

DePaul Housing Management Corporation

TENANT SELECTION PLAN

For: Carondelet Commons; Cabrini Acres; Sanderson Court; Fontbonne Manor; Bishop Broderick Apartments;

St. Vincent's Apartments; Marie Rose Manor; Fr. Leo O'Brien Senior Community; The Lawrence Commons; Branson Manor; St. Jude Apartments; Bishop Hubbard Senior Apartments; Delhi Senior Communities

Updated: 04/18/2022

DePaul Housing Management Corporation and the properties it manages are pledged to the letter and the spirit of U.S. policy of achievement of equal housing opportunity throughout the nation. We encourage and support affirmative advertising and marketing programs in which there are no barriers to obtaining housing because of race, color, religion, sex, handicap, familial status, or national origin. We also comply with section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of disability in any program or activity receiving federal financial assistance from the U.S. Department of Housing & Urban Development, the Fair Housing Act Amendments of 1988 and Title VI of the Civil Rights Act of 1964.

Regardless of sexual orientation or gender identity, HUD's core housing programs are open to all eligible persons regardless of sexual orientation, gender, identity or marital status. The owner/agent will comply with this rule and state and local laws that provide the same or similar protection.

Completed Applications are accepted by mail to: DePaul Housing Management, 10 Carondelet Drive, Watervliet, NY 12189 or by fax # (518) 608-0104 or by email: brosekrans@depaulhousing.com.

Requests for applications may be made by calling (518) 389-6335 or obtained from our website at www.depaulhousing.com or by utilizing the TTY/Voice Relay Services #7-1-1.

Note: It is the policy of DePaul Housing Management that Waiting Lists for any of its buildings remain always open; Waiting Lists are never closed to applicants.

Questions regarding specific communities and apartments showings, please contact the rental office at the community directly.

ELIGIBILITY REQUIREMENTS

Failure to meet eligibility requirements in any one or more of these categories will result in the rejection of the applicant. In order to be accepted as a resident, each applicant will be required to provide third party verification for required information in each of the categories listed below at an in-person eligibility interview.

1. Household Composition

[Definition of head of household: As listed on the application, the 1st or primary applicant. If only one person is applying, that person will be the head of household. Definition of co-head: The 2nd applicant, as listed on the application.]

A. **For St. Vincent’s Apartments, Bishop Broderick Apartments, Bishop Hubbard Senior Apartments, Cabrini Acres Senior Apartments, St. Jude Apartments, and Branson Manor Senior Apartments:**

The applicant must be a single person who is 62 years of age or older, OR
a non-elderly mobility-impaired person between the ages of 18-61 in need of the
accessibility features of an apartment designed for the mobility impaired,
OR

a household of two persons whose head of household is 62 years of age or older OR is a
non-elderly mobility-impaired person between the ages of 18-61.

B. **For Sanderson Court Senior Apartments, Marie Rose Manor, Delhi Senior Communities, Fontbonne Manor Senior Apartments, and Fr. Leo O’Brien Senior Community:**

The applicant must be a single person who is 62 years of age or older, OR
a household of two persons whose head of household is 62 years of age or older.

C. **For Carondelet Commons Senior Apartments:**

The applicant must be a single person who is 55 years of age or older, OR
a non-elderly mobility-impaired person between the ages of 18-54,
OR

a household of two persons, whose head of household is 55 years of age or older, OR a
non-elderly mobility-impaired person, between the ages of 18-54.

D. **For The Lawrence Commons:**

The applicant must be a single person who is 18 years of age or older, who is mobility
impaired,
OR

a household of two persons, whose head of household is 18 years of age or older, AND
mobility impaired.

2. **Citizenship**

For St. Vincent’s Apartments, Branson Manor Senior Apartments, Cabrini Acres Senior Apartments, Bishop Broderick Apartments, Bishop Hubbard Senior Apartments, St. Jude Apartments, and The Lawrence Commons the applicant must meet the requirements regarding citizenship according to Section 214 of the Housing and Community Development Act of 1980 (see related application attachment). *Citizenship information will be verified, as applicable and required, through the Department of Homeland Security and the SAVE system.*

Applicants who hold a non-citizen student visa are ineligible for assistance as are any noncitizen family members living with the student. Noncitizen students and their non-citizen families may

not receive assistance. Noncitizen students are not eligible for continuation of assistance, prorated assistance, or temporary deferral of termination of assistance.

