

**PHFA Accessible Unit Policy Timeline for Responsibilities
Low Income Housing Tax Credit Program**

AT APPLICATION FOR LOW INCOME HOUSING TAX CREDITS (LIHTC)

- Owner commits to a specific number of accessible units.
- Development design drawings and Architect's certification identify and confirm accessible units in the project.

AT CARRYOVER ALLOCATION

- Owner identifies and submits Affirmative Fair Housing Marketing Plan with the Carryover Allocation package.

DURING CONSTRUCTION OF THE DEVELOPMENT

- PHFA Technical Services Staff will monitor construction progress.
- Specific features of accessible units in property must be confirmed by Architect.
- Owner/Management Agent will maintain waitlist for applicant households seeking tenancy and identify households which need accessible features.
- At 50% construction completion, Owner/Management Agent:
 - Must begin outreach.
 - Must register units on www.PaHousingSearch.com.
- At 90 days before placement in service/first occupancy, Owner/Management Agent must:
 - Conduct outreach before moving any household not needing features into an accessible unit.
 - Contact Danielle Rudy, Supportive Housing Officer (717.780.3960) or Gelene Nason, Manager of Housing Services (717.780.3874) for assistance in outreach efforts.
 - Perform outreach per the Affirmative Fair Housing Marketing Plan.
 - Hold accessible units vacant for at least 30 days to perform targeted outreach.
 - Lease Addendum must be signed for households moving into accessible units.

DURING LIHTC COMPLIANCE PERIOD

- Upon turnover of each unit, Owner/Management Agent:
 - Must review waitlist for comparable units to relocate eligible household, if accessible features are needed by any applicant.
 - Contact and perform targeted outreach upon notice of pending vacancy of accessible unit (for 30 days from the date the unit becomes available).
 - May utilize funds available in an established Rent Subsidy Fund (if available) to facilitate relocation/transfer costs.
 - Maintain adequate records to demonstrate adherence to the Accessible Unit Policy.
- Annually, Owner must submit all requisite reporting information to the Agency

**At any time there is a change to the features of a unit or a unit becomes unavailable for any reason,
PHFA must be notified.**