

Sojourner Place at Oliver Resident Selection Criteria

For Housing Programs
Effective March 26, 2022

Humphrey Management, the managing agent for this community, has established the following Resident Selection Criteria to explain the requirements and policies used to process and select applications for residency. Everyone who applies will have their application evaluated in a fair, equal, and consistent manner that complies with federal, state, and local fair housing requirements.

These criteria were implemented to improve housing opportunities by ensuring that quality housing is available to qualified families; and to create a welcoming, thriving community through effective Resident selection. All procedures were implemented in conjunction with HUD Handbook 4350.3 REV-1, Occupancy Requirements of subsidized Multifamily Housing Programs, as amended, the IRS Section 42 regulations, as amended, and other applicable federal statutes and regulations, including but not limited to the following:

- Federal Register Notices/Final Rules
- Code of Federal Regulations (CFR)
- The Fair Housing Act (Title VIII of the Civil Rights Act of 1968)
- Section 504 of the Rehabilitation Act of 1973
- Americans with Disabilities Act of 1990
- HUD Handbook 4350.1 REV-1
- The Federal Fair Credit Report Act and state/local credit reporting laws

Community Information

This family housing community consists of 37 one-bedroom, 18 two-bedroom, and 15 three-bedroom apartments, serving qualified low-income households.

Twenty-five (25) one-bedroom, five (5) two-bedroom, and five (5) three-bedroom units in this community are reserved for homeless households enrolled in the Project-Based Housing Choice Voucher Program.

Housing Credit Program

Seventy (70) units in this community are governed by the Housing Credit Program, HOME Program, and Community Development Administration. There may be other programs that restrict eligibility requirements for this community. In all cases where the guidelines of these three programs overlap and vary, the strictest rule prevails. Please see **Exhibit A** for additional criteria. The policies and procedures established in this document are used in the selection of residents for this community.

These units are not market-rate or conventional housing. Rents are restricted to be affordable for households whose income is below the 50% area median income limits for the Baltimore Metropolitan SA. As part of the move-in certification process, applicants will be asked to disclose, provide verification of, and certify personal information regarding income, assets, household composition, custody of minors, and student status to determine program eligibility. Once a year, the resident must meet with management to complete the annual recertification process and be required to disclose personal information in a manner similar to the move-in process.

The housing credit program is not a subsidized housing program. Each resident is responsible for the full amount of rent each month. The rental amount is based on pre-set income limits in the area, NOT individual household income.

During the first twelve months following initial occupancy, residents are not permitted to add new adult members to the household. However, during the first twelve months following initial occupancy, they may elect to apply as a new household to consider the addition of new adult members. Approval of the new household is subject to certification of eligibility for all funding programs governing the resident's unit.



In the event that all original qualifying household members move out and there are remaining household members (members added after initial move-in), such household members must income qualify and meet any other eligibility criteria in order to remain in the unit.

Housing Credit Program Eligibility

The following requirements must be met for an applicant household to be eligible for admission to the Housing Credit program.

Income Requirement

Occupancy is restricted to households with income at or below the targeted published area median income (AMI) layers as adjusted for family size at the time of move-in and the initial 12 months of occupancy. The homes within this community are reserved for households in the following income layers:

- Thirty-five (35) apartments are reserved for households with income at or below 30% AMI.
- Thirty-five (35) apartments are reserved for households with income at or below 50% AMI.

For the sake of determining the appropriate income limits based on household size management, shall count all persons living in the unit except for live-in aides and guests and shall trust the following individuals who are not living in the unit: (a) children who are temporarily in a foster home who will return to the household; (b) children in joint custody arrangements who are present in the household 50% or more of the time; (c) children who are away at school but who live with the family during school recesses; (d) unborn children of pregnant women; (e) children in the process of being adopted by an adult household member; (f) temporarily absent family members who are still considered household members; (g) family members in the hospital or rehabilitation facility for periods of limited or fixed duration; and (h) persons permanently confined to a hospital or nursing home*.

*An individual permanently confined to a nursing home or hospital may not be named the household head, spouse, or co-head but may continue as a household member at the family's discretion. The family's decision on whether or not to include the permanently confined family member as a household member determines if that person's income will be counted.

- a. *Include* the individual as a household member, and the income of the permanently confined individual is counted;
or
- b. *Exclude* the individual as a household member, and the income of the permanently confined individual is not counted.

Income Limits

The household's annual income must not exceed the applicable income limit for the community as established by HUD and or the IRS. Current income limits are attached as **Exhibit C**.

Minimum Income Requirement

Rent should not exceed 40% of the applicant household's gross income; therefore, the minimum qualifying income will be at least 2 times the rent.