A noncitizen student is defined as follows:

- A resident of another country to which the individual intends to return;
- A bona fide student pursuing a course of study in the United States; and
- A person admitted to the United States solely for the purpose of pursuing a course of study as indicated on an F-1 or M-1 student visa

This prohibition applies to the noncitizen student's noncitizen spouse and children. However, children who are citizens may receive assistance. For example, a family that includes a noncitizen student married to a U.S. citizen is a mixed family.

- *Citizenship/Immigration Status Requirements. Household must submit evidence and meet requirements established by the subsidy program for occupancy by non-citizens. See Attachment 1A and Attachment 1B.*

3. **Income**

A. **For Bishop Broderick Apartments, Bishop Hubbard Senior Apartments, Cabrini Acres Senior Apartments, St. Jude Apartments, Branson Manor Senior Apartments, Sanderson Court Senior Apartments, Marie Rose Manor, Fontbonne Manor Senior Apartments, The Lawrence Commons, Fr. Leo O'Brien Senior Community:**

Maximum annual gross income must not exceed the HUD defined very low-income level which is:

For one person:	\$37,100* **
For two persons:	\$42,400* **

B. **For St. Vincent's Apartments and Carondelet Commons:**

Maximum annual gross income must not exceed the HUD defined low-income level which is:

For one person:	\$59,400* **
For two persons:	\$67,850* **

C. **For Delhi Senior Community I & II:**

Maximum annual gross income must not exceed the HUD defined very low-income level which is:

For one person:	\$26,850*
For two persons:	\$30,700*

(For St. Vincent's Apartments, Bishop Broderick Apartments, Bishop Hubbard Senior Apartments, Cabrini Acres Senior Apartments, St. Jude Apartments, Branson Manor Senior Apartments, & The Lawrence Commons: at least 40% of each buildings' apartments that become available each fiscal year must be made available first to those families whose**

income does not exceed the HUD defined Extremely Low-income level which is: \$22,300* for one person per year or \$25,450* for two persons per year. See below for full procedure.)

(* These income limits were updated April 18, 2022 and are subject to periodic change by the U.S. Department of Housing and Urban Development [HUD]).

PROCEDURE FOR INCOME TARGETING COMPLIANCE: Income Targeting requirements stipulate that 40% of the units that become available each fiscal year must be rented to Extremely Low-Income (ELI) households earning 30% or less of the median income. To meet this requirement, the site must alternate between the first extremely low-income applicant on the waiting list and the applicant at the top of the waiting list that is not extremely low income. This may mean some applicants with higher incomes might be skipped over for the available apartment. Once the ELI requirement is met, management is permitted to go to the other applicants on the Waiting List.

4. **Student Eligibility**

There are restrictions at our communities for providing Section 8 assistance to any individual who is enrolled as either a part-time or full-time student at an institution of higher education for the purpose of obtaining a degree, certificate, or other program leading to a recognized educational credential.

For Bishop Broderick Apartments, Bishop Hubbard Senior Apartments, Cabrini Acres Senior Apartments, St. Jude Apartments, Branson Manor Apartments, The Lawrence Commons and St. Vincent Apartments, restrictions will apply if the student:

Section 8 assistance will not be provided to any individual who:

- Who is enrolled as either a part time or full time student at an institution of higher education for the purpose of obtaining a degree, certificate, or other program leading to a recognized educational credential; and
- Is under the age of 24; and
- Is not married; and
- Is not a veteran of the US Military; and
- Does not have a dependent child; and
- Is not a person with disabilities, as such term is defined in 3(b)(3)(E) of the US Housing Act of 1937 (42U.S.C. 1437 a(b)(3)(E) and was not receiving section 8 assistance as of November 30, 2005); and
- Is not living with his or her parents who are receiving Section 8 assistance: and
- Is not individually eligible to receive Section 8 assistance or has parents (the parents individually or jointly) who are not income eligible to receive Section 8 assistance.

