ACCESS Housing Dept.
PO Box 4666
Medford, Or 97501
Phone: 541-779-6691
Fax: 541-779-8886

Woodrow Pines Property Description and Tenant Selection Criteria

Woodrow Pines is located at 1090 & 1096 Woodrow Lane, near Crater Lake Avenue, in Medford, Oregon. One building consists of seven 1-bedroom units and the other building is a house with a shared living environment. Ground floor units are handicap accessible.

♦ APPLICATION

Procedure for accepting applications/pre-applications: Anyone who wishes to be admitted to Woodrow Pines must complete a written application and a psychiatric verification and referral sheet. The application and Agency Involvement Sheet must be complete. Incomplete applications will be rejected immediately. The application must contain enough information to enable management to:

- Tentatively determine the family's eligibility including:
  - Household characteristics – such as elderly, disabled/handicapped, homeless;
  - Estimated anticipated annual income and assets now owned;
  - Whether any family member has disposed of assets for less than their fair market value during the previous two years;
  - Screen applicant by checking criminal history;
  - Assess the effectiveness of the marketing strategy outlined in the Affirmative Fair Housing Marketing Plan (race and ethnicity of the head of household and how the applicant learned about the development);
- And, must be signed and dated.

Policy for opening/closing the wait list: The wait list for Woodrow Pines will remain open and will be updated and/or purged periodically. You will be contacted in writing prior to removing your name from the list.

♦ SELECTION

You will be notified when your name is next up on the waiting list and a unit becomes available.

- All members of your household over the age of 18 will be required to provide two pieces of identification. One must be positive picture identification, such as a driver's license or state identification card; passport and the other can be a Social Security Card or medical card. All households must provide positive identifications of all persons who will be part of the household. If pregnant, a self-certification may be obtained if a larger bedroom size unit is requested than the household would be eligible for if not pregnant; and adoption or other custody in process must have written documentation.
- You and all members of household over the age of 18 years must sign a Release of Information Authorization allowing third-party verification of the assets and income declared on the application.
- Evictions or the presence of a Forced Entry Detainer (FED) within the last four- (4) years may result in disqualification.

- If you are currently involved with illegal drug activities or convicted of the illegal manufacture or distribution of a controlled substance you will be denied residency. However, if you are presently involved in or have successfully completed a recovery program and are no longer involved with illegal drug activities, residency will be considered.
- If your residency would constitute a direct threat to the health and/or safety of others, or yourself, or would result in substantial physical damage to the property of that of others you may be denied residency.
- Information about the conduct of the applicant in present and prior housing will be sought. Selection as a tenant may be denied based on information about behaviors that would adversely affect the health, safety or welfare of other residents, or physical environment, or the financial stability of the project.

Procedures for selecting applicants from waiting list: Each applicant shall be assigned his/her appropriate place on the wait list in sequence based on the date his/her application was received. Each of the forgoing preference or priority factors will be treated as equal to the others:

- First to current occupants of another unit having a handicap requiring the accessibility features of the vacant unit or if no such occupant exists; then
- Second, to an eligible qualified applicant on the waiting list having a psychiatric disability and being homeless requiring the features of the vacant unit; and
- Finally, to other eligible persons in compliance with the Affirmative Fair Housing Marketing Plan.

An applicant in position number one on the wait list will be offered an open unit first. He or she may elect to “pass” on this offer for housing. On the first pass, the applicants’ name will remain in place and the next applicant would be selected. The second pass would move the applicant to the bottom of the wait list. A third request to pass would remove the applicant from the wait list entirely.

Definitions of eligible households: To be eligible for admission to Woodrow Pines the applicant must meet the following requirement:

- The applicant must qualify under the very-low income and eligibility guidelines established by the US Department of Housing and Urban Development (HUD). The very-low income guidelines are as follows

% MFI	1 Person	2 Persons	3 Persons
50%	$19,250	$22,000	$24,750
	4 Persons	5 Persons	6 Persons
	$27,500	$29,700	$31,900

Woodrow Pines – House
TENANT SELECTION CRITERIA

The policy of ACCESS, Inc. is one of equal opportunity and non-discrimination in compliance with all Civil Rights legislation (1964, 1968, 1988) Section 504 of the Rehabilitation Act of 1973 (if applicable) and Affirmative Fair Housing Marketing requirements. No applicant will be denied on the basis of race, color, religion, sex, familial status, handicap status or national origin.

- Psychiatric Disability: A person that has been diagnosed with a serious mental illness which:
  - Is expected to be of a long, continued and indefinite duration;
  - Substantially impedes his or her ability to live independently; or
  - Is of such a nature that such ability could be improved by more suitable housing conditions; and
- Homeless as described in accordance with the Stewart B. McKinney Homeless Assistance Act of 1988:
  - In places not meant for human habitation, such as cars, parks, sidewalks and abandoned buildings:
  - In an emergency shelter;
  - In transitional or supportive housing for homeless persons who originally came from the streets or emergency shelter;
  - In any of the above places but is spending a short time (up to 30 consecutive days) in a hospital or other institution;
- Unit must be the applicants' only residence.
- Applicant must be willing to pay the rent and have the ability to abide by the lease.
- In addition to income and household qualifications the following factors shall also apply:
  - A non-criminal record relating to physical violence of persons or property or any other criminal acts which would adversely affect the health, safety or welfare of other residents.
  - The ability to abide by the terms of the lease in conjunction with available supportive services or otherwise, to maintain both their person and apartment in a manner which is not detrimental to either their safety or personal well being or to the safety and well being of other residents.
  - No evidence of a chemical/drug dependency, which would otherwise adversely effect the well being or safety of the applicant, other residents and/or property.
  - Not providing application information for determining eligibility may result in suspension of application.
  - Persons determined to be ineligible shall be notified in writing outlining the reason(s) that the application was determined to be ineligible. The applicant will be given the opportunity to meet with the management agent within 14 days to discuss the reasons for non-selection.

