



Apartment Management Division
272 Main Street - PO BOX 156 - Vergennes, VT 05491
P: 802-877-2626 | F: 802-877-2627 | TTY: 711

www.addisonhousingworks.org

Tenant Selection Policy For AHW Owned and/or Managed Apartments

Effective Date: January 1st, 2010 Amended June 19th, 2024

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HUD Addendum



Equal Opportunity & Nondiscrimination Policy Statement

Addison Housing Works (AHW) strongly supports the goals of equal access to housing and will comply with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title VIII of the Civil Rights Act of 1968, Executive Order 11063, Fair Housing Amendments Act of 1988, the Americans with Disabilities Act of 1990, and with the laws of the State of Vermont prohibiting discrimination in public accommodations, and with all related rules, regulations and requirements. Applications will be provided in alternative format upon request.

AHW strives to develop affordable housing for households in Addison County. AHW will not deny any family or individual the opportunity to apply for residency, nor the opportunity to lease or rent a suitable dwelling, if such unit is available, on account of age, race, color, religious creed, familial status, marital status, national origin, sex, sexual orientation, gender identity, military/veteran status, disability, abuse, sexual assault or stalking or because a person is a recipient of public assistance.

If you have questions regarding your rights if you are a disabled applicant, you can contact the Vermont Human Rights Commission at 800-416-2010/802-828-2480 (voice & TTY); Vermont Legal Aid at 800-889-2047; Fair Housing Project of CVOEO at 800-287-7971/802-864-3334 or the Vermont Center For Independent Living at 800-639-1522/802-229-0501 (voice & TTY).

Alternative Formats and Languages

This statement is available in alternative formats, for example: large print, braille and tape, by contacting Addison Housing Works (802) 877-2626 x0 or emailing info@addisontrust.org

Free interpreter services are available. Please tell us if you need an interpreter or other accommodation.

Interpretive Services

AALV Inc.

Physical Address: Allen Street, 3rd Floor, Burlington, Vermont 0540

Website: <https://www.aalv-vt.org>

Phone: (802) 985-3106

Email: info@aalv-vt.org

Fax: 802 881 0521

French

Des services d'interprétation gratuits sont disponibles pour nos programmes. Vous êtes prié de nous faire savoir si vous avez besoin d'un interprète ou d'une assistance quelconque.

Russian

Для наших программ предлагаются бесплатные услуги переводчика. Пожалуйста, сообщите нам, если Вам требуется переводчик или другая помощь.



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Serbo-Croatian

Za sve naše programe na raspolaganju su vam besplatne prevodilačke usluge. Molimo vas da nam javite ukoliko vam je potreban prevodilac ili bilo koja druga vrsta usluge.

Spanish

Hay servicios gratis de interpretación disponibles para nuestros programas. Por favor, avísenos si necesita un intérprete u otra acomodación.

Swahili

Huduma ya Utafsiri inapatikana bure. Tafadhali tueleze kama unahitaji mfasiri au huduma nyinginezo.

Vietnamese

Hiện có các dịch vụ thông dịch miễn phí cho các chương trình của chúng tôi. Xin cho chúng tôi biết nếu quý vị cần một thông dịch viên hay các thích nghi khác.

Applications

Applications may be picked up at the main office located at 272 Main St. Vergennes, VT. Applications can also be accessed from the Addison Housing Works Website <https://www.addisontrust.org/rental-apartment-application-process.html> Additionally, applications can be mailed to you by calling Addison Housing Works's office (802) 877-2626, ext. 100, or by e-mailing info@addisonhousingworks.org and requesting an application.

To be considered for Addison Housing Works waitlists, a household must complete and submit a Pre-Application.

Applicants may submit a cover sheet and Pre-Application the following ways:

By Mail: PO Box 156 Vergennes, VT 05491

E-Mail: info@addisonhousingworks.org

Physical Drop Off: dropped off in person at 272 Main St. Vergennes, VT 05491 (there is a drop box on the front porch)

AHW will not accept faxed Pre-Applications.

The Pre-Application must be filled out completely and signed by all adult members of the household over the age of 18 before it will be processed.

Incomplete applications will be returned to the applicant. Applicants will have 14 calendar days from the date on the incomplete letter to return a completed application. Failure to return a completed application within 14 calendar days from the date on the incomplete letter will result in a denial. Incomplete applications will not be considered for current or future vacancies.

Any applicant denied for submitting an incomplete application will be exempt from the 6-month minimum wait period before another submitted application will be accepted. (section 10, subsection i).



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Eligibility

Applicants will be determined eligible if they submit a completed application and meet the requirements described in the tenant selection criteria.

Applicants for Low Income Housing Tax Credit (LIHTC), HOME, USDA Rural Development, Housing and Urban Development (HUD) Section 8, Section 236, Rent Supplement, RAP, and Section 202/811 programs, Vermont Housing and Conservation Board must satisfy the applicable income standards, program restrictions and household size restrictions relative to the size of the apartment.

Applicants for “market units” must satisfy applicable income standards and program restrictions (if any).

Tenant Selection Criteria

All applicants in the household 18 and older must:

1. Within the last six months, have a positive credit history. (Insufficient credit history is not a factor for applicants applying for HUD housing.)
2. Within the last twelve months, have a satisfactory past performance in meeting financial obligations, including but not limited to rent payment & payment of utility bills.
3. Provide five (5) years of verifiable Landlord References or housing history.
4. Have no record of destruction of property or housekeeping habits that may adversely affect the safety, health, or welfare of other tenants, vendors and staff. Have no record of habitual lease violations or disturbance of neighbors. Or have been a homeowner for the entirety of the past five years.
5. Drug Related or Criminal Activity Criteria. For the below stated seven (7) and ten (10) year periods relating to criminal activity/background, the time begins running as to whichever date occurs latest:
Date of Record; or
Date of Conviction; or
Date of release from incarceration

No household member shall have:

Within the last seven (7) seven years a record of
 - acts of fraud
 - other misdemeanor criminal acts which may adversely affect the health, safety, welfare, or quiet enjoyment of other tenants, employees, vendors or agents of the Owner nor negatively impact the reputation of the property to which they have applied
Within the last ten (10) years, a record of
 - violent criminal activity



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- drug-related criminal activity
- sexual criminal activity
- other felony criminal acts which may adversely affect the health, safety, welfare, or quiet enjoyment of other tenants, employees, vendors or agents of the Owner nor negatively impact the reputation of the property to which they have applied

Within their lifetime, a record of

- eviction from a housing unit for drug-related criminal activity
 - current engagement in illegal use of drugs for which there is reasonable cause to believe that a household member's illegal use or pattern of use of a drug, including alcohol, may adversely affect the health, safety, welfare, or quiet enjoyment of other tenants, employees, vendors or agents of the Owner nor negatively impact the reputation of the property to which they have applied
 - other criminal acts in which there was (or attempted to be) death or substantial property damage
 - subject to a lifetime registration requirement under a state sex offender registration program
 - a history of abuse or pattern of abuse of drugs in which there is reasonable cause to believe that a household member's illegal use or pattern of use of a drug, including alcohol, may adversely affect the health, safety, welfare, or quiet enjoyment of other tenants, employees, vendors or agents of the Owner nor negatively impact the reputation of the property to which they have applied
6. Demonstrate ability to meet current and projected financial obligations. The applicant's projected rent and utility payments must be under 50% of their gross income to be considered affordable.
 7. In addition, any other criteria may be grounds for an application denial if AHW determines it might be reasonably expected to affect the applicant's ability to successfully fulfill the responsibilities of the lease.
 8. Any applicant determined to have willfully made false statements on their application, or at any point during the application or screening process will be denied.
 9. Any applicant who is denied will have a 6-month minimum wait period before another application is considered, regardless of any changes on a newly submitted applications. The six month waiting period begins from the date the denial letter sent to the applicant. Any applicant denied for submitting an incomplete application will be exempt from the 6-month minimum wait period.