For Sanderson Court Senior Apartments, Marie Rose Manor, Delhi Senior Communities, Fontbonne Manor and Father Leo O'Brien to be eligible the student must meet **all** of the following criteria to be eligible. The student must:

- Be of legal contract age under state law
- Have established a household separate from parents or legal guardians for at least one year prior to application for occupancy OR
- Meet the US Department of Education's definition of an independent student
- Not be claimed as a dependent by parents or legal guardians pursuant to IRS regulations, and,

- Obtain a certification of the amount of financial assistance that will be provided by parents, signed by the individual providing the support. This certification is required even if no assistance is provided.

5. **Assets**

There is no dollar limitation on the amount of assets an applicant may have. However, federal and state funding sources require us to consider the value of an applicant's assets or income from assets when determining an applicant's eligibility. **If the applicant has disposed of any assets for less than fair market value within two years prior to the date of the application, the fair market value of that asset will be considered an (imputed) asset for two years from the date of disposal.**

6. **Social Security Number Requirement**

Applicants must disclose social security numbers (SSNs) for all applying household members at the time of application. This rule applies to all household members including live in aids, foster children and foster adults. Documentation verifying the social security numbers, such as the original social security card issued by the Social Security Administration, must be provided at the time of the In-Person (Eligibility) Interview. If no social security card is available, documents such as an original document issued by a federal or state government agency which contains the name of the individual and the complete social security number along with other identifying information of the individual must be provided.

If all household members have not disclosed and/or provided verification of their SSNs at the time an apartment becomes available, the next eligible applicant will be offered the available apartment. The applicant household that has not disclosed and/or provided of SSNs for all household members has 90 days from the date they were first offered an available apartment to disclose and verify the SSNs. During this 90-day period, the applicant household may retain its place on the waiting list. After 90 days, if all SSNs of the household are not verified the household will be determined ineligible and will be removed from the waiting list. The applicant may re-apply again after obtaining the appropriate documentation. The applicant will be placed on the waiting list based on the date and time the new application is approved.

Exceptions to Disclosure of Social Security Numbers:

1. Individuals age 62 or over as of January 31, 2010 whose initial determination of eligibility was begun before January 31, 2010.
 - a) The eligibility date is based on the initial effective date of the form HUD 50059.
 - b) Documentation that verifies the applicant's exemption status must be obtained from the owner of the property where the initial determination of eligibility was begun prior to January 31, 2010. An owner/agent must not accept a certification from the applicant stating they qualify for the exemption.
2. Individuals who do not provide eligible citizenship status. When applicants are required to declare their citizenship status, the existing regulations pertaining to proration of assistance or screening for mixed families must continue to be followed. In these instances, the owner will have each resident's Citizenship Declaration on file—whereby the individual did not provide eligible immigration status—to support exception to the requirements to disclose or provide verification of a social security number.
3. A child under the age of 6 years added to the applicant household within the 6-month period prior to the household's date of admission. The household will have a maximum of 90 days after the date of

admission to provide the social security number and adequate documentation that the social security number is valid. An additional 90 days may be granted under certain circumstances. If the household does not provide the social security number and adequate documentation to verify the social security number within the prescribed timeframe, HUD requires that the owner/agent terminate tenancy.

Households unable to supply social security number verification or comply with the regulation will be determined ineligible and will be removed from the waiting list.

7. Violence Against Women Act For All Properties:

The Violence Against Women Act provides protections to women or men who are the victims of domestic violence, dating violence, sexual assault or stalking. The owner agent understands that, regardless of whether state or local laws protect victims of domestic violence, dating violence, sexual assault or stalking, people who have been victims of violence have certain rights under federal fair housing regulation.

This policy is intended to support or assist victims of domestic violence, dating violence, sexual assault or stalking and protect victims as well as members of their family, and affiliated persons from being denied housing or from losing their housing as a consequence of their status as a victim of domestic violence, sexual assault, dating violence or stalking.

Affiliated persons are defined as: a) a spouse, parent, brother, sister or child of that individual, or a person to whom that individual stands in the place of a parent or guardian (for example, the affiliated individual is a person in the care, custody or control of that individual: or b) Any individual, tenant or lawful occupant living in the household of that individual.

