



# Columbia Cascade Housing Corp.

## TENANT SELECTION POLICY FOR HERITAGE HEIGHTS APARTMENTS

Applicants/Tenants must meet eligibility guidelines.

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### OCCUPANCY REQUIREMENTS:

Bedroom Size:	Minimum:	Maximum # of occupants:
2	2	4
3	3	6
4	4	8

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### MAXIMUM INCOME LIMITS 2016:

	<u>1 person</u>	<u>2 person</u>	<u>3 person</u>	<u>4 person</u>
50% Median Income	\$19,500.00	\$22,100.00	\$24,750.00	\$27,500.00
	<u>5 person</u>	<u>6 person</u>	<u>7 person</u>	<u>8 person</u>
	\$29,700.00	\$31,900.00	\$34,100.00	\$36,300.00

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In order to file an application, you need to:

- Complete, sign, and submit a written application which includes:
- Disclosure of name(s), age(s), and relationship of all household members;
- Disclosure of total amount(s) and source(s) of income for all household members (we will also need a copy of head of household’s social security card);
- Disclosure of credit and landlord references.
- Provide written permission to allow the owner/owner’s authorized representative to verify, in writing, all the household income, allowable expenses, previous landlord references, criminal background, and any information necessary to determine eligibility for occupancy in this project.

If you are determined eligible for occupancy and an apartment is not immediately available, you will be placed on a waiting list.





## **HERITAGE HEIGHTS IS USDA RD HOUSING FOR AGRICULTURE WORKERS:**

- Each household must demonstrate that they earn a substantial portion of their income from farm labor. All income information will be verified with the employer.
- The qualifying adult in the household (the Agricultural worker) must either be a US Citizen or reside in the United States after being legally admitted for permanent residence. The Housing Authority requires proof of citizenship or INS documentation indicating legal status. (All documentation will be verified by the INS.)
- If either of the first two criteria is not met, *your family will be determined ineligible*. If your household meets the two above criteria, the CCHC will conduct extensive screening and evaluation to ensure that suitable households are assisted.

When an apartment is available, you will be required to:

- Sign a Tenant Certification;
- Sign a written lease/attachments;
- Sign Occupancy Rules and Regulations;
- Pay a security deposit
- Pay the first month's rent
- Have utilities immediately turned on in your name;
- Complete and sign a Move-in inspection form of the apartment with the Owner/Owner's authorized representative.

If you do not understand or need assistance in completing our applications, please contact us immediately.

## **NOTICE**

Applicants for occupancy are considered on a first-come, first-serve basis in accordance with income levels, established by the filing of a completed rental application.





## HOME PROGRAM REQUIREMENTS:

### Low HOME Floating Units

Upon recertification, if household income has increased above the current very low (50%) income limit, but not above the low (80%) income limit, the following action is taken for the household & unit:

- Tenant rent may be raised as soon as possible, once re-designation occurs, in accordance with the lease terms and other funding source restrictions.
- The Low HOME designation will be reassigned to an existing household, in a comparable (equal or greater sized offering the same amenities) unit, with the lowest qualified income which is not receiving another type of subsidy. The household with the lowest income will be determined by evaluating all residents % of AMI as per the most recently completed certification. Once the HOME is reassigned, the unit with the over income household is re-designated as a High HOME unit.

Upon recertification, if household income has increased above the current low (80%) income limit, the following action is taken for the household & unit:

- Tenant rent may be raised as soon as possible, once re-designation occurs, in accordance with the lease terms and all applicable funding source restrictions. Additionally, the over income household's rent will not exceed 30% of adjusted income or the market rent for comparable, unassisted units in the neighborhood.
- The Low HOME designation will be reassigned to an existing household, in a comparable (equal or greater sized offering the same amenities) unit, with the lowest qualified income which is not receiving another type of subsidy. The household with the lowest income will be determined by evaluating all residents % of AMI as per the most recently completed certification. Once the HOME is reassigned, the unit with the over income household is re-designated as a non-HOME unit.



## **HOME PROGRAM STUDENT HOUSEHOLDS:**

HOME Program specific Student Rules apply. A household that includes an individual who meets one of the conditions below does not qualify for a HOME assisted unit.

1. Is enrolled in a higher education institution
2. Is under age 24
3. Is not a veteran of the US military
4. Is not married
5. Does not have a dependent child
6. Does not have a disability
7. Is not otherwise individually eligible or has parents who individually or jointly are not eligible on the basis of income

## **HOME PROGRAM TRANSFERS:**

Transfers involving a HOME unit are treated like a new move-in. To determine eligibility, a new Application and income/asset certification must be completed and household must qualify under the current applicable HOME Program income limits.

