



TENANT SELECTION PLAN

Mother Bernard House

1140 4th Street, Eureka CA 95501

Phone: TBD TRS/TTY: 711

Mother Bernard House offers efficiency units with private bathrooms and a kitchenette with a microwave and mini fridge. Apartment rents are subsidized through the City of Eureka and County of Humboldt Housing Authority. Residents will pay monthly rent based on their income.

ELIGIBILITY REQUIREMENTS

- The head of household, spouse or co-head of household must be 18 years of age or older
- Applicants must be currently homeless or chronically homeless as documented by any of the following:
 - A client's entry and exits documented in HMIS, or
 - An outreach worker's or case manager's written observations, or
 - The applicant's self-report of episodes of homelessness and disability status. Such reports must be done in accordance with procedures established through the Coordinated Entry System or other procedures established by the County for determining whether a person qualifies as experiencing homelessness, or chronic homelessness and a high-cost health utilizer
- Applicants must be high-cost utilizers of healthcare services as documented by any of the following:
 - Discharge summaries, or
 - An outreach worker's, case manager's, or local County's health department written observations
- Applicants must be enrolled in or eligible for Medi-Cal benefits
- Household income must be at or below 30% AMI or the federal poverty line limit, whichever is greater, as determined by the U.S. Department of Housing and Urban Development for Humboldt County
- Mother Bernard House must be the household's only residence
- Households must meet eligibility criteria for rental subsidies provided by the Housing Authority
- Households must commit to paying rent in full on time each month

RENTAL SUBSIDY ELIGIBILITY REQUIREMENTS

Applicants must complete all required forms and verifications to determine eligibility for rental subsidies provided by the Housing Authority of Humboldt County. Housing Authority approval of rental subsidies must be completed prior to household move in at Mother Bernard House. Management will provide all documents and assistance to applicants in completing the Housing Authority process for rental subsidies.

INCOME LIMITS

Income Limits are established each year by HUD. Eligibility for this program is determined as Extremely Low. Households must have annual income that does not exceed 30% of the Area Median Income.

Income Limits are published by HUD at <http://www.huduser.org/portal/index.html> or applicants can contact Mother Bernard House to inquire about current income limits.

OCCUPANCY STANDARDS

Mother Bernard House offers single- and double-occupancy units with a private bathroom and kitchenette. Management reserves the right to limit the number of individuals staying in each studio. Consideration is given to overcrowding and underutilization factors as well as compliance with federal, state, and local laws. Generally 1 or 2 persons will be the acceptable number of persons per studio.

PREFERENCES FOR ADMISSION

Mother Bernard House will utilize the Coordinated Entry System in selecting participants for housing. Priority will be given to households that meet the following criteria:

- When Mother Bernard House has an accessible room, households requiring the features of that room will be selected over households that do not require those features
- Households that are not eligible for or options are severely limited for other shelter/housing due to medical complexity, household composition, or presence of a pet
- Households transferring from a Mother Bernard House Recuperative Care unit

PARTICIPANT SCREENING CRITERIA

- Applicants must meet all criteria listed in the ELIGIBILITY REQUIREMENTS section of this document
- Applicants must provide all required documentation and information and sign all other required documents for their application to be processed
- A household may be denied housing if any household member demonstrates abusive or violent behavior that may pose a direct threat to the health, safety, or welfare of other residents, staff, or the public

Public Records Screening

Public records screening criteria are designed to help ensure the safety and protection of people and property.

The Housing Authority will conduct a public records screening. Applicants must be cleared through the Housing Authority's screening in order to be eligible for housing at Mother Bernard House. Housing Authority screening includes looking for:

- Any open warrants with Eureka/Humboldt County police departments
- Any monies owed to any Public Housing Authority
- Other criteria as listed in the Housing Authority application screening criteria

The U.S. Department of Housing and Urban Development prohibits the following persons from receiving federally subsidized housing:

- Any household containing a member(s) who was evicted in the last three years from federally assisted housing for drug-related criminal activity. Two exceptions may be considered: 1) The evicted household member has successfully completed an approved, supervised drug rehabilitation program; or 2) The circumstances leading to the eviction no longer exist (e.g. the household member no longer resides with the applicant household).
- A household in which any member is currently engaged in illegal use of drugs or federally controlled substances or for which there is reasonable cause to believe that a household member's illegal use

or pattern of use of illegal drugs or federally controlled substances may interfere with the health, safety, and right to peaceful enjoyment of the property by residents, staff or guests (CFR 5.854)

- Any applicant or household member who is subject to lifetime registration requirements under any State sex offender registration program; or (CFR 5.856)
- Any household member if there is reasonable cause to believe that a member's behavior, from abuse or pattern of abuse of alcohol, may interfere with the health, safety, and right to peaceful enjoyment by other residents. (CFR 5.857)

VICTIMS OF DOMESTIC VIOLENCE

An applicant's, resident's, or household member's status as a victim of domestic violence, dating violence, sexual assault, or stalking is not a basis for denial of rental assistance or for denial of admission, if the applicant otherwise qualifies for assistance or admission.

