



*Affordable Housing*  
**ADVOCATES**  
*OPENING DOORS, Improving Lives*

# Affordable Housing Advocates Tenant Selection Plan

Scattered Sites  
312 & 314 & 334 E King St  
37 E Philadelphia St

Effective February 26, 2021  
Previous version 9/15/2016  
Current revisions predicated upon business name and address changes



## Tenant Selection Plan

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## TENANT SELECTION PLAN AND CRITERIA

### Scattered Sites

These tenant selection criteria shall be used for the Scattered Sites. The policy of the Management Agent 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 and Affirmative Fair Housing Marketing requirements as set forth individually for each property. No applicant would be denied on the basis of race, color, religion, sex, national origin, disability and familial status. Applicants must meet all applicable Federal Low Income Housing Tax Credit Program guidelines, U.S. Department of Housing and Urban Development (HUD), as well as Management Agent tenant selection requirements to gain admission to a property rented or managed by the Management Agent.

Tenant selection criteria for the Federal Low Income Home Program and/or HUD is used for the apartments in the site that receive rental assistance subsidies.

#### A. APPLICATION

This site is marketed at least once per year, if not more frequently, as required by the Federal Low Income Home Program - using all advertising and community contacts as set forth on the Affirmative Fair Housing Marketing Plan. All persons interested in any property rented or managed by the Management Agent may request an application either in person (or through a designated individual) at the site office or at the Agent's main office, 118 North George Street, York, Pennsylvania, during posted office hours. Applications may be requested to be mailed by calling the telephone number at either the site or main office. FAX requests for applications may be sent. Applications will also be available through the Management Agent's website – [www.ahadvocates.org](http://www.ahadvocates.org). TDD telecommunication is available by calling the TTY number (7-1-1). Applications are available even if a sizeable waiting list exists.

#### Site Information:

- Scattered Sites: 312, 314, 334 E King St, 37 E Philadelphia St York, PA 17401 – telephone: 717-846-5281, fax: 717-854-0343

An application must be completed in full by the applicant and submitted either in person or by mail to the site or main office. The application must be used; it contains requests for all information necessary for determining initial eligibility. Applicants may request assistance in completing the application if necessary. The Management Agent's policy is to assist applicants whenever possible, especially to accommodate requests by persons with disabilities. All applicants whose applications are not complete will be contacted within ten (10) days of receipt in writing with a written list of items necessary to complete the application. While the site office will track all applications and requests for additional information, no application will be placed on the waiting list until it is complete. When a completed application is received or the requested information received subsequently to make it complete, the application will then be logged by date and time received and placed on the waiting list. When a vacancy at the property exists, or is expected within the next ninety (90) days, the verification-selection process will begin immediately for the next applicant on the waiting list in regard to the income, assets, and eligible program allowances for certification and the Management Agent references for selection or rejection.

Notices will be mailed to the first three (3) to five (5) applicants on the list for the particular size unit to be available advising them that if they are still interested in a unit, they should contact the manager within fourteen (14) days from the date of the letter. For those contacted who respond on time, the manager shall arrange a meeting for the interested applicant highest on the waiting list to begin the selection and verification process. If they do not respond to telephone calls and/or letters in that fourteen (14) day period, their name shall be removed from the waiting list.

The application contains a release form which must be signed to authorize the Agent to verify all items inclusive of credit history and other references. Placement of an application on the waiting list does not denote final tenant selection; that can and will occur only after the process has been completed. Preliminary eligibility shall be determined by using the information on the application.

All applicants who submit a completed application (or when an application becomes complete) will be notified in writing of waiting list status or subsequent tenant selection or rejection. Any applicant who exceeds income limits for eligibility based upon application information, or if ineligible during later processing, shall be notified in writing that they are ineligible. Similarly, any applicant who is not eligible due to other eligibility requirements shall also receive a notice of ineligibility.

