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SECTION I: FAIR HOUSING

The Caldwell Housing Authority is a conduit for federally subsidized housing financed by the United States Department of Agriculture, Rural Development and adheres to Title VI of the Civil Rights Act of 1964, Title VIII of the Fair Housing Act, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disability Act. Nothing in this policy is meant to amend, nullify or supersede applicable federal, state, or local laws. In accordance with federal law, the Caldwell Housing Authority is prohibited from discriminating on the basis of race, color, national origin, age, disability, religion, sex and familial status. The Caldwell Housing Authority further embraces the diversity of our community and does not discriminate based on sexual orientation or gender identity. To file a complaint of discrimination against the Caldwell Housing Authority write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue SW, Washington DC 20250-9410 or call 1-800-795-3272 (voice) or 202-720-6382 (TDD).

SECTION II: APPLICATIONS

A: Prospective Applicants. The Caldwell Housing Authority offers prospective applicants many different methods for starting the application process.

1. **Pre-Application.** Over the last several years the housing authority has attempted to streamline the application process in an effort to get prospective tenants into an apartment as soon as possible. We believe we can start the process of qualifying persons for occupancy based on an abbreviated “Pre-Application” that collects basic information. Following the “pre-application” process, the prospective tenant will be notified and asked to complete a “Full Application” prior to tenancy. The Pre-Application is a little more than two (2) pages, while the Full Application is several pages. There is specific information in the Full Application that is not requested on the Pre-Application that will be necessary for occupancy and the assignment of rental assistance (if qualified).
2. **On-line Pre-Application.** Available on line at www.chaidaho.org is an electronic version of the Pre-Application. Prospective applicants can complete an on-line Pre-Application in a couple minutes and send it electronically to the housing authority. The Pre-Application goes directly to up to three (3) different staff of the housing authority, including the person who processes applications. This Pre-Application process is *free of charge* to the prospective applicant.

3. **Print a Pre-Application form.** Prospective tenants can down-load and print a Pre-Application from the same location on the website; fill in the required fields by hand; and deliver it to the housing authority by hand, mail, or via facsimile (fax machine) to (208) 455-2816. This Pre-Application process is *free of charge* to the prospective applicant.
4. **Walk-in Application.** Prospective tenants may walk into the office and request either a Pre-Application, or an official *full application*. Pre-Applications are *free of charge* to prospective tenants. There is a *\$25.00 full application fee* (as required by USDA, Rural Development) for all prospective tenants wishing to complete the application process all at one time.
5. **Mail-out Application.** Prospective tenants may request an application by phone. CHA will dispatch a Pre-Application to the location of their choice. Once completed, the prospective applicants may either mail it or hand deliver it to the office of the Caldwell Housing Authority at 22730 Farmway Road, Caldwell, Idaho 83607; or send it by facsimile (fax machine) to (208) 455-2816. This process is *free of charge* to the prospective applicant.
6. **Applications.** After the Pre-Application form has been received by CHA staff and the initial screening has been completed, the prospective tenant will be notified by mail or telephone of pre-approval and provide additional instructions on completing the Full

Application. There is a *\$25.00 full application fee* for all prospective tenants wishing to apply to live in properties managed by the Caldwell Housing Authority.

B: Completed Full Application. The Caldwell Housing Authority only accepts and processes **COMPLETED** Full Applications.

1. **Pre-Application.** As stated previously, the Pre-Application is an abbreviated application process that allows the housing authority to start the process of certifying an applicant for tenancy. This Pre-Application process is *free of charge* to the prospective applicant. A Pre-Application is NOT a completed application although abbreviated (shortened), the prospective applicant who completes a Pre-Application must provide: 1) full name, 2) current address, 3) current telephone / cell phone number, 4) household composition, 5) approximate household income, 6) certification that housing at CHA will be the primary residence, 7) authorization for CHA to do background screening, 8) authorization for CHA to conduct financial background check, and 9) authorization for CHA to contact your current or previous landlord for a reference. If any of the aforementioned eight (8) items are missing, the housing authority will consider the application incomplete and will be administratively withdrawn. NOTE: There is no place on the Pre-Application for you to record your social security number (SSN). That is by design. Once a Pre-Application

is received, CHA staff will contact the applicant by phone to: 1) verify the applicant filled out the application, and 2) to get the applicant's SSN to complete background screening.

