

The Owner and Management Agent

Ownership: Sunrise House LLC

Management: Laconia Housing Authority

Physical address: 423 South Main Street Laconia, NH 03246

Mailing address: 32 Canal Street Laconia, NH 03246

Funding Source Requirements

Sunrise House project is subject to the requirements of the following funding sources:

- 1) All 16 units must qualify as elderly households (all residents 55 years of age or older).
- 2) 14 units are to be occupied by households who meet the health requirements to qualify for the Medicaid CFI (Choices For Independence) program, regardless of income.
- 3) 4 Units which are Market, may accept services as needed.

4) Federal Home Loan Bank of NH restrictions (15 years)*

12 units must be occupied by households earning less than 50% of the AMI.

At initial occupancy only, 4 units to be occupied by households earning 80% or more of the AMI.

After initial occupancy, the 4 market units are desirable but not required.

* \$500,000 From Federal Home Loan Bank of NH

5) New Hampshire Housing Finance Authority restrictions (40 years)*

9 units must be occupied by households earning less than 30% of the AMI.

3 units may be occupied by households earning between 30% and 80% of the AMI.

4 units may be occupied by households earning 80% or more of the AMI.

* \$1,350,000 from Federal Housing Trust Fund. Restrictions similar to the Federal HOME program.

*\$412,500 from State Affordable Housing Fund. Restrictions allow units between 30% and 80% AMI.

6) Rental subsidy

9 units will have project based vouchers from NHHFA. Those 9 voucher units must be occupied by the residents qualifying as less than 30% of the AMI (see above). These units can not float.

Once applicant comes to the top of the waitlist and is deemed eligible, Laconia Housing will give a Sunrise House resident a preference for a Housing Choice Voucher administered by Laconia Housing (always at least 3 units). Residents earning greater than 50% of the AMI will not receive rent subsidy.

Fair Housing and Equal Opportunity Requirements

It is the policy of Laconia Housing Authority to abide by Title VIII of the Civil Rights Act of 1968 as amended by the Fair Housing Amendments Act of 1988, the New Hampshire "Law against Discrimination"(RSA 345), and Section 504 of the Rehabilitation Act of 1973.

Laconia Housing Authority does not discriminate on the basis of race, color, religion, sex, sexual orientation, genetic makeup, marital status, veteran status, national origin, age, disability, or any other characteristic protected by law.

Affirmative Fair Housing Marketing Plan

The Management Agent will carry out the marketing in accordance with this Tenant Selection Policy and the Affirmative Fair Housing Marketing Plan.

Accommodation Process, (Including Live-In Aides)

The applicant will be provided with a reasonable accommodation if the applicant has a verifiable disability that is directly related to the request and providing the reasonable accommodation will not result in an undue administrative and financial burden

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to management or to the owner. If the site is unable to make a reasonable accommodation due to a resulting financial burden, the applicant may, at his/her own expense, make the accommodation after structural approval by management. Management may require that the tenant remove the accommodation (or have it removed) upon vacating the unit.

Live-In Aides are considered to be a reasonable accommodation. Management must obtain verification that the Live-In Aide is needed to provide necessary supportive services essential to the care and well-being of the individual, and that there is a disability-related need for the Live-In Aide. This verification will be obtained from the individual's physician, medical practitioner or health care provider.

Live-In Aides must meet the same screening criteria as any other applicant, with the exception of credit checks and income qualification

Application Process

Accepting Applications:

Applicants are encouraged to apply for housing in person. However, if it is not possible for the applicant to apply in person, an application will be mailed to the applicant or an application can be downloaded from the Laconia Housing Authority's website. Upon receipt of the completed application, the Management Agent will make a preliminary determination of eligibility. Applications determined to be incomplete will be returned to the applicant with areas requiring further action noted.

Waiting Lists

All applications determined to be preliminarily eligible will be placed on the waiting list based on the date and time of acceptance. The applicant will be notified of the status of their application in writing within ten days. Waiting lists shall be updated periodically to ensure that all applicants are still eligible/interested in obtaining an apartment. If it is determined that the applicant is no longer eligible/interested, the applicant will be removed from the waiting list. Applicants will be notified in writing that they have been removed from the waiting list.