**B. WAITING LIST**

1. All completed applications are listed on the waiting list by date and time received. The date/time is based on when the completed application or subsequent information is received to make the application complete. The waiting list contains all program requested data (Federal Low Income Housing Tax Credit) inclusive of date and time, name and telephone number of applicant, income, bedroom size requested, need for an accessible unit and final tracking status (i.e. selection, rejection, cancellation, etc.). Sub-lists to the master list are kept by accessible units with each sub-list kept by income levels (extremely low, very low, and low). An applicant on the waiting list will appear on as many sub-lists, cross referenced, as appropriate. Any applicant may request information on current status by writing (mail or email) or calling the site office.
2. Applicants placed on the waiting list shall have their names removed from it for any of the following reasons:
  - a. The applicant no longer meets the eligibility requirements for the property or the program;
  - b. The applicant fails to respond to a written notice for an eligibility interview as detailed in Section A.
  - c. If an applicant on the waiting list is offered an apartment and refuses the offered apartment, he/she may remain on the waiting list if the refusal is for a verifiable medical reason. Any other refusal reasons are considered valid reasons for refusal at management's discretion. In any event, a second refusal, for any reason other than one due to a disability, will cause the application to be rejected and the applicant's name removed from the waiting list. This applicant may reapply in the future.
  - d. Mail sent to the applicant's address is returned as undeliverable, and other direct attempts that are sometimes used to contact Program participants are unsuccessful;
  - e. It is discovered that the applicant provided false information;
  - f. The applicant requests voluntarily that his/her name be removed.
3. If an applicant is removed from the waiting list, and subsequently it is determined that an error was made in removing the applicant, the applicant shall be reinstated at his/her original place on the waiting list.
4. Since there are a limited number of potentially eligible applicants, the waiting list tends to be relatively small. It is the policy of the Management Agent not to close the waiting list for the scattered sites. However, at least once a year the persons on the waiting list shall be contacted, whenever practical, to determine their respective intentions to remain on the list or not.

C. RESIDENT ELIGIBILITY FACTORS

1. Applicants shall be selected from the waiting list chronologically based on date and time of application, by income level, by occupancy standard for bedroom size available, and by preference, if applicable.
2. The applicant shall meet eligibility criteria for the specific project and unit as defined by the Federal Low Home Program and/or Management policies.
3. Applicants for residency for the Scattered Sites must qualify under at least one of two program categories: (1) the HUD Existing Section 8 Housing Program administered by the Housing Authority of the City of York, or (2) the Federal Home Program as regulated by the U.S. Department of the Treasury and the Pennsylvania Housing Finance Agency. All applicants must be 18 years of age or older, are eligible.

4. Citizen/Immigration Requirements: **(This section does not apply to applicants who will not be receiving rental assistance.)**

Section 214 – Restriction on Assistance to Non-Citizens: By law, only U.S. Citizens and eligible non-citizens may benefit from federal rental assistance. Compliance with these rules ensures that only eligible families receive subsidy. These requirements apply to families making application to either property, families on the waiting list for either property, and existing tenants of both properties.

- a. Applicants are required to declare U.S. Citizenship or submit evidence of eligible immigration status for each household member seeking assistance. The following documents are required:
  - 1) Citizenship Declaration (Each household member listed must complete.)
  - 2) Forms and/or evidence of citizenship/immigration status.
- b. Applicants must submit required documentation of citizenship/immigration status no later than the date verification of other eligibility factors are initiated. Citizen or non-citizen eligibility verification will be done first. The applicant's citizenship or immigration status must be determined during the initial eligibility determination, prior to adding that household to the waiting list or prior to move-in.
- c. If the applicant cannot supply the documentation within the specified timeframe, the applicant may request an extension of not more than thirty (30) days, **but only if** the applicant certifies that the documentation is temporarily unavailable and additional time is needed to collect and submit the required documentation.
- d. Applicants that are U.S. Citizens must sign a declaration of citizenship and provide documents as proof of citizenship. Verification of the declaration will be completed. Please refer to Attachment C of the Resident Selection Plan for a listing of documents that will be accepted as proof of citizenship.
- e. Applicants that are non-citizens claiming eligible status must sign a declaration of eligible immigration status, consent form and provide a DHS-approved document. Please refer to Attachment B of the Resident Selection Plan for a listing of documents that will be accepted.
- f. Non-citizens not claiming eligible immigration status may elect to sign a statement that they acknowledge their ineligibility for assistance.
- g. The validity of documentation provided by the applicant shall be verified with the Department of Homeland Security (DHS) through the use of the Multifamily Systematic Alien Verification for Entitlements (SAVE) and/or through the use of a Document Verification Request, Form G-845S.

- h. Rental assistance shall not be delayed for an otherwise eligible applicant if he/she has submitted the immigration information in a timely manner by the DHS verification or the appeals process has not been completed.
- i. The initial deferral period shall be for six (6) months and may be extended for an additional six (6) month period, not to exceed eighteen (18) months.

