



## TENANT SELECTION PLAN

<p><b>CAMAS COMMONS</b>  <b>5140 SW Meadow Flower Drive, Corvallis, OR 97333</b>  <b>Phone: 541-753-6885 Fax: 541-753-0441 Email: CamasManager@L-bha.org</b></p>
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Camas Commons is comprised of 1-bedroom, 2-bedroom, 3-bedroom and 4-bedroom townhouse and apartment style units. All units are subject to Federal Low-Income Housing Tax Credit (LIHTC) eligibility requirements. Ten (10) units are funded with HOME funds.

### 1. PROPERTY DESCRIPTION

#### A. PHYSICAL DESCRIPTION / LOCATION

Camas Commons was built in 2002 and is located at 5140 SW Meadow Flower Drive in Corvallis, Oregon. Offering 56 units of affordable family living, Camas Commons consists of townhouse and apartment style duplexes and triplexes and comprised of 1, 2, 3 and 4-bedroom units. All units feature fully equipped kitchens, energy efficient design and appliances and washer and dryer hookups. A large community room is available with a full kitchen, laundry facilities and playroom. The property is also located on the bus route near a shopping center. Camas Commons is a NO SMOKING designated property.

#### B. FUNDING/TARGETED POPULATION

Camas Commons was developed by Linn-Benton Housing Authority (LBHA) in partnership with Willamette Neighborhood Housing Services, Inc. Property development was funded through Federal Low Income Housing Tax Credits (LIHTC), the HOME Investment Partnership Program (HOME), Oregon Affordable Housing Tax Credits (OAHTC) and Trust Fund-Housing Development Grant Program.

Camas Commons houses low income Families, Seniors and Disabled persons earning 50 percent or less of the Area Median Income.

#### C. INCOME RESTRICTIONS

There are two different maximum income limits at Camas Commons depending on the funding source(s) for each unit. The limits are based on a percentage of the Area Median Income (AMI) as determined each year by HUD/Oregon Housing and Community Services and are subject to change without notice. Applicants can call the property manager at the number above to inquire about current income limits.

Camas Commons consists of the following mix of apartments based on Income Limits:

Income Limits for 1-bedroom Apartments	Income Limits for 2-bedroom Apartments	Income Limits for 3-bedroom Apartments	Income Limits for 4-bedroom Apartments
4 units – 30% AMI	2 units – 30% AMI	30 units – 50% AMI	4 units – 50% AMI
6 units – 50% AMI	10 units – 50% AMI		

### OCCUPANCY STANDARDS

Management reserves the right to limit the number of individuals residing within a single apartment. Consideration is given to overcrowding and underutilization factors as well as compliance with federal, state, and local laws. Generally, the acceptable number of persons per apartment, depending on household composition, will be:

- |                                   |                                   |
|-----------------------------------|-----------------------------------|
| 1-Bedroom: 1-3 people             | 3-Bedroom: 3-7 people (3 minimum) |
| 2-Bedroom: 2-5 people (2 minimum) | 4-Bedroom: 4-9 people (4 minimum) |



Due to restrictions in the LIHTC program, households may not add a new member during the first year of residency with the exception of children born to or adopted by a member of the original household. An exception may also be made if a live-in care provider is needed as a reasonable accommodation and is approved in advance by management. Any household wishing to add a member after the first year of residency must have the proposed new member of the household complete all application materials, and must receive management approval prior to adding the member to the household or moving into the apartment.

## **2. APPLICATION PROCESS**

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### **A. HOW PRE-APPLICATIONS ARE ACCEPTED**

A pre-application must be completed by every applicant/household who wishes to be considered for an apartment and must be signed by ALL adults (Age 18 and over) listed in the household. This pre-application (a brief form of the full application), provides the minimum information needed to determine if the applicant is eligible to be placed on the waiting list. When an applicant reaches the top of the waiting list and is selected, a full application must then be completed in order to determine eligibility for the upcoming unit vacancy.

Completed pre-applications as well as any updates to the application will be accepted in writing only and delivered in person, by mail, email, or fax.

### **B. LETTER OF RECEIPT**

Once the completed pre-application is received, a letter will be sent to the applicant from LBHA confirming you have been placed on the waiting list(s) you selected.

## **3. WAITING LIST**

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### **A. PLACEMENT**

All accepted, completed applications will be placed on a waiting list in chronological order (by date and time) and categorized by bedroom size as selected by applicant.

Applicants will be selected based solely on the date and time of application.

### **B. MAINTAINING PLACEMENT**

The waiting list will remain open unless it exceeds a manageable number that would require management, at its discretion, to close the wait list. Such a determination would be made by the Linn-Benton Housing Authority.

Applicants must notify LBHA, in writing, if any of the following changes occur:

- Mailing address
- Phone number
- Household composition
- Criminal activity/history

Changes to the application must be in writing only and delivered in person, by mail, email, or fax.

The waiting list will occasionally be updated by mail and it is the applicant's responsibility to respond within the designated timeframe as stated on the update letter.

### **C. REJECTION/REMOVAL PROCESS**

Applications will be removed from the wait list if:

1. The applicant requests their name be removed
2. The household fails to respond to a written notice requesting response in the timeframe indicated in the notice
3. The household is offered and rejects two units on the property.
4. Mail sent to the address listed on the application is returned as undeliverable



5. Changes in household size put the applicant household outside of the minimum or maximum occupancy standards

If an applicant declines the **first offer** of a unit for which they are on the waiting list for and appear eligible, they may retain their placement at the top of the waitlist.