2. **Full Application.** There is a *\$25.00 full application fee* for all prospective tenants wishing to apply to live in properties managed by the Caldwell Housing Authority. In addition to the information provided in the Pre-Application, the following information must be provided on the Full Application: 1) Household income information, including all information from sources that would be counted in calculating annual income, adjusted income, and net assets; and consent to release wage matching data to U.S. Department of Agriculture, Rural Development and the borrower; 2) Number of household members, including all members who would live in the dwelling unit, even those who would only live there on a part-time basis, and their birthdates; 3) Indication of a need for a handicap accessible unit and/or handicap or disability adjustments to income; 4) Social Security Card (to be copied) for all member of the household; 5) Valid Photo Identification Card (to be copied) for all household member 18 years of age or older; 6) Adjustments to income for which the household may qualify, which should be verified; 7) Race, ethnicity, and gender designation; 8) authorizations and disclosure notice; and 9) Signature and date. If any of the aforementioned nine (9) items are missing, the housing authority will consider the application incomplete and will be administratively withdrawn.

D: Applicant Notification.

1. **Pre-Application Follow-up.** The Pre-Application is NOT a completed application. Once a Pre-Application has been received, CHA staff will contact the prospective tenant by telephone within two (2) business days and obtain social security number(s) necessary to screen the prospective tenants. Staff will attempt to contact the prospective tenant twice, in consecutive days. If the prospective tenant cannot be reached or does not return a telephone call to CHA within three (3) business days, the Pre-Application will be administratively withdrawn.
2. **Full Application Follow-up.** It is necessary that prospective tenants follow-up with CHA staff as soon as possible when additional information is requested for occupancy. It is extremely difficult to provide quality service when prospective applicants complete an application, but don't follow-up with the housing authority for several weeks. Prospective tenants who are asked to complete a Full Application have eleven (11) working days to complete the entire application, including income verification, or the application will be administratively withdrawn.
3. **Withdrawn Applications.** Pre-Applications and Full Applications that are not completed within the time specified in the following sections, will be administratively withdrawn.

4. Simplified timelines for prospective tenant response / follow-through.

Prospective tenants must be timely in their response to housing authority staff during the application process. It is an industry standard to allow applicants two (2) weeks to complete the entire application process. The Caldwell Housing authority has asked, and received federal approval for the following three (3) week application timeline:

- Three (3) working days to respond to pre-application telephone call from CHA staff;
- Three (3) working days to complete the *Full Application* and pay the \$25.00 fee;
- Five (5) working days to provide income and asset verification;
- Three (3) working days (from the notice that an apartment is available) to pay first month's rent and security deposit and sign the lease; and
- Two (2) working days from payment of rent and security deposit to start occupying the rental unit, unless other arrangements are made.

With the exception of the two (2) day move-in requirement, if any of the aforementioned timelines are not met, the application will be administratively withdrawn.

SECTION III: QUALIFICATIONS

1. **General Information.** The current housing stock at Farmway Village, the only rental housing available through the Caldwell Housing Authority, is Section 515 Farm Labor housing. That means the housing is specifically intended for farm laborers and farm

labor families. However, both farm laborers and non-farm laborers are encouraged to apply. Non-farm labor applicants may be awarded housing when there are no eligible farm laborers on the waiting list.