**5. Social Security Number Requirements**

- a. Applicants must provide Social Security Numbers (SSNs) for all members of the household. Eligibility of assistance must be denied to an applicant in accordance with the provisions governing the program if the assistance applicant does not meet the applicable Social Security Number disclosure, documentation, and verification requirements.
- b. Adequate documentation means a Social Security card issued by the Social Security Administration (SSA) or other acceptable evidence of the SSN such as:
  - 1) Original Social Security card
  - 2) Driver's license with SSN
  - 3) Identification card issued by a Federal, State or local agency, a medical insurance provider, or an employer or trade union
  - 4) Earnings statements on payroll stubs
  - 5) Bank statement
  - 6) Form 1099
  - 7) Benefit award letter
  - 8) Retirement benefit letter
  - 9) Life Insurance Policy
  - 10) Court records.
- c. The applicant/resident is required to provide a signed affidavit, specifying that the Social Security Number is accurate if anything other than the original Social Security card is used to verify the accuracy of the Social Security Number provided.

**6. Scattered Site applicants must have an income equal to or below fifty percent (50%) of the area-wide median income for York, adjusted for household size this would be for E Philadelphia St and E King St apartments.**

Prospective tenants shall be requested to provide information regarding estimated annual income and assets. Tenants and applicants will sign an agreement consenting to provide the Agent with information about their income and assets as derived from any source. The Agent will verify all income and assets.

- 7. The unit must be the individual's only residence. Assistance may not be provided to individuals who will maintain another residence in addition to the assisted unit.
- 8. The applicant must meet the economic criteria established for the program in question.

9. The applicant must meet any preference requirements, where applicable, and any tenant selection criteria.
10. The applicant must have the legal capacity to enter into a lease agreement and must sign an Authorization for Release of Information form prior to entering into the lease agreement.
11. The Scattered sites will have a mixture of Section 8 and non-Section 8 assisted tenants.
12. Income is verified in accordance with existing procedure used in Section 8 and Public Housing Programs. Rent is verified by rent receipts, cancelled checks or money orders or contacting the landlord. Utilities are verified by copies of bills and/or receipts or contacting utility suppliers. The Section 8 Existing Housing utility allowances may be used to determine utility costs.

**D. PROCESSING STEPS**

The project is to be rented up and occupancy maintained on a first-come, first-served basis with the initial applications date-stamped when received and a single, chronological list of all applicants to be maintained at the rental office by the Agent.

Applicants must meet application, interview and reference criteria in addition to program (federal Low Income Home Program and/or HUD) and occupancy policy requirements. In completing the application, all applicants must sign the release form allowing the Agent to verify all income, assets and allowances along with credit, personal, criminal (including sexual offender registration status) and landlord references. In addition, the Agent may check with other agencies necessary to verify eligibility and with police departments and wage matching as well. All applicants shall have a personal interview. After processing and the interview have been completed, an eligible applicant shall receive a notice of tenant selection. Applicants who wish to be a tenant or co-tenant must possess the legal capacity to sign all documents (unless an accommodation determination for the disabled to allow guardian signature if otherwise eligible is made), and shall have to agree to complete the tenant certification process, enter into a one (1) year lease agreement, pay a security deposit and participate in a unit inspection prior to occupancy of the unit.

All marketing and intake must be in compliance with the Affirmative Fair Housing Marketing Plan. This plan is intended to promote equal housing choices for all prospective tenants in the market regardless of race, color, religion, sex, national origin, disability or familial status. This plan outlines the marketing outreach strategies including special efforts to the least likely to apply. It does specify racial, ethnic and economic mix targets and marketing strategies to attract that mix but it does not specify mandatory racial or ethnic quotas. **APPLICANTS ARE SELECTED BASED ON THE TENANT SELECTION PLAN.** Marketing efforts are monitored and strategies adjusted if desired mixes of applicants do not respond. The plan can be altered or amended with approval from the Federal Low Income Home Program and/or HUD.

Applicants must be admitted, placed on the waiting list or rejected. Potentially eligible and acceptable applicants for whom the appropriate size unit is not available should be placed on the waiting list and informed: (1) that they will be contacted when an appropriate unit becomes available, and (2) approximately how long it will take for a unit to become available.

The Property Manager is responsible for accepting and rejecting applicants.

The processing sheet/waiting list will be reviewed to identify the applicants who meet the criteria for priority needs listed in the priority section. Upon identification, those applicants will be processed first and, if eligible, must meet all eligibility criteria and will have first priority for occupancy. The processing sheet/waiting list will then be maintained on a first-come, first-served basis.

**E. RESIDENT SELECTION**

The resident selection procedure applies to all applicants. The resident selection procedure shall be in compliance with Fair Housing and Equal Opportunity requirements. The Agent shall secure information related to the screening criteria. The screening criteria to be used shall include: demonstrated ability to pay rent and make timely payments; history as a good resident; credit history; use of illegal drugs; alcohol abuse; sexual offender status; other criminal behavior, and housekeeping habits.

