OMB Approval No: 2577-0226
Expires: 08/31/2009

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

Housing Authority of the County of Beaver

PHA Plans

5 Year Plan
for Fiscal Years 2005 – 2009

Annual Plan for Fiscal Year 2008

NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN ACCORDANCE WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES

PHA Plan
Agency Identification

PHA Name: Housing Authority of the County of Beaver
PHA Number: PA28P014

PHA Fiscal Year Beginning: (07/2008)

PHA Programs Administered:

☒ **Public Housing and Section 8** ☐ **Section 8 Only** ☐ **Public Housing Only**
Number of public housing units: Number of S8 units: Number of public housing units:
Number of S8 units:

☐ PHA Consortia: (check box if submitting a joint PHA Plan and complete table)

Participating PHAs	PHA Code	Program(s) Included in the Consortium	Programs Not in the Consortium	# of Units Each Program
Participating PHA 1:				
Participating PHA 2:				
Participating PHA 3:				

Public Access to Information

Information regarding any activities outlined in this plan can be obtained by contacting: (select all that apply)

☒ Main administrative office of the PHA
☐ PHA development management offices
☐ PHA local offices

Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

☒ Main administrative office of the PHA
☐ PHA development management offices
☐ PHA local offices
☐ Main administrative office of the local government
☐ Main administrative office of the County government
☐ Main administrative office of the State government
☐ Public library
☐ PHA website
☐ Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

☒ Main business office of the PHA

☐ PHA development management offices

☐ Other (list below)

5-YEAR PLAN
PHA FISCAL YEARS 2005 - 2009
[24 CFR Part 903.5]

A. Mission

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction. (select one of the choices below)

☐ The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.

☒ The PHA's mission is: (state mission here)

The mission of the Housing Authority of the County of Beaver is to assist low income families with safe, decent and affordable housing opportunities as they strive to achieve self-sufficiency and improve the quality of their lives. The Housing Authority is committed to operating in an efficient, ethical and professional manner. The Housing Authority will create and maintain partnerships with its clients and appropriate community agencies in order to accomplish this mission.

B. Goals

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS**. (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.

☒ PHA Goal: Expand the supply of assisted housing
Objectives:
- ☐ Apply for additional rental vouchers:
- ☒ Reduce public housing vacancies:
- ☒ Leverage private or other public funds to create additional housing opportunities:
- ☒ Acquire or build units or developments
  Use public housing funds to acquire and rehabilitate private housing for public housing use.
- ☒ Other (list below)
  Elected to leverage our annual appropriation of Capital Funds by participating in a state wide issuance of Capital Fund Securitized Revenue

Bonds in order to increase the pool of public funds available to rehabilitate, modernize, acquire or create additional housing opportunities.

☒ PHA Goal: Improve the quality of assisted housing

Objectives:

- ☐ Improve public housing management: (PHAS score)
- ☐ Improve voucher management: (SEMAP score)
- ☐ Increase customer satisfaction:
- ☐ Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
- ☒ Renovate or modernize public housing units:
- ☒ Demolish or dispose of obsolete public housing: 32 units
- ☒ Provide replacement public housing: 100+16= 116 units
- ☐ Provide replacement vouchers:
- ☐ Other: (list below)

Elected to leverage our annual appropriation of Capital Funds by participating in a state wide issuance of Capital Fund Securitized Revenue Bonds in order to increase the pool of public funds available to rehabilitate, modernize, acquire or create additional housing opportunities.

☒ PHA Goal: Increase assisted housing choices

Objectives:

- ☒ Provide voucher mobility counseling:
- ☒ Conduct outreach efforts to potential voucher landlords
- ☐ Increase voucher payment standards
- ☒ Implement voucher homeownership program:
- ☒ Implement public housing or other homeownership programs:
- ☐ Implement public housing site-based waiting lists:
- ☐ Convert public housing to vouchers:
- ☐ Other: (list below)

HUD Strategic Goal: Improve community quality of life and economic vitality

☒ PHA Goal: Provide an improved living environment

Objectives:

- ☒ Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
- ☒ Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
- ☒ Implement public housing security improvements:
- ☐ Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- ☐ Other: (list below)

HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals

☒ PHA Goal: Promote self-sufficiency and asset development of assisted households
Objectives:
- ☒ Increase the number and percentage of employed persons in assisted families:
- ☒ Provide or attract supportive services to improve assistance recipients' employability:
- ☒ Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- ☐ Other: (list below)

HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans

☒ PHA Goal: Ensure equal opportunity and affirmatively further fair housing
Objectives:
- ☒ Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
- ☒ Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
- ☒ Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
- ☐ Other: (list below)

Other PHA Goals and Objectives: (list below)

Annual PHA Plan
PHA Fiscal Year 2008
[24 CFR Part 903.7]

i. Annual Plan Type:
Select which type of Annual Plan the PHA will submit.

☒ **Standard Plan**

☐ **Troubled Agency Plan**

ii. Executive Summary of the Annual PHA Plan
[24 CFR Part 903.7 9 (r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

The Annual Plan reflects the Housing Authority of the County of Beaver's official policies, procedures and activities that will be carried out during the period of July 1, 2007 through June 30, 2008.

Included within this Annual Plan is:

- A description of improvements and activities that the Housing Authority intends to carry out with HUD Capital Fund.
- A projection of Capital Fun activities to be carried out during the next five years,
- A statement that describes the progress of the Housing Authority in addressing its five year goals and objectives.
- Identification of the resident member of the Housing Authority;s Board of Commissioners, along with a description of the method of appointment and the term of the appointment.
- A description of how the Housing Authority has complied with the community service requirement.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

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Attachments

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

Required Attachments:

☐ Admissions Policy for Deconcentration

☒ FY 2008 Capital Fund Program Annual Statement (PA014a02.xls)

