

# TENANT SELECTION PLAN

## A. Referral and Selection

Waverly Place Apartments is a new construction, 16 unit apartment building with all units designated as MHSA units. The San Mateo County Health Department, Behavioral Health and Recovery Services (BHRS) Division has developed a universal tenant referral and certification process that will be utilized. Referrals to Waverly Place Apartments MHSA units will be made by BHRS directly to the development per the Tenant Referral and Certification Plan.

Any prospective tenant who contacts the project directly will be given information regarding the application process for any units for which they may meet the basic eligibility criteria. This will include information regarding eligibility criteria for the MHSA units and contact information for BHRS.

Applicant submissions for tenancy will be accepted on a first come, first served basis and each application will be date and time stamped for verification.

Once a prospective tenant is referred by BHRS to the project for an available unit, in order of receipt, a meeting of the Shelter Plus Care Committee will be scheduled to review application and supporting materials, including a criminal justice background check and recent (within 30 days) credit report, related to housing and tenancy to ensure eligibility for a rental subsidy. The Housing Authority of the County of San Mateo will provide preliminary approval of applicants based on materials submitted and then a meeting will be scheduled between the prospective tenant and a representative of the Waverly Place Apartments management staff to:

- tour the site and answer questions
- review the application and update if needed
- assess applicants understanding and ability to respond to household emergency, e.g. fire.
- review condition of tenant lease and tenant and community rules

Prospective tenants will be given the opportunity to indicate an interest or to decline the available unit. In order to proceed, property manager should feel confident that tenant can and will be able to abide by the lease conditions and community rules. This will be done through conversation regarding the community rules, history of tenancy and contact with past landlords. Should there be any negative findings, property manager and Case Management Supervisor will make a final decision regarding whether or not support services can be put into place to mitigate or eliminate risk.

Issues which may result in denial, aside from not meeting eligibility criteria, include history of arson, a history of violence toward persons or property, having a restraining order against a current resident, or a history of not paying rent and unwillingness to agree to a third party representative payee.

## B. Program Eligibility

Waverly Place Apartments contains 16 units, of which 15 are designated as MHSA units. All fifteen designated units have been developed specifically for single adults who are diagnosed with a serious mental illness and are homeless. The units are designed to be occupied by single individuals, with 15 units for tenants and one unit for a resident on-site manager. In order to qualify specifically for the designated MHSA housing units, clients must satisfy the MHSA Housing program eligibility criteria as detailed in the Tenant Referral and Certification Plan. The project sponsor will not be responsible for determining eligibility. BHRS will determine basic eligibility and maintain a centralized referral list of qualified applicants. Referrals of eligible applicants will be made by BHRS directly to the development.

Prospective tenants for the MHSA units must meet all of the following eligibility criteria:

- San Mateo County residency
- Enrolled in or pending enrollment with San Mateo County Behavioral Health & Recovery Service Full Service Partnership (FSP), Intensive Case Management (ICM) or Integrated FSP services
- Household contains an adult with serious mental illness.
- “Chronically Homeless” as defined by HUD.
- Applicant has had difficulty obtaining/maintaining housing.
- Applicant must be willing to enroll and participate in Rep Payee or similar Third-Party Rent Payment services prior to lease signing. Applicants with a pre-existing payee may continue that payee relationship; those lacking a payee will be connected to an authorized service provider through BHRS.
- **Must be over 18 years of age.**
- **May not be registered sex offender.**
- **May not have been convicted of sale or manufacture of methamphetamine.**

### **C. Reasonable Accommodation**

BHRS application materials and Waverly Place Apartment application materials will contain a notice of the applicant’s right to reasonable accommodation as well as their right to appeal screening decisions. All background information obtained from credit reports, criminal history checks and/or landlord or other personal references will be considered in the light of the project’s commitment to provide housing for people in transition and with special needs, and i.e. applicants will have the opportunity to demonstrate that past behavior was related to a disability and request reasonable accommodation. The availability of support services that can assist the applicant in meeting the conditions of tenancy may also be considered in evaluating such information.

### **D. Fair Housing**

This project will comply with all federal, state, and local fair housing and civil rights laws, as well as with all equal opportunity requirements during marketing, rent-up and ongoing

operations. Specifically, the project is committed to requirements of 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 State of California Unruh Civil Rights Act and legislation which may subsequently be enacted protecting the individual rights of residents, applicants, or staff.

The project will not discriminate against prospective residents on the basis of the fact or perception of their race, religion, creed, national origin, age, color, sex, blindness or other physical or mental disability, marital status, domestic partner status, ancestry, actual or perceived sexual orientation, gender identity, AIDS, AIDS-Related Complex, HIV, medical condition, height, weight, political affiliation or other consideration made unlawful by federal, state or local laws. The Property will work closely with legal counsel and regulatory agencies throughout the marketing and outreach process to ensure full compliance with all applicable requirements.

### **E. Appeals Procedure**

An individual attempting to access MHSA Housing Program units may request an appeal of an ineligibility determination from the BHRS office, their service provider agency, and/or the developer at any stage during the application process. Policies and procedures for handling appeals to decisions made by their organizations will be included in the application package and will be sent, along with any declination.

BHRS decisions that may warrant appeal include initial attempt to gain certification of eligibility, denial of recertification, or if a previously certified applicant is removed from the referral list for failure to comply with any of the above procedures. BHRS will ensure that the individuals making the decision on the appeal were not involved in any previous level of review or decision-making. For appeals related to a negative action from the BHRS office, applicants or their representatives may file an appeal orally or in writing with the Office of Consumer and Family Affairs. Staff is available to assist consumers with appeals. Following an investigation, the Quality Insurance Manager will issue a determination within 10 days.

The appeals process for a non-selection decision is as follows:

The individual must submit a request for an appeal of a non-selection decision, in writing, with the Mental Health Association of San Mateo County Executive Director. Forms for this appeal will be available as part of the application packet so that every applicant will have access to an appeal form, should it be needed. Completion of the appeal may be done with the help of support service staff if applicant is unable to complete the appeal without assistance. The Executive Director will review the appeal and respond with a decision within 5 business days. If the applicant continues to believe the decision was incorrect, a final, written appeal may be submitted to the Mental Health Association Board President. If that occurs, the Mental Health Association Board of Directors will meet as a Grievance Committee to review the appeal. A written decision will be made and forwarded to the applicant within 30 days of receipt. This is the final decision and no further action will be taken.