The screening of live-in aides at initial occupancy and the screening of persons or live-in aides to be added to the tenant household after initial occupancy involve similar screening activities. Both live-in aides and new additions to the tenant household will be screened for drug abuse and other criminal activity by applying the same criteria established for screening other applicants. In addition, the Owner/Agent may apply any other Owner established applicant screening criteria to new household members in order to establish suitability for tenancy. Owner established screening criteria will also be applied to live-in aides, except for the criterion regarding the ability to pay rent on time because live-in aides are not responsible for rental payments.

Police officers and other security or management personnel that reside in subsidized units are subject to the same screening criteria as other applicants. Criminal screening, including screening for sexual offender registration status, will be conducted annually at recertification and prior to any eligible unit transfer.

**1. Credit Report**

Credit reports shall be ordered. Information shall be requested on the form provided by the area credit bureau. The absence of a credit file shall not adversely affect the applicant. Each applicant's report shall be reviewed to determine the history of his/her payment practices including utilities, outstanding loans, judgment, repossessions, foreclosures, etc. The uniform review and objective determination of credit history are not always possible; however, the following specifications will be used as a benchmark in reviewing credit reports – addresses will be checked with application; place of employment will be checked with application; and credit history will be reviewed.

**Procedure for Evaluation of Credit Report**

For a credit history, the number and amount of outstanding balances shall be checked. After checking balances and to whom the applicant owes money, the Agent shall examine the manner of payment and historical status. The credit bureau classifies accounts from 0-9, 0 representing a newly approved account too new to rate, and 9 representing a bad debt in collection status. For purposes of evaluating payment histories of prospective residents, acceptable payment ratings of 0, 1, 2 and 3 will generally be considered acceptable. Ratings of 4 through 9 will not be acceptable. A rating of 3 represents that the person pays in more than 60 days but no more than 90 days or two (2) payments past due. A rating of 4 represents payments overdue 90 days but not longer than 120 days.

In areas where the credit bureau does not use the standardized 0-9 rating, a payment record of 60-90 days will be the maximum acceptable.

Four (4) accounts in excess of the 90-120 days period or two (2) charge-off accounts or any combination of these two (2) will constitute a basis for rejection. However, given the problematic nature of many homeless, single person households, it is anticipated that the Agent will have to be somewhat flexible when evaluating credit reports of scattered sites applicants.

Particular attention will be given to the applicant's credit history involving utilities, previous rental situations and regular but not particularly unusual loans and credit lines. Where there are credit problems associated with unpaid or late medical and pharmaceutical bills, the Agent shall not necessarily apply the same criteria.



of evaluation, since non-payment or problems paying these types of bills are not considered to be representative and reliable basis for evaluating an applicant's bill-paying habits

The person evaluating the report shall review the report with some subjectivity, taking into consideration the overall payment record as an indication of the probable expectation regarding rent payments. For prospective tenants that will be receiving Section 8 or other rental assistance, the evaluation of the applicant's tenant history shall also take that assistance into consideration.

**2. Illegal Drugs**

Inquiries shall be made of each applicant to determine whether the applicant or member of the household is currently an illegal drug user of a controlled substance; has been convicted of the illegal manufacturing or distributing of a controlled substance, convicted of the illegal use of a controlled substance, engaged in other drug-related criminal activity, or had been evicted from Federally-assisted housing for drug-related criminal activity.

A criminal background information report shall be conducted by the Agent. In addition to currently engaging in illegal drug use, if it is determined that there is reasonable cause to believe that a household member's illegal use or a pattern of illegal use of a drug may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents, an applicant shall be rejected.

Any household member that has been evicted from housing, whether Federally-assisted or non Federally-assisted, for drug-related criminal activity within three (3) years from the date of the admission decision shall be rejected. If the household member who engaged in drug-related criminal activity has successfully completed a supervised drug rehabilitation program and circumstances leading to the eviction no longer exist, the applicant may be considered for admission.

Any drug-related criminal activity that occurred within the five (5) years immediate to the date of the admission decision shall constitute grounds for rejection. However, if there is a long-term pattern of drug-related criminal activity that exceeds five (5) years and is strongly indicative of continuing threats to the health, safety and peaceful enjoyment of the premises, an applicant shall be rejected.

**3. Sexual Offender**

Any member of a household applying for a unit who is subject to a lifetime registration requirement under a state sex offender registration program shall be rejected.

During the admissions screening process, the Agent shall perform the necessary history background checks in Pennsylvania and in any other state where the household members are known to have resided.