☐ Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

☒ List of Resident Advisory Board Members

ANGELA WILLIAMS
311 LINMAR TERRACE
ALIQUIPPA PA 15001

RUTH ROSS
113 MORADO DWELLINGS
BEAVER FALLS PA 15010

HARRY WITTS
16 ECONOMY VILLAGE
AMBRIDGE, PENNSYLVANIA 15003

VONITA WEST
79 PLEASANTVIEW HOMES
BEAVER FALLS PA 15010

BRENDA SEEMAN
544 LINMAR TERRACE EXTENSION
ALIQUIPPA PA 15001

RICHARD HEID
BRIGHTON HOMES
1329 5TH AVE
NEW BRIGHTON, PA 15066

BETTY LITTLE
JOSEPH EDWARDS APTS.
1 WHITE STREET
ROCHESTER PA 15074

MARLENE MARSOLO
ELEANOR ROOSEVELT APTS.
740 SHEFFIELD AVENUE, APT. 801
ALIQUIPPA PA 15001

KIMBERLY PALMER
FREEDOM APARTMENTS
1139 8TH AVENUE
FREEDOM PA 15042

JUDY FERAGOTTI
GORDON CAMP APARTMENTS
225 JEFFERSON STREET APT. 307
ROCHESTER PA 15074

DARRELL SMITH
BRODHEAD APARTMENTS
712 12TH STREET APT 422
BEAVER FALLS PA 15010

PAMELA LECLAIR
MONACATOOTHA APARTMENTS
105 4TH STREET APT315
MONACA PA 15061

CAROLYN FOLDS
A C EDGECOMBE APARTMENTS
1150 BECHTEL STREET APT 301
MONACA PA 15061

CHARLES HUMPHRIES
301 LINMAR TERRACE
ALIQUIPPA PA 15001

MARIE JAMES
61 HARMONY DWELLINGS
BEAVER FALLS PA 15010

KENYATA SUBLET
30 MIDCREST HOMES
MIDLAND, PA 15059

SYLVIA BASICH
138 CRESTVIEW VILLAGE
AMBRIDGE PA 15003

JACQUELINE JETER
34 MT. WASHINGTON APARTMENTS
BEAVER FALLS, PA 15074

MAXINE COFIELD
JOHN F KENNEDY APARTMENTS
285 MERCHANT STREET APT 1B
AMBRIDGE PA 15003

LOUISE HOSACK
JOSEPH EDWARDS APTS.
330 CONNECTICUT AVENUE, APT. 3E
ROCHESTER PA 15074

JOSEPH KARAFFA
GEORGE WERNER APARTMENTS
599 EIGHTH AVENUE, APT. 202
FREEDOM, PA 15042

KAREN SECREST
THOMAS BISHOP APARTMENTS
1023 SIXTH AVENUE APT 4I
NEW BRIGHTON PA 15066

KATHY SADOWY
AMBRIDGE TOWERS
500 BEAVER ROAD APT 305
AMBRIDGE, PA 15003

BEATRICE BOLTON
SHEFFIELD TOWERS
100 SUPERIOR AVENUE, APT. 503
ALIQUIPPA PA 15001

EVELYN STEELE
KING BEAVER APARTMENTS
680 CANAL STREET APT 410
BEAVER PA 15009

LAYTON BOND
CORAK TOWERS
500 BEAVER AVENUE, APT. 209
MIDLAND, PA 15059

☒ List of Resident Board Member

Resident membership of PHA Governing Board – The resident member of the PHA Board of Directors is Ms. Cheryl Sznedy, A Section 8 voucher holder. Ms. Sznedy was appointment to this position by the Beaver County Commissioners.

☒ Community Service Description of Implementation

Implementation of Public Housing Resident Community Service Requirements

The Beaver County Housing Authority implemented the community service element of HUD's public housing program.

Under statute (Section 12 of the United States Housing Act of 1937, as amended(every adult resident of public housing are required to perform eight hours of community service each month. This former requirement did not apply to elderly residents and certain disabled individuals.

☒ Information on Pet Policy

Prior to bringing pets on the premises, residents must register their pets with management by completing registration and pet responsibility forms, and paying the appropriate fees.

Only common household pets are permitted. Permitted dogs cannot weigh more than 20 pounds at maturity and cats cannot weigh more than 10 pounds at maturity. Only one four-legged warm-blooded animal per household is permitted.

Residents must register their pet annually, provided necessary reports from their vet concerning the proper care and required inoculation of their animal and attest to their weight.

Residents are responsible for their pets at all times by keeping their animal under control, cleaning and removing pet waste, and exercising their pet in designated areas.

Residents who fail to abide by the regulations of the pet policy will be required to move their pet from the premises.

☒ Section 8 Homeownership Capacity Statement, if applicable

Beaver County Housing Authority will establish a minimum homeowner down payment requirement of at least three percent of the purchase price. Of this amount, at least 1 percent of the purchase price must come from the buyer's personal resources.

In accordance with PIH Notice 2000-43, BCHA's capacity is established through its compliance with his regulatory measure, which can be found at 24 CFR 982.625(d)(1).

☐ Description of Homeownership Programs, if applicable

For an description of our HUD approved Section 32 Homeownership Program for development PA28P014028 please see attachment pa014k02.

Optional Attachments:

☒ PHA Management Organizational Chart (PA014e02.xls)

☒ FY 2005 Capital Fund Program 5 Year Action Plan (PA014b02.xls)

☒ Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) PA014d02.doc

☒ Other (List below, providing each attachment name)

Performance and Evaluation Reports as of 12-31-2007 for the following grant number: PA28R01450205, PA28P01450106, PA28R01450206, PA28P01450107, PA28R01450107 and PA28R01450207. Also included is the final Performance and Evaluation Reports for grant number PA28P01450104, PA28P01450105, PA28R01450105 and PA28R01450106. Attachment name for all the above-mentioned reports is pa014c02.xls. Attachment name pa014h02.xls is the Performance and Evaluation Report for the Bond Pool Proceeds. Also attached is the Admissions and Continued Occupancy Policy for Public Housing , attachment name is pa014f02.doc, the Section 8 Administrative Plan for the Section 8 Housing Choice Voucher Program, attachment name is pa014g02.doc, the document pertaining to Deconcentration and Income Mixing is pa014i02.doc, the document pertaining to Voluntary Conversion Initial Assessment is pa014j02 and the document pertaining to VAWA is pa014l02.

