (Section 811 Capital Advance) with the deceased member of the household at the time of his or her death.

A person with disabilities means:

1. Any adult having a physical, mental; or emotional impairment that is expected to be of long-continued and indefinite duration; or
2. A person with a developmental disability, as defined in section 102(7) of the Developmental Disabilities Assistance and Bill of Rights Act (42 U.S.C. 6001(8)0, i.e. a person with a severe chronic disability that:

- Is attributable to a mental or physical impairment or combination of a mental and physical impairment;
- Is manifested before the person attains age 22
- Is likely to continue indefinitely
- Results in substantial functional limitations in three or more of following areas of life activity –
Self-Care



Receptive & Expressive Language
Learning
Mobility
Self-direction
Capacity for Independent Living
Economic Self-Sufficiency

The maximum annual income that an applicant can have when entering into AbilityFirst Apartments Irvine under the HUD regulations is 50% of the median for the area.

In addition to the basic definitions above, the State of California has another set of elements under which an applicant must qualify for the 10 units that the State monitors, i.e. Seven (7) one bedroom apartments and three (3) two bedroom apartments.

Those requirements are NOTED BELOW.

Management will help sort out which qualification categories under which the applicant is eligible.

Each interested applicant must complete a "Pre-Application" so as to be added to the project's waiting list, when that list is open for new Pre-Applications. Once that Pre-Application comes to be selected for a resident screening interview, a more thorough Application and other documentation will be requested of the applicant.

Immediately below, are the special Tenant Selection Criteria requirements that pertain to **ABILITYFIRST APARTMENTS IRVINE**. The eligibility definitions are as follows:

TENANT SELECTION CRITERIA

ABILITYFIRST APARTMENTS IRVINE HUD SECTION 811 FUNDING

STATE OF CALIFORNIA MULTIFAMILY HOUSING PROGRAM ASSISTANCE

As mentioned above, there are two funding entities that are dictating the disabled populations that are to be served in **ABILITYFIRST APARTMENTS IRVINE**. The first is the Department of Housing and Urban Development through its Section 811 requirements. These have been detailed above. The second is the State of California Housing and Community Development's Multifamily Housing Program via its Supportive Housing Application requirements.



To comply with the State of California Multifamily Housing Program regulations for the 10 units it monitors, AbilityFirst Apartments Irvine will serve:

1.

The Developmentally Disabled resident who is:

"...a person with a severe chronic disability that:

- (i) Is attributable to a mental or physical impairment or combination of mental and physical impairments; and
- (ii) Is/was manifested before the person attains age 18; and
- (iii) Is likely to continue indefinitely; and
- (iv) Results in a substantial functional limitation in three or more of the following areas of major life activity:
 - (A) Self-care,
 - (B) Receptive and expressive language,
 - (C) Learning,
 - (D) Mobility,
 - (E) Self-direction,
 - (F) Capacity for independent living, and
 - (G) Economic self-sufficiency; and
- (v) Reflects the person's need for a combination and sequence of special, interdisciplinary, or generic care, treatment or other services that are of lifelong or extended duration and are individually planned and coordinated.

2.

The second category of eligible resident is one who had "Other Chronic Health Conditions". As defined by the State that is:

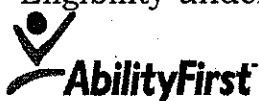
- A. A person who has "Other Chronic Health Conditions", meaning an individual or household having: a physical, mental, or emotional impairment which:
 - (i) is expected to be of long-continued and indefinite duration, and
 - (ii) substantially impedes an individual's ability to live independently, and
 - (iii) is of such a nature that such ability could be improved by more suitable housing conditions.

or

- B. A person who has a disability as defined in Section 223 of the Social Security Act (42 USC 423).

This latter definition of "Other Chronic Health Conditions" is further expanded by the State to mean that a physically disabled person would be identified by:

- (i) Eligibility under either of two Medicaid Waiver programs, i.e.