VAWA protections are not provided to guests, unauthorized resident (s), live in aids or service providers hired by the resident.

If any applicant or resident wishes to exercise the protections provided in the VAWA, he/she should contact the owner/agent immediately. The owner/agent is committed to ensuring that the Privacy Act is enforced in this and all other situations.

The owner/agent will not assume that any act is a result of abuse covered under the violence Against Women Act. In order to receive the protection outlined in the VAWA, the applicant/resident must specify that he/she wishes to exercise these protections.

If you believe this applies to you, please contact us for assistance

8. Application Intake, Screening, Waiting List Placement, Denial Criteria and Appeal Process

A. General

Applicant screening is targeted toward determining the likelihood that an applicant will be able to meet the essential requirements of tenancy as expressed in the lease and the Handbook of Policies. These essential requirements are summarized in the section entitled "Ability to Meet the Requirements of Tenancy." Note: "Applicant" as used in this section, also includes any live-in aide.

B. **Applicant Intake**

Upon intake, all applications are entered into the DePaul Housing database by date and time received. This information is used for tracking purposes.

C. **Application Screening**

All applications are reviewed to determine if one meets the requirements for the communities selected. (i.e; age, income)

Verifying all required documents have been submitted with the application and that all paperwork is completed in full, signed and dated.

1. **Residence History Screening**

- During the screening process, we will verify successful, appropriate resident living history for (5) years prior to the date of the application for all applicants (1st and 2nd). Note: Any applicant or household member who was evicted from state- and/or federally assisted housing for drug related criminal activity within five years prior to the date of the application will NOT be accepted as a resident.
- We will mail reference forms to each residence. The form(s) must be completed and mailed or hand-delivered to the office. This requirement will be waived ONLY if the applicant can document that he or she has been a homeowner residing in his/her home for five (5) years or more prior to the date of approval.
- Negative responses to landlord reference questions may be cause for rejection.

2. **Mobility-Impairment Screening** (for those requesting the need of a handicapped accessible apartment)

WHO IS ELIGIBLE:

(Please see “Household Composition” requirements listed on page one for particular building regulations.)

Elderly or non-elderly single persons or a household of 2 members where the head of the household has a mobility impairment or physical disability. A person with a degenerative condition that will result in mobility impairment, if otherwise eligible, is also eligible for an accessible unit. Written verification of the mobility impairment from the attending physician will be required.

* The applicant’s mobility impairment or physical disability must necessitate the need of the special design features of our accessible apartments as listed below:

- Wider doorways throughout the apartment
- Lowered kitchen counters and cabinets
- Roll-in kitchen sink (sink with cut-out for wheelchair access)
- Additional grab bars in the bathtub/shower
- Specially designed hand-held shower

3. **Criminal Background Screening**

All applicants will be subject to a criminal background check including, but not limited to, a mandatory screening review of the lifetime registration list under a state's sex offender registration program. Live-in aides are subject to the same screening requirements. These screenings will be done as part of the application verification process.

1. As required by the United States Department of Housing & Urban Development's Notice H2002-22 HUD, any applicant who is subject to a requirement of lifetime registration on any state's sex offender registration program will NOT be admitted.
2. Any conviction or adjudication other than an acquittal of the following crimes is cause for rejection of an application to housing in any community managed by DePaul Housing Management:
 - Murder
 - Manslaughter
 - Arson
 - Armed Robbery
 - Sex offenses, including forcible rape, child molestation, and aggravated sexual battery
3. Any conviction or adjudication other than acquittal of the following crimes within five (5) years from the date of application is cause for rejection of an application to housing in any community managed by DePaul Housing Management:
 - A crime involving the illegal possession, sale or manufacture of a controlled substance
 - A felony that involved harm to another person or to property
4. Any conviction or adjudication other than acquittal of the following crimes within three (3) years from the date of application is cause for rejection of an application to housing in any community managed by DePaul Housing Management:
 - Any other felony, not included above

D. **Waiting List Placement**

- Applications will be entered on the waiting list for each of the eligible communities selected as of the date and time approved
- Applications are then forwarded to each of the communities

E. **Denial Criteria and Appeal Process**

Under the guidance of the U.S. Department of Housing & Urban Development (H2002-22 HUD) regulations, an applicant will **not** be accepted for tenancy for any one of the following reasons:

1. Failure to meet any one or more of the Tenant Selection Criteria listed in this document.
2. Violent criminal behaviors or other criminal behaviors that would threaten the health, safety, or right to peaceful enjoyment of the premises by other residents, or of the site's employees, contractors or agents.
3. Any applicant/household member whom DePaul Housing Management has reasonable cause to believe abuses or has a pattern of alcohol or substance abuse which may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents.
4. Inability/unwillingness to disclose and document all social security numbers or to execute a certification when numbers have not been assigned.
5. Failure to sign and submit all required verification consents.
6. Criminal activity:

Any applicant/household member who was a household member who was evicted from State- or Federally-Assisted housing for drug related criminal activity, for five years from the date of eviction.

Any applicant/household member who is currently engaging in illegal drug use.

Any applicant/household member whom DePaul Housing Management has reasonable cause to believe is involved in illegal use or a pattern of illegal use of a drug which may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents.

Any applicant/household member who is a sex offender subject to a lifetime registration requirement under a state sex offender registration program.

As disclosed by background check.

7. Misrepresentation: Willful or serious misrepresentation in the application procedures

DENIAL PROCEDURE

1. A letter is sent to the applicant, informing him/her of the rejection and the reason(s) for the rejection.
2. The applicant is advised in this letter that he/she has fourteen (14) days to request review of the rejection. The applicant may request a meeting with the DePaul Housing Management staff reviewer to appeal the rejection.
3. Another DePaul Housing Management staff member will review your appeal.
4. This review will be completed within fifteen (15) business days of the applicant's request via conference call. Please note all grievance appointments must be scheduled.
5. The applicant will be sent a written, final determination within five (5) business days of completion of this review.

9. Waiting List Process

Applicants are placed on the individual building's Waiting List in the order they are approved. When a vacancy occurs within a building, the Community Manager refers to the Waiting List and contacts the next person(s) on their List (at the "top of the List"), requesting that they come in to the office for an eligibility appointment **.

Applicants may choose not to be considered for an apartment at the time they are contacted and may request that they remain on the Waiting List. In that case, their name will then go to the "bottom" of the Waiting List, meaning that they will not be contacted again for one year or until the List has been exhausted, whichever comes first. If there are no successful candidates for an apartment found within the first contact group, the Community Manager will re-visit the Waiting List and contact the next person(s) on the list, and so on.

Applicants who repeatedly (two times) turn down the opportunity for an eligibility appointment (offer of an appointment) will be removed from the Waiting List. Applicants who successfully complete the eligibility process and are consequently offered an apartment but refuse the apartment, are removed from the Waiting List. Applicants will also be removed from the Waiting List if: the applicant no longer meets the eligibility requirements for the property or, the applicant fails to respond to our written notices or requests, or, mail sent to the applicant's address is returned as undeliverable, or if the family size changes the size of the unit needed and such size unit does not exist in the property. In all cases, those applicants who have been removed from the Waiting List must reapply in order to be considered for an apartment once again. Upon reapplication, the applicant will be placed at the bottom of the Waiting List.

The Waiting List update survey will be mailed to all applicants on each Waiting List as needed. This allows the applicant to reaffirm their interest in remaining on a Waiting List. Non-responders will be removed from the Waiting List. Note: Should an applicant have a change in address, it is their responsibility to notify the Application Specialist at (518) 389-6335 so that the Waiting List information may be kept accurate and up-to-date.

(** **Reminder**: For St. Vincent's Apartments, Bishop Broderick Apartments, Bishop Hubbard Senior Apartments, Cabrini Acres Senior Apartments, St. Jude Apartments, Branson Manor Senior Apartments, & The Lawrence Commons: at least 40% of each buildings' apartments that become available each fiscal year must be made available first to those families whose income does not exceed \$22,300* for one person per year or \$25,450* for two persons per year. See Income Targeting Compliance Procedure on page 3.)