When an apartment becomes available for occupancy, the apartment will be offered to the next applicant at the top of the waiting list who qualifies for that unit.

Any applicant that refuses to accept an offer of available apartments will be removed from the waitlist. The Management Agent will notify the applicant in writing when they are removed from the list.

Eligibility Requirements

Applicants must meet the following requirements to be eligible for occupancy:

Special Income and Rent Restrictions:

Of the 12 total units in the project, 12 units must be rented to households with initial incomes at or below 50% of the Median Area Income (MAI) adjusted for family size as determined by the U.S. Department of Housing and Urban Development (HUD).

4 units to be occupied by households earning 80% or more of the AMI at initial lease up.

Occupancy Standards

The following occupancy standards shall apply: 1 BR: 1 – 2 people

BR: 2– 4 people

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Resident Screening Criteria

The Management Agent will screen prospective applicants according to the following criteria:

Landlord and related references: The Management Agent will contact the current landlord and prior landlords (past 5 years rental history if possible) to gather previous rental history information. Applicants will be rejected if any of the following credit information is verified for any member of the applicant family:

a) Applicant currently has any outstanding landlord collections. b) Applicant has had more than one (1) previous non-payment procedure in housing court during the past five (5) years. c) Applicant has a negative landlord reference during the past five (5) years or shows a pattern of negative references.

Credit reference check: The Management Agent will check past performance using third party verification for any debts owed to a prior landlord.

Personal interview: The Management Agent will evaluate the applicant's ability to live in such a way so as not to threaten the health, safety, and welfare of other residents.

Household Income: The Management Agent will verify the household income to assure the household meets the eligibility requirements listed.

National sex offender check: All household members will be screened for sex offender register requirement.

Criminal History: All Household members will be screened for criminal history in states the resident has resided in the last ten years.

Rejection

Applicant rejections either on the *Property* side or the *CFI Supportive Service* side, will be made in writing and will include the specific reason(s) for the rejection.

The rejected applicant may respond to the rejection in writing within 14 days to request an informal hearing to reconsider the rejection. The rejected applicant's written request shall explain the reason for the reconsideration. Persons with disabilities have the right to request reasonable accommodations in order to participate in the hearing process. The full appeal process will be included with rejection letter.

Meeting with Applicants to Discuss Rejection Notices

Applicant rejections will be made in writing and will include the specific reason(s) for the rejection.

The rejected applicant may respond to the rejection in writing within 14 days to request a meeting with Laconia Housing Authority or Head Nurse to discuss the rejection. The rejected applicant's written request shall explain the reason for the reconsideration. If rejected on the *Property* side, the meeting will be held by a member of Laconia Housing Authority Staff who was not involved in the initial rejection process. If rejected on the *CFI Supportive Service* side, the assessment will be held by the head nurse of the CFI Supportive Services Program.

Based on the new information provided or clarification of existing information, Laconia Housing Authority or the Head Nurse may determine that the applicant is eligible for the housing and that the applicant should retain their position on the waiting list however, Laconia Housing Authority or Laconia Housing Home Health may decide that there is not sufficient reason to change the original decision.

In either case, Laconia Housing Authority or Laconia Housing Home Health will provide a written determination to the applicant within 5 days of the conclusion of the meeting.

Persons with disabilities have the right to request reasonable accommodations in order to participate in the hearing process.

Privacy Policy

It is the policy of Laconia Housing Authority to guard the privacy of individuals conferred by the Federal Privacy Act of 1974 and to ensure the protection of such individuals' records maintained by the property. Therefore, neither the property nor its agents shall disclose any personal information contained in its records to any

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person or agency unless required by law, or unless the individual about whom information is requested shall give written consent to such disclosure.

It This privacy policy in no way limits the property's ability to collect such information as it may need to determine eligibility, compute rent, or determine an applicant's suitability for tenancy.

Consistent with the intent of Section 504 of the Rehabilitation Act of 1973, any information obtained regarding handicap or disability will be treated in a confidential manner.

Modification of the Tenant Selection Policy

Laconia Housing will review the tenant selection policy at least once annually to ensure that the policy reflects current operating practices and program priorities.

Availability of the Tenant Selection Plan

Upon request, Laconia Housing Authority will make the Tenant Selection Plan available.