- the Multipurpose Senior Services Program Waiver or the Assisted Living Waiver Project; or
- (ii) Eligibility for 20 or more personal care hours per week under the In Home Supportive Services Program; or
- (iii) Eligibility for services under the All Inclusive Care for the Elderly.

3.

Both types of eligible for occupancy households listed above, must also be:

Households with incomes not exceeding 30 percent of the greater of the Area Median Income (AMI) who;

- a. Face immediate eviction and have been unable to identify a subsequent residence; or
- b. Face residence in an overcrowded setting (more than two persons per living/sleeping area) in which the household does not hold a lease; or
- c. Reside in substandard housing subject to a current, official vacation notice; or
- d. Pay more than 50 percent of income in housing costs.

The 30% maximum annual income levels for the person or family qualified under the State program are:

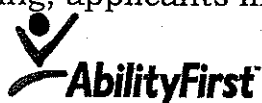
1 person	\$18,200
2 persons	\$20,800
3 persons	\$23,400
4 persons	\$26,000

The 50% maximum annual income levels for the person or family qualified under the HUD program are:

1 person	\$30,300
2 persons	\$34,650
3 persons	\$38,950
4 persons	\$43,300

Ana Ward or Jennifer Saija are the persons responsible for coordinating efforts to comply with Section 504 requirements. Any questions you may have on the issue may be addressed to them. They can be reached in this office at 3460 S. Broadway, Los Angeles, CA 90007; or by telephone at 323 231-1104 or by fax at 323 232-0094.

In addition to the above requirements for the disabled, Federal Regulations require that in order to live in a Federally assisted HUD building, applicants must meet the criteria listed below.



AN ABILITYFIRST APARTMENTS IRVINE APPLICANT MUST:

- Have an annual income that does not exceed the applicable income limit restrictions for the building.
- Have an applicant household willing to pay the unit's monthly rent.
- Be the resident household's only residence.
- Understand the Federal criteria whereby, in a Federally assisted, subsidized housing project, assistance can only be provided to U.S. citizens or nationals and non-citizens who have eligible immigration status as determined by HUD. The exception to this rule are Federally assisted properties developed through authority as defined under the Section 811 PRAC, Section 202 and Section 221(d)(3)BMIR programs of HUD. If a person in the household does not qualify for Federal assistance under the terms of the **HUD Occupancy Handbook 4350.3, Rev. 1**, then the amount of Federal assistance will be prorated.
- Know that effective January 1, 2000, **40% of the Section 8 available units at a site must be occupied by "extremely low income" households with incomes no greater than 30% of the area's median income, when that building has been totally assisted by HUD.** Management must take all "reasonable" steps to meet this requirement and may have to **"SKIP OVER"** higher income households on the waiting list, if it is necessary to select a lower income household for a particular Section 8 site. The applicant at the top of the chronologically maintained waiting list would not lose his/her place on the waiting list, if it were necessary to **"SKIP OVER"**, his/her application due to the need to take a very low income applicant. **This point is known as "Income Targeting" and is required in ALL HUD PROJECTS ASSISTED WITH SECTION 8 RENTAL ASSISTANCE. If ABILITYFIRST APARTMENTS IRVINE is not in the HUD required economic family income balance at any point in time, then the project will admit only extremely low-income households until the 40% target is met. Once that target point has been met, then resident eligibility will alternate between the first extremely low-income applicant on the waiting list and the applicant at the top of the waiting list.**
- Disclose social security numbers (SSNs) in order for management to make eligibility income and background determinations. The head of household/ spouse/co-head must disclose SSNs for all family members who are six years



of age and older. The **HUD Occupancy Handbook 4350.3, Rev. 1, outlines a process that permits a period of time for the SSN to be obtained for a family member, if it is not immediately available.**

