

TENANT SELECTION PLAN

Inglis Methodist Gardens

4161 Edgely Avenue
Philadelphia, Pennsylvania 19131

Introduction

Inglis Methodist Gardens represents a joint venture between Inglis Housing Corporation and Methodist Home for Children. Inglis Methodist Gardens (the “**Property**”) will serve a special needs population with twenty-three units equipped with fully accessible features to serve tenants with mobility impairments and two units equipped to serve tenants with sensory impairments. In addition to the handicapped and disabled community the development will also serve homeless individuals and families. The property is a 49,662 S ± GSF four story apartment building with 37 one bedroom and 10 two-bedroom apartments. Common areas include a management office, community room with kitchenette, supportive services suite, exercise room, laundry room and resident storage room. Each floor of the building is served by two elevators, staircases, a trash room for refuse and recycling and a trash chute to convey trash from the upper floors to the ground floor compactor room. The Property incorporates many sustainable design elements, resulting in increased energy efficiency.

The Owner of the Property is Inglis Methodist Gardens LP; the property management agent for the Property (the “**Agent**”) is Inglis Housing Corporation. The supportive services provider (the “**Provider**”) is Inglis Community Support Services.

This policy comprises the Property’s Tenant Selection Plan. Owner and Agent shall administer the waiting list in accordance with applicable Fair Housing laws, regulations and Agent policies. Agent maintains a waiting list to determine priority of placement onto the waiting list. The application process includes two phases: the pre-application or initial application which involves preliminary screening for program and income eligibility only and the second phase, which is referred to as full application and which includes submission and verification of supporting documents, criminal and consumer screening and a final determination of eligibility.

The Tenant Selection Plan governs the application process, eligibility criteria, and selection process for applicants and incorporates certain provisions of the Philadelphia Housing Authority's existing Admissions and Continued Occupancy Policy with such amendments as are necessary to ensure the success and economic sustainability of the Development and to comply with the requirements of the Low Income Housing Tax Credit (LIHTC) Program, Section 42 of the Code and All Applicable Public Housing Requirements and which has been approved by the Department of Housing and Urban Development (HUD). The property will put forth a reasonable effort to ensure that the property is adequately marketed to families with incomes that do not exceed 20%, 50% or 60% of the area median income at the time of admission.

Each of the following Category Requirements must be met in order to gain approval for occupancy:

- a. Program Eligibility
- b. Income Eligibility
- c. Landlord Tenant, Criminal, Sex Offender and Credit History Screening
- d. Member of Household who is a Person with Disabilities, as defined by US Department of Housing and Urban Development at 24 CFR Subtitle A, Section 5.403 (as applicable by Unit)

Any applicant denied admission or who receives an adverse action will be eligible for appeal in accordance with program requirements.

Property Specific Set-Asides

The Property includes funding or subsidies from the sources listed below. Each unit may have funding and/or requirements from one or more sources. The applicant must be eligible for the rules and requirements applicable to that unit, based on the funding source. In the event the criteria are different between the sources, the strictest rules apply.

Pennsylvania Housing Finance Agency (PHFA) Low Income Housing Tax Credits (47 Total units)

- 5 units at 20% Area Median Income (AMI) (5 fully Accessible)
- 24 units at 50% AMI (8 Fully accessible)
- 18 units at 60% AMI (10 Fully Accessible)
- Special Needs Units:
 - 23 units with full accessibility features
 - 4 units for vision/hearing impaired

Owner Adopted Preferences:

- 23 units designated for persons with a disability as defined by Federal Regulations: 24 CFR 5.403 and 24 CFR 891.305
- 24 units designated to Methodist Homes and Services for persons who are homeless, formerly homeless or at risk of homelessness

Philadelphia Housing Authority (PHA) ACC Subsidized (47 units)

- **Special Needs Units**
 - 23 Unit for persons with disabilities
 - 4 Unit for Vision/Hearing impaired

FHLB Pitt 2017 - Affordable Housing Program (AHP) (47 units)

- 29 units at 50% AMI
- 18 Units at 60% AMI
- Special Needs Units – 24 Units (See FHLB Pitt Implementation Plan for definition of Special Needs)
- 24 Units for persons who are homeless