Evidence of Improvement

If unfavorable information about an applicant has been received, consideration shall be given to the time, nature, and extent of the applicant's conduct, and to the factors which indicate a reasonable probability of better future conduct or financial responsibility, such as length of time with no unfavorable incidents or participation in social service programs or other appropriate counseling.



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Applicant Behavior

AHW may deny tenancy to an applicant household if AHW determines that any member of the household has engaged in repeated harassing behavior or has threatened any violence towards AHW agents or staff.

Abusive or violent behavior towards AHW agents or staff includes but, is not limited to, verbal as well as physical abuse or violence, use of racial epithets, or other harsh, threatening or discriminatory language, whether written or oral through any and all means/forms of communication, that customarily used to intimidate may be considered abusive threatening or violent behavior.

Threatening refers to oral or written threats of physical gestures that communicate intent to abuse, harm or commit violence.

Harassing Behavior refers to the act of repeatedly disturbing, alarming or threatening someone, to the extent that such conduct either causes harm or results in the person complaining of harassment to reasonably fear the harm may be caused to them. Harassing behavior may also include the electronic dissemination to third party of embarrassing or inaccurate information about agent/staff. It also includes using the legal system to harass AHW agent/staff (litigation abuse) by continuously filing retaliatory and frivolous complaints with outside, third party government entities whether criminal or civil in nature against AHW and/ or its staff/agents.

Appeal Process

Addison Housing Works will mail written notice to any denied applicant specifying the reason for denial. A denied applicant has six months from the date the denial letter is sent to request an appeal.

Requests for an appeal MUST be submitted in writing. Request for an appeal can be
Mailed to: AHW, PO Box 156 Vergennes, VT 05491

Hand Delivered to: AHW Main Office 272 Main St., Vergennes, VT 05491
There is a secure mail drop box on the front porch.

Email the AHW staff member hearing appeals as indicated on the denial letter.

If written documentation is provided, each reason for the denial of the application must be addressed and explained in detail. No apartment will be held during this period.



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Student Restrictions for Low-Income Housing Tax Credit (LIHTC) Units

1. A household cannot be comprised of all full-time students (Kindergarten through 12th grade and institutions of higher education) unless they meet one of the following exceptions:
2. A student receiving assistance under Title IV of the Social Security Act (TANF); or
3. A student who was previously in the foster care program under Part B or Part E or title IV of the Social Security Act; or
4. A student enrolled in a job training program receiving assistance under the Workforce Investment Act or under similar Federal, State or local laws; or
5. The household is comprised of single parents and their children and such parents are not dependents of another individual (as defined in Section 152) and such children are not dependents of another individual other than a parent of such children; or
6. The household contains a married couple entitled to file joint tax returns.
7. For the LIHTC program, a student who is a full-time student for of 5 months out of the current calendar year is considered a full-time student for the entire calendar year. The months do not need to be consecutive.

Occupancy Standards

To determine the number of bedrooms a family may be eligible for, AHW will:

1. Count all full-time members of the household and unborn children.
2. Count all household members anticipated to reside in the apartment 50% or more as determined by Tax Credit, VSHA, HUD or Rural Development regulations as applicable.
3. Count household members who are away at school but reside in the unit during school recesses, household members who are temporarily absent due to placement in foster care, or household members who are subject to joint custody agreement but who will live in the unit at least 50% of the time.
4. Count adults who are temporarily away (for example, due to military service) but are expected to rejoin the family within six months.
5. Count live-in attendants.

To avoid overcrowding apartments will be leased in accordance with the occupancy guidelines set forth below, except as noted above:

Number of Bedrooms	Minimum # of Occupants	Max Number of Occupants
0	1	1
1	1	3
2	2	5
3	3	7
4	4	9

When considering applicants for units receiving rental assistance, whether through Rural Development or HUD, there cannot be fewer occupants than the number of bedrooms in the unit. Applications with a household total that is less than the number of bedrooms in an available unit will not be considered for that unit, unless the applicant has a disability and there is a direct nexus or relationship between the disability and the need for the additional bedroom.



Applicant Screening Standards for Homeless Preference

AHW may establish homeless preferences at properties with local service providers. Applicants will be selected based on the memorandum of understanding (MOU) that is in place between AHW and the local service provider.

All applicants applying for the homeless preference must meet the following:

1. Meet the HUD definition of homeless, and
2. Meet the requirements in the Tenant Selection Plan sections 4 through 9 and VAWA.
3. Have Individual Service Plan at move-in with a participating service provider that addresses any barriers to housing

Accessible & Adaptable Apartments

AHW's intent has been to increase the number of apartments in Addison County that are accessible to persons with disabilities. To this end, every effort will be made to find eligible applicants for the accessible and adaptable apartments. If after one (1) month an applicant who requires the features of an accessible unit is not found, then the apartment may be rented to a household who does not need the accessible features. However, any residents leased up in a USDA Rural Development or HUD subsidized unit with accessible features who are not in need of those accessibility features will be given an addendum to the lease that states if another AHW-managed non-accessible unit in the same housing entity becomes available, and there is an applicant who needs an accessible unit, the residents will be required to move to said available unit.

Waiting Lists

AHW maintains waitlists for all properties. All applications are date and time stamped when they are received in AHW's office 272 Main St. Vergennes, VT. Previously incomplete and re-submitted applications will receive a new date and time stamp.

Applicants are placed on the waitlist for which bedroom size they are eligible in the date order a completed and accepted application is received. Once there is an available apartment, applicants are contacted in the order they are listed on the waitlist with the following exceptions:

- Violence Against Women's Act (VAWA)
- Reasonable Accommodation
- Homeless preference
- Tenants that are receiving a subsidy that are over housed or under housed and are required to move per program rules
- Filling accessible units
- Households being displaced by Addison Housing Works development activities will be given priority on the waiting list.



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Applicants must meet all eligibility requirements for the property and unit as described in the tenant selection criteria and the Violence Against Women ACT (VAWA). Applicants are notified of the vacancy and have the right to accept or refuse the available unit.

If the decision is to accept the unit, the application will be reviewed and updated. Current income must be within the eligibility guidelines that are current at the time of the vacancy. Household members will be reviewed for any changes in income, rental history, criminal activity, and registration on the sex offender registry.

Project Based Voucher Program Waitlists

Current tenants at properties participating in the Project Based Voucher program with VSHA will have preference over waitlisted applicants on the VSHA waitlists:

When a project based subsidized unit or voucher becomes available, current residents on the AHW internal waiting lists have priority over new applications for the subsidy. For existing residents to be considered, they must either have Very Low Income or extremely low income, and have requested to be placed on the AHW internal waitlist. PBV assistance will be awarded first to applicants on the AHW internal waitlist and then to applicants on the external waitlist in the order they have been placed on the list.

If existing tenants are not eligible, AHW will request a waitlist from VSHA. AHW will contact applicants on the waitlist in order, giving preference to Vermont residents. After all applicants with Vermont residency have been exhausted, AHW will move on to out of state applicants in the order they were received by VSHA.

Properties with Project Based Rental Assistance

Property	0 Br	1 Br	2 Br	3 Br	4Br
Addison Housing HLP	X	X			
Addison Housing HLP			X	X	
Addison Housing HLP		X			
Addison Housing HLP				X	
McKnight Lane LP			X		
North Pleasant St. HLP			X	X	X
Pine Meadow			X	X	
Smith Housing		X	X	X	
Weybridge Apartments		X	X		

Opening and Closing Waiting Lists for Properties

AHW may elect to close current waitlist(s) by following applicable program guidelines, for one or more bedroom size when the average wait is one year or more. In the event a waitlist is closed, it is published on the AHW website (<https://www.addisontrust.org>) and AHW's office.