Supporting Documents Available for Review

Indicate which documents are available for public review by placing a mark in the "Applicable & On Display" column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	**Supporting Document**	**Applicable Plan Component**
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI))) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
	Most recent board-approved operating budget for the public	Annual Plan:

List of Supporting Documents Available for Review		
Applicable & On Display	**Supporting Document**	**Applicable Plan Component**
X	housing program	Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/*99 Quality Housing and Work Responsibility Act Initial Guidance; Notice* and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents ☐ check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development ☐ check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies ☐ check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures ☒ check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures ☒ check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent,	Annual Plan: Capital Needs

List of Supporting Documents Available for Review		
Applicable & On Display	**Supporting Document**	**Applicable Plan Component**
	approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	
X	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program ☒ check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

A. Housing Needs of Families in the Jurisdiction/s Served by the PHA

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	2963	5	2	3	NA	2	NA
Income >30% but <=50% of AMI	1714	4	2	3	NA	2	NA
Income >50% but <80% of AMI	808	3	2	3	NA	2	NA
Elderly	1626	4	1	2	NA	NA	NA
Families with Disabilities	1502	5	3	4	NA	NA	NA
Race/Ethnicity (White)	4597	4	2	3	NA	2	NA
Race/Ethnicity (Black)	867	3	1	2	NA	2	NA
Race/Ethnicity (Hispanic)	64	5	5	5	NA	4	NA

Impacts were determined by estimate based on limited census data

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

☒ Consolidated Plan of the Jurisdiction/s
Indicate year: 2007

☒ U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset

☐ American Housing Survey data
Indicate year:

☐ Other housing market study
Indicate year:

☒ Other sources: (list and indicate year of information) CAPER 2006

B. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists

State the housing needs of the families on the PHA's waiting list/s**. Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List			
Waiting list type: (select one) ☐ Section 8 tenant-based assistance ☒ Public Housing ☐ Combined Section 8 and Public Housing ☐ Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	415		455
Extremely low income <=30% AMI	299	72%	
Very low income (>30% but <=50% AMI)	83	20%	
Low income (>50% but <80% AMI)	33	8%	
Families with children	98	24%	
Elderly families	96	23%	
Families with Disabilities	101	24%	
White	297	72%	
Black	114	26%	
American Indian	1	1%	
Asian	4	1%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	246	59%	
2 BR	102	25%	
3 BR	57	14%	
4 BR	9	2%	
5 BR			

Housing Needs of Families on the Waiting List			
5+ BR			

Is the waiting list closed (select one)? ☒ No ☐ Yes

If yes:

How long has it been closed (# of months)?

Does the PHA expect to reopen the list in the PHA Plan year? ☐ No ☐ Yes

Does the PHA permit specific categories of families onto the waiting list, even if generally closed? ☐ No ☐ Yes

Housing Needs of Families on the Waiting List

Waiting list type: (select one)

☒ Section 8 tenant-based assistance

☐ Public Housing

☐ Combined Section 8 and Public Housing

☐ Public Housing Site-Based or sub-jurisdictional waiting list (optional)

If used, identify which development/subjurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	343		137
Extremely low income <=30% AMI	254	74%	
Very low income (>30% but <=50% AMI)	73	21%	
Low income (>50% but <80% AMI)	14	4%	
Families with children	190	55%	
Elderly families	17	5%	
Families with Disabilities	35	10%	
White	167	48%	
Black	173	50%	
American Indian	1	1%	
Asian	1	1%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR			

Housing Needs of Families on the Waiting List			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			

Is the waiting list closed (select one)? ☐ No ☒ Yes

If yes:

How long has it been closed (# of months)? 5

Does the PHA expect to reopen the list in the PHA Plan year? ☒ No ☐ Yes

Does the PHA permit specific categories of families onto the waiting list, even if generally closed? ☒ No ☐ Yes

C. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:

Select all that apply

☒ Employ effective maintenance and management policies to minimize the number of public housing units off-line

☒ Reduce turnover time for vacated public housing units

☐ Reduce time to renovate public housing units

☐ Seek replacement of public housing units lost to the inventory through mixed finance development

☐ Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources

☒ Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction

☒ Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required

☒ Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration

☒ Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program

☒ Participate in the Consolidated Plan development process to ensure coordination with broader community strategies

☐ Other (list below)

Strategy 2: Increase the number of affordable housing units by:
Select all that apply