10. Tenant Selection for Accessible Apartments

A. Current tenant (within the same building) needing an accessible unit.

B. The next eligible qualified applicant on the Waiting List who is mobility-impaired and needs an accessible unit. (Note: For St. Vincent's Apartments, Bishop Broderick Apartments, Bishop Hubbard Senior Apartments, Cabrini Acres Senior Apartments, St. Jude Apartments, Branson Manor Senior Apartments, & The Lawrence Commons: at least 40% of each buildings' apartments that become available each fiscal year must be made available first to those families

whose income does not exceed \$22,300 for one person per year or \$25,450 for two persons per year. Income limits are subject to change by the U.S. Dept. of Housing & Urban Development.)

- C. Waiting Lists—The next eligible qualified applicant on the Waiting List who is not mobility impaired does not need an accessible unit. However, the tenant’s lease will include a provision that the tenant will move to a standard unit when the next standard unit becomes available and a household from A or B above is available to move into the accessible unit.

Our communities do not discriminate on the basis of disability status in the admission or access to, or treatment or employment in its federally assisted programs and activities. If you require further information or assistance with the nondiscrimination requirements contact DePaul Housing Management 504 Coordinator, Jill McLellan-Phelps at 41 N. Main Avenue, Albany NY 12203. Phone 518.459.0183. TTY 7.1.1.

11. **In-Person (Eligibility) Interview**

The applicant must successfully complete an in-person interview with the Community Manager. He or she must respond appropriately either personally or through an interpreter (in the case of hearing-impaired or non-English-speaking applicants) to a standard questionnaire.

12. **Ability to Meet the Requirements of Tenancy**

The applicant must demonstrate the capacity and willingness:

- To understand and comply with the lease.
- To understand and comply with the building’s rules, regulations, and Handbook of Policies.
- To appropriately maintain the rental unit.
- To follow instructions and respond appropriately in emergency situations.
- To pay rent and other fair charges in a timely manner. And, at the time of move-in, security deposit collected will be the greater of one month’s total tenant payment or \$50 (rent based on 30% of income plus the monthly Utility Allowance).
- To care for and avoid damaging the unit and common areas.
- To use facilities and equipment in a reasonable manner.
- To not create health, safety or sanitation hazards that threatens self or rights of others including any drug related activity.
- To support in actions and behaviors the quiet enjoyment of premises by self and other residents.
- To avoid criminal activity that threatens the health, safety or rights of others including any drug-related criminal activity.
- To comply with necessary and reasonable rules and program requirements of the U.S. Department of Housing and Urban Development (HUD), Housing and Community Renewal (HCR) and the housing provider.
- To comply with health and safety codes.
- To report maintenance needs.
- To comply with DePaul Housing Management managed properties’ “Handbook of Policies.”

13. **Screening for Current Receipt of HUD Housing Assistance:**

HUD provides the owner/agent with information about an applicant’s current status as a HUD

housing assistance recipient. The owner/agent will utilize the Enterprise Income Verification System to determine if any members of your household are currently receiving HUD assistance. Nothing prohibits a HUD housing assistance recipient from applying to another property. However, the applicant must move out of the current property and /or forfeit any rental assistance before HUD rental assistance for the new property will begin. If the applicant or any member of the applicant household fails to fully and accurately disclose rental history, including their current residence, the application may be denied based on the applicant's misrepresentation of information.

14. **Unit Occupancy**

No more than two (2) persons may reside in any apartment.

15. **Terms of Residency**

Rent

- A. Rents are based on each individual's income in accordance with current HUD regulations or other appropriate regulations.
- B. At Carondelet Commons, rent is based on income categories. These rents are subject to periodic review by the New York State Housing and Community Renewal (HCR).

16. **Security Deposit**

At the time of move-in, the new tenant is required to pay a security deposit. At all buildings **except** Carondelet Commons, the security deposit is equal to the tenants' "total tenant payment" or \$50, whichever is **larger**. Total tenant payment equals the amount of the unit's HUD-approved utility allowance plus the monthly rent amount. At Carondelet Commons any applicant who utilizes a portable section 8 voucher, the security deposit will equal the tenant's portion of one month's rent (determined by Section 8). A separate check or money order for the security deposit is required. The security deposit will be placed in a bank account under the tenant's name and the deposit will accrue interest until such time that the apartment is vacated.

