

## Tenant Selection Procedures - ESSHI Units

Twenty (20) units will be reserved for eligible NYS Empire State Homeless Housing Initiative (ESSHI) residents referred by Catholic Charities of Chemung/Schuylar (CCCS). Residents will be screened and housed according to eligibility and prioritization criteria. CCCS is located at 215 E. Church Street, Elmira, NY 14901 and may be contacted at (607) 734-9784.

### Accessibility

Four (4) units will be fully accessible for persons who have a mobility impairment. Two (2) units will be adapted for persons who have a hearing or vision impairment.

### Rental Considerations - All Units

All applicants will be rejected from consideration if they were convicted for producing methamphetamine in the home or are a lifetime registrant on the Sex Offender Registry. In addition, applicants will be rejected if their household income exceeds the income limits indicated on the Program Information Sheet. The minimum household income must be such that the tenant is not paying less than 25% of their income for rent or more than 48% of their income for rent. An applicant may be ineligible because family composition does not meet the occupancy guidelines established.

Applicants with a criminal record for offenses that involved physical danger or violence to persons or property or that adversely affected the health, safety, and welfare of other people will not automatically be denied. Management will complete an individualized assessment according to NYS Homes and Community Renewal guidelines. The assessment will allow applicants to review, contest and explain the information contained in the criminal record check and to present evidence of rehabilitation. Applicants with a criminal record will be provided with the Know Your Rights materials at the time more information is requested and in the event of a rejection.

If an applicant is found to be ineligible, the Property Manager will promptly notify the applicant in writing and offer the opportunity to request a meeting with management to discuss such notice. The meeting to review the applicant's response will be conducted by the Property Manager or his/her representative. Any reply and final response will be kept in the application file.

# Family and Supportive Housing LaFrance Apartments



Located in Elmira, across from the Human Resources Building on Powell Street, LaFrance Apartments features 37 one-bedroom apartments with kitchen and spacious living-dining area. Four apartments are fully wheelchair accessible, two units are for the hearing/visually impaired, and all apartments are handicapped visitable or adaptable. Heat, electric and hot water are included with rent. On-site laundry, computers, and a common room are also available. LaFrance is close to the bus line, restaurants, a pharmacy, and social services.

All residents have access to Catholic Charities' Samaritan Emergency Services Center, located two blocks away, when in need of short term supports including food, clothing, and other emergency services.

### For more information or an application:

Phone: 585.529.9555 | TTY: 1.800.662.1220  
Fax: 585.529.9525 | Email: LaFranceApts@dor.org  
Office location: 401 Powell Street, Elmira, NY 14904

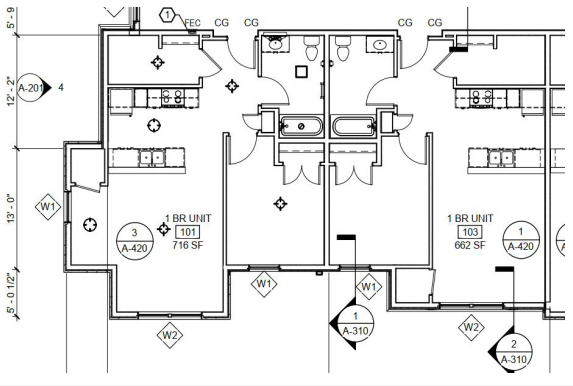


Property managed by Providence Housing Development Corporation, 1150 Buffalo Rd, Rochester, NY 14624.

[www.ProvidenceHousing.org](http://www.ProvidenceHousing.org)

### Apartment sizes:

One bedroom | 662-716 sq. ft.