Applicants who do not meet the above criteria but whose income is such that the rent would not exceed 50% may still be considered qualified if they provide proof of available assets equal to or greater than six (6) months' rent.

In lieu of income, management will consider applicants who own available assets with a cash value of at least five times the rent to meet the income requirement.

Applicants using assets to meet the minimum income requirement will need to provide proof of (1) ownership; (2) access to the asset; and (3) the cash value must be based on at least a six-month average balance or proof of a lump sum receipt within the last six months must be provided.

For applicants to qualify for the minimum income requirement with total household contributions of greater than \$350 per month, the applicant must provide proof of the contributor's income that is at least seven (7) times the contribution amount.

This requirement does not apply to applicants receiving an acceptable form of rental assistance in which the owner has a contractual relationship with the rental assistance provider.

Vouchers

Housing Choice Vouchers and other types of rental assistance are accepted. No applicant will be denied on the basis that they receive rental assistance. All applicants, including those receiving rental assistance, must meet all eligibility standards outlined in this document.

Participation in a rental assistance program will be verified as part of the eligibility process. The payment standard of the rental assistance must meet or exceed the current contract rent of the apartment for which the applicant is applying.

Student Eligibility Requirement

Households made up entirely of full-time students are not eligible to live in units receiving housing credits. However, there are five exceptions to the full-time student restriction that would make such households eligible.

There is no grandfathering of eligibility because the resident was not a student when they moved in and later became one. For this reason, resident student status must be re-verified at annual certifications to confirm continuing eligibility of the household.

Who is considered a full-time student:

A full-time student is defined as any individual who (1) has been or will be a full-time student during any part of five calendar months during the current or upcoming calendar year, (2) at a regular educational institution with regular facilities, and (3) who also meets all the institution's requirements for full-time student status.

- Students enrolled in on-the-job training courses or pursuing their GED are **not** considered full-time students for the purpose of eligibility.
- Students attending elementary, middle, or high school **are** considered full-time students.
- Students attending college, university, technical, trade, mechanical, or online school **are** considered full-time students **if** the school defines them as full-time students, **and** they will be attending during any part of five (5) months out of the current or upcoming calendar year (months need not be full or consecutive).

Applicants are considered full-time students if the person had been a full-time student for five (5) months of the calendar year, even if they had graduated before applying for an apartment.

What are the exceptions to the full-time student restriction:

Full-time student households that are income-eligible and satisfy one or more of the following conditions can be considered eligible residents:

- All adult household members are:
 - 1) Single parents who are not listed as dependents on the tax returns of another individual; their child(ren) may be claimed by the absent parent but cannot be listed as a dependent on the tax returns of any other individual; or
 - 2) Married and eligible to file a joint tax return; or
- At least one member of the household:
 - 3) Receives TANF/TCA benefits or other assistance under Title IV of the Social Security Act; or
 - 4) Was previously in foster care, such as Child Welfare Services, or a state foster care or state transitional independent living program; or
 - 5) Is enrolled in a job training program receiving assistance under the Job Training Partnership Act or similar federal, state, or local laws.

HOME Program Eligibility

The following requirements must be met for an applicant household to be eligible for admission to the HOME program. All HOME applicants must also meet the eligibility requirements of the Housing Credit program and CDA program.

Income Requirement

The HOME program requires two months' worth of income verification.

The HOME program does not count the following household members when determining household size for income limits. In these cases, the various programs would use a different household size when applying the appropriate income limit.

- Foster children; or
- Unborn children; or
- Children who are not currently living with the household are being pursued for legal custody or adoption.

Student Eligibility Requirement

Student eligibility for HOME assistance will be determined at move-in, annual recertification, and initial certifications.

If an ineligible student is a household member, assistance will be terminated.

HOME assistance shall NOT be provided to any individual who:

Is enrolled as either a part-time or full-time student at an institution of higher education for the purpose of obtaining a degree, certificate, or other program leading to a recognized education credential; when the student:

- Is under the age of 24; and
- Is not a veteran of the United States Military; and
- Is not married; and
- Does not have a dependent child; and
- Is not a person with disabilities; and
- Is not individually eligible or has parents (the parents individually or jointly) who are not eligible on the basis of income.

Occupancy Standards

Number of Bedrooms	Number of Occupants	
	Minimum	Maximum
1	1*	3
2	2*	5
3	3*	7

These occupancy standards shall determine the appropriate size unit at move-in and shall apply during residency in determining unit transfers.

Management shall apply these occupancy standards before assigning the household to a unit. When there is a change in household size, determine if the household needs to transfer to another unit.