In the event a previously closed waitlist is reopened, AHW will publish that on the AHW website and post it at AHW's main office.



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Removal of Names from Waiting Lists

Addison Housing Works will remove names from the waiting lists for the following reasons.

1. The applicant no longer meets the eligibility requirements for the property or program
2. The applicant fails to respond to a phone call or written notice for an upcoming or current vacancy.
3. Applicant fails to respond to a letter asking if the applicant would like to remain on a specific waiting list
4. The applicant is offered and rejects a one (1) unit on the property without meeting an “exception to the rule” per AHW’s Waitlist and Filling Vacancy Policy.
5. The applicant fails to provide SSNs for all household members.
6. Mail sent to the applicant's address is returned as undeliverable.
7. The unit that is needed using family size as the basis changes, and no appropriate size unit exists in the property.

Reinstating Names on the Waiting List

AHW will reinstate applicants to their original place on waiting list(s) if the applicant meets the following criteria:

1. AHW determines that an error was made in removing the applicant (e.g., the incorrect address was used in sending mail to the applicant).
2. The applicant did not respond to inquiries or waitlist removal letter(s) due to a disability.

Applicants removed from the waiting list may contact AHW to request to be reinstated. This request must be made within 6 months of the date on the waitlist removal letter. The applicant will be added back to the waitlist with their original date and time. No apartment will be held by AHW during this period.

If an applicant is removed from the waiting list(s) and contacts AHW and asks to be reinstated on the waiting list within six months from the date on waitlist removal letter the applicant will be reinstated at the original place on the waiting list(s).

Unit Transfers

Any conflict that exists between this Tenant Selection Plan and the VAWA Emergency Transfer Policy (VAWA Policy) of the Agent shall be ruled by the VAWA Policy.

Due to the financial and administrative burden, and additional time constraints placed on AHW, transfers will not be considered for any reasons except for those listed below. If any current resident wishes to relocate to another property or unit managed by AHW, that resident may complete an application and apply for an available unit and will be subject to AHW’s Tenant Selection Policy.

A Tenant Unit Transfer May be Deemed Appropriate for One for One or More of the Following Reasons:

1. The household is under-housed.
2. The household is over-housed.
3. The household lives in a designated project based unit and is no longer eligible for the program
4. The household becomes eligible for a project based voucher and must move to a designated project based unit.



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5. The household is in a designated handicapped accessible unit and does not need the features and there is family in need of the accessibility features of the unit.
6. The household requires a reasonable accommodation.
7. The household is eligible under the Violence Against Women Act (VAWA)

All transfer requests must be made in writing and approved in advance by the Director of Property Management. Tenants with an approved transfer request will be given priority over people on the waiting list.

Reasonable Accommodation and Modifications

It is AHW's policy to provide reasonable accommodation in housing for applicants and residents with disabilities and/or to permit applicants or residents with disabilities to make reasonable modifications where reasonable accommodation and/or modification is necessary to provide those individuals with an equal opportunity to use and enjoy AHW housing.

A resident or an applicant makes a reasonable accommodation or modification request whenever he/she make it clear to AHW staff that he/she is (i) requesting an exception, change, or adjustment to a rule, policy, practice, or service because of his/her disability; or (ii) requesting a structural modification to his/her apartment or to a common area because of his/her disability.

AHW shall make available to all persons applying for an apartment with AHW and to all current AHW residents, notice of the option to request a reasonable accommodation or modification and a form for requesting a reasonable accommodation or modification.

Marijuana Use

Addison Housing Works shall terminate the tenancy or assistance for any household with a member who it determines is illegally using a controlled substance, or whose illegal use (or pattern of use) of a controlled substance is determined to interfere with the health, safety or right to peaceful enjoyment of the premises by other residents.

Privacy Policy

AHW will comply with the Federal Privacy Act Statement and will use the requested information to determine maximum income eligibility, recommended unit size, and/or amount of the individual rent contribution by resident(s). Information obtained will not be disclosed outside of AHW and the property owners except as required and permitted by law.

Applicants/Residents may refuse to provide this information; however, such refusal may result in the delay or rejection of eligibility approval. AHW is authorized to request this information under the U.S. Housing Act of 1937, as amended, 42 U.S.C., 1437 et.seq., the Housing and Community Development Act of 1981, Public 97-35, 85 Stat., 348, 408.

Applicants applying for federally funded programs will be required to sign a Federal Privacy Act Statement as part of the application process.



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Fair Credit Reporting Act

We are hereby informing you of certain information pursuant to the Fair Credit Reporting Act, 15 U.S.C. 1681 et seq., as amended by the Consumer Credit Reporting Reform Act of 1996 (Public Law 104-208, the Omnibus Consolidated Appropriations Act for the Fiscal Year 1997, Title II, subtitle D, Chapter 1).

AmRent Consumer Assistance
PO BOX 530091
Atlanta, GA 30353
(888)898-6196

Pursuant to section 615 of the Fair Credit Reporting Act, we are notifying you that the above-noted agency only provided information about your credit history. It took no part in making the decision to reject your rental application, nor can it explain why the decision was made.

You have certain rights under federal law, as explained in more detail in paragraphs d and e below. Pursuant to the Fair Credit Reporting Act, you have a right to obtain a copy of your credit report, dispute its accuracy, and provide a consumer statement describing your position if you dispute the credit report. If you believe your report is inaccurate or incomplete, you may call the consumer credit reporting agency at the number listed above or write to credit reporting agency at the listed address.

Pursuant to section 612 of the Fair Credit Reporting Act, you have the right to obtain a free copy of your consumer report from the consumer credit reporting agency whose name is listed. You must request the copy within 60 Days of the date you receive this letter.

Pursuant to Section 611 of the Fair Credit Reporting Act, if you dispute any of the information in your report, you have the right to put into your report a consumer statement of up to 100 words explaining your position of the item under dispute. Trained personnel are available at the Consumer Credit Reporting Agency to help prepare consumer statements.

To request a copy of a credit report or to send in a statement or Dispute:

Amrent
Attn: Consumer Relations
PO Box 3027
Pittsburgh, PA 15230-3027
(888) 898-6196



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Notice of Occupant Rights Under the Violence Against Women Act (VAWA)

NOTICE OF OCCUPANCY RIGHTS UNDER
THE VIOLENCE AGAINST WOMEN ACT

U.S. Department of Housing and Urban Development
OMB Approval No. 2577-0286
Expires 06/30/2017

Notice of Occupancy Rights under the Violence Against Women Act¹

To all Tenants and Applicants

The Violence Against Women Act (VAWA) provides protections for victims of domestic violence, dating violence, sexual assault, or stalking. VAWA protections are not only available to women, but are available equally to all individuals regardless of sex, gender identity, or sexual orientation.² The U.S. Department of Housing and Urban Development (HUD) is the Federal agency that oversees that HUD/RD is in compliance with VAWA. This notice explains your rights under VAWA. A HUD-approved certification form is attached to this notice. You can fill out this form to show that you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking, and that you wish to use your rights under VAWA.”

Protections for Applicants

If you otherwise qualify for assistance under HUD/RD, you cannot be denied admission or denied assistance because you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking.

Protections for Tenants

If you are receiving assistance under HUD/RD, you may not be denied assistance, terminated from participation, or be evicted from your rental housing because you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking.

Also, if you or an affiliated individual of yours is or has been the victim of domestic violence, dating violence, sexual assault, or stalking by a member of your household or any guest, you may not be denied rental assistance or occupancy rights under HUD/RD solely on the basis of criminal activity directly relating to that domestic violence, dating violence, sexual assault, or stalking.

Affiliated individual means your spouse, parent, brother, sister, or child, or a person to whom you stand in the place of a parent or guardian (for example, the affiliated individual is in your care, custody, or control); or any individual, tenant, or lawful occupant living in your household.