2. **Eligible Farm Labor Applicants.** According to Section 514(f)(3) of the Housing Act and 42U USC 1484(f)(3) defines farm labor as very low to moderate income families who receive a substantial portion of their income from primary production of agricultural or aquacultural commodities or the handling of agricultural or aquacultural commodities in the unprocessed stage, or the processing of agricultural or aquacultural commodities , without respect to the place of employment. As an example, a truck driver transporting potatoes from the field to the processing plant would be considered a farm laborer. A person driving French fries from the processing plant to fast-food restaurants would not be considered a farm laborer. Farm labor jobs includes, but not limited to:

- Field workers
- Orchard workers
- Dairy farm workers
- Vineyard workers
- Fish hatchery workers
- Commodity handlers
- Commodity sorters

- Commodity processing plant workers
- Commodity delivery drivers

3. **Satisfactory Rental History.** The Caldwell Housing Authority is required to provide decent, safe and sanitary housing. Housing authority staff works hard to that end. We believe the best way to meet those standards is to screen applicants and check past rental references. All applicant must:

- Provide two (2) rental references from the most recent place of occupancy,
- Have left the two (2) previous places of residency in good standing, and
- Give the housing authority written permission to contact previous landlords.

Applicants who cannot provide the required rental references will have their application administratively withdrawn. If the applicant is a first-time renter he/she may request a special consideration.

4. **Financial Resources.** Although rent is adjusted according to income, applicants must have a monthly minimum income of \$400.00. Applicants without an income or who cannot certify that they receive \$400.00 a month in financial contributions from friends or family will have their application administratively withdrawn.

5. **Prior Rental History with CHA.** Often individuals and families re-apply to live at Farmway Village after moving out. Applicants who were previous tenants of the housing authority will be required to complete a full application. The housing authority may use its

knowledge of your previous tenancy to either approve or deny an application. Applicant who lived at Farmway Village previously and owe for rent, repair costs, or legal fees must pay those previous charges before staff will consider or review the application.

SECTION IV: WAITING LIST

1. **Waiting List Priority.** Rental units available at Farmway Village are designated as Section 514 Farm Labor housing. Under 7CFR 3560.154(g), and according applicable guidance found in RD Handbook 2-3560, Section 6.3, the Caldwell Housing Authority is required to provide priority preference for housing to eligible farm labor applicants in the following priority order (and as provided by Rural Development guidance dated May 9, 2015):

- 1st Domestic Farm Labor Households with priority being given to Very Low Income.
- 2nd Domestic Farm Labor Households with priority being given to Low Income.
- 3rd Domestic Farm Labor Household with priority being given to Moderate Income
- 4th LOCAL Retired or Disabled Domestic Farm Laborers – Very Low Income
- 5th LOCAL Retired or Disabled Domestic Farm Laborers – Low Income
- 6th LOCAL Retired or Disabled Domestic Farm Laborers – Moderate Income
- 7th NON - LOCAL Retired or Disabled Domestic Farm Laborers – Very Low Income
- 8th NON- LOCAL Retired or Disabled Domestic Farm Laborers – Low Income

- 9th NON- LOCAL Retired or Disabled Domestic Farm Laborers – Moderate Income
- 10th Non-Farm Labor Very Low Income Households
- 11th Non-Farm Labor Low Income Households
- 12th Non-Farm Labor Moderate Income Households
- 13th - Over Income Applicants – Farm Labor Households
- 14th Over Income Applicants – Non-Farm Labor Households

Priorities #1 through #9 above meet the strict definition of an eligible Section 514 Farm Labor applicant / tenant. Priorities #10 through #14 are allowed to live at Farmway Village only when the Caldwell Housing Authority has applied for and received and official occupancy waiver. The Caldwell Housing Authority currently has an approved occupancy waiver through December 31, 2015 according to 7 CFR 3560.152(d) to lease in ineligible tenants (Priorities #10 through #14 above). Ineligible tenants will be given a month-to-month lease agreement in accordance with the guidance in RD Handbook 2-3560, Section 6.7. Eligible farm-labor tenants will be given a one-year lease agreement in accordance with the law.

2. **Priority assignment of Housing.** Applicants with a higher priority will go to the top of the waiting list. Higher priority applicant will always be offered housing when available ahead of lower priority applicants. Lower priority applicants cannot be bumped down the waiting list for a higher priority applicant once the apartment has been offered to the lower priority applicant. In accordance with Section D(4) above, an applicant who does

not accept the apartment by paying first month's rent and security deposit and sign the lease agreement within three (3) days of offer forfeits their apartment to the next person on the waiting list and with have their application administratively withdrawn from the process.