For the sake of determining the size of the unit that would be appropriate for a particular household, management shall count all full-time members of the household, including live-in aides and foster adults, as well as all anticipated children, including: (1) children expected to be born to a pregnant woman; (2) children in the process of being adopted by an adult household member; (3) children whose custody is being obtained by an adult household member; (4) foster children who will reside in the unit; (5) children who are temporarily in a foster home who will return to the household; and (6) children in joint custody arrangements who are present in the household 50% or more of the time.

Management will not count the following persons for the sake of applying the occupancy standards: (1) adult children who are away at school but who live at home during recesses that have established residency at another location as evidenced by a lease agreement; or who will be present in the household less than 50% of the time; (2) adult children on active military duty; (3) permanently institutionalized family members; and (4) guests or visitors.

This policy is intended to balance the need to avoid overcrowding with the need to avoid underutilization of the space and unnecessary subsidies.

Management maintains separate waitlists for each available unit size in the community. Applicant households are to determine which unit size waitlist(s) they are applying to. If an applicant household qualifies for more than one unit size available in the community, they may apply to one or all available unit size waitlists. Once a household accepts a unit offer and takes possession of a unit, they will be removed from any additional waitlists for that community.

If the household composition changes after the household have been placed on the waitlist, it will be the responsibility of the applicant household to notify management. Management will update the waitlist information. At that time, management will determine if the household meets the occupancy standards criteria for the selected unit sizes. If the household no longer qualifies for the unit size they originally selected, they will be removed from the inappropriate waitlist and:

- If the appropriate sized unit is available in the community, management will place the household on the waitlist for the appropriately sized unit maintaining the original application date; or
- If the appropriate sized unit is not available in the community, management will notify the household in writing that they are no longer eligible for the community and have been removed from further consideration on the waitlist.

Application Process

Applicants must be at least 18 years old or be emancipated minors to submit an application. Applicant households must submit a single application executed by all adults or emancipated minors in the household. Emancipated minors are considered adults in the application of our policies and procedures. All adult applicants, including those wanting to be added to existing households, are required to complete an application packet and consent to the release of information necessary to verify all income, assets, household characteristics, and circumstances that affect eligibility. Management will verify this information in compliance with the Housing Credit Program and regulations contained in the HUD Handbook 4350.3.

If basic eligibility is met (head of household over 18 or emancipated; household size meets the occupancy standards of a unit size available at the community with an open waitlist, and reported income under the maximum income limits), the applicant(s) will either be placed on the appropriate waitlist or provided with the appropriate forms to begin the move-in certification process.

Required Documentation

This documentation is not required to submit an application; however, it must be submitted before the applicant's household can move into a unit. Management will not accept photocopies or documents that appear fraudulent or altered. This documentation must be the original, which management will photocopy. Management will store the copies in the applicant's file.

For Certification Purposes:

- Verification of income from all sources: wages, social security, disability, workers compensation, unemployment, pensions, child support, public assistance, etc.
 - Contact information for employers or other income sources; and eight current, consecutive pay stubs; current benefit/award letters; etc.
- Verification of all household assets:
 - Financial Institution contact information; bank/account statements; real state records, etc.
- Verification of student status:
 - School contact information; and school records.
- Verification of custody* of minor household members:
 - Birth Certificates; a court order; tax returns; school, doctor's office, daycare records; etc.
 - *Please note legal custody is not required. Management is only verifying the residency of intended householdmembers.
- All adult household members must sign the HUD Consent forms.
- Verification
- Verification of any other information provided by the household relevant to the funding program certification.

For Identification Purposes:

- Disclosure of Social Security Numbers for all adult household members.
 - If no social security number (SSN) has been assigned to a particular family member, the applicant must submit any of the following documents*:
 - Individual Taxpayer Identification Number (ITIN)
 - Form I-151/I-551: Alien Registration Card (Green Card)
 - Form I-688: Temporary Resident Card
 - Form I-688B: Employment Authorization Card
- *Management is requesting these documents for the purpose of running Credit & Criminal screenings.
- Driver's License or other forms of photo ID for all adult household members.
- Birth Certificates or Passports for all minor household members.
 - If the household is unable to provide birth certificates or passports, management will accept any other US, state, local or foreign government-issued identification documentation as deemed acceptable by management
- Verification of any other information provided by the household relevant to the screening criteria.

Selecting Applicants from the Waitlist

The following procedure will be utilized by management to determine the selection of applicants for available units. Applications will be processed according to the date and time received, except under the circumstances described below. Eligible current residents needing a unit transfer are given priority over new applicants on the waitlist.

Accessible units or units with accessibility features will be offered first to residents and then to applicants who have requested and are determined eligible for the specific type of accessible unit or features. Applicants may request an accessible unit or a unit with accessibility features on their application.