Transfers throughout the project will depend upon the on the following factors:

- Reasonable Accommodation
- Change in household composition
- Current Standing in Tenancy
- Extenuating Circumstances

## **WAIT LIST POLICY:**

Your application may be removed from the waiting list for the following reasons:

1. At your request.
2. You no longer qualify under the guidelines for the complex.
3. You have not contacted management for 60 days.
4. At the second refusal when offered a unit.
5. We have been unable to contact you by phone on three (3) or more occasions.
6. Your phone is no longer in service.





## APPLICATION DENIAL:

If your application is rejected due to negative and/or adverse information being reported, you may:

1. Contact the company that supplied the information to discuss your application.
2. Contact the credit-reporting agency to identify who is reporting unfavorable information.
3. Correct any incorrect information through the credit-reporting agent as per their policy.
4. Request the credit-reporting agency to submit a corrected credit check to the appropriate screening company. Upon receipt of the corrected information your application will be reevaluated for the next available unit.

*Be Advised:* Incomplete, inaccurate or falsified information will be grounds for denial. Any verifiable information provided to Landlord indicating that applicant's tenancy would constitute a direct threat to the health, safety and welfare of other individuals or whose residency would result in substantial physical damage to the property of others.

If your application has been denied and you feel you qualify as a resident under the criteria above, you may:

1. Submit a written explanation appealing your denial to: **Columbia Cascade Housing Corporation, 500 E. 2<sup>nd</sup> Street, The Dalles, OR 97058.**

If the appeal is granted, you will be returned to the wait list as follows: appeal requests submitted within 3 business days of the denial will result in you being restored to your original position on the waitlist; appeal requests submitted beyond three (3) business days of the denial will result in you being restored at the bottom of the waitlist.





## **Fair Housing and Equal Opportunity Reasonable Accommodation (Section 504)**

No person shall be discriminated against based on race, color, creed, religion, sex, national origin, age, sexual orientation, disability, income source, or familial status. These requirements apply to: (1) accepting and processing applications; (2) selecting tenants from among eligible applicants; (3) assigning units; and (4) certifying and recertifying eligibility for assistance.

The following is an overview of CCHC's policies under the Rehabilitation Act of 1973 (Section 504) and Fair Housing Act:

1. Adopt and implement procedures to assure qualified individuals with disabilities are not discriminated against on the basis of their disability, and to ensure they have equal opportunity to receive and enjoy the benefits of living in a project.
2. Adopt and implement procedures to effectively communicate with applicants, tenants and members of the public who are individuals with disabilities.
3. Permit individuals with disabilities to use assistive devices (i.e., service animals).
4. Accommodate requests from applicants and tenants to make units, facilities, and programs accessible and usable to persons with disabilities.
5. Accommodate requests from applicants and tenants for reasonable accommodations in rules, policies, practices and services when such accommodations are necessary to afford a disabled person equal opportunity to use and enjoy a dwelling unit, including all public and common areas.
6. Make adjustments to rules, policies and practices for qualified individuals with disabilities to ensure the policies and practices do not discriminate on the basis of a disability.

CCHC is not required to make alterations or adjustments that would result in undue administrative and financial burdens, or are fundamental alterations in the nature of the program. In some circumstances, the undue burdens could be primarily financial and, in other circumstances, the undue burdens could be primarily administrative.





## **REASONABLE ACCOMMODATIONS:**

CCHC is committed to ensuring that its policies and procedures do not deny individuals with disabilities the opportunity to participate in, or benefit from, nor otherwise discriminate against individuals with disabilities, on the basis of disability, in connection with the operations of programs, services and activities.

Therefore, if an individual with a disability requires an accommodation or modification such as an accessible feature or modification to a policy, CCHC will provide such accommodation unless doing so would result in a fundamental alteration in the nature of the program; or an undue financial and administrative burden. In such a case, CCHC will accept another accommodation or modification that would not result in a financial or administrative burden.

A reasonable accommodation is a change, modification, alteration or adaptation in policy, procedure, practice, program, or facility that provides a qualified individual with a disability the opportunity to participate in, or benefit from, a program (housing or non-housing) or activity.

A reasonable modification is a structural change made to existing premises, occupied or to be occupied by a person with a disability, in order to afford such person full enjoyment of the premises. This can include changes to the dwelling unit, common and public use areas. Examples would be accessibility features for persons in wheelchairs, installing grab bars in bathrooms, lowering cabinets and adding entrance ramps.

Reasonable accommodation or modification methods or actions that may be appropriate for a particular program and individual may be found to be inappropriate for another program or individual. The decision to approve or deny a request for a reasonable accommodation or modification is made on a case-by-case basis and takes into consideration the disability and the needs of the individual as well as the nature of the program or activity in which the individual seeks to participate.