☐ Apply for additional section 8 units should they become available
☐ Leverage affordable housing resources in the community through the creation of mixed - finance housing
☒ Pursue housing resources other than public housing or Section 8 tenant-based assistance.
☒ Other: (list below)

- Assisted a related non-profit that built a 24 unit elderly low income housing tax credit project in the Borough of Beaver
- Assisted a related non-profit that built a 24 unit elderly low income housing tax credit project in the Borough of New Brighton
- Purchased an 8 unit development in the Borough of West Mayfield known as Whipple Court
- Purchased a 3 unit development in the Borough of West Mayfield known as Whipple Court II
- Assisted the Beaver County CHDO in building a 4 unit 2BR project in the Borough of West Mayfield known as Whipple Court III using HOME Funds
- Assisted the Beaver County CHDO in applying for HOME Funds to construct a 4 unit 2BR project in the Borough of West Mayfield known as Mayfield Terrace
- Manage Westbridge Apartments, a low income housing tax credit project in the Borough of Bridgewater
- Manage 7th Avenue Place, a low income housing tax credit project in the City of Beaver Falls
- Managing a low income housing tax credit property in the Borough of Koppel
- Managing a low income housing tax credit property in the Borough of New Brighton
- Participated in the development of Riverview Apartments, a low income housing tax credit project in the Borough of Rochester
- Based upon HUD approval, plan to acquire Stephen Phillips Homes, a 100 unit development within the Borough of Monaca, and convert this development to public housing using Capital Fund and/or Capital Bond dollars for acquisition and rehabilitation.
- Effective August 1, 2007, manage Pinney Street Apartments, a 22 unit Section 8 Project Based development, in the Borough of Rochester.
- Effective September 1, 2007, manage PRV Manor Apartments, a 35 unit Section 8 Project Based development, in the City of Beaver Falls,
- Effective December 1, 2007, manage Riverview Apartments, a 18 unit low income housing tax credit property, in the Borough of Rochester.

- Assisted the Beaver County CHDO in receiving HOME funds to acquire a 7 unit apartment building in the City of Beaver Falls which effective January 1, 2008 we manage.

Need: Specific Family Types: Families at or below 30% of median

Strategy 1: Target available assistance to families at or below 30 % of AMI
Select all that apply

☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
☐ Employ admissions preferences aimed at families with economic hardships
☒ Adopt rent policies to support and encourage work
☐ Other: (list below)

Need: Specific Family Types: Families at or below 50% of median

Strategy 1: Target available assistance to families at or below 50% of AMI
Select all that apply

☒ Employ admissions preferences aimed at families who are working
☒ Adopt rent policies to support and encourage work
☐ Other: (list below)

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:
Select all that apply

☐ Seek designation of public housing for the elderly
☐ Apply for special-purpose vouchers targeted to the elderly, should they become available
☒ Other: (list below)
- Provide supportive services for eligible elderly residents that will enable them to live independently, such as homemaking, chore and personal care services. Provide case management for elderly supportive services through employment of three (3) caseworkers previously funded with ROSS dollars.
- Contracted with Lutheran Affiliated Services (LAS) in establishing LIFE-Beaver, a long term capitated assistance program for the elderly, in Sheffield Towers. This program for all-inclusive care for the elderly follows the assisted living model developed in other housing authorities in the nation and is funded by the Pennsylvania Department of Public Welfare. Effective August 1, 2007, LIFE-Beaver moved its facility from

Sheffield Towers to a site in Center Township. This program currently assists 37 public housing residents, of its total 89 person client base, to remain in their apartments.

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:
Select all that apply

☐ Seek designation of public housing for families with disabilities
☐ Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
☐ Apply for special-purpose vouchers targeted to families with disabilities, should they become available
☒ Affirmatively market to local non-profit agencies that assist families with disabilities
☒ Other: (list below)

- Administer the Beaver County HOME Funded Tenant Based Rental Assistance (TBRA) Program for persons with disabilities. This program on average assists 15 to 18 households per month.
- Will administer the Bridge Subsidy Program for Beaver County Behavioral Health (BCBH) to provide rental subsidy for approximately 50 to 60 priority consumers through Reinvestment Funds provided by the Commonwealth of Pennsylvania's Department of Public Welfare's Office of Mental Health and Substance Abuse Services (OMHSAS). These priority consumers are individuals who are being discharged from Mayview State Hospital, Long Term Structured Care Residences (LTSR), Community Residential Rehabilitation facilities (CRR) or Health Choice enrollees who demonstrate a need for supportive housing.