**4. Alcohol Abuse**

If it is determined in the resident selection process that there is reasonable cause to believe that a household member's abuse or pattern of abuse of alcohol would interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents, the applicant shall be rejected.

**5. Criminal Activity**

Any applicant or household members who are currently engaging or has engaged in any violent criminal or other criminal activity that would threaten the health, safety, or right to peaceful enjoyment of the premises by other residents or that would threaten the health or safety of the Owner, its Agent or any employee, contractor or subcontractor involved in the housing operations, shall be rejected. Ordinarily, any criminal activity that occurred within five (5) years immediate to the date of admission decision shall be considered. However, if there is a long-term pattern of criminal behaviors that exceeds five (5) years and is strongly indicative of continuing threats, an applicant shall be rejected.

For all residents at time of annual recertification and/or eligible unit transfers, verification of criminal and sexual offender registration status will be completed.

6. Landlord Report

Reference from present and previous landlords for a minimum of three (3) years prior to application will be considered. An applicant may be rejected if this report documents failure to make rental payments; responsibility for disturbing the safety, security and right to peaceful enjoyment of other tenants; instances of gambling, prostitution, drug dealing, drug manufacturing or illegal drug activity; damage to the property beyond normal wear; threats of violence to the landlord or neighbors, allowing persons not on the lease to reside on the premises, or a serious lease violation.

7. Home Visits

Home visit reports on housekeeping will be completed on all applicants residing within a fifty (50) mile radius of the site's location. Any five (5) affirmative answers on the report are grounds for rejection, unless undesirable conditions or damages exist due to circumstances beyond the applicant's control. In such instances, the burden of proof will rest with the applicant. It is important that the Agent consider the circumstances of the applicant. Some applicants will have been homeless or reside a great distance away and no home visit can be made. The inability of the Agent to perform a home visit because of homelessness or extreme distance situations will not necessarily result in rejection of an applicant.

F. OCCUPANCY STANDARDS

Our policy is no more than 2 persons per bedroom.

G. STANDARDS FOR REJECTION

Failure of any one (1) category is sufficient reason for rejection of the applicant. The following standards shall be used to evaluate whether or not an applicant shall be accepted for occupancy:

- History of evictions.
- Substantial risk that the applicant shall be unable or unwilling to pay rent, including a chronic history of late payment or non-payment of rent or non-payment of other financial obligations.
- Substantial risk that the applicant or those under the applicant's control shall interfere with the health, safety, security and the right to peaceful enjoyment of the resident community, including violation of the terms of current or previous lease agreements, failure to maintain a unit in sanitary condition, current use of illegal drugs, conviction for drug manufacture, sale, distribution or other drug-related criminal activity, violent criminal activity and other criminal activity.
- Substantial risk of intentional damage or destruction to the unit and surrounding premises by the applicant or those under the applicant's control.
- Any misrepresentation of any information on the application or at the interview. If misrepresentations are found after a lease agreement has been executed, management reserves the right to use all administrative remedies at its disposal.
- Eviction from Federally-assisted housing for drug-related criminal activity.
- A life-time registration requirement under a state sex offender registration program.

- Substantial risk that there is reasonable cause to believe that there is abuse or a pattern of abuse of alcohol that would interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents.
- Applicant's household does not comply with the occupancy standards for the project based on the size of the unit, the size of the bedroom/sleeping area and the number of bedrooms/sleeping areas.
- Applicants who do not possess legal capacity to sign documents cannot become tenants or co-tenants.
- Any application which is incomplete will not be processed.
- Refusal to sign release to allow verification of information related to eligibility, references, etc., shall be grounds for rejection.
- Applicants who do not meet Federal Low Income Housing Tax Credit income limits for a property shall be rejected unless permission to rent to income ineligibles is in process or has been received from the Federal Low Income Housing Tax Credit Program.
- Applicants with negative credit, personal, landlord or criminal references shall be rejected.