It may be necessary for applicants to submit additional documentation for management to determine eligibility for an accessible unit. This policy does not apply in circumstances when the accessible unit that becomes available does not have the type of features required by the resident/applicant.

This community does not utilize any Statutory, Federal, Local, or Owner preferences.

Move-in Certification Process

All adult members must cooperate with the certification process. Applicants are obligated to report all income and assets and to complete all applications, verifications, and certifications completely and accurately. Management is required to verify all the following information if applicable to the household for determining eligibility:

- Income of all household members
- Assets of all household members
- Student status, financial aid, and tuition of all adult household members
- Any other factors as they relate to the final determination of eligibility

Certifications are processed at the community and then sent to the corporate office for approval before the unit is offered to the applicant. Management will not accept changes to the application once the file has been submitted for corporate review. We strive for the corporate review process to take no more than 24 to 48 hours; however, it may take longer when corrections are needed or due to circumstances beyond our control.

Annual Recertifications

Residents must complete the certification process annually.

If it is discovered that the household failed to qualify at the time of move-in for any reason, the household will be deemed ineligible and be issued a notice to vacate.

Applicant Screening Criteria

Disclosure & Verification Criteria

As part of the screening process, any answers or documentation provided by an applicant as part of the application are subject to verification. Failure to disclose any information and answer all questions in the application or attachments to the application fully and truthfully may constitute grounds for denial or rejection of the application.

All income must be verifiable and independent of the applicant. Self-employed applicants must provide acceptable proof of income (e.g., income tax returns or accountant letters). Income from assets will be calculated and used to determine the overall household income.

Credit History Criteria

This property evaluates each person applying to live in its community with a credit-risk scoring system that an independent consumer-reporting agency provides and consistently applies to all applicants. This scoring system uses a rental scoring based on both real and statistical models to estimate the credit risk that an applicant may not satisfactorily fulfill their lease obligations. The statistical model was developed from data regarding actual residents and their payments performance of their lease obligations. Prior to final acceptance of each applicant, this property will use this system to provide a numerical score that represents a relative measure of the credit risk associated with that applicant.

This data includes, but is not limited to: (1) Payment history; (2) Quantity and type of credit accounts (Credit cards, car loans, mortgages, etc.); (3) Outstanding debt; (4) Collection records; (5) Public records (Civil judgments, bankruptcies, evictions, etc.); (6) New credit inquiries within the last two (2) years; (7) Medical collections are excluded and will not decrease your rental scoring.

Money due to any previous landlord can result in an automatic rejection of the application regardless of any other criteria.

Bankruptcies are permitted if they have been cleared. Each applicant's credit-risk score will be compared to the acceptance policies to determine whether or not the applicant may be accepted. If the application is denied based on the credit-risk score, the applicant will be advised what factors most adversely affected the score, and the applicant will be given the name, address, and telephone number of the consumer reporting agency that provided the credit-risk score to the property. An applicant who is denied based on their credit-risk score was based and may initiate an investigation to correct any erroneous information in such reports. The consumer-reporting agency will advise the applicant of the actions

they may take to do so. Available units will not be held open during any such investigation by the applicant. The absence of credit history by itself will not be a reason to deny an applicant's household.

Residential History Criteria

An application may be rejected for one (1) of the following reported on any adult applicant:

1. One (1) eviction from a previous housing unit within the last three (3) years.
2. Three (3) or more late payments of rent within the last six (6) month period.
3. Landlord references are verified for the previous three (3) years (36 months). If any Landlord reference is returned to us wherein the previous landlord has signed that the applicant exhibited the following behavior:
 - a. Housekeeping issues
 - b. Records of disturbance of neighbors, destruction of property, or other disruptive or dangerous behavior - include behavior or conduct which adversely affects the safety or welfare of other persons by physical violence, gross negligence, or irresponsibility which damages the equipment or premises in which the family resides which is disturbing or dangerous to neighbors or disrupts family and community life.
 - c. Non-compliance with Lease Agreements - includes but is not limited to evidence of any failure to comply with the terms of lease agreements on prior residences, such as providing shelter to unauthorized persons, failure to comply with recertification process, keeping of pets, or other acts in violation of rules and regulations, painting or decorating without permission of the owner, etc.
4. Consideration will be given to the applicant if it is proved (documentation may be required) that the aforementioned rental history was beyond the control of the applicant. Examples would be a reduction in the labor force, illness, extremely high medical bills, divorce, etc.

Criminal History Criteria

Every adult applicant is required to sign a consent form allowing all relevant criminal information to be released. Applications will be rejected for any history found that could affect the health or safety of any resident or if any of the following is reported:

1. Any household member(s) is subject to a state sex offender lifetime registration requirement (if allowable by State).
2. Any household member(s) has been convicted of any violent criminal activity.
3. Any household member(s) has one conviction of a felony or misdemeanor against persons that have occurred in the past seven (7) years or in which the scheduled end of sentence occurred within the past seven (7) years.
4. Destruction of property or any other offenses that pose a threat to the well-being and safety of our residents, employees, or community.