3. **Guest Workers.** Commonly referred to as “H-2A workers,” they are foreign workers allowed to temporarily work in the agriculture business under Section 218 of the United States Immigration and Nationality Act. Block lease agreements to local farmers for H-2A workers may take priority over non-farm workers for the financial benefit and security of the housing project.

SECTION V: DISQUALIFICATION

1. **Criminal Convictions.** As stated previously, the housing authority is required to provide decent, safe, and sanitary housing. Criminal backgrounds are conducted on all applicants during the pre-application process. Applicants or co-applicants with criminal backgrounds are disqualified from housing as follows:
 - **Court Ordered Evictions**—within three (3) years from the date of application. Court ordered evictions include “for cause” and “unlawful detainer” evictions.
 - **Controlled Substance Conviction**—within three (3) years from the date of application. Controlled substance charges include the use, sale, possession,

concealment, distribution, or manufacturing of a controlled substance as defined by Idaho law.

- **Misdemeanors Conviction for “Persons Crime”**—within three (3) years from the date of application. “Persons crimes” include, but not limited to, domestic violence or battery.
- **Misdemeanors Conviction for “Property Crime”**—within two (2) years from the date of application. “Property crimes” include, but not limited to, theft or burglary.
- **Felony “Non-Violent” Conviction**—within seven (7) years from the date of application.
- **Violent “Persons Crime”**—within ten (10) years from the date of application. This includes any felony conviction for harming or battering another person.
- **Sex Offenders**—lifetime disqualification.

2. **Administrative Disqualification.** In addition to the aforementioned disqualifications or criminal reasons, the housing authority disqualifies applicants and co-applicants that:

- Provide misleading or falsified identification,
- Provide misleading or incomplete household income documentation,
- Provide misleading information about co-applicants and unit occupants,
- Have poor rental histories including, but not limited to, property damage or conflicts with neighbors.

3. **Denial Appeals.** Applicants who are denied occupancy will be delivered a written denial letter either personally or by registered mail (providing the applicant has a current address) that will provide the reason for denial. Denied applicant may grieve the denial by making a written appeal within 10 days of denial and provide convincing evidence why the denial should be overturned. Attached to the written appeal, the applicant should include all of the following (when applicable):

- Letters of judgment satisfaction,
- Letters of compliance from probation and parole,
- A current credit report showing our records are inadequate,
- Documentation of enrollment or participation in substance abuse treatment.

Applicant may be entitled waiver under Fair Housing requirement,

- Letters from previous landlord indicating past due rent and repair costs have been satisfied; and
- Other written and relevant documentation.

All grievances, including denial of tenancy, will be in accordance 7 CFR 3560.160.

SECTION VI: PRE-MOVE-IN PROCEDURES

1. **Income Recertification (if necessary).** It is likely that several weeks will have gone by between the date the application was completed and the date an apartment is available.

Recertification of income is required when more than ninety (90) days has lapsed since application submittal.

2. **Net Tenant Contribution (NTC) Calculation.** Prior to executing the lease agreement, the “net tenant contribution” or rent calculation will be completed and all applicant will know prior to entering into the lease agreement their monthly rent at initial income certification.
3. **First Month’s Rent Proration.** All applicants are required to pay the first month’s rent and security deposit as explained below. The first month’s rent is prorated depending on the time of the month you move in. Proration is calculated by dividing the “Note Rate Rent (the rent amount approved by Rural Development)” by the number of days in the month, then multiplying that amount by the remaining day in the month. For example:
$$\$600 \text{ a month rent} \div 30 \text{ (the number of days in June)} = \$20/\text{day proration}$$
An applicant moving in on June 22nd would be in the apartment for 9 days. $9 \times \$20/\text{day proration} = \180 initial first month’s rent. Additional rental assistance (if any) may be calculated into the prorated first month’s rent.
4. **Security Deposits.** Applicant are required to pay a one-time security deposit equal to the “Note Rate Rent (the rent amount approved by Rural Development).” The first month rent, as provided for above, and the security deposit must be made prior to occupancy.