¹ Despite the name of this law, VAWA protection is available regardless of sex, gender identity, or sexual orientation.

² Housing providers cannot discriminate on the basis of any protected characteristic, including race, color, national origin, religion, sex, familial status, disability, or age. HUD-assisted and HUD-insured housing must be made available to all otherwise eligible individuals regardless of actual or perceived sexual orientation, gender identity, or marital status.



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Removing the Abuser or Perpetrator from the Household

Addison Housing Works may divide (bifurcate) your lease in order to evict the individual or terminate the assistance of the individual who has engaged in criminal activity (the abuser or perpetrator) directly relating to domestic violence, dating violence, sexual assault, or stalking.

If Addison Housing Works chooses to remove the abuser or perpetrator, Addison Housing Works may not take away the rights of eligible tenants to the unit or otherwise punish the remaining tenants. If the evicted abuser or perpetrator was the sole tenant to have established eligibility for assistance under the program, the Addison Housing Works must allow the tenant who is or has been a victim and other household members to remain in the unit for a period of time, in order to establish eligibility under the program or under another HUD housing program covered by VAWA, or, find alternative housing.

In removing the abuser or perpetrator from the household, Addison Housing Works must follow Federal, State, and local eviction procedures. In order to divide a lease, the Addison Housing Works may, but is not required to, ask you for documentation or certification of the incidences of domestic violence, dating violence, sexual assault, or stalking.

Moving to Another Unit

Upon your request, Addison Housing Works may permit you to move to another unit, subject to the availability of other units, and still keep your assistance. To approve a request, Addison Housing Works may ask you to provide documentation that you are requesting to move because of an incidence of domestic violence, dating violence, sexual assault, or stalking. If the request is a request for emergency transfer, the housing provider may ask you to submit a written request or fill out a form where you certify that you meet the criteria for an emergency transfer under VAWA. The criteria are:

- (1) You are a victim of domestic violence, dating violence, sexual assault, or stalking. If your housing provider does not already have documentation that you are a victim of domestic violence, dating violence, sexual assault, or stalking, your housing provider may ask you for such documentation, as described in the documentation section below.
- (2) You expressly request the emergency transfer. Your housing provider may choose to require that you submit a form, or may accept another written or oral request.
- (3) You reasonably believe you are threatened with imminent harm from further violence if you remain in your current unit. This means you have a reason to fear that if you do not receive a transfer you would suffer violence in the very near future.

OR

You are a victim of sexual assault and the assault occurred on the premises during the 90-calendar-day period before you request a transfer. If you are a victim of sexual assault, then in addition to qualifying for an emergency transfer because you reasonably believe you are threatened with imminent harm from further violence if you remain in your unit, you may qualify for an emergency transfer if the sexual assault



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occurred on the premises of the property from which you are seeking your transfer, and that assault happened within the 90-calendar-day period before you expressly request the transfer.

Addison Housing Works will keep confidential requests for emergency transfers by victims of domestic violence, dating violence, sexual assault, or stalking, and the location of any move by such victims and their families.

Addison Housing Works's emergency transfer plan provides further information on emergency transfers, and the Addison Housing Works must make a copy of its emergency transfer plan available to you if you ask to see it.

Documenting You Are or Have Been a Victim of Domestic Violence, Dating Violence, Sexual Assault or Stalking

Addison Housing Works can, but is not required to, ask you to provide documentation to “certify” that you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking. Such request from The Addison Housing Works must be in writing, and The Addison Housing Works must give you at least 14 business days (Saturdays, Sundays, and Federal holidays do not count) from the day you receive the request to provide the documentation. The Addison Housing Works may, but does not have to, extend the deadline for the submission of documentation upon your request.

You can provide one of the following to The Addison Housing Works as documentation. It is your choice which of the following to submit if The Addison Housing Works asks you to provide documentation that you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking.

- A complete HUD-approved certification form given to you by The Addison Housing Works with this notice, that documents an incident of domestic violence, dating violence, sexual assault, or stalking. The form will ask for your name, the date, time, and location of the incident of domestic violence, dating violence, sexual assault, or stalking, and a description of the incident. The certification form provides for including the name of the abuser or perpetrator if the name of the abuser or perpetrator is known and is safe to provide.
- A record of a Federal, State, tribal, territorial, or local law enforcement agency, court, or administrative agency that documents the incident of domestic violence, dating violence, sexual assault, or stalking. Examples of such records include police reports, protective orders, and restraining orders, among others.
- A statement, which you must sign, along with the signature of an employee, agent, or volunteer of a victim service provider, an attorney, a medical professional or a mental health professional (collectively, “professional”) from whom you sought assistance in addressing domestic violence, dating violence, sexual assault, or stalking, or the effects of abuse, and with the professional selected by you attesting under penalty of perjury that he or she believes that the incident or incidents of domestic violence, dating violence, sexual assault, or stalking are grounds for protection.
- Any other statement or evidence that The Addison Housing Works has agreed to accept.

If you fail or refuse to provide one of these documents within the 14 business days, The Addison Housing Works does not have to provide you with the protections contained in this notice.



KEEP FOR YOUR RECORDS

If Addison Housing Works receives conflicting evidence that an incident of domestic violence, dating violence, sexual assault, or stalking has been committed (such as certification forms from two or more members of a household each claiming to be a victim and naming one or more of the other petitioning household members as the abuser or perpetrator), The Addison Housing Works has the right to request that you provide third-party documentation within thirty 30 calendar days in order to resolve the conflict. If you fail or refuse to provide third-party documentation where there is conflicting evidence, The Addison Housing Works does not have to provide you with the protections contained in this notice.

Confidentiality

Addison Housing Works must keep confidential any information you provide related to the exercise of your rights under VAWA, including the fact that you are exercising your rights under VAWA.

Addison Housing Works must not allow any individual administering assistance or other services on behalf of The Addison Housing Works (for example, employees and contractors) to have access to confidential information unless for reasons that specifically call for these individuals to have access to this information under applicable Federal, State, or local law.

Addison Housing Works must not enter your information into any shared database or disclose your information to any other entity or individual. Housing Provider, however, may disclose the information provided if:

- You give written permission to The Addison Housing Works to release the information on a time limited basis.
- The Addison Housing Works needs to use the information in an eviction or termination proceeding, such as to evict your abuser or perpetrator or terminate your abuser or perpetrator from assistance under this program.
- A law requires The Addison Housing Works or your landlord to release the information.

VAWA does not limit The Addison Housing Works's duty to honor court orders about access to or control of the property. This includes orders issued to protect a victim and orders dividing property among household members in cases where a family breaks up.

Reasons a Tenant Eligible for Occupancy Rights under VAWA May Be Evicted or Assistance May Be Terminated

You can be evicted and your assistance can be terminated for serious or repeated lease violations that are not related to domestic violence, dating violence, sexual assault, or stalking committed against you. However, The Addison Housing Works cannot hold tenants who have been victims of domestic violence, dating violence, sexual assault, or stalking to a more demanding set of rules than it applies to tenants who have not been victims of domestic violence, dating violence, sexual assault, or stalking.

The protections described in this notice might not apply, and you could be evicted and your assistance terminated, if The Addison Housing Works can demonstrate that not evicting you or terminating your assistance would present a real physical danger that:



KEEP FOR YOUR RECORDS

- 1) Would occur within an immediate time frame, and
- 2) Could result in death or serious bodily harm to other tenants or those who work on the property.

If Addison Housing Works can demonstrate the above, Addison Housing Works should only terminate your assistance or evict you if there are no other actions that could be taken to reduce or eliminate the threat.

Other Laws

VAWA does not replace any Federal, State, or local law that provides greater protection for victims of domestic violence, dating violence, sexual assault, or stalking. You may be entitled to additional housing protections for victims of domestic violence, dating violence, sexual assault, or stalking under other Federal laws, as well as under State and local laws.