Owner Adopted Preferences: A & B

Owner Adopted Preference A 24 Units Referred by Methodist Home and Services for Families

24 Apartments (18 One Bedroom and 6 Two Bedroom units): Set Aside for Households referred by Methodist Home and Services for Families. Households for referral will be from the following at risk categories:

- a. **Young adults aging out of foster care**
- b. **Formerly homeless women and children for family reunification**
- c. **Young adults 18-21 who identify as LGBTQ and Homeless**
- d. **Adults who are chronically homeless or at risk for homelessness**

(A detail of the various transitional housing service programs referred by Methodist is detailed below)

Applicants will be selected from the property waiting list in accordance with the written tenant selection plan, unit preference and qualifications as required by the Pennsylvania Housing Finance Agency (PHFA) and the Philadelphia Housing Authority (PHA). The Agent shall follow the requirements of **HUD NOTICE PIH 2014-20 (HA), which requires that “No owner or administrator of HUD-assisted or HUD-insured housing, approved lender in an FHA mortgage insurance program, or any other recipient or sub-recipient of HUD funds may**

inquire about the sexual orientation or gender identity of an applicant for, or occupant of, HUD-assisted or HUD-insured housing for purposes of determining eligibility or otherwise making such housing available.”

Each of the following Category Requirements must be met in order to gain approval for occupancy:

- Person(s) that identify from one of the four unit preference categories of Methodist Homes and Services for Families(See detail of Methodist service programs below)
- Eligibility for Services
- Income Eligibility
- Landlord Tenant, Criminal, Sex Offender and Credit History Screening

All 47 units in the property must meet the Admissions and Continued Occupancy requirements as set forth by the Philadelphia Housing Authority ACC Subsidy program AND The Low Income Housing Tax Credit Program. Tenants must meet the preference for Service Based Eligibility detailed in Section A.

Eligibility for Services

With reference to the required supportive services, an eligible resident must have a need for one or more of the Primary Category Services provided to the Property as listed below:

Primary Category Services

A resident must have service needs that could be met by one of the following services provided at, through or by the Property:

- Specialized evaluations/assessments to determine service needs for transitioning into permanent independent living
- Linking resources for support and counseling that supports an independent living environment

Additional Category Services

Additionally, residents may benefit from one or more of the following services, but are not required to need such a service to be qualified to move into the Property:

- Educational opportunities
- Financial and Money Management
- Crisis intervention
- Advocacy and mentoring

Income Eligibility

Residents must be income eligible under the following programs applicable to the Project:

- Section 42 Low Income Tax Credit Guidelines as administered by the Pennsylvania Housing Finance Agency and specifically:
 - A. 20% -- whose annual income is less than 20% of the area median income
 - B. 50% -- whose annual income is less than 50% of the area median income
 - C. 60% -- whose annual income is less than 60% of the area median income

Methodist Homes and Services Referral Programs Description : 24 Units at Inglis Methodist Gardens

Methodist Services' Housing/Residential Services

Catastrophic life events, serious, persistent and chronic behavioral health challenges and/or lack of parenting skills can lead to a disruption of familial safety, stability, well-being and services necessary to stabilize families and to restore lives. Dignity and quality are core values, integral to Methodist Services' housing and other social service programs. Methodist Services believes that, regardless of the circumstances of an individual's birth or the experiences in their life, everyone deserves the very best.

Methodist Services' Quads on Lancaster Transitional Housing – 1bdrm Units

Quads on Lancaster are Transitional supportive services for young adults, 18-21, LGBTQ Identified and homeless. Quads on Lancaster offers a caring, safe and nurturing environment engaging youth to increase the chances that each individual will ultimately gain independence. In addition, support is provided for individuals' ongoing participation in Life Skills classes (money & time management, self-care, hygiene, parenting, setting attainable goals, and maintaining boundaries). Demonstrated success for youth includes opening a first-time bank account, finishing GED classes, obtaining a high school diploma, receiving college admission, sustaining a job search, and building strong family and community relationships.