### Amenities:

- Intercom entry system & elevator access
- Energy Star refrigerator, stove and dishwasher
- Laundry facilities on each floor
- Wired for cable TV & telephone
- Central air conditioning
- Heat, hot water and electric included with rent
- Individually controlled heat & electric
- Community room with TV and computer workstations
- Free off-street parking and tenant storage
- Fire alarm and sprinkler systems
- Smoke-free housing
- On-site case management support for ESSHI residents
- CTRAN bus routes are within one block

### Eligibility Guidelines:

- Income & occupancy requirements apply
- 20 Apartments are for ESSHI referrals

### Rents:

One Bedroom Supportive Housing Units (ESSHI):  
20 Units @ 30% of gross income

One Bedroom Family/Individual Housing Units:  
17 units @ \$641/month (50% AMI)

### For More Information:

[ProvidenceHousing.org](http://ProvidenceHousing.org) | [LaFranceApts@dor.org](mailto:LaFranceApts@dor.org)  
[NYHousingSearch.gov](http://NYHousingSearch.gov)



# LaFrance Apartments

416 Powell Street, Elmira, NY 14904

**Thank you for your interest in LaFrance Apartments**, a multi-family supportive housing community professionally managed by Providence Housing Development Corporation.

Our community is operated under the Low Income Housing Tax Credit Program (LIHTC), within Section 42 of the Internal Revenue Code and Housing Trust Fund (HTF). This program is designated to facilitate the housing needs of moderate to low income households. Applicants with Section 8 housing choice vouchers or certificates are welcome to apply for residency. Please review the enclosed documentation regarding qualifications and application.

ESSHI supportive services will be provided by Catholic Charities of Chumung/Schuyler.



Providence Housing is a not-for-profit corporation affiliated with the Roman Catholic Diocese of Rochester. Providence develops, finances and manages housing for individuals and families in the 12 counties of the Diocese of Rochester.

## Maximum Income Limits and Occupancy Requirements

Residency in all of the apartments is limited to households below 50% Annual Median Income (AMI). Listed below are the current (2019) maximum allowable incomes, by household size. The income limits are updated and published annually by the U.S. Department of HUD.

50% limits	1 person	2 person	Rent	ESSHI Rent
		\$25,900	\$29,600	\$641
	Unit Size	Occupancy	# Units	ESSHI # Units
	1 bedroom	Min. 1/Max. 2	17	20

Note: At initial project rent-up, no unit may be leased to a household which would be paying housing costs (basic rent plus the allowance for tenant-paid utilities) which are less than 25%, or more than 48% of that household's income.

- All information on income and assets provided by applicants must be verified prior to occupancy. This qualification and certification process must also be completed annually upon renewal.
- Security deposit is equal to one month's rent.
- Assistive animals for persons with a disability are accepted.
- This is a non-smoking community. Smoking is not allowed in any apartment or common areas or within 50 feet of the buildings.



**Homes and Community Renewal**

NYS Governor Andrew Cuomo  
NYS HCR Commissioner RuthAnne Visnauskas

## LaFrance Apartments - Applications

Applications will be available at the following locations for pick up or by mail. Contact information is listed below.

McNiff Commons Apartments (607-271-9460)  
401 Powell St  
Elmira, NY 14904

Catholic Charities of Chemung/Schuyler (607-734-9784)  
215 E Church St  
Elmira, NY 14901

Providence Housing Development Corporation (585-529-9555)  
1150 Buffalo Rd  
Rochester, New York 14624

## Tenant Selection Procedures - Affordable Housing

**Selection Process:** Tenants will be selected on a random basis through the use of a lottery (for 17 units).

**Application Period:** The initial application period will be from June 15, 2020, to July 13, 2020. All applications must be received during the initial application period to be included in the lottery. At the end of the initial application period, all applications received will be placed in priority order via random lottery in our compliance software program. The lottery will be held on July 14, 2020, at 12 Noon at McNiff Commons (401 Powell St, Elmira, NY 14904).

**Tenant Eligibility:** Tenant eligibility will be determined through income certification, criminal record checks, landlord references and additional requirements per the designated project or funders. When filling a vacancy in a specially designated "handicap" unit or "hearing/visually impaired" unit, preference will be given to applicants who require the use of the special design features of that unit.

Once applicants have been placed in priority order, they will be contacted to inform them of their placement on the waitlist and/or to schedule a personal interview. After the personal interview, applicants will supply income and asset information which then will be third-party verified. Management staff will review all materials and determine eligibility for tenancy.

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