In making determination relative to rejecting an application, the following considerations will be made:

1. The possible biases, attitudes and motives of all references and sources of information will be considered.
2. All information used in consideration of an applicant will be current. The possibility of mitigating factors and the possibility of changes in the applicant's behavior will be considered in every case.
3. Consideration will be given to the applicant's present shelter cost-income ratio and whether the rent level for the unit for which the applicant is applying would help eliminate present financial hardship when judging an applicant's payment record or credit report.
4. In all cases where potential applicants are rejected for selection, the Property Manager shall issue a written notice of decision which specifies the reason for rejection.
5. If the rejection is based on a report from a credit reporting agency, the applicant may request the name of the agency providing the credit information. The Agent will provide the name of the agency but not the actual report itself.
6. All eligibility factors shall be verified in writing and documented in the file.
  - a. If an Agent determines that an applicant is ineligible because of family composition, because his or her income exceeds the appropriate income limits, because the applicant's family composition is not suitable for the size of units available, or because the applicant does not meet the Agent's resident selection criteria (e.g. poor rent-paying history, negative evaluations from prior landlords, poor credit, etc.) the Agent shall promptly notify the applicant in writing of that determination. The notice shall explain why the applicant is not being admitted to the project and advise the applicant that he or she may (within 14 days receipt of the notice) respond in writing to request to meet to discuss the notice. The notice shall also inform the applicant that responding to the Agent's notice does not preclude the applicant from exercising other avenues available if he or she believes that he or she is being discriminated against on the basis of race, color, religion, sex, national origin, disability and/or familial

- b. Status. The City of York also includes the use of support animals and sexual orientation. The meeting or the review of the applicant's written response will be conducted by the Executive Director of the management agent.
  - c. If the applicant responds in writing, and after a meeting is held, the Agent shall advise the applicant in writing whether or not the Agent's position has changed. The Agent shall do so within five (5) days of the date the meeting was held.
  - d. The Agent is required to maintain the application, the Agent's notice of non-acceptance, any applicant's reply and the Agent's final response for a period of not less than three (3) years. The file shall also contain all interview and verified information on which the determination of eligibility/non-acceptance was based. The file shall be maintained in a manner which respects the applicant's right to privacy.
8. Any applicant who is selected but does not accept tenancy for reasons other than medical, emergency, or need for subsidy that is currently not available shall be removed from the waiting list. The waiting list is updated, at the minimum, on a yearly basis to establish continued eligibility, to remove those determined ineligible, and/or to reclassify those with changed status.
9. The Agent will not lease to anyone who cannot pay in advance the required rents, fees and deposits (except as noted in Section E) for the required monthly period. Vouchers from agencies with approved prior arrangements with the Agent will be accepted in lieu of payment from the applicant and/or tenant.

Current or potential income sources need not be steady. A prospective tenant who has a known history of supporting him or herself through casual labor, for example, will be considered.

Primary responsibility for screening applications shall rest with the Property Manager. The Property Manager will accept applications and obtain income documentation, credit reports, previous landlord verifications and criminal reports, etc.

The Property Manager will inform all applicants of the availability of pre-rental workshops offered by the Housing Alliance of York. This four-part workshop series covers topics including landlord/tenants' rights and responsibilities, budgeting, fair housing law and utilizing community resources (i.e. entitlement programs, fuel and rental assistance, employment and job training, free or low-cost food, clothing and household furnishings).

The Property Manager may also confer with agencies or organizations that have referred applicants for consideration, including the Housing Alliance of York. These contacts would be initiated in cases where preliminary credit reports, landlord verifications or other indicators used for screening applicants may include negative information. In many cases, potential residents may have experienced problems or crises in their life which led them to avoid their credit obligations or responsibilities as tenants, i.e. substance abuse, mental illness, incarceration. However, referring agencies may be able to document that these applicants have successfully participated in treatment programs or have established recent credit/tenant histories which might qualify them for residency.

#### **H. ADDITIONS TO THE HOUSEHOLD**

Existing tenants cannot move additional members into their household without being approved by management and must be certified to meet income regulations.

DRUG-FREE HOUSING

The following points shall be reviewed with each applicant:

1. Applicant, any member of a tenant's household, or a guest or other person under the tenant's control shall not engage in criminal activity, including drug-related criminal activity, on or near housing premises. "Drug-related criminal activity" means the illegal manufacture, sale, distribution, use or possession with the intent to manufacture, sell, distribute, or use of a controlled substance (as defined in section 102 of the Controlled Substances Act [21 U.S.C. 802]).
2. Applicant, any member of the applicant's household, or a guest or other person under the tenant's control shall not engage in any act intended to facilitate criminal activity, including drug-related criminal activity, on or near housing premises.
3. Applicant or members of the household will not permit the dwelling unit to be used for, or to facilitate, criminal activity, including drug-related criminal activity, regardless of whether the individual engaging in such activity is a member of the household or a guest.
4. Applicant or member of the household will not engage in the manufacture, sale or distribution of illegal drugs at any location, whether on or near housing premises or otherwise.
5. Applicant, any member of the tenant's household, or a guest or other person under the tenant's control shall not engage in acts of violence or threats of violence, including, but not limited to, the unlawful discharge of firearms, on or near housing premises.
6. Criminal activity, including the manufacture, sale or use of illegal drugs by applicant or by members of the household is grounds for rejection of the application. Such criminal activity may violate the lease provision and demonstrate adequate cause for termination of the process.
7. An apartment in any housing project managed by the Agent shall be used as a private dwelling for the individual(s) listed on the program certification form or other occupants approved in advance by the landlord. Use of said unit by the tenant or members of that household for drug use/sale violates the lease provision against use of the unit for purposes other than as a private dwelling.