Non-Compliance with The Requirements of This Notice

You may report a covered housing provider's violations of these rights and seek additional assistance, if needed, by contacting or filing a complaint with the Vermont State Housing Authority.

For Additional Information

You may view a copy of HUD's final VAWA rule at: <https://www.federalregister.gov/documents/2016/11/16/2016-25888/violence-against-women-reauthorization-act-of-2013-implementation-in-hud-housing-programs>.

Additionally, Addison Housing Works must make a copy of HUD's VAWA regulations available to you if you ask to see them.

For questions regarding VAWA, please contact the Vermont State Housing Authority at (802) 828-3295.

For help regarding an abusive relationship, you may call the National Domestic Violence Hotline at 1-800-799-7233 or, for persons with hearing impairments, 1-800-787-3224 (TTY). You may also contact: See Attached.

For tenants who are or have been victims of stalking seeking help may visit the National Center for Victims of Crime's Stalking Resource Center at <https://www.victimsofcrime.org/our-programs/stalking-resource-center>.

For help regarding sexual assault, you may contact: See Attached.

Victims of stalking seeking help may contact: See Attached.

Attachment: Certification form HUD-5382



KEEP FOR YOUR RECORDS

CERTIFICATION OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, OR STALKING, AND ALTERNATE DOCUMENTATION

U.S. Department of Housing
and Urban Development

OMB Approval No. 2577-0286
Exp. 06/30/2017

Purpose of Form: The Violence Against Women Act (“VAWA”) protects applicants, tenants, and program participants in certain HUD programs from being evicted, denied housing assistance, or terminated from housing assistance based on acts of domestic violence, dating violence, sexual assault, or stalking against them. Despite the name of this law, VAWA protection is available to victims of domestic violence, dating violence, sexual assault, and stalking, regardless of sex, gender identity, or sexual orientation.

Use of This Optional Form: If you are seeking VAWA protections from your housing provider, your housing provider may give you a written request that asks you to submit documentation about the incident or incidents of domestic violence, dating violence, sexual assault, or stalking.

In response to this request, you or someone on your behalf may complete this optional form and submit it to your housing provider, or you may submit one of the following types of third-party documentation

- (1) A document signed by you and an employee, agent, or volunteer of a victim service provider, an attorney, or medical professional, or a mental health professional (collectively, “professional”) from whom you have sought assistance relating to domestic violence, dating violence, sexual assault, or stalking, or the effects of abuse. The document must specify, under penalty of perjury, that the professional believes the incident or incidents of domestic violence, dating violence, sexual assault, or stalking occurred and meet the definition of “domestic violence,” “dating violence,” “sexual assault,” or “stalking” in HUD’s regulations at 24 CFR 5.2003.
- (2) A record of a Federal, State, tribal, territorial or local law enforcement agency, court, or administrative agency; or
- (3) At the discretion of the housing provider, a statement or other evidence provided by the applicant or tenant.

Submission of Documentation: The time period to submit documentation is 14 business days from the date that you receive a written request from your housing provider asking that you provide documentation of the occurrence of domestic violence, dating violence, sexual assault, or stalking. Your housing provider may, but is not required to, extend the time period to submit the documentation if you request an extension of the time period. If the requested information is not received within 14 business days of when you received the request for the documentation, or any extension of the date provided by your housing provider, your housing provider does not need to grant you any of the VAWA protections. Distribution or issuance of this form does not serve as a written request for certification.

Confidentiality: All information provided to your housing provider concerning the incident(s) of domestic violence, dating violence, sexual assault, or stalking shall be kept confidential and such details shall not be entered into any shared database. Employees of your housing provider are not to have access to these details unless to grant or deny VAWA protections to you, and such employees may not disclose this information to any other entity or individual, except to the extent that disclosure is: (i) consented to by you in writing in a time-limited release; (ii) required for use in an eviction proceeding or hearing regarding termination of assistance; or (iii) otherwise required by applicable law.



KEEP FOR YOUR RECORDS

TO BE COMPLETED BY OR ON BEHALF OF THE VICTIM OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, OR STALKING

1. Date the written request is received by victim: _____
2. Name of victim: _____
3. Your name (if different from victim's): _____
4. Name(s) of other family member(s) listed on the lease: _____

5. Residence of victim: _____
6. Name of the accused perpetrator (if known and can be safely disclosed): _____

7. Relationship of the accused perpetrator to the victim: _____
8. Date(s) and times(s) of incident(s) (if known): _____

10. Location of incident(s): _____

In your own words, briefly describe the incident(s):

This is to certify that the information provided on this form is true and correct to the best of my knowledge and recollection, and that the individual named above in Item 2 is or has been a victim of domestic violence, dating violence, sexual assault, or stalking. I acknowledge that submission of false information could jeopardize program eligibility and could be the basis for denial of admission, termination of assistance, or eviction.

Signature _____ Signed on (Date) _____

Public Reporting Burden: The public reporting burden for this collection of information is estimated to average 1 hour per response. This includes the time for collecting, reviewing, and reporting the data. The information provided is to be used by the housing provider to request certification that the applicant or tenant is a victim of domestic violence, dating violence, sexual assault, or stalking. The information is subject to the confidentiality requirements of VAWA. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid Office of Management and Budget control number.

Form HUD-5382
(12/2016)





Apartment Management Division
272 Main Street - PO BOX 156 - Vergennes, VT 05491
P: 802-877-2626 | F: 802-877-2627 | TTY: 711

www.addisonhousingworks.org

HUD ADDENDUM AHW TENANT SELECTION POLICY

FOR HUD SUBSIDIZED PROPERTIES
Effective Date: 5/31/2024
Amended: 5/15/24

Eligibility for Properties and Units Subsidized by Housing and Urban Development (HUD)

This HUD Addendum for the Addison Housing Works (AHW) Tenant Selection Plan pertains to Pleasant Hills Housing Limited Partnership, Armory Housing Limited Partnership and Mountain View Apartments.

Project-Specific Requirements

Property (Project) eligibility and program eligibility are not the same. An applicant can be Section 8 program eligible, but not eligible for a certain property based on factors which include:

- The extent to which some or all the units in a property are designated for specific family types such as elderly or disabled. A household is an elderly household when either the head or the co-head are aged 62 or older. A household is a disabled household when the head or co-head meet one of the following criteria:
 - Has a disability, as defined in 42 U.S.C. 423;
 - Is determined pursuant to HUD regulations, to have a physical, mental, or emotional impairment.
 - Has 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)).
 - For purposes of qualifying for low-income housing, does not include a person whose disability is based solely on any drug or alcohol dependence.
 - Means person with disabilities (individual with handicaps), as defined in 24 CFR 8.3, for purposes of reasonable accommodation and program accessibility for persons with disabilities.
- The property’s occupancy standard and the unit sizes available at the property. This eligibility item is discussed at length in the Occupancy section of this policy.
- The other funding in the property such as Low-Income Housing Tax Credit (LIHTC) funds. At a LIHTC property applicants must meet LIHTC eligibility first to be considered for selection.

Property	Elderly/Disabled	Elderly	Family	LIHTC
Armory Lane		X		X
Mountain View			X	
Pleasant Hills	X			X

- The existence of a property-based subsidy and the intention of an applicant to lease up using a housing choice voucher. At any property covered by this policy where there is 100% property or unit-based subsidy, applicants intending to lease up using a housing choice voucher will not be accepted unless they are willing to lease up using the subsidy attached to the property.



Property	Accepts Housing Choice Vouchers
Armory Lane	*Yes – Housing choice vouchers are <u>not accepted</u> for tenants moving into PRAC 202 units in the property.
Mountain View	No
Pleasant Hills	No

Armory Lane Housing Limited Partnership 50 Armory Lane

Vergennes, VT 50 Armory Lane

Armory Lane Housing Limited Partnership is an elderly property. Eight (8) units at the property have rental assistance through the HUD Section 202 Program. Residents and applicants are eligible to receive assistance through the section 202 program if the household is composed of one or more persons at least 62 years of age or more at the time of initial occupancy. All other residents of the property must be aged 55 or older.