Methodist Services' Fresh Start & Quads Housing – 1 or 2bdrm Units

Older youth and young adults, 18-21, who are in the process of or who have aged out of the foster care system can obtain subsidized one-bedroom apartments either on Methodist's 22-acre campus or in community-based sites. On Methodist Services' Main Campus, young adults who are single, pregnant or have an infant when they enter the program, have access to stable housing, effective case management and behavioral health services. Residents are encouraged to pursue educational advancement, vocational and life skills training, employment and other means of self-sufficiency. Connections to caring family members and mentors are supported.

Methodist Services' Bridge House Transitional Housing 1 or 2bdrm (reunification)

Bridge House Transitional Housing Program serves homeless individuals who have been referred from shelter and whose goals are to exit to permanent housing within 12 months. Bridge House residents have suffered a variety of life traumas which have led to homelessness, victims of domestic violence, financial catastrophe, debilitating mental illness and family estrangement. Ranging in age from 18 to 60, residents come from a variety of racial and ethnic/cultural groups. Residents who enter Bridge House have left overcrowded Philadelphia shelters in need of more resources and additional staffing.

Methodist Services' Hope Bridge Ogden & Hope Bridge Vine Permanent Housing (1bdrm)

Methodist Services' housing programs, Hope Bridge Ogden & Hope Bridge Vine, serve chronically homeless individuals, offering a long-term, safe and secure place to live. In addition to a stable home, Hope Bridge residents receive case management services, which helps to develop the skills needed to live independently. By providing supports for mental health, money management training, educational guidance, vocational training and employment counseling, Staff assist residents as they work to end the cycle of homelessness. Ultimately, residents are encouraged to find homes of their own and to become successful members of the larger community.

B 23 Units set aside for Households with Disabilities

Owner Adopted Preference B 23 Units Referred by Inglis Housing Corporation

A. 23 Apartments Set Aside for Households Containing a Person with a Disability

Applicants will be selected from the property waiting list in accordance with the written tenant selection plan, unit preference and qualifications as required by the Pennsylvania Housing Finance Agency (PHFA) and the Philadelphia Housing Authority (PHA). The Agent shall follow the requirements of **HUD NOTICE PIH 2014-20 (HA), which requires that "No owner or administrator of HUD-assisted or HUD-insured housing, approved lender in an FHA mortgage insurance program, or any other recipient or sub-recipient of HUD funds may inquire about the sexual orientation or gender identity of an applicant for, or occupant of, HUD-assisted or HUD-insured housing for purposes of determining eligibility or otherwise making such housing available."**

Each of the following Category Requirements must be met in order to gain approval for occupancy:

- Member of Household who is a Person with Disabilities, as defined by US Department of Housing and Urban Development at 24 CFR Subtitle A, Section 5.403
- Eligibility for Services
- Income Eligibility
- Landlord Tenant, Criminal, Sex Offender and Credit History Screening

All 47 units in the property must meet the Admissions and Continued Occupancy requirements as set forth by the Philadelphia Housing Authority ACC Subsidy program AND The Low Income Housing Tax Credit Program. Tenants must meet the preference for Service Based Eligibility detailed in Section B.

Primary Category Services

A resident must have service needs that could be met by one of the following services provided at, through or by the Property:

- Specialized evaluations/assessments to determine service needs for transitioning into permanent independent living
- Linking resources for support and counseling that supports an independent living environment

Additional Category Services

Additionally, residents may benefit from one or more of the following services, but are not required to need such a service to be qualified to move into the Project:

- Educational opportunities
- Financial and Money Management
- Crisis intervention
- Advocacy and mentoring

Income Eligibility

Residents must be income eligible under the following programs applicable to the Project:

- Section 42 Low Income Tax Credit Guidelines as administered by the Pennsylvania Housing Finance Agency and specifically:
 - D. 20% -- whose annual income is less than 20% of the area median income
 - E. 50% -- whose annual income is less than 50% of the area median income
 - F. 60% -- whose annual income is less than 60% of the area median income

Fair Housing and Equal Opportunity

Inglis Methodist Gardens strives to ensure equal opportunity and non-discrimination in compliance with, but not limited to, the following: Civil Rights Legislation (1964, 1968, 1988), Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Executive Order 11063, MGL Chapter 151B, the Fair Housing Amendments Act of 1988, the American with Disabilities Act of 1990, and any other legislation protecting the individual rights of residents, applicant or staff which may subsequently be enacted. The Agent must strictly adhere to the tenant selection policy and apply it equally to all applicants. Additionally, please reference the attached HUD rider for additional provisions.