If the application is denied based on this criminal background search, the applicant will be given the name, address, and telephone number of the consumer-reporting agency that provided the criminal background report. An applicant who is denied based on a criminal background search may obtain a copy of the report and initiate an investigation to correct any erroneous information in the report. The consumer-reporting agency will advise the applicant of the actions that they may take in order to do so. Available units will not be held open during any such investigation by the applicant.

Rejection of Applications

If an applicant disputes the accuracy of any information provided to the management office by a screening service or credit reporting agency, the applicant may contact the screening company that supplied the information within 60 days of the denial to obtain a copy of the screening results. The name and address of the screening company and a reference number will be provided in the denial letter.

Applicants who are denied must wait 90 days before reapplying to the community. No apartments will be held during the appeal process with a screening company or credit reporting agency. If the screening company or credit reporting agency determines the denial was incorrect due to missing or incorrect information, the 90-day waiting period will be waived.

If the applicant disputes the denial of an application due to income qualifications, they may submit an appeal. This Appeal must be submitted in writing within 14 days of notice that the application has been declined to the Director of Compliance for Humphrey Management. Contact information and instructions for how to submit appeals will be contained in the denial letter. A decision will be returned in writing within 14 days of receipt of the Appeal.

Transfer Policy

All transfers are subject to the transfer requirements of the Housing Credit program. Housing Credit requirements may make a household ineligible for transfer; in such cases, occupancy of the new unit would be treated as initial occupancy and would

be subject to the income eligibility requirement that annual gross household income does not exceed the Housing Credit income limit of the new unit. Management will refuse any transfer or move from one unit to another that is in conflict with the HousingCredit requirements.

Current residents who need to transfer due to one of the following reasons will be given priority over new applicants. Transfers will be granted for the following reasons and in the following order of priority.

1. Uninhabitable Transfer:

Management may initiate a unit transfer when a unit has been rendered uninhabitable due to fire, natural disaster, or other circumstance if management determines that the circumstance giving rise to the unit being rendered uninhabitable was not caused by the negligence of the resident household members or their guests.

Management may initiate a unit transfer when a unit is in need of repairs to correct defects hazardous to life, health or safety or in need of repairs deemed necessary by management that cannot be performed with the resident residing in the Unit.

2. Reasonable Accommodation Transfer:

A resident with a disability may request a unit transfer when the resident needs an accessible unit or unit with some accessibility features as a reasonable accommodation.

Management will provide reasonable accommodations to individuals with a disability to the maximum extent feasible. Management may modify the resident's existing unit or transfer the resident to another unit with the features required upon availability. No Resident shall be permitted to transfer into an accessible unit from a non-accessible unit unless they require the features of that unit, except in an emergency, as determined by management.

Please refer to the 'Disability and Reasonable Accommodation' section below for more information.

3. Accessible Unit Transfer:

Management shall require a resident to transfer when the unit is equipped with accessibility features that the occupying household does not need and a resident or applicant has been identified who does need the accessibility features of the unit.

In the event that management initiates or requires a transfer, management will notify the resident in writing of the requirement& reason for transfer, the time frame for transfer, and the consequences for failing to transfer.

Elective Transfer

The following policies apply to residents who wish to transfer for reasons other than those listed above. Residents who elect to transfer may be given priority over new applicants.

Eligibility for Transfer:

The following conditions must be met in order for an applicant household to be eligible for transfer:

1. The household must meet the requalify under the community's current Resident Selection Criteria.
2. The household must be current on their rental payments and must not have three or more late rental payments within the last six months.
3. Management will conduct a housekeeping inspection of the household's current unit. Failure of the housekeeping inspection or discovering damages beyond the scope of normal wear and tear may be grounds for denying the transfer request.

Fees:

The household is subject to a transfer fee of \$500, due within 48 hours of management's transfer unit offer. The transfer fee must be received prior to the transfer.

Transfer Policies:

Existing households who wish to transfer must submit a full application in a manner consistent with the Application Process as described in this document.

The security deposit is due at lease signing. Management does not allow the security deposit transfer from the original unit to the new unit.

Any charges assessed during the move-out process of the original unit will be applied to the security deposit of the original unit. Management will notify the resident in writing of any charges in excess of the original security deposit, and

such charges will be due immediately.

Existing household's wishing to transfer are not eligible for any move-in specials the community may be offering.

Households are only eligible to transfer at the end of the current lease.