A person with a disability means an individual who has a physical or mental impairment that substantially limits one or more major life activities. As used in this definition, the phrase “physical or mental impairment” includes:

- (a) Substantially impedes his/her ability to live independently, and is of such a nature that this ability could be improved by more suitable housing conditions;
- (b) Substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment;
- (c) One whose condition is expected to be of long-continued and indefinite duration.





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A person is considered disabled if: (1) the following Social Security disability definition is met, or (2) the individual has a developmental disability as described in paragraph (b) or physical, mental or emotional impairment as described in paragraph (c).

(a) Section 223 of the Social Security Act defines disability as:

- "Inability to engage in any substantial, gainful activity by reason of any medically determinable physical or mental impairment which can be expected to result in death, or which has lasted or can be expected to last for a continuous period of not less than 12 months, or,
- "In the case of an individual who attained the age of 55 and is blind and unable by reason of such blindness to engage in substantial, gainful activity requiring skills or ability comparable to those of any gainful activity in which he has previously engaged with some regularity and over a substantial period of time."

(b) Section 102(7) of the Developmental Disabilities Assistance and Bill of Rights Act (42 U.S.C. 6001(7)) defines developmental disability in functional terms as:

- "Severe chronic disability that: (a) is attributable to mental or physical impairment or combination of mental and physical impairments; (b) is manifested before the person attains age 22; (c) is likely to continue indefinitely; (d) results in substantial functional limitation in three or more of the following areas of major life activity: (1) self-care; (2) receptive and responsive language, (3) learning, (4) mobility, (5) self-direction, (6) capacity for independent living, and (7) economic self-sufficiency; and (8) reflects the person's need for a combination and sequence of special, interdisciplinary, or generic care, treatment or other services which are of lifelong or extended duration and are individually planned and coordinated."

(c) Has a physical, mental or emotional impairment that:

- Substantially impedes his or her ability to live independently,
- Is of such a nature that ability to live independently could be improved by more suitable housing conditions, and
- Is expected to be of long-continued and indefinite duration.

Examples of reasonable accommodations or modifications may include, but are not limited to:

- Making a unit, part of a unit or public and common use element accessible for the head of household or a household member with a disability who is on the lease;
- Permitting a family to have a service or assistance animal necessary to assist a family member with a disability;

500 East 2<sup>nd</sup> Street, The Dalles, OR. 97058

Deaf Community Relay – (OR) 1-800-735-1232 (WA) 1-800-833-6384

(Phone) 1-541-296-5462 (Toll Free) 1-888-356-8919

(Fax) 1-541-296-8570







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- Allowing a live-in aid to reside in an appropriately sized AHA unit;
- Transferring a resident to a larger size unit to provide a separate bedroom for a person with a disability;
- Transferring a resident to a unit on a lower level or a unit that is completely on one level;

CCHC will provide the Request for Reasonable Accommodation or Modification form to all applicants, residents or individuals with disabilities who request a reasonable accommodation or modification.

Individuals may submit their reasonable accommodation or modification request(s) in writing, orally, or by any other equally effective means of communication. However, CCHC will ensure that all reasonable accommodation or modification requests are documented in writing. If needed as a reasonable accommodation, CCHC will assist the individual in submitting the request.

An individual with a disability may request a reasonable accommodation or modification at any time during the application process or residency. The individual, staff or any person identified by the individual, must submit all requests in writing by a method as follows:

1. Applicant/Resident completes a Reasonable Accommodation or Modification form that is then sent to a qualified third party for verification.
2. Applicant/Resident submits a letter from a qualified third party regarding the Reasonable Accommodation or Modification request.
3. Applicant/Resident requests a reasonable accommodation verbally (the request is then documented by the CCHC employee).

All Reasonable Accommodation or Modification requests will be processed as follows:

1. Site Manager must submit the completed reasonable accommodation or modification request to the Compliance Specialist within (2) business days.
2. Within (10) business days of receipt, the Compliance Specialist will respond to the reasonable accommodation or modification request.
3. If the accommodation or modification is approved, the resident will be notified in writing.
4. If the accommodation or modification is denied, the resident will be notified in writing and will be given the reasons for denial. The individual does have the right to appeal the denial.

CCHC may request documentation or verification of the need for a reasonable accommodation or modification as identified on the Request for Reasonable Accommodation or Modification

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Form. CCHC may verify a person's disability only to the extent necessary to ensure that individuals who have requested a reasonable accommodation or modification have a disability-based need for the request.

However, CCHC may not require individuals to disclose confidential medical records in order to verify a disability or require specific details regarding the individual's disability.

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