1. The Affirmative Fair Housing Marketing Plan establishes the minimum minority occupancy

goal for the Property and must be adhered to. Inglis Methodist Gardens prohibits discrimination in marketing. Multiple communication devices including; personal computers, mobile applications, PA Relay Service or other marketing devices will be acceptable for the processing of applications, tenant selection, unit assignments, the certification and recertification process and all other aspects of continued occupancy for disabled applicants and residents.

2. In carrying out this Tenant Selection Plan, Inglis Methodist Gardens will afford equal opportunities and will not discriminate on the basis of race, color, religious creed, ancestry, age, or national origin by employers, employment agencies, labor organizations and others, as herein defined by creating the Pennsylvania Human Relations Act. In addition, Inglis Methodist Gardens will not discriminate on the basis of citizenship, ancestry, class, sex, sexual orientation, familial status, disability, military/veteran status, source of income, age or other basis prohibited by city, state or federal law.
3. 504/ADA Requirements assure persons that in accordance with Section 504, Inglis Methodist Gardens will make reasonable accommodations for individuals with disabilities (applicants and residents). Such accommodations may include changes in the method of administering policies, procedures, or services. In addition, the Property may perform modifications to housing and non-housing facilities on sites where such modifications would be necessary to afford full access to the housing program for qualified individuals with disabilities.

504/ADA Requirements assure persons:

- Equal opportunity to participate in programs and services;
- No denial of right to dwelling;
- Equal opportunity to gain same benefits and services with no unnecessary differences or separateness;
- Provision of assistance in most integrated settings appropriate; and
- Equal opportunity to serve on Boards.

Non-Discrimination

The Owner and Agent will comply with all Federal, State and Local Fair Housing and Civil Rights Laws and with the Equal Opportunity requirements

Owners and Agent are prohibited from inquiring about an applicant's sexual orientation or gender identity or denying housing on that basis. All eligible families, regardless of marital status, sexual orientation, or gender identity, will have the same opportunity to participate in affordable housing programs.

Limited English Proficiency

The Owner and its Agent shall take all reasonable steps to ensure compliance with PHA's Language Assistance Plan and provide meaningful access to the application process for applicants whose primary language is not English. Owner and Agent will provide applicants with access to a translation service at the owner's cost and take reasonable steps to ensure that programs, services, and activities are accessible to persons with Limited English Proficiency (LEP).

Smoking

In order to promote and maintain healthy living and working environments for both residents and employees, and in accordance with HUD Notice PIH-2009-21, Smoking will be prohibited in all areas of the Property except those areas specifically identified as smoking areas.

Privacy

It is the policy of Inglis Methodist Gardens to safeguard and protect 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 or its Agents shall disclose any personal identifiable information (PII) or protected health information (PHI) contained in its records to any person or agency unless the individual about whom information is requested has given written consent to such disclosure.

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 a disability will be treated in a confidential manner.

Occupancy Standards

Occupancy Standards with minimum/maximum unit per bedroom

- a. 1 bedroom: 1 -2 persons
- b. 2 bedroom: 2 - 4 persons

Marketing

The Owner will commence diligent marketing activities within the current Affirmative Fair Housing Marketing Plan (AFHMP), Equal Housing Opportunity and Federal Fair Housing not later than 120 days prior to the anticipated date of availability for occupancy of the first unit in the property.

Any further marketing necessary to maintain a sufficient waiting list, eligible applicants will be processed in accordance with the Affirmative Fair Housing Marketing Plan.

The Owner and Agent will comply with all regulations in marketing of the units before any applications are accepted and processed.