Need: Specific Family Types: Races or ethnicities with disproportionate housing needs

Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:
Select if applicable

☐ Affirmatively market to races/ethnicities shown to have disproportionate housing needs
☐ Other: (list below)

Strategy 2: Conduct activities to affirmatively further fair housing
Select all that apply

☒ Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
☒ Market the section 8 program to owners outside of areas of poverty /minority concentrations
☐ Other: (list below)

Other Housing Needs & Strategies: (list needs and strategies below)

(2) Reasons for Selecting Strategies

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

☒ Funding constraints
☒ Staffing constraints
☒ Limited availability of sites for assisted housing
☒ Extent to which particular housing needs are met by other organizations in the community
☒ Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
☒ Influence of the housing market on PHA programs
☐ Community priorities regarding housing assistance
☐ Results of consultation with local or state government
☒ Results of consultation with residents and the Resident Advisory Board
☒ Results of consultation with advocacy groups
☐ Other: (list below)

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

Financial Resources: Planned Sources and Uses		
Sources	**Planned $**	**Planned Uses**
1. **Federal Grants (FY 2008 grants)**		
a) Public Housing Operating Fund	4,111,251	
b) Public Housing Capital Fund	3,224,885	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	2,602,755	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants	102,714	
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
ROSS - Transitions Program	350,000	
2. Prior Year Federal Grants (unobligated funds only) (list below)		
3. Public Housing Dwelling Rental Income	3,517,872	
4. Other income (list below)		
Interest Income	484,972	
Tenant Charges	377,084	
4. Non-federal sources (list below)		

Financial Resources: Planned Sources and Uses		
Sources	**Planned $**	**Planned Uses**
Total resources	14,791,533	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

(1) Eligibility

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

☐ When families are within a certain number of being offered a unit: (state number)
☒ When families are within a certain time of being offered a unit: (state time)
☒ Other: (describe) at time of application

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

☒ Criminal or Drug-related activity
☒ Rental history
☒ Housekeeping
☐ Other (describe)

c. ☐ Yes ☒ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

d. ☐ Yes ☒ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

e. ☒ Yes ☐ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

(2)Waiting List Organization

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

☐ Community-wide list
☒ Sub-jurisdictional lists
☐ Site-based waiting lists
☐ Other (describe) Mail by request

b. Where may interested persons apply for admission to public housing?

☒ PHA main administrative office
☒ PHA development site management office
☒ Other (list below) Mail by request

c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

1. How many site-based waiting lists will the PHA operate in the coming year?

2. ☐ Yes ☐ No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?
If yes, how many lists?

3. ☐ Yes ☐ No: May families be on more than one list simultaneously
If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
☐ PHA main administrative office
☐ All PHA development management offices
☐ Management offices at developments with site-based waiting lists
☐ At the development to which they would like to apply
☐ Other (list below)

(3) Assignment

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)
☒ One
☐ Two
☐ Three or More

b. ☒ Yes ☐ No: Is this policy consistent across all waiting list types?

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

(4) Admissions Preferences

a. Income targeting:
☐ Yes ☒ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:
In what circumstances will transfers take precedence over new admissions? (list below)

☒ Emergencies
☐ Overhoused
☐ Underhoused
☐ Medical justification
☒ Administrative reasons determined by the PHA (e.g., to permit modernization work)
☐ Resident choice: (state circumstances below)
☐ Other: (list below)

c. Preferences

1. ☒ Yes ☐ No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If "no" is selected, skip to subsection **(5) Occupancy**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

☒ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
☒ Victims of domestic violence
☐ Substandard housing
☒ Homelessness
☐ High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