17. **Apartments Transfers**

Within the Building

Residents may transfer from one apartment to another only as a reasonable accommodation for a disability. All reasonable accommodation requests will be subject to third party verification prior to placement on the transfer list. If an apartment is not available to accommodate the resident's needs in this regard, the resident will be placed on a transfer list. When an appropriate unit becomes available, it will be filled first from the transfer list and then from the waiting list.

From One DePaul Building to Another

There is no shortcut way to "transfer" from one building to another; the resident must apply in the same manner as any other applicant.

Thank you for your interest in the DePaul Housing communities.



Attachment 1A

Verification of Citizenship or Eligible Immigration Status

For St. Vincent's Apartments, Branson Manor Senior Apartments, Cabrini Acres Senior Apartments, Bishop Broderick Apartments, Bishop Hubbard Senior Apartments, St. Jude Apartments, and The Lawrence Commons the applicant must meet the requirements regarding citizenship according to Section 214 of the Housing and Community Development Act of 1980.

Key Requirements:

1. Assistance in subsidized housing is restricted to the following:
 - U.S. citizens or nationals; and
 - Noncitizens that have eligible immigration status.

2. All applicants for assistance must be given notice of the requirement to submit evidence of citizenship or eligible immigration status at the time of application. The entity responsible for receiving the documentation, where possible, must arrange to provide the notice in a language that is understood by the individual if the person is not proficient in English. (See Exhibit 3-4 of the HUD handbook) Applicants must be notified in writing if they are found to be ineligible. (See Exhibit 3-8 and 3-9 of the HUD for sample notifications of ineligibility)

3. All family members, regardless of age, must declare their citizenship or immigration status.

4. (a) U.S. citizens must sign a declaration of citizenship. Owners may establish a policy of requiring additional proof of citizenship for those declaring to be U.S. citizens or nationals. (i.e. U.S. birth certificate or U.S. Passport)

- (b) Noncitizens under age 62 must sign a Verification Consent Form (See Exhibit 3-6 of the HUD Handbook for an example) and submit documentation of their status or sign a declaration that they do not claim to have eligible status. Noncitizen under the age of 62 claiming eligible status must submit a signed declaration of eligible declaration of eligible immigration status, a signed consent form and one of the DHS-approved documents listed in Figure 3-4 of the HUD Handbook (attached as Attachment 1B)

- (c) Noncitizens age 62 or older must sign a declaration of eligible immigration status and provide a proof of age document.

Attachment 1B

Section 1: Program Eligibility HUD Occupancy Handbook 3-26 6/07 Chapter 3: Eligibility for Assistance and Occupancy 4350.3 REV-1

Figure 3-4: Acceptable DHS Documents

- Form I-551, *Alien Registration Receipt Card* (for permanent resident aliens).
- Form I-94, *Arrival-Departure Record* annotated with one of the following:
 - ◆ “Admitted as a Refugee Pursuant to Section 207”;
 - ◆ “Section 208” or “Asylum”;
 - ◆ “Section 243(h)” or “Deportation stayed by Attorney General”;
 - ◆ “Paroled Pursuant to Section 212(d)(5) of the INA.”
- Form I-94, *Arrival-Departure Record* (with no annotation) accompanied by one of the following:
 - ◆ A final court decision granting asylum (but only if no appeal is taken);
 - ◆ A letter from an DHS asylum officer granting asylum (if application was filed on or after October 1, 1990) or from an DHS district director granting asylum (application filed was before October 1, 1990);
 - ◆ A court decision granting withholding of deportation; or
 - ◆ A letter from an asylum officer granting withholding of deportation (if application was filed on or after October 1, 1990).
- Form I-688, *Temporary Resident Card* annotated “Section 245A” or “Section 210.”
- Form I-668B, *Employment Authorization Card* annotated “Provision of Law 274a.12(11)” or “Provision of Law 274a.12.”
- A receipt issued by the DHS indicating that an application for issuance of a replacement document in one of the above-listed categories has been made and that the applicant’s entitlement to the document has been verified.
- Form I-151, *Alien Registration Receipt Card*.
- Other acceptable evidence. If other documents are determined by the DHS to constitute acceptable evidence of eligible immigration status, they will be

announced by notice published in the *Federal Register*.