Required Documentation of Citizenship/Immigration Status

1. The Agent must obtain the following documentation for each family member regardless of age:

- a. From a U.S. citizen - a signed declaration of citizenship. Owners may require verification of the declaration by requiring presentation of a U.S. birth certificate or U.S. passport.
- b. From a noncitizen 62 years and older - a signed declaration of eligible noncitizen status and proof of age;
- c. From noncitizens under the age of 62 claiming eligible status:
 - (1) A signed declaration of eligible immigration status;
 - (2) A signed consent form; and
 - (3) One of the DHS-approved documents

2. Noncitizens not claiming eligible immigration status may elect to sign a statement that they acknowledge their ineligibility for assistance.

Disclosure of Social Security Numbers

Applicants must disclose social security numbers for all family members and provide proof of the numbers reported. Copies of Social Security Cards, Birth Certificates and Drivers' License will be requested at time of application.

Acceptable forms of Verification for Social Security Number

- Original Social Security card
- Driver's license with SSN
- Identification card issued by a federal, State, or local agency, a medical insurance provider, or an employer or trade union.
- Earnings statements on payroll stubs
- Bank statement
- Form 1099
- Benefit award letter
- Retirement benefit letter
- Life insurance policy
- Court records

Waiting List

The Property will keep one electronic waiting list which will contain a sub list for in house transfers including Violence Against Women Re-Authorization (VAWA). Starting with the official first day of marketing Pre-Applications shall be processed on a first come first served basis in the order that the applications are received.

Twenty-four (24) units will be referrals provided by Methodist Homes and Services for Families and will refer applicants from its various residential transitional housing programs that serves individuals and families that the owner adopted preferences as detailed on in this plan.

The Agent will notify Methodist when a pending vacancy may become available. The Agent will begin processing applicants from the waiting list of applicants who meet the Methodist unit preference. If a qualified applicant is not identified for move-in within 30 days from date of unit availability notification., management will process the next person from the general waitlist.

Twenty-Three (23) units will be set-aside for units that are referrals from Inglis Housing Corporation for disabled tenants. Tenants for these units will selected based on the owner adopted preferences as detailed in this plan.

Waiting List Policy and Procedures

The waiting list will be opened following a public notice within 180 days of receipt of the Certificate of Occupancy by the City of Philadelphia. The public notice will contain the following information:

- a. Location of the community or alternative locations where applications may be placed;
- b. Availability of units by bedroom size;
- c. References to basic eligibility criteria for applicants including preferences as applicable;
- d. Method of selecting applications;
- e. Fair Housing Logo or statement; and
- f. Accessibility Logo or statement.

The Property will maintain one single waiting list, subject to the two Owner Adopted Preferences outlined in the Property Set Asides and Preferences identified on page 2 of this plan. Preferences of 24 units designated to applicants referred by Methodist Homes and Services specifically for families and individuals from their residential transitional housing programs and 23 units designated for disabled applicants from Inglis Housing Corporation. Subject to the respective preferences starting with the first official day of marketing as outlined in the Affirmative Fair

Housing Marketing Plan, applications shall be processed on a first come first served basis in the order that the applications are received.

The tenant selection process will be accomplished in one overall time segment from the time marketing begins. During this marketing period, the Affirmative Fair Housing Marketing Plan will be followed with respect to outreach and advertising as stated above.

Updating the Waiting List

Applicants should inform the Property if they change their address, telephone number, family composition or household income so that the waiting list can be updated.

Periodically, the waiting list will be updated by sending letters to applicants. The letters will ask the applicants if they are still interested in remaining on the list and to submit their intentions in writing by completing and returning the second page of the letter. "Return to sender" letters are required to be left unopened, attached to the application and filed in the inactive file.

If applicant indicates their household or income status has changed, a notation will be made on the waiting list. An update to applicant information on the waiting list will not change the applicant's placement on the waiting list. If the applicant indicates their household status has changed and they now need a different size unit, their application will be updated to reflect the change.