J. SECTION 504

Section 504 prohibits discrimination based upon disability in all programs or activities operated by recipients of federal financial assistance.

A Reasonable Accommodation as defined by the Fair Housing Act is any accommodation by management in rules, policies (including acceptance of assistance animals as an exception to a "no pets" rule) and practices of services to give a person with a disability an equal opportunity to use and enjoy a dwelling unit or common space. It is the applicant's/tenant's responsibility to inform management of any situation where a Reasonable Accommodation is needed.

Reasonable Accommodations should be submitted in writing. If unable to provide the request in writing, please notify management. Reasonable structural modifications to units and/or common areas that are needed by applicants and tenants with disabilities may be approved and funded by the project, unless the modifications would change the fundamental nature of the project or result in undue financial and administrative burdens.

K. IMPROVING ACCESS TO SERVICES FOR PERSONS WITH LIMITED ENGLISH PROFICIENCY (LEP)

## **Tenant Selection Plan Scattered Sites**

Executive Order (E.O.) 13166 requires Federal agencies and grantees to take affirmative steps to communicate with persons who need services or information in a language other than English.

The Owner/Manager will take reasonable steps to ensure meaningful access to the information and services we provide for persons with LEP. This may include interpreter services and/or written materials translated into other languages.

HUD specific LEP Guidance, "Final Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons" was published in the Federal Register on January 22, 2007."

### **L. VIOLENCE AGAINST WOMEN ACT (VAWA)**

1. The Owner/Agent may not consider incidents of domestic violence, dating violence, or stalking as serious or repeated violations of the lease or other "good cause" for termination of assistance, tenancy or occupancy rights of the victim of abuse.
2. The Owner/Agent may not consider criminal activity directly relating to abuse, engaged in by any guest or other person under the tenant's control, cause for termination of assistance, tenancy, or occupancy rights if the tenant is the victim or threatened victim of that abuse.
3. The Owner/agent may request in writing that the victim, or a family member on the victim's behalf, certify that the individual is a victim of abuse and that the Certification of Domestic Violence, Dating Violence or Stalking form (Form HUD-91066), or other documentation as noted on the certification form, be completed and submitted within fourteen (14) days, or an agreed upon extension date, to receive protection under the VAWA. Failure to provide the certification or other supporting documentation within the specified timeframe may result in denial of the application/eviction of the tenant.

## **Smoke Free Housing for Scattered Sites**

Due to the increased risk of fire, and known health effects of secondhand smoke, the owner/agent has established a new smoking policy for all residents effective September 15, 2016.

As of September 15, 2016, smoking is prohibited in any area of the property, private, public and common, whether enclosed or outdoors. This policy applies to all owners, property staff, contractors/vendors, applicants, residents, guests, and service providers.

"Smoking" shall include the inhaling, exhaling, or carrying of any lighted cigarette, e-cigarette, personal vaporizer, cigar, pipe, other tobacco product, marijuana including medical marijuana, herbal smoking products, "legal weed" or products known as "bath salts" or other legal or illegal substance.

**The Tenant Selection Plan will be reviewed at least annually to ensure that current operating practices, program priorities and program requirements (as stipulated by the Federal Low Income Housing Tax Credit Program and/or HUD) are included. Any changes to the Tenant Selection Plan will be summarized and provided in written form to all tenants. The Owner will provide copies to applicants. All applicants will be notified during the screening process, and tenants annually at recertification, that the Tenant Selection Plan exists and is available to them. The Tenant Selection Plan, when requested, is also available to the public.**

## Attachment A

### Tenant Selection Plan Properties Managed by Affordable Housing Advocates

Listed below are properties managed by Delphia Management Corporation. Please refer to the Tenant Selection Plan for each site for additional information.