Household members must be age 50 or older to be placed on the waitlist. Income limits apply to property.

Mountain View Apartments

Hancock, VT 123 VT Rte. 125

Mountain View is a family, section 8 project-based property. The property is therefore subject to income targeting as described in the HUD Occupancy Handbook 4350.3. Income targeting is outlined in detail in the section titled *HUD Properties: Properties receiving section 8 project-based subsidy*. Income limits apply to property.

Pleasant Hills Housing Limited Partnership

Bristol, VT 93 Mountain St.

Pleasant Hills Housing Limited Partnership is an elderly/disabled property. All sixteen (16) units at the property have rental assistance through the HUD Section 8 project-based program. Residents and applicants are eligible to receive assistance through the section 8 program if the head or co-head is at least 62 years of age or more at the time of initial occupancy or the head or co-head meets HUD definition of having a disability. (Section entitled eligibility for properties and units subsidized by Housing and Urban Development (HUD) for more detailed information on HUD’s definition of disabled). Income limits apply to property.

HUD Properties: Properties receiving section 8 project-based subsidy

HUD Occupancy Handbook 4350.3: “For each project assisted under a contract for project-based Section 8 assistance, the owner must lease not less than 40% of the dwelling units (assisted under the contract) that become available for occupancy in any project fiscal year to extremely low-income families.” (Chapter 4, section 2, paragraph 4-5)

First, AHW shall review the waiting quarterly to determine the percentage or extremely low-income applicants on the waiting list. If less than 50% of the applicants on the waiting list are not below the extremely low-income limit, as set by HUD for the current year, AHW will aggressively market the property in accordance with the approved Affirmative Fair Housing Marketing Plan to attract applicants who are below the extremely low-income limit.

To stay in compliance with requirements of the HUD 4350.3 Handbook income targeting rules, AHW has elected to use “Method 2” in the HUD Occupancy Handbook 4350.3.

Method 2 – Alternate between the first extremely low-income applicant on the waiting list and the applicant at the top of the waiting list. To implement this method, owners select the first extremely low-income applicant on the waiting list (which may mean "skipping over" some applicants with higher incomes) for the available unit, and then select the next eligible applicant currently at the top of the waiting list (regardless of income level) for the next available unit. As subsequent units become available, tenant selection continues to alternate between the next extremely low-income applicant and the eligible applicant at the top of the waiting list until the 40% target is reached.

NOTE: It is possible that:

Selection of the "next extremely low-income applicant" may result in selecting the applicant at the top of the waiting list

or

Selection of the "eligible applicant at the top of the waiting list" may result in the selection of an extremely low-income family

(Chapter 4, section 2, paragraph 4-5, subsection B)



Pleasant Hills is an elderly/disabled, section 8 project-based property. Mountain View Apartments is a family, section 8 project-based property. Both Pleasant Hills and Mountain View are therefore subject to income targeting as described in the HUD Occupancy Handbook 4350.3.

Citizen or Eligible Noncitizens Eligibility

Only U.S. citizens or eligible noncitizens may receive assistance under Section 8, Section 236, Rent Supplement, RAP, and Section 202/811 programs. The applicant/or all household members must certify (by signing the Applicant Declaration Form) whether he/she is a United States Citizen, or a Non-Citizen with Eligible Immigration Status as described in Section 214 of the Housing and Community Development Act of 1980. Selection Criteria will be based upon H95-55, Handbook 4350.3 concerning Eligible Citizens and Eligible Non-Citizens.

To determine eligibility, offer a unit for and receive assistance under Section 8, Section 236, Rent Supplement, RAP, and Section 202/811 programs, HUD requires all household members, including live-in aides, foster children and foster adults to have a Social Security Number (SSN). In addition, the applicant family must provide (for management to copy) a valid Social Security card issued by the Social Security Administration for each household member.

If the household member cannot produce his/her Social Security card, at least one of the following alternative documents must be provided as documentation:

1. And original document issued by a federal or state government agency which shows the person's name and SSN along with other identifying information (i.e. SSA benefit award letter)
2. Driver's license that shows the Social Security Number
3. Earning Statement on payroll stubs
4. Bank statement or Form 1099
5. Retirement benefit letter
6. Life insurance policy or court records
7. Other evidence that HUD designates as acceptable.

Lack of Social Security Documentation

Applicants who have not disclosed and/or provided verification of social security numbers for all non-exempt household members, AHW will continue to process the application, and the applicant will have 90 days from the date they are first offered an available unit to disclose and/or verify the social security number(s). During this 90-day period, the applicant may, at their discretion, retain their place on the waiting list. After 90 days, if the applicant is unable to disclose and/or verify the social security number(s) of all non-exempt household members, the applicant be determined to be ineligible and removed from the waiting list. One exception to this rule - for applicants aged 62 or older as of January 31, 2010, whose initial determination of eligibility was begun before January 31, 2010.

Eligibility Under the Noncitizen Rule

According to Section 214 of the Housing and Community Development Act of 1980 (commonly known as the Noncitizen Rule), federal rental assistance is restricted to the following:

1. U.S. Citizens or Nationals; AND
2. Noncitizens who have eligible immigration status as determined by HUD.

These requirements apply to applicants, families, on the waiting list and tenants. Addison County Community Trust will determine citizenship status for each applicant at the initial eligibility determination, prior to move in. Some families will qualify as mixed families, - i.e family with one or more ineligible members and one or more eligible members. Mixed families received prorated assistance based upon the number of eligible and ineligible family members. For family members who move in after eligibility, the required forms and evidence of citizenship must be submitted at the first interim or annual recertification after the person moves into the unit. As part of the annual or interim certification, Addison County Community Trust will also determine the citizenship/immigration status of tenants from whom they have not previously collected the proper documentation or whose documentation suggests that their status was likely to change. IF the status of a family member in a mixed family change, the family may request an interim certification. Addison County Community Trust will notify families in writing if they are found to be ineligible based upon citizenship/immigration status.

Declaration of Verification of Citizenship

All family members, regardless of age, must declare their citizenship or immigration status via a specific Declaration or Verification Form. The exact time of which depends on the applicant's status. All applicants for assistance will be given notice of the requirement to submit evidence of citizenship or eligible immigration status at the time of application. A separate form must be signed by each member of the family. For family members under the age of 18, the form must be signed by an adult member of the household. The following documents are required:

For U.S. Citizens: A Declaration of Citizen Form. IN addition, the Armory Lane Housing L.P. and Mountain View Apartments requires a copy of the applicant's birth certificate.

For Noncitizen Under the Age of 62: (1) A Verification Consent Form; (2) Declaration of Eligible Immigration Status; (3) One of the documents approved by the Department of Homeland Security as a acceptable evidence of immigration status.

Noncitizens Age 62 and Over: Noncitizens who are age 62 and older are not required to be further verified regarding their immigration status other than signing a Declaration of Eligible Immigration Status and providing a proof of age document.

For Noncitizens Who Are In This Country On a Visa, and Are Not Immigrants: There is an appropriate place on the Verification Consent Form for them to sign stating that they do not claim to have eligible immigration status and are not therefore eligible for assistance.