☒ Working families and those unable to work because of age or disability
☐ Veterans and veterans' families
☐ Residents who live and/or work in the jurisdiction
☒ Those enrolled currently in educational, training, or upward mobility programs
☐ Households that contribute to meeting income goals (broad range of incomes)
☐ Households that contribute to meeting income requirements (targeting)
☐ Those previously enrolled in educational, training, or upward mobility programs
☐ Victims of reprisals or hate crimes
☐ Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

Date and Time

Former Federal preferences:

1. Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
2. Victims of domestic violence
   Substandard housing
3. Homelessness
   High rent burden

Other preferences (select all that apply)

- ☒ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☐ Residents who live and/or work in the jurisdiction
- ☒ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

- ☐ The PHA applies preferences within income tiers
- ☒ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Occupancy

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- ☒ The PHA-resident lease
- ☒ The PHA's Admissions and (Continued) Occupancy policy
- ☒ PHA briefing seminars or written materials
- ☐ Other source (list)

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- ☒ At an annual reexamination and lease renewal
- ☒ Any time family composition changes
- ☒ At family request for revision
- ☐ Other (list)

(6) Deconcentration and Income Mixing

a. ☐ Yes ☒ No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing? See attachment pa014i02.doc.

b. ☐ Yes ☒ No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

☐ Adoption of site based waiting lists
If selected, list targeted developments below:

☐ Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:

☐ Employing new admission preferences at targeted developments
If selected, list targeted developments below:

☐ Other (list policies and developments targeted below)

d. ☐ Yes ☒No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

☐ Additional affirmative marketing
☐ Actions to improve the marketability of certain developments
☐ Adoption or adjustment of ceiling rents for certain developments
☐ Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
☐ Other (list below)

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)

☒ Not applicable: results of analysis did not indicate a need for such efforts
☐ List (any applicable) developments below:

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)

☒ Not applicable: results of analysis did not indicate a need for such efforts
☐ List (any applicable) developments below:

B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Eligibility

a. What is the extent of screening conducted by the PHA? (select all that apply)

☒ Criminal or drug-related activity only to the extent required by law or regulation

☐ Criminal and drug-related activity, more extensively than required by law or regulation

☐ More general screening than criminal and drug-related activity (list factors below)

☐ Other (list below)

b. ☐ Yes ☒No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

c. ☐ Yes ☒ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

d. ☒ Yes ☐ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

☒ Criminal or drug-related activity

☐ Other (describe below)

(2) Waiting List Organization

a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)

☒ None

☐ Federal public housing

☐ Federal moderate rehabilitation

☐ Federal project-based certificate program

☐ Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)

☒ PHA main administrative office

☒ Other (list below) mail by request

(3) Search Time

a. ☒Yes ☐ No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below:
Personal hardships or emergencies

(4) Admissions Preferences

a. Income targeting

☐ Yes ☒ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

b. Preferences

1. ☒ Yes ☐ No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

☒ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
☒ Victims of domestic violence
☐ Substandard housing
☒ Homelessness
☐ High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

☒ Working families and those unable to work because of age or disability
☐ Veterans and veterans' families
☐ Residents who live and/or work in your jurisdiction
☒ Those enrolled currently in educational, training, or upward mobility programs
☐ Households that contribute to meeting income goals (broad range of incomes)
☐ Households that contribute to meeting income requirements (targeting)
☐ Those previously enrolled in educational, training, or upward mobility programs
☐ Victims of reprisals or hate crimes

☐ Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

Date and Time

Former Federal preferences

1. Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
2. Victims of domestic violence
   Substandard housing
3. Homelessness
   High rent burden

Other preferences (select all that apply)

☒ Working families and those unable to work because of age or disability
☐ Veterans and veterans' families
☐ Residents who live and/or work in your jurisdiction
☒ Those enrolled currently in educational, training, or upward mobility programs
☐ Households that contribute to meeting income goals (broad range of incomes)
☐ Households that contribute to meeting income requirements (targeting)
☐ Those previously enrolled in educational, training, or upward mobility programs
☐ Victims of reprisals or hate crimes
☐ Other preference(s) (list below)

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

☒ Date and time of application
☐ Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for "residents who live and/or work in the jurisdiction" (select one)

☐ This preference has previously been reviewed and approved by HUD
☐ The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

☐ The PHA applies preferences within income tiers
☒ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Programs

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

☒ The Section 8 Administrative Plan
☒ Briefing sessions and written materials
☐ Other (list below)

b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?