Site	Location	Mailing Address	Telephone Number
Cloverfield Apartments	1500 Rodney Road, York, PA	1500 Rodney Road, York, PA 17408	717-764-5464
Delphia House Apartments	350 East Philadelphia Street, York, PA	350 East Philadelphia Street, York, PA 17403	717-843-1064
Dutch Kitchen	381 West Market Street, York, PA	381 West Market Street, York, PA 17401	717-848-5281
George Street Apartments	118 North George Street, York, PA	118 North George Street, York, PA 17401	717-846-5139
Green Meadow Apartments	20 Beaver Street, Dillsburg, PA	20 Beaver Street, Dillsburg, PA 17019	717-432-2556
Highland Manor Apartments	36 Highland Manor Drive, Stewartstown, PA	36 Highland Manor Drive, Stewartstown, PA 17363	717-993-6541
King Street Apartments	312, 314 and 334 East King Street, York, PA	118 North George Street, York, PA 17401	717-846-5139
Kingston House Apartments	1243 West King Street, York, PA	1243 West King Street, York, PA 17404	717-848-2927
Liberty Apartments	37 East Philadelphia Street, York, PA	118 North George Street, York, PA 17401	717-846-5139

The TTY number for all locations is 7-1-1.

The office for Affordable Housing Advocates is located at 3 Rathton Road, York, PA 17403 (717-846-5139). Additional information on Affordable Housing Advocates and the properties managed can be found at [www.ahadvocates.org](http://www.ahadvocates.org).

## Attachment B

### Tenant Selection Plan Scattered Sites

#### Required Documentation (Citizen and/or Non-Citizen Eligibility)

From U.S. Citizens – In addition to a signed declaration of Citizenship,

The following documents will be accepted:

- United States (U.S.) Passport
- U.S. Naturalization Certification issued by U.S. Citizenship & Immigration Services (USCIS)
- Certification of Citizenship issued by USCIS

The following documents will be accepted when proof of identify is **also** provided:

- U.S. Birth Certificate
- Certification or Report of Birth Abroad issued by USCIS or the State Department
- U.S. Citizen ID card issued by USCIS
- American Indian card issued by USCIS for the Kickapoo Tribe
- Final Adoption Decree
- Evidence of Civil Service employment by U.S. Government by 6/1/1976
- Official Military Record of Service showing U.S. place of birth (i.e. a DD-214)
- Northern Mariana ID card issued by USCIS to a naturalized citizen born before 11/4/1986
- Extract of U.S. hospital birth record established at the time of birth
- Life, health, or other insurance record showing U.S. place of birth
- Census records showing U.S. place of birth
- Nursing home records, medical records, or other documents showing U.S. place of birth created at least five (5) years before initial AHCCCS application date
- Bureau of Indian Affairs tribal census records (Navajo & Seneca Tribes only)
- Written affidavit (see eligibility specialist for details about who/when a member or applicant can use)

Proof of Identify includes:

- Driver's License
- Certain government issued ID cards with photo (if no photo, must include identifying information)
- Tribal government issued ID and documents, including Certificate of Indian Blood
- Day care or nursery record (minors only)
- School record or report card (under 16 only)
- School ID with picture
- U.S. Military ID, U.S. Military Dependent ID or U.S. Military Draft Record (over 16 years only)

From non-citizens claiming eligible status – In addition with a signed declaration of eligible immigration status, and a signed consent form,

The following DHS-approved documents will be accepted:

- Form I-151, Alien Registration Receipt Card (issued to lawful permanent residents prior to 1979)
- Form I-551, Alien Registration Receipt Card (for permanent resident aliens);
- Form I-94, Arrival-Departure Record, with one of the following annotations: (1) "Admitted as Refugee Pursuant to Section 207", (2) "Section 208" or "Asylum", (3) "Section 243(h)" or "Deportation stayed by Attorney General", (4) "Paroled Pursuant to Section 212(d)(5) of the INA"



## **Attachment B**

### **Required Documentation (Citizen and/or Non-Citizen Eligibility)**

- If Form I-94, Arrival-Departure Record, is not annotated, then accompanied by one of the following documents: (1) A final court decision granting asylum (but only if no appeal is taken), (2) A letter from an INS asylum officer granting asylum (if application is filed on or after October 1, 1990) or from an INS district director granting asylum (if application filed before October 1, 1990), (3) A court decision granting withholding or deportation; or (4) A letter from an asylum officer granting withholding or deportation (if application filed on or after October 1, 1990)
- Form I-688, Temporary Resident Card, which must be annotated "Section 245A" or "Section 210"
- Form I-688B, Employment Authorization Card, which must be annotated "Provision of Law 274a.12(11)" or "Provision of Law 274a.12"
- A receipt issued by the INS indicating that an application for issuance of a replacement document in one of the above-listed categories has been made and the applicant's entitlement to the document has been verified;
- If other documents are determined by the INS to constitute acceptable evidence of eligible immigration status, they will be announced by notice published in the Federal Register