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. The U.S. Department of Housing and Urban Development (HUD) is the Federal agency that oversees that subsidized housing programs are in compliance with VAWA. Prior to move-in, tenants will receive HUD form 5380 Notice of Occupancy Rights under the Violence Against Women act, and HUD form 5382 Certification of Domestic Violence, Dating Violence, Sexual Assault or Stalking, and Alternate Documentation. In accordance with HUD regulations, Mother Bernard House also maintains HUD form 5381 Emergency Transfer Plan and HUD form 5383 Emergency Transfer Request. Tenants who are victims of domestic violence, dating violence, sexual assault or stalking may request an emergency transfer per the Emergency Transfer Plan requirements, using the Emergency Transfer Request form.

REJECTION OF INELIGIBLE APPLICANTS

Applicants who do not meet the screening criteria will be notified in writing why they will not be accepted as tenants. Applicants may follow the Housing Authority's appeal process to discuss any concerns about their screening.

UNIT TRANSFER POLICY

All approved transfer requests are placed on the wait list in date/time order, based on approval date. All approved transfer requests take priority over new applications.

Transfers between units are facilitated only as a Reasonable Accommodation, for a medical reason certified by a doctor, or based on a qualified and approved request under HUD 5381 Emergency Transfer Plan, and only based upon the need for specific features in the unit.

For accessible apartments, when there is neither a qualified applicant nor current tenant with disabilities requiring the accessibility features of the apartment, the management may offer the apartment to another household providing that the household enter into an agreement that the tenant will transfer to a non-accessible apartment within the same project if another household requires the accessible apartment.

REASONABLE ACCOMMODATION

Applicants and participants with disabilities retain the right to request reasonable accommodations in rules, policies, practices, or to request reasonable modification to their room or common areas if such accommodation or modification is necessary to afford the applicant equal opportunity to enjoy the premises. Requests for reasonable accommodation or modification should be made to the case

manager, and the applicant will be required to provide information to help verify the disability and the need for the requested accommodation or modification.

FAIR HOUSING AND EQUAL OPPORTUNITY

The owners and management of Mother Bernard House comply with all federal, state and local housing and civil right laws. Federal law prohibits discrimination based on race, color, creed, religion, sex, national origin, age, or handicap. Administrative procedures further prohibit discrimination based on certain class memberships.

Management promotes and provides equal housing choice for all prospective and current tenants regardless of race, color, religion, creed, national origin, gender, gender identity, sexual orientation, handicap, familial or marital status, or membership in any class of persons.

All of the above requirements apply to the acceptance and processing of requests for shelter, selection of participants, assignment of rooms, and provision of services.

SECTION 504 AND GRIEVANCE PROCEDURE FOR DISABILITY DISCRIMINATION

Mother Bernard House does not discriminate on the basis of disability status in the admission of or access to, or treatment or employment in its shelter programs and services. According to Section 504 of the Rehabilitation Act of 1973, “no otherwise qualified individual with disabilities in the United States shall, solely by reason of his or her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.”

If an applicant or participant feels that they have experienced discrimination based on disability, they may file a grievance. The person named below has been designated to coordinate compliance with the nondiscrimination requirements contained in 24 CFR, part 8 dated June 2, 1988. Please contact the person named below in writing by mail or email* to file your grievance. You will receive a response within 10 days from the date the grievance is received.

Director of Compliance, Providence Supportive Housing
1730 Minor Avenue, Fourth Floor
Seattle WA 98101 Email: SupportiveHousingInfo@providence.org

GRIEVANCE PROCEDURE FOR APPLICATION DENIAL

If the applicant wishes to grieve the decision denying tenancy, they must contact the property manager within fourteen (14) days from the date of the denial letter to request a meeting to discuss the reasons for the denial and/or to present additional information. The property manager will consider all new information and within five (5) business days of the meeting, will send written notification of their decision to approve the application or retain the denial.

If the applicant would like an additional review of all file information, they should contact the following person by mail or email*:

Director of PSH Operations, Providence Supportive Housing
1730 Minor Avenue, Fourth Floor
Seattle WA 98101 Email: SupportiveHousingInfo@providence.org

*Persons with a disability may request a reasonable accommodation in order to meet this requirement.