5. **Security Deposit Payment Arrangements.** Upon request, applicants may request payment arrangements for security deposits in accordance with accordance 7 CFR 3560.160. Applicant requesting a security deposit payment plan must sign a lease addendum and have paid the full security deposit with ninety (90) days of occupying the unit.

6. **Housing Assignment.** Household Composition. The Caldwell Housing Authority will use the following guideline to place families in appropriate sized units. This policy is intended to comply with Fair Housing laws, allowing property owner to determine occupancy standards reasonable to family composition. Infants and unborn children may be excluded from the family composition at the applicant's request. Housing will be assigned as follows:

Unit Size	Family Size
1-bedroom efficient	Min: 1 person Max: 3 people
2-bedroom	Min: 1 person if disabled and in an accessible unit; Max: 5 people
3-bedroom	Min: 4 people Max: 7 people
4-bedroom	Min: 6 people Max: 9 people
5-bedroom	Min: 8 people Max: 11 people

SECTION VII: SERVICE / ASSISTIVE / COMPANION ANIMALS

The Caldwell Housing Authority (CHA) recognizes the importance of service, assistive, and companion animals to persons with disabilities. This policy is intended to ensure tenants or applicants to the housing authority with a disability-related need for a service, assistive, or companion animal, are afforded the opportunity to make a request for such as provided by the law. CHA is committed to allowing tenants or applicants with disabilities the opportunity to live in housing in housing with the aid with service, assistive, or companion animals according to the following policy. Additionally, CHA is required by law to maintain the housing project in a decent, safe, and sanitary manner. In an effort to balance the need for decent, safe and sanitary housing with rights of tenants and applicants to have medically-necessary animals, the following policy will take effect *February 1, 2017* and amends the previous policy of *April 1, 2010*.

Policy

Tenants or applicants needing a medically-necessary service, assistive, or companion animal (hereinafter referred to as the ‘animal’) must:

- 1) Make a written Reasonable Accommodation Request with an official form provided by CHA.
- 2) Return all necessary certifications to CHA within 30 days of making a written Reasonable Accommodation request and prior to allowing the animal in the apartment.
- 3) Bring the animal to the office to be photographed so CHA can identify the animal and contact the owner in the event your animal is at large.
- 4) Have collar and current identification tags on the animal.
- 5) Have all licenses and vaccinations according to applicable state, county, and local laws.
- 6) Employ methods to have animal under direct control by keeping the animal on a leash at all times when outside your apartment.
- 7) Employ methods (including, but not limited to, muzzles, choker chains, etc.) that prevent the animal from physical harming other tenant, guests, or employees of the housing authority.
- 8) Pick up all animal feces immediately as it occurs anywhere on housing authority property and properly dispose of it in a sanitary manner. It is not sanitary or acceptable to leave cans/bags/or other receptacles of animal feces on patios or other areas outside the apartment.
- 9) Prevent the animal from interfering with other tenant’s rights to peacefully enjoy their premises; specifically free from barking nuisances and stray dogs.

- 10) Feed and watered animal indoors. Leaving food and water bowls outside encourages and attracts stray animals and varmints, neither of which are conducive to a sanitary and safe environment.
- 11) Not let the animal run free off-leash or leave the animal unattended in vehicles parked in the CHA parking lots.
- 12) Assist CHA (when possible) with minimizing health and safety risks associated with stray animals by calling animal control when noticing unleashed or stray animals on CHA property.
- 13) Prevent the animal damaging the apartment, property and premises of the Housing Authority including other tenant's property.

Policy Clarification

At NO time during the Reasonable Accommodation Request does the housing authority, its employees, officers, or agents:

- 1) Ask or inquire about the nature of tenant or applicant's disability.
- 2) Contact the tenant or applicant's medical provider.
- 3) Accept or keep any records voluntarily provided by a tenant or applicant about their disability.
- 4) Contact 3rd parties for information about tenant or applicant disabilities.