- Provide all information required on the Pre-Application and the full Application, as appropriate.
- Sign an Authorization for Release of Information prior to receiving assistance and annually thereafter in what is known as the annual household recertification process. This requirement applies to every applicant in the household 18 years of age and over.
- Be aware that all information reported by the household is subject to third party or other HUD permissible, verification sources. **Any information provided by any member of the household that a third party verification proves to be untrue, may be used to disqualify the applicant household for admission on the basis of attempted fraud. This management firm considers submission of false information to be grounds for rejecting an applicant.**
- Be informed that the household size has to be suitable for the available apartment. The management household size guideline is for two persons per bedroom.
- Recognize that various subsidy or insurance programs may impose additional occupancy restrictions.

CRIMINAL RECORD, INCLUDING DRUG OFFENSES, SEX OFFENDER & CREDIT BACKGROUND CHECKS - A criminal background, sex offender and credit check will be run on every applicant household member, 18 years of age and over. This also includes persons who are to serve as live-in chore workers or aides.

- An applicant is **PROHIBITED ADMISSION** for five years if any household member was evicted from federally assisted or tax credit housing for drug-related criminal activity. The five year period begins on the effective date of the eviction.
- An applicant is **PROHIBITED ADMISSION** if any household member is currently engaged in the use of a drug or if the management firm has reasonable cause to believe that a household member's illegal use of a drug or pattern of illegal use may **interfere** with the health, safety or right to peaceful enjoyment of the premises by other residents.
- An applicant is **PROHIBITED ADMISSION** if he/she is a person(s) subject to registration requirement under a State's sex offender registration program.
- An applicant is **PROHIBITED ADMISSION** if there is reasonable cause to believe that a household member's abuse



or pattern of abuse of alcohol **interferes** with the health, safety or peaceful enjoyment of the premises by other residents.

- In any building managed by this firm, management may prohibit admission for 1) drug-related criminal activity; 2) violent criminal activity; 3) other criminal or non-criminal activity that would threaten the health, safety or right to the peaceful enjoyment of the premises by other residents; or 4) other criminal or non-criminal activity that would threaten the health or safety of the owner, management or any employee, contractor, subcontractor or agent who is involved in the buildings' operations.

Criminal Activity Time Detail – Under this particular criterion, applicants will not be disqualified for occupancy based upon their criminal background check, if they have no history of engaging in non-violent criminal activity for the **past five years or for the past five years after release from any institution for offenders – whichever is the longer period** – and if they have no conviction record for a felony or lesser charge determined by management to be indicative of conduct which would represent a threat to the health, life, safety or right to peaceful enjoyment of the premises by other residents or the owner, management or any other person required to be on site in the process of managing the apartments. Previous violent criminal activity that could endanger other residents, must not have occurred for **at least five years** after conviction and release from an institution.

DETERMINATION OF APPLICANT ELIGIBILITY

(These Processing Regulations Apply to All Buildings in the HDSI Management Portfolio)

An applicant can be rejected for any of the reasons detailed below. However, an applicant has **FOURTEEN (14) DAYS** from the date of the rejection notice to arrange for a meeting to try to clear up the specific problem or explain the unique circumstance that led to his/her rejection. All rejections will be in writing. **The applicant will be advised in writing within 5 days of the final management decision on eligibility, after a hearing has been held.**

The following information is used in determining applicant eligibility for renting an apartment.

NOTICE:

1. A preliminary screening of the age, household composition and income will be done before the Pre-Application is accepted for placement on the project's waiting list.