Once called from the waiting list, if the applicant cannot accept the unit at the time of availability, the reason for not accepting the unit will be noted. If a person on the waiting list turns down the opportunity to fill a vacancy twice, that person's name will be placed at the bottom of the waiting list. A refusal is defined as any verbal or written response from the applicant that they are not interested in this apartment or not ready to move at this time. However, if the manager is not able to contact an applicant and must move on to the next applicant on the list, this will not be counted as a refusal. All attempts to reach an applicant and the applicant's response will be documented in the applicant's file and on the waiting list. An applicant whose name has been removed from the waiting list may reapply for occupancy.

Application Process

Submission of a Pre-Application and any related processing is at no cost to the applicant.

1. The Agent will respond to all housing inquiry calls and walk-in requests for Property Pre - Applications and document the date Pre-Applications are mailed or hand delivered.
2. Pre-Applications are accepted in the main office of Agent, Inglis Housing Corporation 2566 Belmont Avenue, during posted office hours.
3. Pre-Applications must be completed in their entirety. The contents of a Pre-Application allow for preliminary screening that will only consider program and income eligibility. As a part of the Pre-Application process, applicants receive notification and provide consent for criminal background screenings. If consent for criminal background screenings and financial verification is not authorized eligibility cannot be determined and the housing process will not continue.
4. Pre-Applications received, either by hand or by mail, by the Agent are time and date stamped.
5. Applicants determined eligible based on the preliminary screening items of program and income eligibility are placed on the Waiting List. Applicants immediately disqualified upon preliminary review that does not meet property eligibility criteria will be notified in writing.
6. As units become available the Agent will contact applicants from the Wait List based on the

unit preference in order of their application on the waiting list and will notify applicants by: sending a letter by U.S. mail, transmitting an e-mail (if available) and placing a telephone call to the applicant. A response must be received from the applicant within 5 business days. If responses are not received within five (5) days, the Agent will continue to contact applicants from the waiting list.

7. The applicant(s) with the highest number placement answering the notification will be requested, by telephone and/or letter, to come in for an interview with the Agent and provide required documentation including but not limited to citizenship/immigration status, Social Security card, Birth Certificate, Driver's License or State ID. The Wait List will be updated.
8. Once an appointment with the applicant is scheduled a consumer report for a criminal background is ordered and reviewed.
9. Upon receipt and verification of required documents, verification of eligibility, Criminal background, Sex Offender, Credit History that does not violate selection criteria the applicant will be approved and notified by telephone and in writing.
10. An applicant file is generated, and all documents received, generated or requested become a part of the resident's confidential file.
11. Rejected applicants will be promptly notified in writing. Written notice shall include the reason for rejection, how to obtain copies of the information provided and their ability to respond in writing to request a review within (14) fourteen days of receipt of the rejection. Disputed cases will be referred to a member of the Agent's management team not previously involved in the original decision. Applicants will be notified in writing within five (5) business days of the review decision.

Eligibility Criteria and Screening Factors

Agent will consider applicants for residency who meet all of the following conditions and any applicable federal/state guidelines

1. Submit a complete Pre-application with required authorizations for income verification, credit report and criminal background screening
2. Respond in the allotted time to requests for an in-person meeting
3. Complete full application with includes submission of requested documentation, completion of forms within the allotted time frame and participation in an in-person meeting

The following criteria shall be utilized to determine an applicant's eligibility and may cause an applicant to be rejected from consideration. In addition, applicant misrepresentation or falsification of any information required to be submitted as part of the applicant's application or a prior application, with failure to establish that the misrepresentation or falsification was unintentional, is also grounds for rejection.

The tenant selection procedure applies to all applicants, including all adult members of the applicant's family who are expected to reside in the household. The criteria includes:

1. Project Eligibility:
 - a. Qualify for one of the unit designated specific unit preferences as detailed in this plan
 - b. The applicant must intend to occupy housing, if offered, as his/her sole residence.
 - c. The application household preference is individuals who do not exceed 20%, 50% or 60% of the area median income at the time of admission.
 - d. Applicant must be income eligible in accordance with Department of Housing and Urban Development (HUD) income limits and/or those published by the local Housing Authority or Housing Finance Agency;

