

**Finding PH14d**

**Waiting list Statuses**

In this finding, please find the following:

- a. PPH Applicant Family Selection Criteria
- b. Yardi Waiting List Selection Process

DCHA's waiting lists show statuses and sub- statuses of applicants that include eligibility actions taken.

**6109 APPLICANT FAMILY SELECTION CRITERIA**

- 6109.1 This section applies to applicants for public housing, RAD, and the Housing Choice Voucher Program. All subsections of this section are applicable to applicants for public housing. Only Subsections 6109.3, 6109.4, 6109.6, 6109.7 and 6109.8 apply to applicants for public housing, RAD, and the Housing Choice Voucher Program.
- 6109.2 Information that will be considered in screening an applicant shall be reasonably related to assessing the applicant and other applicant family members listed on the application. The applicant's history (*e.g.*, employment history, personal habits or practices, and/or rental or personal credit history) must demonstrate the capacity to comply with the terms of the DCHA lease. If the applicant requires support (*e.g.*, live-in aide) to enable him/her to meet the standards identified below, the applicant must demonstrate that the necessary support would be available at the time of admission. Additionally, the applicant, including the applicant's family must be willing to:
- (a) Not interfere with other residents in such a manner as to diminish their peaceful enjoyment of the premises by adversely affecting the health, safety, or welfare of the other residents or the community;
  - (b) Enhance and/or maintain the physical environment or financial stability of the project;
  - (c) Help create an environment where young people, especially children, can live, learn, and develop into productive and responsible citizens;
  - (d) Attend and complete DCHA's Community Living Training Program, prior to admission; and
  - (e) Comply with the terms and conditions of the DCHA lease.
- 6109.3 DCHA will utilize the following methods in determining an applicant's eligibility for admission: reference checks, including current and/or previous landlords, consultations with current and/or former neighbors, conducting home visits, reviewing police reports and/or criminal background checks of each member of the applicant family, including juveniles, as may be permitted by law.
- 6109.4 Relevant information respecting personal habits or practices to be considered in the admission process, may include, but is not limited to, the following:
- (a) A reasonable cause to believe, supported by signed documentation, that any family member's illegal use (or pattern of illegal use) of a controlled substance, or abuse (or pattern of abuse) of alcohol, may interfere with

the health, safety, or right to peaceful enjoyment of any DCHA programs by other residents, employees or community members; and

- (b) An applicant's past performance in meeting financial obligations, especially rental payment obligations. An applicant who is responsible for any debt to DCHA, any other housing authority, or any landlord participating in any federally assisted housing program (*e.g.*, the Housing Choice Voucher Program) may not be admitted or readmitted until the debt is paid or otherwise satisfied; and
- (c) A record of respecting the rights of others, as defined in the DCHA lease; and
- (d) A determination that the applicant has committed fraud in connection with any Federal housing assistance program or any local housing assistance program; and
- (e) An applicant's misrepresentation of any information related to eligibility, including, but not limited to, the award of a preference for admission, family composition, or income.

6109.5 If an applicant is determined eligible and qualified for admission, the applicant will be referred to a public housing property for housing, consistent with Section 6111 of this title. Notwithstanding, prior to the applicant signing a lease, if the relevant property manager or RAD Project Owner uncovers information regarding the applicant that would lead a reasonable person to believe that housing the applicant on the relevant property would interfere with the other residents' peaceful enjoyment of the premises by adversely affecting the health, safety, or welfare of the other residents or the community, the property manager shall so advise the Client Placement Division and refer the application for further consideration. The Client Placement Division will then conduct a further review of the application, taking into consideration the information provided.

6109.6 With respect to criminal conviction(s) or activity:

- (a) The DCHA may deny admission to public housing, RAD, or the Housing Choice Voucher Program to any applicant if any adult member of the applicant's family (or any non-adult member who has been convicted of a crime as an adult) has been convicted of a felony involving destruction of property or acts of violence against another person or other felony criminal convictions within the last seven (7) years that may adversely affect the health, safety, or welfare of other DCHA residents, staff, or other members of the community, *e.g.*, distribution or manufacture of illegal drugs or controlled substances, possession of an unlicensed firearm and/or ammunition, or child molestation; or

- (b) DCHA shall deny admission to any applicant who has been evicted from housing assisted under the United States Housing Act, for drug-related criminal activity for a three year period beginning from the date of the eviction.
- (c) DCHA shall prohibit admission of any family that includes any individual who is subject to a lifetime registration requirement under any sex offender registration program (*e.g.*, state, local or international). DCHA shall, upon request, provide the tenant or applicant with a copy of the registration information and an opportunity to dispute the accuracy and relevance of that information.
- (a) DCHA shall prohibit admission for any individual that has ever been convicted of drug-related criminal activity for the manufacture or production of methamphetamine or production of methamphetamine on the premises of federally assisted housing.