2. An applicant must determine the bedroom size of the unit requested at the time of submitting his/her Pre-Application.
3. A Pre-Application and full application must be filled out completely. All spaces must be completed. If an answer is not relevant to you, write "N.A." for Not Applicable.
4. A credit check, criminal background check and a sex offender background check will be done for each applicant 18 years of age and over, included in the application being processed. This is done after the interview of the household selected for full processing, but prior to being determined an eligible occupant household. Applicants for HUD assisted projects do not have to pay for the cost of this screening.
5. If an applicant household is offered a unit that is appropriate for his/her family, and that applicant household declines the apartment for other than a medical reason, that applicant will be dropped from the waiting list. If the waiting list is open, then that applicant may apply again. If the waiting list is closed, that applicant will have to wait until it re-opens. See Page 8, Item 12, below for more details.
6. If an accessible unit designed for households with a disabled member, is occupied by a household that does not require the accessibility features of that unit, the applicant must agree to move, at his/her own expense, if a disabled household that requires those accessibility features, applies to the property **AND** an alternate unit, that will meet the present household's needs, is available.

PROCEDURE:

1. All applicants who have filed Pre-Applications that have been selected for processing must meet with management for an interview to begin the qualifying eligibility procedure, when called and notified in writing, by management. At that time, a list of the paperwork needed for the household interview, will be given to the applicant. This documentation must be brought into the interview.
2. Applicants must meet the income and occupancy criterion that regulates the project in order to begin occupancy processing.
3. At the interview, all applicants 18 years of age and over must sign a set of paperwork and information releases prepared by management for determining total household eligibility.
4. Information obtained at the time of the interview will be verified from third party sources, as permitted in the **HUD Occupancy Handbook**. Applicants for **ABILITYFIRST APARTMENTS IRVINE**, a HUD assisted property, will have the information they provide compared with information Federal, state or local agencies have on the family's income and household composition.
5. An applicant must have a good rental history. For example that means conforming to the lease agreement, paying rent as required



- and not abusing either the property or the neighbors' quiet enjoyment of their apartments.
6. Good credit is requisite. An applicant is not considered to have a good credit history if that applicant has:
 - a. More than 3 delinquencies in his/her credit history over the last three years totaling \$2,500 or more; or
 - b. A pattern of delinquencies over the last three years that does not total \$2,500 but is more in number than 4; or
 - c. Declared bankruptcy or had an unlawful detainer filed against him/her in the last 3 years.
 7. Photocopies of relevant information must be provided when it they are requested.
 8. Family composition must meet standards of livability, not overcrowding. **As mentioned above, that occupancy guideline is two persons per bedroom.**
 9. The monthly rent and utility allowance for a unit should not exceed 50% of a family's monthly income. This should not affect an **ABILITYFIRST APARTMENTS IRVINE** Section 8 rental assistance resident, since his/her rental payment is generally 30% of his/her verified income, including a stipulated amount for utility payments.
 10. The applicant must pass a home visit screening which will be conducted for every applicant within a 30 mile radius of the particular property for which that applicant is being processed for occupancy.
 11. Occupancy will not be authorized until all third party verifications or their equivalents in accordance with the **HUD Occupancy Handbook, 4350.3, Rev. 1**, are completed and found acceptable.

REASONS FOR DISAPPROVAL (these are in addition to the pertinent items detailed above. Rejections will be in writing.):

1. Application is not complete or some parts are not understandable.
2. Applicant has a poor rental history for example, violating previous lease agreements, non-payment of rent, not maintaining his/her apartment in a decent, safe and sanitary condition, not respecting the quiet enjoyment of his/her neighbors or abusing persons or companies associated with managing his/her apartment building.
3. Applicant fails to clear credit, sex offender and/or criminal background checks or fails to provide materials requested by management.
4. False or fraudulent information is provided.
5. Inability of management to obtain third party verifications or any other information required in lieu of third party verifications that would determine the actual eligibility criteria for the household.
6. Applicant does not meet the rental or income criteria established for the project.