- e. Submission of documentation and verification of all income and asset from all sources which may include but not limited to: employment, public assistance, Social Security, SSI, pensions, bank accounts, insurance policies and gifts for all household members
 - f. current income may not exceed program income limits
 - g. Family size may not exceed the maximum occupancy level for the units available at this site.
2. Evaluation of Credit;
 - a. Applicants who have no prior leasing experience of their own and no credit or stable employment history will be given all due consideration with regard to personal references.
 - b. The applicant must be able to obtain electric and/or gas service as applicable in their name.
 - c. When utilities are to be paid by the applicant in addition to rent, the applicant must also demonstrate the ability to pay this monthly expense in addition to the monthly rent.
 3. Landlord Reference and Tenant History - an applicant must be able to comply with the terms of the Lease Agreement.
 - a. a reference from present and previous landlords for a time period of not less than three (3) years prior to application; or from the last two successive tenancies, whichever is greater
 - i. The applicant or a household member should not have a history of failure to meet material lease terms or the equivalent at one or more prior residences including repeated (two or more) violations of prior lease agreements, as verified by prior landlords including but not limited to nonpayment of rent or occupancy agreement/lease noncompliance.
 4. Criminal Background Check/Screening (including Sex Offender Registration check)
 - a. History of criminal activity which includes but is not limited to evidence that a member of the family, who is expected to reside in the household, was or is engaged in prostitution, sale of narcotics, or other serious violent criminal activity.
 - b. Pattern of Violent behavior which includes, but is not limited to, evidence of repeated acts of violence on the part of the individual, or of a pattern of conduct constituting a danger to peaceful coexistence with neighbors.
 - c. Violent criminal activity defined by HUD as any criminal activity that has as one of its elements the use, attempted use or threatened use of physical force substantial enough to cause, or be reasonable likely to cause, serious bodily injury or property damage (24CFR 5.100)
 - d. Any person who has been convicted at any time of illegal drug use, violent criminal activity or who has any felony conviction, will be prohibited from gaining occupancy.
 - e. The criminal screening lookback period will not exceed 7 years from the date of application
 - f. Probation and parole status are not considered in the look back period.

If any household member is subject to a lifetime registration requirement under a State sex offender registration program will be prohibited from gaining occupancy.

5. Applicant has not misrepresented or falsified any information required to be submitted as part of the applicant's application;
7. The Head of Household must be of legal age (18 years of age or older) or a court declared emancipated minor if under the age of 18 and who have not committed any fraud in connection with any federal or state housing assistance program, and who owes no rent or other amounts in connection with housing assistance.

8. Individuals who are being added to an existing household will also be subjected to the same applicant screening procedures as indicated in this plan. The same applicant screening procedures will also include live-in aides.

Accommodation

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of disability in programs and activities conducted by HUD or that receive financial assistance from HUD. In addition to its responsibility for enforcing other Federal statutes prohibiting discrimination in housing, HUD has a statutory responsibility under Section 504 to ensure that individuals are not subjected to discrimination on the basis of disability by any program or activity receiving HUD assistance. Section 504 charges HUD with enforcing the right of individuals to live in federally subsidized housing free from discrimination on the basis of disability. The owner will comply by receiving and reviewing requests for reasonable accommodations in accordance with this law.

The Tenant may request an accommodation for handicap accessibility features. It is the Tenant's responsibility to request the accommodation in writing to the Agent. A third party verification of the need for the accommodation is required from the Tenant. It is the Landlord's option to provide the accommodation by transferring the Tenant to another unit which has the needed features, or if financially reasonable, to provide the accommodation at the unit currently being occupied by the Tenant.

Low Income Housing Tax Credits Units

The site has a minimum set aside of 40/60 which will be maintained for all qualifying applicants.

All applicants will be subject to the same processing and eligibility criteria. LIHTC residents will be required to recertify their income in accordance with Pennsylvania Housing Finance Agency regulatory requirements. Residents receiving subsidy from the Philadelphia Housing Authority will also be required to recertify every year in accordance with the Philadelphia Housing Authority regulatory requirements.

Accessible Units

Applicants in need of architecturally adapted accessible units must meet the need for the accessible of the unit to ensure maximum utilization of adapted units by persons who require accessible features.