Woodrow Pines – Apartments
TENANT SELECTION CRITERIA

The policy of ACCESS, Inc. is one of equal opportunity and non-discrimination in compliance with all Civil Rights legislation (1964, 1968, 1988) Section 504 of the Rehabilitation Act of 1973 (if applicable) and Affirmative Fair Housing Marketing requirements. No applicant will be denied on the basis of race, color, religion, sex, familial status, handicap status or national origin.

- Psychiatric Disability: A person that has been diagnosed with a serious mental illness which:
  - Is expected to be of a long, continued and indefinite duration;
  - Substantially impedes his or her ability to live independently; or
  - Is of such a nature that such ability could be improved by more suitable housing conditions.
- Unit must be the applicants' only residence.
- Applicant must be willing to pay the rent and have the ability to abide by the lease.
- In addition to income and household qualifications the following factors shall also apply:
  - A minimum of 6 months psychiatric stability to be determined by an independent agency or entity authorized by law to determine a psychiatric disability.
  - A non-criminal record relating to physical violence of persons or property or any other criminal acts which would adversely affect the health, safety or welfare of other residents.
  - The ability to abide by the terms of the lease in conjunction with available supportive services or otherwise, to maintain both their person and apartment in a manner which is not detrimental to either their safety or personal well being or to the safety and well being of other residents.
  - No evidence of a chemical/drug dependency, which would otherwise adversely effect the well being or safety of the applicant, other residents and/or property.
  - Not providing application information for determining eligibility may result in suspension of application.

Persons determined to be ineligible shall be notified in writing outlining the reason(s) that the application was determined to be ineligible. The applicant will be given the opportunity to meet with the management agent within 14 days to discuss the reasons for non-selection.

If management determines a person or family is eligible and is otherwise acceptable and a unit is available, management will assign the family a unit.

If no suitable unit is available, management will place the family on an approved waiting list for Woodrow Pines and notify the family of approximately when a suitable unit will become available. If the waiting list is so long that the applicant would not likely be admitted for the next 12 months, management may advise the applicant that no additional applications are being accepted for that reason.

If management does not place an applicant on the waiting list or immediately process the applicant for admission, management must promptly notify the applicant in writing of the rejection and explain in the notice:

- The reason for the rejection; and
- That the applicant has 14 days to respond in writing or to request a meeting to discuss the rejection.

A member of management's staff who did not make the initial decision to reject the applicant must conduct any meeting with the applicant or review of the applicant's written response. If the applicant appeals the rejection, management must give the applicant a written final decision within five days of the response or meeting. Management must keep the following materials on file for at least three years: application; initial rejection notice; any applicant reply; owner's final response; and all interview and verified information on which management based rejection.

An applicant is considered ineligible if:

- The household's annual income is greater than the applicable income limit. Management may not admit income ineligible families.
- The applicant is a single person who does NOT have a psychiatric disability.
- Is not homeless.

When an applicant income qualifies, but otherwise is ineligible, he or she may be admitted provided:

- All available eligible applicants have been admitted, unless there is good cause for denying them assistance.
- All reasonable steps have been taken to attract eligible families, including using marketing efforts likely to attract eligible applicants.
- Written certification that the steps required in on and two above have been completed are placed in the files of any ineligible tenants who are admitted.

♦ MOVE-IN PROCESS

If your application is approved and you accept the apartment, you will be required to:

- Sign a Rental Agreement in which you agree to abide by all rules and regulations of tenancy.
- Pay a security deposit equal to one month's rent.
- Pay the first month's rent in advance.
- Have all applicable utilities placed in his/her name immediately upon acquiring the unit.
- Sign, along with management, a Move-In Inspection form, verifying the condition of the property at the time of occupation.

♦ GRIEVANCE PROCEDURE

If your application has been denied and you feel that you qualify as a resident, you have the right to respond to the denial of your application. You must request a Grievance Hearing orally or in writing no later than fourteen (14) days from the date of the denial letter. Either the Housing/Development Manager or ACCESS, Inc. Executive Director or both, will hear your grievance.

In your request you may choose to have a hearing in person, in writing or via telephone. Your request should explain why you feel you were rejected, and why you feel that you qualify as a resident. For written hearings, please attach a copy of the rejection letter you received.

If you choose to have a hearing in person or via telephone, an appointment will be scheduled within seven (7) working days of the date Management receives the request for the hearing.

Your original application, your response letter and any other pertinent information will be reviewed and you will be notified of the outcome of the review within 30 days of the receipt of your hearing. The decision of the Housing/Development Manager or ACCESS, Inc. Executive Director will be final.

Please mail your letter to:

ACCESS, Inc.
Attn: Manager, Housing Department
P.O. Box 4666
Medford, OR 97501

- INCOME LIMITS AND RENTS

The income limits for Woodrow Pines are listed below:

50% median income limits	
1 Person	$19,250
2 Persons	$22,000
3 Persons	$24,750
4 Persons	$27,500
5 Persons	$29,700
6 Persons	$31,900

- PREFERENCE/PRORITY FACTORS

Woodrow Pines Points System	
Psychiatric Disabilities	10 Points