7. Inability of the entire applicant family to attend the management interview meeting or make arrangements for the entire family to participate in the interview.
8. Household size or household characteristics are not appropriate for the specific type of unit available at the time the full application is being processed.
9. Inability of management to do pre-rental inspection of applicant's present dwelling unit due to applicant's actions; or finding that the apartment inspected is below average in being maintained by the applicant, unless there is a justifiable explanation.
10. A building's regulatory agreement might require a tenant body to meet a certain percentage of median income for an area. The applicant household may have an income higher than the income that would keep the building in compliance with its regulatory agreement. Therefore, that applicant would be passed over but remain at the top of the waiting list until such time as the project can take the income of the applicant and not be out of compliance with the project's regulatory agreement. Essentially, the applicant will be "skipped over" for the first available unit in order to reach a household with a lower income.
11. Applicant has previously been evicted from a building under management by this firm or has caused problems at buildings managed by HDSI Management.
12. Applicant turns down a unit that is of the size requested and in the project desired. In such a circumstance, that applicant will be dropped from the project's waiting list, unless there is a medical reason for that rejection of an apartment. In that case, an applicant may have one more opportunity to accept another unit offered. After that point, if the applicant rejects the apartment, that applicant will be dropped from the waiting list. An applicant must inform management within 4 working days from the date of the letter of notification, as to whether or not he/she will accept the apartment offered. If there is no response from the applicant on accepting the unit within 4 working days, the next applicant on the waiting list appropriate for occupancy will be contacted. **Essentially, a non-response from an applicant within 4 days of being offered a unit will constitute a rejection of that apartment offer.**
13. An applicant is expected to move into an apartment within 10 days of being informed that he/she has been cleared for residency. Failure to move into an apartment within the expected timeframe will result in a cancellation of that application. Management may consider an applicant to have a particular set of circumstances that requires a total of 30 days to accomplish the move-in.

ELIGIBILITY PREFERENCES:



HDSI Management selects applicants from this project's waiting list in chronological order, assuming no problem with a building meeting a particular qualifying income targeting requirement and assuming the project's finances are in balance between income and expenses. However, the following eligibility preferences also guide the firm's occupancy policies.

1. **ABILITYFIRST APARTMENTS IRVINE** is designed for a disabled person or family.
2. The Federal Government, through the Department of Housing and Urban Development, has a statutory requirement that owners of Section 221(d)(4), 221(d)(3) and 221(d)(3)BMIR projects must give preference to applicants who have been displaced by government action or by a presidentially declared disaster.
3. As noted above, the Federal Government, through the Department of Housing and Urban Development, requires that each of its developments with project-based Section 8 assistance must lease not less than 40% of the dwelling units (assisted under the contract) to persons or families with incomes no higher than 30% of median. This concept is mentioned herein as Income Targeting. In following the State requirements for housing disabled families with incomes no higher than 30% of AMI, this Federal goal will also be met.
4. If a unit becomes available and there is a need in a project to do an existing household transfer due to a disability requirement or a change in household size, that transfer will be done before a new applicant household is provided a unit.
5. Priority must be given to current households who are determined to be living in apartments uninhabitable due to flood, fire or other natural disaster or where their units have been designated for rehabilitation.

UNIT TRANSFER PROCEDURE:

In case it is necessary for a resident to transfer from one unit to another due to the increase or reduction in family size or because of a medical condition, this office has a written Transfer Policy which is available immediately upon request, or as needed throughout a tenancy.

STUDENT HEAD OF HOUSEHOLD:

Under certain circumstances HUD permits students to be the Head-of-Household. The detail for this situation can be found in **HUD Occupancy Handbook, 4350.3, Rev. 1, Chapter 3, Paragraph 3-16**. If you wish a copy of this section, management can provide it to you.

EVICTON PROCEDURES:



HDSI Management has written eviction procedures that are available upon request. Essentially, the eviction procedure follows the legal requirements of the particular Landlord/Tenant court in which the case is filed.