Civil Rights Protections

It is the policy of management to comply with current and future legislation protecting the rights of applicants, residents, and staff, including but not limited to:

- Section 504 of the Rehabilitation Act of 1973
- Fair Housing Amendment Act of 1988
- Title IV of the Civil Rights Act of 1964

Fair Housing

Humphrey Management will follow and abide by the Fair Housing and Equal Opportunity Laws and any other Fair Housing and Civil Rights Laws in effect in the intake and processing of applications and selecting residents.

We will not discriminate against any person on the basis of the following protected classes:

Federal: Color, Disability, Familial Status, National Origin, Race, Religion, Sex

Maryland: Includes all federal protected classes listed above plus: Marital Status, Sexual Orientation, Gender Identity

Montgomery County: Includes all federal and State protected classes listed above plus: Age, Ancestry, Creed, Family Responsibilities, Presence of Children, Source of Income

Disability & Reasonable Accommodations

Management will utilize the Telecommunications Relay Services accessed by dialing 711 to communicate with persons with hearing or speech disabilities. Management will conduct in-person interviews for any applicant or resident needing assistance with the application process.

Management will seek to identify and eliminate situations or procedures that create a barrier to equal housing opportunities for all. In accordance with Section 504, management will make reasonable accommodations for individuals with disabilities (applicants or residents). Such accommodations may include a change in the method of administering policies, procedures, or services.

In addition, management may perform modifications to the dwelling or common areas where such modifications would be necessary to afford full access for qualified individuals with disabilities.

A person with a disability may request a reasonable accommodation at any time during the application process or residency in writing, orally, or by any other equally effective means of communication. Requests for accommodations should be submitted to the Community Manager.

Upon receipt, management shall review the request and, if necessary, shall require the resident to provide additional documentation or meet with management to discuss the request. Provided the resident has submitted all necessary documentation and complied with management requests, a final written determination shall be issued within thirty (30) days after receipt of the resident's initial request.

If an individual with a disability requires an accommodation or modification, management will honor the request unless doing so would result in:

- (a) A violation of State and federal law;
- (b) A fundamental alteration in the nature of the program;
- (c) An undue financial and administrative burden on the Owner or Management Agent;
- (d) A structurally infeasible alteration; or
- (e) An alteration requiring the removal or alteration of a load-bearing structural member.

In such cases, management will offer other suggestions that would not result in the circumstances described above.

Accessible Units

This community's accessible units are reserved for persons who need the accessibility features of the unit.

Accessible units will be held for 30 days during lease-up if an applicant requiring the features of the unit is not located. If, after this 30-day period, an eligible household requiring the accessible features of the unit is not found, the unit may be rented to an otherwise qualified household. If no household members in an accessible unit require the features of the unit, the household must transfer to a comparable and available non-accessible unit (for which the household qualifies) at the owner's expense when the accessible unit is needed for an applicant who requires the unit's features

VAWA Protections for Victims of Domestic Violence, Dating Violence, Stalking, or Sexual Assault

The Violence Against Women Act (VAWA) provides that criminal activity directly relating to domestic violence, dating violence, stalking, or sexual assault engaged in by a member of a resident's household or any guest or other person under the resident's control shall not be cause for being denied housing, termination of assistance, or occupancy rights if the resident or an immediate member of the resident's family is the victim or the threatened victim of that abuse. VAWA also provides that an incident(s) of actual or threatened domestic violence, dating violence, stalking, or sexual assault will not be construed as serious or repeated violations of the lease by the victim (or threatened victim) and will not be "good cause" for the termination of the assistance, tenancy, or occupancy rights of a victim of such violence.

Management utilizes form *HUD-5382* to certify that a person is a victim of domestic violence, dating violence, stalking, or sexual assault. In lieu of a certification, a resident may provide A federal, state, tribal, territorial, or local police record or court record; Documentation signed and attested to by an employee, agent, or volunteer of a victim service provider, an attorney, or a medical professional, from which the victim has sought assistance in addressing domestic violence, dating violence, stalking, sexual assault or the effects of abuse.

Management is mindful that the delivery of the certification form to the resident in response to an incident via mail may place the victim at risk. Therefore, management may require that the resident come into the office to pick up the certification form and will work with residents to make delivery arrangements that do not place the resident at risk.

If an individual does not provide the form *HUD-5382* or the information that may be provided in lieu of the certification by the 14th business day (or any approved extension), none of the VAWA protections afforded to the victim of domestic violence, dating violence, stalking or sexual assault will apply. However, in certain circumstances, at the discretion of management, assistance may be provided to an individual based solely upon the individual's statement or other corroborating evidence.