- a. After initial occupancy accessible units shall be offered first to internal transfers who need the features and then to eligible applicants who need the features.
- b. If an accessible unit must be offered to someone who does not need the features, the lease shall include a clause requiring the resident to move to the first available comparable unit if an internal transfer or an eligible applicant requires the features. If the resident refuses to move within a 30-day period, subsidy will be terminated.

In House Transfer Selection Process

When vacancies occur, the selection of the next resident will come from the Property's waiting list which includes in-house transfer requests.

Residents can be placed on the In House Transfer list for the following reasons:

- Medical reason verified by authorized professional
- Transfer to accommodate the need for an accessible unit
- To meet a reasonable accommodation request
- Change in family composition due to being over or under housed
- VAWA protection
- Change in family size based on property occupancy standards

Transfer Requirements:

Upon determination of a pending vacancy, the Agent shall determine whether the unit is available for a transfer. Transfers must also comply with the unit designated preferences as outlined on page 2 of this plan. Necessary transfers will have priority over new admissions. The Agent will fill vacant units in the development with new admissions and voluntary transfers in accordance with the Waiting List procedures (outlined in this section). The Agent will keep a list of all tenants needing transfers, as well as a list of all available units, in order to advise tenants of the status of their transfers.

The Agent will keep a list of units that are over/under housed based on occupancy standards set. In order to maximize subsidy dollars, the Agent will transfer tenants to appropriately sized units (taking into account the accessibility features available in the apartment and the accessibility feature needs of the resident). Necessary transfers will take priority before over/under house units are transferred.

Eligibility for any transfer includes -

- (1) All members of the household must appear on the lease;
- (2) All members of the household must have completed the annual re-examination and be certified as eligible for continued occupancy in the unit in which the transfer is requested/needed; and
- (3) The household must be in compliance with all terms of the lease.

Necessary transfers will be made to -

- (1) Address emergency conditions (i.e., conditions that pose imminent danger to a tenant's life, health or safety)
- (2) Health, safety and medical reasons.
- (3) Permit the use of a unit with special features by tenant or member of an applicant household whose disability requires a unit with such features.

If an owner determines a transfer is required (over or under-housed), and the resident refuses to relocate within a 30 day period after a notice has been given, the resident may remain in the unit but pay the market rent.

Violence Against Women Re-Authorization Act of 2013

VAWA protections below are the policies and procedures covering the VAWA protections. Management will strive to utilize to support or assist victims of domestic violence, dating violence or stalking and to protect victims, as well as members of their family, from being denied housing or from losing their HUD assisted housing as a consequence of domestic violence, dating violence or stalking. We will do this by

- (a) Providing notice to Section 8 tenants of their rights and obligations under VAWA.
- (b) Certifying Acts of Domestic Violence, Dating Violence or Stalking by:
 - (1) providing tenants the option to complete the Certification of Domestic Violence, Dating Violence or Stalking, form HUD-91066 which will be made available to all eligible families at the time of admission or, in the event of a termination or start of an eviction for cause proceeding, the certification will be enclosed with the appropriate notice, directing the family to complete, sign and return the form within fourteen (14) business days. Management may extend this time period at his/her discretion.
 - (2) Alternately, in lieu of the certification form or in addition to it, Management may accept:
 - (i) A federal, state, tribal, territorial, or local police record or court record, or
 - (ii) Documentation signed by an employee, agent, volunteer of a victim service provider, an attorney, or medical professional from whom the victim has sought assistance in addressing domestic violence, dating violence, or stalking or, the effects of the abuse in which the professional attests under penalty of perjury under 28 U.S.C 1746 to the professional's belief that the incident or incidents are bona fide incidents of abuse, and the victim of domestic violence, dating violence or stalking has signed or attested to the documentation.

Tenant/Applicant Certification

I certify that I have read and understand the Tenant Selection Criteria. I have also been given the opportunity to ask questions regarding the Tenant Selection Criteria.

Tenant Signature / Applicant Name

Date: _____

Tenant Signature / Applicant Name

Unit Number _____

Tenant Signature/ Applicant Name

Tenant Signature/ Applicant Name