

Tab 12 – Accessible Unit Certification of Selection Criteria

The certification form must be completed and signed by the applicant verifying all of the requirements outlined in the Selection Criteria for accessible units

Developer's/Applicant's Certification of Selection Criteria

The Agency has requested certain certifications from the developer and applicant in connection with submission of an application.

Development: _____

Please initial all of the following that apply. As the developer/applicant, I hereby certify that the following will be met:

_____The developer/applicant agrees to provide twice as many fully accessible units as are otherwise required (under local, state, or federal mandate, whichever is greater) in the development. All employee and market rate units must be included in the total units count when calculating the required number of accessible units. The developer must certify that these units are accessible and, that during initial lease up, the developer will exclusively reserve the units for occupancy by persons needing the accessible units for the first thirty days. For Preservation Developments, the developer/applicant agrees to increase the number of fully accessible units, which meet current standards, in the development by at least five percent of the total units available.

_____Number of accessible units in development.

_____The developer/applicant must provide a financing plan which evidences that at least ten percent (10%) of the units are affordable to persons at or below twenty percent (20%) of the area median income, adjusted for family size. At least half of these units must be accessible. (Existing affordable developments with a demonstrated average occupancy rate of 90% or above over last 5 years may be exempt from having to meet the 20% area median income requirement for these units.)

_____For the units affordable at or below twenty percent (20%) of the area median income, an agreement shall be in place with appropriate referring entities (including those supported through programs of the Commonwealth's Department of Public Welfare) to assure that sufficient referrals for tenancy are received who are income-eligible and/or in need of the accessibility features.

_____Number of affordable units at 20%.

Identify the referring agency for these units:

Acknowledged and Accepted by the APPLICANT

Signed: _____ Date: _____

Print: _____

Accessible Unit Policy

In connection with the receipt of a reservation of Low Income Housing Tax Credits, you made representations regarding the availability of accessible units at the property. The purpose of this letter is to ensure efforts are made to provide continuing outreach to persons with disabilities and to inform persons of the availability of accessible units. To accomplish this goal, the Agency will require that the Owner and/or Agent perform the following:

1. Perform continuing outreach to persons with disabilities to fill accessible units with persons needing the features of the unit.
2. As part of Carryover Allocation requirements, you will be required to identify and provide to PHFA a list of community agencies that you will partner with to identify persons with disabilities who are searching for accessible units. A resource list of potential partners is available on the agency's website under Service Coordinators and Providers.
3. Place site on the PAHousingSearch.com website at time of rent up to help to market the accessible units.
4. Hold accessible units vacant for at least 30 days during the original rent up while outreach is performed.
5. Prior to occupancy of an accessible unit to a resident not requiring the accessible feature of the unit, contact the Agency (717.780.3874) for help to locate a viable candidate for the unit.
6. If after 30 days an eligible person requiring the features of the unit is not found, the unit may be rented to any qualified individual or family provided a lease addendum is executed (this unit is then considered to be a "bumpable unit"). The lease addendum must require any individual or family in an accessible unit not requiring the features of the unit to transfer to a non-accessible unit at the owner's expense when an accessible unit is needed.
7. When a comparable non-accessible unit becomes vacant, transfer residents from the "bumpable unit" and fill the accessible unit with an individual / family who need the features of the unit, provided an individual / family needing the features requests an accessible unit.
8. After occupancy, when an accessible unit becomes vacant, PHFA should be notified if a qualified individual or family has not been identified for occupancy for the unit.

At the time the project is placed in service and available for occupancy, the Agency will monitor the property for compliance with the above stated goals and may require affirmative action by the Owner and/or Agent to demonstrate the above. If you have any questions regarding the foregoing policy, feel free to contact the Agency at 717.780.3874