Verification Delay: Addison County Community Trust will not delay or terminate the family's assistance if the family submitted its immigration information in a timely manner but he Department of Homeland Security verification or appeals process has not been completed. In addition, if at least one family member has submitted the required documentation to Addison County Community Trust in a timely manner, and the family comes to the top of the waiting list, Addison County Community Trust will offer the unit and provide prorated assistance based upon those family members who submitted their documentation on time. Prorated assistance will continue until the remaining family members submit the required documentation. Once Addison County Community Trust completes the verification process, it will do the following:

1. Provide full assistance if all of the family members establish citizenship or eligible immigration status.
2. Continue to provide prorated assistance if any of the family members are ineligible based upon citizenship or immigration status OR;
3. Temporary Deferral of Termination of Assistance. If the family does not accept an of prorated assistance, then either Amory Lane Housing L.P. or Mountain View Apartments will offer temporary deferral of the termination of assistance to provide the family with time to find alternative housing. In initial deferral period is six (6) months and may only be extended for a maximum of two additional six (6) month periods. At least sixty (60) days before the termination of each deferral period Addison County Community Trust will notify the family if they qualify for another deferral.

Income Limits

For properties that have Housing Assistance Payments (HAP) contracts (as of November 1st 2022 this only applies to Armory Lane, Mountain View and Pleasant Hills). Depending upon the date of the initial HAP contract, properties will be able to serve varying income limits. Projects with HAP contracts initially effective on or after October 1, 1981, must admit only very low-income households.

Projects with HAP contracts initially effective before October 1, 1981, may admit families up to the low-income limit

Property	Initial HAP effective date	Very Low	Low
Armory Lane	02/10/2012	X	
Mountain View	12/18/1980	X	X
Pleasant Hills	02/07/1980	X	X

All these income limits are based on the median income for a metropolitan statistical area (MSA). This table shows the four income limits as a percentage of median income in an MSA.

INCOME LIMIT	MEDIAN INCOME FOR THE AREA
Low-income limit	80% of median income
60% Limit	60% of median income
Very low-income limit	50% of median income
Extremely low-income limit	30% of median income

INCOME LIMIT BY PROGRAM

SUBSIDY	TYPE OF INCOME LIMIT
Section 8 (pre Oct. 1 st 1981)	Low, very low, and extremely low-income limit
Section 8 (post Oct. 1 st 1981)	Very low and extremely low-income limit
Section 202/811 PRACs, except those funded in FY 1995	Very low-income limit
Section 202/811 PRACs funded in FY 1995	Low-income limit

ENTERPRISE INCOME VERIFICATION SYSTEM (EIV)

The EIV system is used by AHW to process Verification Reports on applicants seeking housing subsidized through the HUD housing assistance according to the procedures as noted in HUD Notice H 2013-06 and any subsequent release. A copy of this notice is available upon request.

HUD provides Addison Housing Works with information about an applicant's status as a HUD housing assistance recipient. Addison Housing Works will use the Enterprise Income Verification System to determine if the applicant or any member of the applicant household is currently receiving HUD assistance.

Nothing prohibits a HUD housing assistance recipient from applying to this property. However, the applicant must move out of the current property and/or forfeit any voucher before HUD assistance on this property will begin. Special consideration applies to some dependents where members of two households share 50% custody. If the applicant or any member of the applicant household fails to disclose rental history fully and accurately, the application may be denied based on the applicant's "misrepresentation" of information.

In accordance with HUD procedures noted in HUD Notice H 2013-06 the following EIV reports are pulled according to this schedule:

Income Reports	Used at each recertification both annual and interim
Existing Tenant Report	At the time of processing an applicant for admission
Multiple Subsidy Report	At least quarterly
Identity Verifications Report	Monthly
Deceased Tenants Report	At least quarterly
New Hires Report	At least quarterly
Income discrepancy report	Used at each recertification both annual and interim

This information is used by AHW to determine if a household has reported their income and identity information correctly.

CITIZENSHIP REQUIREMENTS

By law, only U.S. citizens and eligible noncitizens may benefit from federal rental assistance. All applicants are required to submit evidence of citizenship or eligible immigration status. All family members, regardless of age, must declare their citizenship or immigration status. Noncitizens (except those age 62 and older) must sign a Verification Consent and submit documentation of their status or sign a declaration that they do not claim to have eligibles tatus. Non-citizens age 62 and older must sign a declaration of eligible immigration status and provide a proof of age document. U.S. citizens must sign a declaration of citizenship.

If an applicant cannot supply the documentation required at the time that AHW is verifying other eligibility criteria, a 30-day extension will be granted to allow the applicant to produce the documentation; but only if the applicant certifies that the documentation is temporarily unavailable and additional time is needed to collect and submit the required documentation. Documentation requirements are set forth in paragraph 3-12(l) of 4350.3. Applicants that are eligible non-citizens with appropriate documentation will be verified by the "SAVE" system at www.uscis.gov to ensure eligibly.

SOCIAL SECURITY NUMBER (SSN) REQUIREMENTS

All applicant household members, except those that are 62 or over as of January 31, 2010, whose initial determination of eligibility was begun prior to January 31, 2010, and those individuals who do not contend eligible immigration status must disclose SSNs by providing their Social Security card. The procedure for accepting applicants who are unable to produce a Social Security card is outlined in paragraph 3-9 (c) of the HUD 4350.3. Applicants do not need to disclose or provide verification of a SSN for all household members at the time of application and for placement on the waiting list.

However, applicants must disclose and provide verification of an SSN for all household members before they can be housed.

The Social Security Number requirements do not apply to:

A child under the age of 6 years old added to the applicant household within the 6-month period prior to the household's date of admission. The household will have a maximum of 90 days after the date of admission to provide the Social Security Number and adequate documentation that the Social Security Number is valid. An additional 90 days may be granted under certain circumstances. If the household does not provide the Social Security Number and adequate documentation to verify the Social Security Number within the prescribed time frame, HUD requires that the household's tenancy be terminated.



INCOME-TARGETING

To comply with 24 CFR Part 5. 653 relative to federal targeting requirements, Addison Housing Works is required to rent not less than 40% of available apartments in any fiscal year in each of the foregoing categories to extremely very low income families (ELI). Therefore, AHW will identify applicants on the waiting list who are ELI category based on date of application. The first available apartment in each fiscal year will be filled with an ELI applicant. ELI applicants must be ELI on the date of admission to receive preference. ELI applicants will be considered within the waitlist being utilized.

If there are no ELI applicants on the waiting list and reasonable marketing efforts have been made AHW will select applicants from the list based on date of application within each category.

FULL TIME STUDENTS AND SECTION 8

A student enrolled in an Institute of Higher Education must meet at least one of the following requirements to be eligible for Section 8 assistance:

- 1) living with parents/guardian or
- 2) 24 or older or
- 3) a veteran of the United States armed services or
- 4) married or
- 5) has a dependent child or
- 6) can prove independence of parents including:
 - i) The parents did not claim the student on the most recent tax return and
 - ii) The student has lived independent of the parents for at least one year or meets the Department of Education's definition of an independent student and
 - iii) Can legally sign a lease
- 7) is disabled and was receiving assistance as of November 30, 2005 or
- 8) has parents who are income eligible for the Section 8 program or
- 9) were ever a foster child

SAFE HARBOR VERIFICATION

Addison Housing Works accepts Safe Harbor Verifications. This allows AHW to determine a household's income eligibility by using an income-determination made for the household within the previous 12-month period, from the following programs:

- >TANF (Temporary Assistance to Needy Families)
- > LIHTC (Low-Income Housing Tax Credit Program)
- > SNAP (Supplemental Nutrition Assistance Program)

The above Safe Harbor Verifications are accepted at the time of move-in, Interim Recertification and at each annual recertification. For the Safe Harbor Verification to be used, the following must apply:

- The income determination was made in the last 12 months. Documentation will be considered timely if any of the following dates are dated within 12 months of being received by Addison Housing Works.
- Income determination effective date;
- Program administrator's signature date;

AHW TENANT SELECTION POLICY: HUD ADDENDUM — KEEP FOR YOUR RECORDS



- Family's signature date;
- Report effective date; or
- Other report-specific dates that verify the income determination date.
- The income determination documentation must reflect the household size and must be before the entire household. Household members listed on the safe harbor income determination documentation must reflect the same household members in the unit or applying for the unit.
- The income determination documentation must state the household's gross annual income.
- The Household must agree that the income declared on the income determination documentation accurately reflects the household's income. In the event the household disputes the other program's income determination, household income will be determined in accordance with HUD regulations, and the safe harbor method will not be used.
- If the household will also be claiming childcare expense or disability assistance expenses, third party verification of employment will need to be obtained in order to determine the maximum amount of the expense the household is entitled to.
- Households whose income is verified using this method, must still report changes in income that occur after the effective date of the certification.
- In the event multiple safe harbor verifications are received, the most recent income determination that the applicant/tenant agrees is an accurate determination of household income will be used to document household income.