NOTE: Any household containing a member with a demonstrated history of committing domestic violence, dating violence, stalking, and sexual assault must exclude that member from the household to be considered for residency.

Limited English Proficiency

Management utilizes Tele language Interpretation Services to provide access to services for those individuals with Limited English Proficiency.

Modification of Resident Selection Criteria

These criteria will be posted in the management office and made available for applicants to review. It will be updated periodically in accordance with changes implemented in federal and State guides. Any questions pertaining to these selection criteria should be directed to the Community Manager.

EXHIBITS

Exhibit A – Community Eligibility- Sojourner Place at Oliver

This community is funded under the following programs and adheres to all regulatory requirements, income and rent restrictions:

- IRS Section 42 Low Income Housing Tax Credit Program
- MD Department of Housing and Community Development Rental Housing Funds Program
- Federal HOME program
- Housing Assistance Payments Contract administered by Housing Authority of the City of Baltimore

To live at Sojourner, the applicant must be:

- 18 years of age or older (Head of Household) or legally emancipated.
- Household whose Annual Income does not exceed (30% of AMI); or
- Household whose Annual Income does not exceed (50% of AMI); and
- Within the Occupancy Standards for our unit sizes using the chart above (Occupancy Standards)

Criteria for defining Homelessness – Literally Homeless

- (1) Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:
 - a. Has a primary nighttime residence that is a public or private place not meant for human habitation;
 - b. Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, and local government programs); or
 - c. Is exiting an institution where (s)he has resided for 90 days or less and who lived in an emergency shelter or placed not meant human habitation immediately before entering that institution.

A Substantial Disability:

- Is a condition that results in major impairment of cognitive and/or social functioning, representing sufficient impairment to require interdisciplinary planning and coordination of special or generic services to assist the individual in achieving maximum potential; and
Must cause significant functional limitations, as determined by the regional center, in three or more of the following areas of major life activity, as appropriate to the person's age. Since an individual's cognitive and/or social functioning are many-faceted, the existence of a major impairment shall be determined through assessment(s) in the following areas of daily life activity:
 - Receptive and expressive language;
 - Learning;
 - Self-care;
 - Mobility;
 - Self-direction;
 - Capacity for independent living;
 - Economic self-sufficiency

Exhibit C – Income Limits and Rents

Project Based Section 8 Gross Rents 2022

Bedroom	1 BR	2 BR	3 BR
	\$1186	\$1420	\$1666

Rent limits published (No Utility Allowances) Section 8 rents are from a referral source.

MTSP Baltimore City Income Limit Table 1 2022

HH #	1	2	3	4	5	6	7
30%	\$24,390	\$27,870	\$31,350	\$34,830	\$37,620	\$40,410	\$43,200
50%	\$40,650	\$46,450	\$52,250	\$58,050	\$62,700	\$67,350	\$72,000

Income limits published 4/18/2022

Sojourner Place at Preston Rent Table 6/1/2022

Bedroom	1 BR	2 BR	3 BR
30%	\$595	\$695	\$818
50%	\$750	\$880	\$990

Rent limits published

Utility Allowances

Utility Allowances	1 BR	2 BR	3 BR
Effective 10/1/2021	\$53	\$67	\$82

Pando Alliance prepared the UA calculations

Both income limits and rents are subject to change.

Exhibit D – Special Waiting List Policy

N/A

Exhibit E – Reasonable Accommodation Policy

Management recognizes its obligations to reasonably accommodate individuals with disabilities in all phases of its operations. This includes employees, applicants for housing, and residents currently in housing operated by Humphrey Management Housing.

The Reasonable Accommodations requirements are expressed in the Fair Housing Act Amendment of 1988 as promulgated by the Department of Housing and Urban Development (24 CFR Parts 14 et seq.) with respect to applicants for occupancy in our housing and current residents of our properties.

In accordance with these regulations, and in recognition of our obligations, Humphrey Management hereby puts forth this Reasonable Accommodations Policy as follows:

1. Management will make reasonable accommodations, which are changes, exceptions, or adjustments to a program, service, building, dwelling unit, or workplace that will allow a qualified person with a disability to participate fully in a program, take advantage of a service, live in a dwelling, or perform a job.
2. Management will make reasonable and necessary accommodations for equal opportunity for individuals with disabilities. In order to show that a request is necessary, there must be an identifiable relationship, or nexus, between the requested accommodation and the individual's disability.
3. Management will determine whether a request for accommodation is reasonable and may propose an equally effective alternative in affording equal opportunity.
4. In order to be eligible for a reasonable accommodation, an individual must be considered disabled as defined by Federal Law. *A person with disabilities is defined as someone who has a physical or mental impairment that substantially limits one or more major life activities; is regarded as having such an impairment; or has a record of such an impairment.*

Major life activities include but are not limited to: seeing, hearing, walking, breathing, performing manual tasks, caring for one's self, learning, speaking, and working.