Upon the **second offer** of a unit for which they are on the waiting list for, if applicant declines, applicant will need to reapply for placement on the waitlist.

#### **D. SELECTION FROM WAITING LIST**

As applicants approach the top of the waiting list and vacancies occur, they will be contacted in writing and/or by phone to begin the eligibility process. Applicants will be offered a unit once they are determined eligible and will be selected in chronological (date and time) order of when they were first placed on the waiting list.

At this time, applicants will be provided copies of VAWA Appendix A: form HUD-5380 and VAWA Appendix C: form HUD-5382.

### **4. ELIGIBILITY PROCESS/REQUIREMENTS**

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As applicants approach the top of the waiting list and vacancies occur, eligibility for the particular unit coming available must be determined.

#### **A. SCREENING CRITERIA**

Households applying for residency must meet the following criteria:

The head of household, co-head, or spouse must be 18 years of age or older at the time of eligibility determination.

The household must meet the financial criteria for housing (60%, 50%, 40%, or 30% of area median income or less, depending on the available unit), as applicable for the specific property.

All adult household members must sign an *Authorization to Release Information* prior to tenancy and annually thereafter.

The household must be of an appropriate size for the available apartment according to the occupancy standards.

Picture identification, such as a Driver's License (Current) or State/Federal issued identification for all applicants age 18 and over.

Social Security card or IRS Individual Taxpayer ID Number (ITIN) for each family member (if a number has been assigned)

Applicants and/or tenants who are in the first 6 months of their lease who demonstrate that he/she is married but is estranged from or in the process of a separation from his/her spouse, must complete an estrangement/separation certification in order to prove that the spouse will not be residing in the unit.

A \$15 per adult non-refundable screening fee will be collected, at the time of full application. This expense covers the credit and criminal background checks.

Households comprised of full-time students as defined by IRS and HUD regulations are not eligible for low-income housing, with few exceptions. Student status will be determined and verified at the time of eligibility.

#### **B. BACKGROUND CHECK**

A credit check and criminal background check will be conducted at the time of eligibility determination. Any action or determination made in connection with the background check will be in accordance with the policies approved by the Linn-Benton Housing Authority Property Management Department.



**C. INCOME VERIFICATION**

Annual income and assets will be determined per 24 CFR Part 5; HUD Handbook 4350.3 Rev.1 Change 3; and the Oregon Housing and Community Services (OHCS) LIHTC, HOME and the Elderly/Disabled Loan Program Compliance Manuals.

**D. COMPLIANCE CHECK**

When all documentation and verifications have been received for the Full Application, the applicant file is then reviewed by a third party verifier for accuracy and compliance with appropriate program regulations.

**E. DENIAL OF UNIT**

If an applicant/household is determined to be ineligible for the available unit or property, a written notification will be mailed to the applicant informing them of the reason why they were denied.

If you disagree with a determination of ineligibility, you may submit your appeal in writing within ten (10) days of the date printed on the notice you receive. The information you provide will be reviewed by someone other than the person who made the initial determination and will send you a written response within ten (10) days of receiving your grievance/concern.

**5. MOVE-IN**

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Once an applicant/household is determined eligible, a move-in date will be established and the property manager will schedule an appointment to sign the lease and move-in paperwork.

If a household fails to sign the lease and take possession of the unit on the agreed date, the application will be declined and the unit will be offered to the next eligible household.

**6. ADDITIONAL INFORMATION**

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**REASONABLE ACCOMMODATION**

Applicants with disabilities retain the right to request reasonable accommodations in rules, policies, practices, or services including those pertaining to the application process, and retain the right to request reasonable modifications to their apartment or common areas if such accommodations or modifications are necessary to afford the applicant equal opportunity to enjoy the premises. Requests for reasonable accommodation or modification should be made to management. The applicant will be asked to provide information to help verify disability and/or the need for the requested accommodation or modification. A written response will be sent to the applicant within 14 days of the request.

**FAIR HOUSING AND EQUAL OPPORTUNITY**

The owners and management of **Linn-Benton Housing Authority Property Management** comply with all federal, state, and local housing and civil rights laws. Federal, state and local law prohibits discrimination based on race, color, religion, national origin, sex, familial status, mental or physical disability, source of income, marital status, age, sexual orientation, and gender identity. 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 applications, selection of tenants from among eligible applicants on the waiting list, assignment of units, and the certification and recertification of eligibility for housing assistance.



**SECTION 504 AND GRIEVANCE PROCEDURE FOR DISABILITY DISCRIMINATION**

**Linn-Benton Housing Authority Property Management**, does not discriminate on the basis of disability status in the admission or access to, or treatment or employment in its federally assisted programs and activities.

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 at any point during the application process an applicant feels 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 the Department of Housing and Urban Development's regulations implementing Section 504 (24 CFR, part 8 dated June 2, 1988). Please contact her in writing to file your grievance. She will respond in writing within 10 days from the date of the grievance.

**Jennifer Sanders**  
**Linn-Benton Housing Authority**  
**1250 Queen Ave SE**  
**Albany OR 97321**

At any time during this process you have the right to file a Fair Housing Complaint with the Fair Housing and Equal Opportunity office of HUD at 888-877-0246.