DE MINIMIS ERRORS - MINIMAL ERRORS IN RENT DETERMINATION

A De minimis error occurs when a household's annual adjusted income is miscalculated by no more than \$360, resulting in the overcharging of rent to a household.

If an error is made, within 14 days of the error being discovered Addison Housing Works will provide written notification informing the tenant that an error was made in the calculation of their rent and state the amount of overpaid rent that is due to tenant. A credit will be applied to the tenant's ledger, within 30 days of the error being discovered.

CHILDCARE EXPENSES – HARDSHIP EXEMPTION

If a household claims childcare expenses to allow an adult household member to work or go to school, and the household's eligibility for the expense is ending as the household member is no longer working or going to school, a hardship exemption may be requested.

At the time of annual and interim recertification, Addison Housing Works will provide households that were claiming childcare expenses on the last certification, a form titled "Childcare Expenses – Hardship Exemption Request form. The household can complete this form to request this exemption.

If granted a hardship exception would allow the household to continue the expense for a 90-day period. After the conclusion of the 90- day period, the household's income and rent will be recalculated by Addison Housing Works, and a 30-day notice of any rent increase will be provided. A household may request an extension of this waiver if the hardship continues. A household may request up to 3 consecutive extensions for each hardship event that occurs.

A hardship exception will only be granted if the loss of the expense would result in the household's inability to pay rent. To be eligible for this exemption, a household must:

- Provide documentation that the household's total tenant payment, plus the expense amount, exceeds 45% of the household's adjusted income.

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- Demonstrate why childcare is still needed, even though the household member is no longer working or going to school. Examples include health treatments, care of a family member, loss of childcare if placement is not maintained, etc.

Addison Housing Works will provide written notification to the household within 7 days of the request, notifying the household if the exemption is approved or denied, or if an extension is approved or denied.

If approved, the notice will state the new rent, the date that the exemption begins and when it will expire. Households are required to report if the circumstances that made the household eligible for relief are no longer applicable. If Addison Housing Works determines that the household is no longer eligible for the exemption, notification will be provided to the household stating the termination date. A 30-day notice of rent increase will be provided, if applicable.

MEDICAL & DISABILITY ASSISTANCE EXPENSES – GENERAL HARDSHIP EXEMPTION

A household claiming medical, or disability assistance expenses may only deduct as an expense the amount of the expense that exceeds 10% of the household's gross annual income. If a change in circumstance, such as a large medical bill or loss of income, results in a household's inability to pay rent, the household can request a general hardship exemption to allow the household to deduct as an expense that amount of the expense that exceeds 5% of the household's gross annual income.

At the time of annual and interim recertification, Addison Housing Works will provide household's claiming medical or disability assistance expense, a form titled "Medical & Disability Assistance Expenses – Hardship Exemption Request form. The household can complete this form to request this exemption.

If granted, a hardship exception would allow the household to deduct medical or disability assistance expenses in excess of 5% for a 90-day period. After the conclusion of the 90-day period, the household's income and rent will be recalculated by Addison Housing Works, and a 30-day notice of any rent increase will be provided. A household may request an extension of this waiver if the hardship continues. A household may request up to 3 consecutive extensions for each hardship event that occurs.

A hardship exception will only be granted if the hardship results in the household's inability to pay rent. To be eligible for this exemption, a household must:

- Provide documentation that the household's total tenant payment, plus the expense amount, exceeds 45% of the household's adjusted income.
- Demonstrate that the household has experienced a hardship such as a loss of income, decrease in household size, large medical expense, etc

Addison Housing Works will provide written notification to the household within 30 days of the request, notifying the household if the exemption is approved or denied, or if an extension is approved or denied. If approved, the notice will state the new rent, the date that the exemption begins and when it will expire.

Households are required to report if the circumstances that made the household eligible for relief are no longer applicable. If Addison Housing Works determines that the household is no longer eligible for the exemption, notification will be provided to the household stating the termination date. A 30-day notice of rent increase will be provided, if applicable.

INTERIM RECERTIFICATIONS – CHANGE IN HOUSEHOLD INCOME

Interim Recertifications are conducted by AHW to account for changes to household income that occur between annual recertifications.

Income Increases

Interim recertifications will be conducted when a household's annual adjusted income has increased by 10% or more. Addison Housing Works will not take into consideration increases in **earned income** (wages, military pay, and self-employment) when determining whether a household's adjusted income has increased by 10% or more.

All increases in income, regardless of source, must be reported to Addison Housing Works within thirty days of the change.



If changes in income are not reported in a timely manner, and such changes in income result in an increase in rent, the increase in rent will be applied retroactively to the first day of the month following the date of the increase. In such cases, the household will be responsible for paying Addison Housing Works the retroactive rent amounts owed.

Income Decreases

All decreases in income must be reported to Addison Housing Works within 30 days of the change. Interim recertification is done when the household's annual adjusted income has decreased by 10% or more.

If changes in income are not reported timely, and such changes in income result in a decrease in rent, the decrease in rent will not be applied retroactively to the first day of the month following the date of the decrease in income and instead the decrease in rent will be effective the first day of the month following the date that the household reported the change.

Changes in Household Size

All changes in household size must be reported to Addison Housing Works within thirty days of the change. If a permanent decrease in household sizes results in any decrease in rent, Addison Housing Works will conduct Interim Recertification to reduce the rent regardless of the percentage decrease in annual adjusted income.

SELF-CERTIFICATION OF ASSETS

When determining household eligibility, the amount of net assets held by household members must be taken into consideration. At move-in or initial certification, all household assets must be verified regardless of the value. After initial verification, Addison Housing Works will accept the household's self-certification that the combined net value of all household assets are less than \$50,000, however, third-party verification of net assets is required every third year. If information is received indicating that the household has not fully disclosed all income or net assets to Addison Housing Works, Addison Housing Works reserves the right to require 3rd party verification of assets. Further, in certain circumstances, bank statements or other financial statements may be required to be provided to support other income source amounts. In all circumstances, Addison Housing Works reserves the right to request any verifications necessary for determining housing eligibility.

REVOCAION OF CONSENT FORM

At move-in or initial certification, an executed consent form will be signed by all household members over 18. This will remain effective until the household is denied assistance, the assistance is terminated, or the household provides written notification to the Owner to revoke consent. Households have the right to revoke consent by notice to owner; however, revoking consent will result in termination of assistance and/or denial of admission.

HOUSEHOLD MEMBERS TURNING 18 YEARS OLD

When a household has a member turning 18 years old, the household will be notified within 120 days prior to this event. The household member turning 18 years old will be required to sign required release forms and acknowledgments, as well as provide information regarding income. Additionally, they will need to sign a lease agreement. See Interim Recertification—Change In Household Income for how income would be addressed.

ILLEGAL USE OF CONTROLLED SUBSTANCE

Tenants who are found illegally using a controlled substance may be subject to eviction. If the use of the controlled substance is determined by AHW to interfere with health, safety or right to peaceful enjoyment of the premises by other residents, the tenant may be subject to eviction.