6109.7

If unfavorable information is received as a result of the investigation conducted pursuant to Subsections 6109.2, 6109.4, or 6109(a) or (b) above, consideration shall be given to the time, nature, and extent of the applicant family's conduct, and to factors which might indicate a reasonable probability of favorable future conduct or financial prospects. Verifying information may be provided or requested from various sources, including but not limited to, the applicant (by interview and/or home visit), landlords, clergy, employers, family members, social workers, parole officers, court records, drug treatment counselors, neighbors, and/or police department records. Mitigating circumstances might include, but are not limited to:

- (a) Evidence of favorable changes in the applicant's pattern of behavior including the length of time since an offense or behavior was committed; or
- (b) Evidence of successful rehabilitation, *e.g.*, acknowledgment of culpability, evidence that the responsible member of the applicant family is not likely to repeat the prior criminal behavior, evidence that neither the applicant nor any member of the applicant family is likely to cause harm to the other public housing or Housing Choice Voucher Program residents, DCHA or Project Owner staff, or other members of the community; or
- (c) Evidence of the applicant's participation in or willingness to participate in relevant social service activities or other appropriate counseling services including but not limited to: participation in a generally recognized training program, substance abuse treatment, and/or

successful completion of therapy directed at correcting the behavior that lead to the activity; or

- (d) Evidence of the applicant's modification of previous disqualifying behavior, with indications of continuing support intended to assist the applicant in modifying the disqualifying behaviors;
- (e) Context or details of previous disqualifying behavior, including the nature and severity of the offense, the age of the applicant at the time of the occurrence of the offense, whether the offense occurred on or was connected to property that was rented or leased by the applicant; or
- (f) Evidence of adequate and suitable employment.

6109.8 Care and consideration shall be used in soliciting personal information concerning the applicant and his/her family members, and appropriate authorizations shall be obtained for the release of information, as necessary, from each applicant family. Any information received regarding an individual applicant will be used solely for the purpose of determining eligibility and will not be released for any other use, unless such release is required by law. Failure to sign the required release forms or the failure to submit information determined necessary to establish eligibility, shall result in the applicant's removal from the waiting list(s). If the applicant is removed from the waiting list(s) because of such a failure, the informal conference procedures set forth in Section 6107 shall not apply.

6109.9 The DCHA Applicant Family Selection Criteria will not be used to determine eligibility of residents for continuing occupancy in the same public housing or RAD unit. Eligibility for continuing occupancy in the same unit will be made in accordance with the terms and conditions of the DCHA lease.

6109.10 Resident requests for transfers will be subject to this Section - Applicant Family Selection Criteria- and shall be a requirement for transfer of residents and the execution of new leases. This section will not be applicable to DCHA-initiated transfers, approved emergency medical transfers, reasonable accommodation transfers, or Property Transfers conducted pursuant to § 5750.16. Transfers that result in the family being offered a spot in a different DCHA program than the one they are currently in may be subject to screening for program qualifications.

SOURCE: Final Rulemaking published at 33 DCR 7973, 7995 (December 26, 1986); as amended by Final Rulemaking published at 46 DCR 603 (January 22, 1999), incorporating by reference the text of Notice of Proposed Rulemaking published at 45 DCR 7913, 7914 (November 6, 1998); as amended by Final Rulemaking published at 50 DCR 5739 (July 18, 2003); as amended by Final Rulemaking published at 50 DCR 10356 (December 5, 2003);

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as amended by Final Rulemaking published at 64 DCR 12956 (December 22, 2017); as amended by Final Rulemaking published at 66 DCR 6831 (June 7, 2019).

## Step A: Waiting List Generation

### Agency Management

Waiting List

Generation - Selection

### Waiting Lists

[Waiting Lists](#)

[Property](#)

Type  ▾

Opened/Closed  ▾

Display Rows

Enter Name of Waiting List and Click [Submit]

### Generate

Data ▾

Reports ▾

Code  Description  Waiting List Type

Project Based Bedroom Size				
0	1	2	3	4
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sorted 3730 applicants on 8/25/2022 11:28:33 AM.	Sorted 7736 applicants on 8/25/2022 11:28:39 AM.	Sorted 6817 applicants on 8/25/2022 11:28:51 AM.	Sorted 3835 applicants on 8/25/2022 11:29:03 AM.	Sorted 10 applicants on 8/25/2022 11:29:09 AM.
5	6	7	8	9
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sorted 1 applicant on 8/25/2022 11:29:09 AM.	Waiting List Not Generated.	Waiting List Not Generated.	Waiting List Not Generated.	Waiting List Not Generated.

Select the checkbox below each bedroom size you wish to generate. Click the [Generate] button. Date of last generation show below each bedroom size.

## Step B: Waitlist Selection

### Agency Management

Waiting List

Generation - Selection

### Waiting Lists

Waiting Lists **Irmain** Low Rent Wait List

Property

Type Public Housing ▾

Opened/Closed ▾

Display Rows

**Submit** Clear Help

### Selection

Last Selection Status Selected 440 applicants from list on 8/25/2022 12:47 PM

Date Last Generated 10/19/2022 1:02:35 PM

Select for Bedroom Size

# of Vacancies to Fill

# to Select from List

Select Out of Order

Reason for Selection Out of Order

Income Limit	# to Select
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Simple Selection: Select Bedroom Size, # of Vacancies and # to select from the list. Click the Select button.

**Select** Close Help

### Selection

Last Selection Status Selected 440 applicants from list on 8/25/2022 12:47 PM

Date Last Generated 10/19/2022 1:02:35 PM

Select for Bedroom Size

# of Vacancies to Fill

# to Select from List

Select Out of Order

Reason for Selection Out of Order

Income Limit	# to Select
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Select Out of Order: For targeted selections, use the checkbox and select the targeted population from the drop-down

**Select** Close Help