WAITING LIST OPENING & CLOSING:

Initial occupancy will be done through a lottery, if there are more applicants than available units. When there are more persons on a waiting list than can reasonably be accommodated within a few years, the property's waiting list is closed. In compliance with HUD regulations, those projects assisted by HUD will have their waiting lists closed in accordance with the notification requirements in HUD's Occupancy Handbook, 4350.3. When the waiting list is reduced and management begins taking applications again, notification for HUD assisted properties will follow the procedures in the relevant chapter of the Department's occupancy handbook.

Management WILL NOT maintain a listing of persons interested in a property, in order to inform them when that waiting list is closed.

WAITING LIST UPDATE:

HDSI Management will update the waiting list once a year. However, an applicant who is on an HDSI Management waiting list must notify management, in writing, WHENEVER any of the following changes occur:

**Address and/or Telephone Number
Income
Household Composition**

FAIR HOUSING CONTACT & OCCUPANCY DIRECTOR:

If you have any questions about this Resident Selection Plan, you may contact Teresa Preston, Supportive Service Provider or Ana Ward, Director of Occupancy. Both persons can be reached at 323 231-1104, the telephone number of the main management office.

Head of Household's Signature
Or Applicant Submitter

BEWARE OF FRAUD:

- **DO NOT PAY ANY MONEY TO FILE THIS FIRM'S RENTAL PRE-APPLICATION OR APPLICATION.**
- **DO NOT PAY ANY MONEY TO MOVE UP ON THIS FIRM'S WAITING LISTS.**
- **DO NOT PAY FOR ANYTHING THAT IS INCLUDED IN YOUR LEASE.**



- **GET A RECEIPT FOR ANY MONEY YOU PAY THIS FIRM.**
- **GET A WRITTEN EXPLANATION IF YOU ARE REQUIRED TO PAY ANY MONEY OTHER THAN THE RENT, (e.g. MAINTENANCE CHARGE BACKS.)**

I/We have read and understood the above material.

Every person in the household who is 18 years of age and over and those persons who will be 18 years of age in the next 12 months, **MUST SIGN THIS DOCUMENT.**

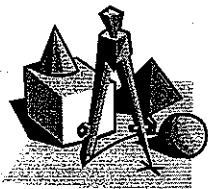
DATE: _____ APPLICANT'S SIGNATURE: _____

DATE: _____ CO-APPLICANT'S SIGNATURE: _____

DATE: _____ CO-APPLICANT'S SIGNATURE: _____

DATE: _____ CO-APPLICANT'S SIGNATURE: _____





ABILITYFIRST APARTMENTS IRVINE
14501 HARVARD AVENUE - IRVINE, CA 92602
An Affordable Housing Project for the Disabled

14 ONE BEDROOM UNITS & 10 TWO BEDROOM UNITS

A resident at AbilityFirst Apartments Irvine can be disabled as defined by the Department of Housing & Urban Development or have a Developmental Disability or Other Chronic Health Condition, both as defined by the State of California's Supportive Housing Program. Program Income Limits are:

30% Income Limits: 1 = \$18,200; 2 = \$20,800; 3 = \$23,400; 4 = \$26,000

50% Income Limits: 1 = \$30,300; 2 = \$34,650; 3 = \$38,950; 4 = \$43,300

BEGINNING APRIL 16, 2007 APPLICATIONS CAN BE PICKED UP AT:

Irvine City Hall-1 Civic Center Plaza, Irvine
&
Irvine Redevelopment Department-7000 Trabuco Road, Irvine,
Building 873

HDSI MANAGEMENT AT
1 866 759-2809 or 323 231-1107 BETWEEN
8:30 a.m. to 4:30 p.m. between Monday - Friday

COMPLETED APPLICATIONS MUST BE
DELIVERED BY MAIL OR IN PERSON ON OR BEFORE
4:30 P.M. - TUESDAY, MAY 15, 2007**

TO
HDSI MANAGEMENT
3460 S. BROADWAY, LOS ANGELES, 90007

****If there are more applications than available units, a lottery will be held to determine application processing order. Applications will continue to be taken after that date and processing will then follow chronologically.**





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