5. Normally a reasonable accommodations request should be submitted in writing, but whenever a resident, applicant, or employee makes it clear that a request is being made for an exception, change, or adjustment to a rule, policy, practice, service, or physical structure because of their disability, management will consider the request. Reasonable Accommodation requests can be made by the person with the disability, a family member, or someone else acting on the individual's behalf.

It is usually helpful for both the individual with the disability and management if the request is made in writing. If the individual with a disability requires assistance in providing a written reasonable accommodation request, management will assist the individual with disabilities with this request.

6. Upon receiving the request, management will attempt to verify that the applicant/resident/employee meets the definition of a person with disabilities listed above and needs the accommodation in order to benefit from the programs, or services offered in this community unless the disability is obvious or otherwise known to the provider and the need for the accommodation is readily apparent or known, in which case no verification is required.
7. Management will respond in writing and in a manner deemed most understandable to the applicant/resident/employee.
8. Management does not, by law, have to honor a reasonable accommodation request that would result in:
 - a. A fundamental alteration in the nature of the program. This means that management does not have to provide services that are not presently being provided. In such a case, the individual may obtain the service(s) independently.
 - b. An undue financial burden. This determination will be made on a case-by-case basis, involving various factors, such as the cost of the reasonable accommodation, the financial resources of the property, the benefits the accommodation would provide the requester, and the availability of alternative accommodations that would adequately meet the requester's disability-related need.

- c. An undue administrative burden. This means the accommodation would not easily be accomplished with existing staff and would require the hiring of additional staff or would result in a reduction in services to other residents.
- 9. If an accommodation request falls into one of the three categories in (8) above, management will endeavor to identify an equally effective means of meeting the individual's needs. Reasonable accommodations are based on need, not a preference. Management may also allow the individual to make modifications at their own expense when a request is denied for reasons permitted by law.
- 10. Management will allow assistance and companion animals. Management will verify the need for the assistance or companion animal (unless the need is readily apparent or already known), and the resident is responsible for the conduct of the animal at all times in a manner consistent with the lease.
- 11. This Reasonable Accommodation Policy also applies to employees with disabilities who meet the definition of disabled contained in this policy. Employees with disabilities shall, subject to the limitation described in (8) above, be eligible for reasonable accommodations that will permit them to perform the job's essential functions.
- 12. Consideration of all accommodation requests shall be made on a case-by-case basis.
- 13. Individuals who believe they have been discriminated against in connection with this policy should contact the Section 504 Coordinator at Humphrey Management, 10220 Old Columbia Road; Suite M, Columbia, MD 21046.

Exhibit F– Mitigating Circumstances

Due to additional requirements provided, special needs applications may be handled separately per the local housing authority. Documentation of the existence of special needs may be included with the application. Applicants with problematic tenant or credit histories may request consideration based on disability status and/or issues relating to mitigating circumstances; therefore, the above Resident Selection Criteria will be considered in conjunction with the following Mitigating Circumstances Policy.

Mitigating Circumstances Policy

In the event, that an applicant fails to meet one or more of the Resident Selection Criteria and the application is rejected, management may consider admitting the applicant and approving the application through consideration of mitigating circumstances or by applying a reasonable accommodations policy (**Exhibit E**) if requested by the applicant. Upon request, an applicant will meet with a consideration committee made up of property management and resident services representatives. Applicant's primary case manager may also attend the meeting with the consideration committee. During the consideration meeting, an applicant will then have the opportunity to explain why their history or credit problem occurred and what has changed so that similar incidents will not recur. Decisions will be based on the committee's assessment of the applicant's ability to comply with the lease.

Mitigating circumstances are verifiable facts that would overcome or outweigh information gathered in the resident selection process. The verifier must corroborate the reason(s) given by the applicant for the disqualifying circumstances and indicate that the prospect for lease compliance in the future is good because the reason for their disqualifying circumstances is either no longer in effect or otherwise controlled.

Available units will not be held open during the consideration process. If a unit is not available at the completion of the consideration process and the consideration is granted, the applicant will be placed on the Waiting List.

The last page contains an acknowledgment of receipt.

I have received a copy of the Resident Selection Criteria for Sojourner Place at Preston:

_____	_____	_____	_____
<i>Head of Household's Signature</i>	<i>Date</i>	<i>Other Adult Member's Signature</i>	<i>Date</i>
_____	_____	_____	_____
<i>Other Adult Member's Signature</i>	<i>Date</i>	<i>Other Adult Member's Signature</i>	<i>Date</i>



We do business in accordance with the Federal Fair Housing Law