☐ Through published notices
☒ Other (list below) Through provider agencies

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

(1) Income Based Rent Policies

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

☐ The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

☒ The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

☐ $0
☐ $1-$25
☒ $26-$50

2. ☐ Yes ☒ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below**:**

c. Rents set at less than 30% than adjusted income

1. ☐ Yes ☒ No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

☐ For the earned income of a previously unemployed household member
☒ For increases in earned income (between annual reexamination dates)
☐ Fixed amount (other than general rent-setting policy)
If yes, state amount/s and circumstances below:

☐ Fixed percentage (other than general rent-setting policy)
If yes, state percentage/s and circumstances below:

☐ For household heads
☐ For other family members
☐ For transportation expenses
☐ For the non-reimbursed medical expenses of non-disabled or non-elderly families
☐ Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)

☐ Yes for all developments
☐ Yes but only for some developments
☒ No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

☐ For all developments
☐ For all general occupancy developments (not elderly or disabled or elderly only)
☐ For specified general occupancy developments
☐ For certain parts of developments; e.g., the high-rise portion
☐ For certain size units; e.g., larger bedroom sizes
☐ Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

☐ Market comparability study
☐ Fair market rents (FMR)
☐ 95th percentile rents
☐ 75 percent of operating costs
☐ 100 percent of operating costs for general occupancy (family) developments
☐ Operating costs plus debt service
☐ The “rental value” of the unit

☐ Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

☐ Never
☒ At family option (for decreases income or increases in expenses)
☐ Any time the family experiences an income increase
☐ Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)_____
☒ Other (list below)
Tenants must report changes in family composition when it occurs

g. ☐ Yes ☒ No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

(2) Flat Rents

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

☒ The section 8 rent reasonableness study of comparable housing
☒ Survey of rents listed in local newspaper
☒ Survey of similar unassisted units in the neighborhood
☐ Other (list/describe below)

B. Section 8 Tenant-Based Assistance

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Payment Standards

Describe the voucher payment standards and policies**.**

a. What is the PHA's payment standard? (select the category that best describes your standard)

☐ At or above 90% but below100% of FMR
☐ 100% of FMR
☒ Above 100% but at or below 110% of FMR
☐ Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

☐ FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
☐ The PHA has chosen to serve additional families by lowering the payment standard
☐ Reflects market or submarket
☐ Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

☒ FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
☒ Reflects market or submarket
☒ To increase housing options for families
☐ Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)

☒ Annually
☐ Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

☒ Success rates of assisted families
☒ Rent burdens of assisted families
☐ Other (list below)

(2) Minimum Rent

a. What amount best reflects the PHA's minimum rent? (select one)

☐ $0
☐ $1-$25
☒ $26-$50

b. ☐ Yes ☒ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

☒ An organization chart showing the PHA's management structure and organization is attached.

☐ A brief description of the management structure and organization of the PHA follows:

B. HUD Programs Under PHA Management

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

Program Name	Units or Families Served at Year Beginning 07/01/2007	Expected Turnover
Public Housing	1,770	425
Section 8 Vouchers	639	100
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
TBRA	15	5
Other Federal Programs(list individually)		
Ross -rsdm		

C. Management and Maintenance Policies

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

(1) Public Housing Maintenance and Management: (list below)

- ACOP
- Capitalization Policy
- Check Signing/Authorization Policy
- Disposition Policy
- Drug Free Workplace Policy
- Personnel Policy
- Facilities Use Policy
- Funds Transfer Policy
- Investment Policy
- Maintenance Policy
- Pest Control Policy
- Procurement Policy
- Records, Inspection and/or Releases Policy
- Pet Policy
- Community Service Policy
- Deconcentration Policy
- Internet Usage Policy
- Defiant Usage Policy
- Reasonable Accommodation Policy
- Right to Know Policy
- Violence Against Woman Act (VAWA) Policy

(2) Section 8 Management: (list below)

- Section 8 Administrative Plan
- All of the policies in (1) above with the exception of ACOP, maintenance policy, facilities use policy and pest central policy

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8-Only PHAs are exempt from sub-component 6A.

A. Public Housing

1. ☐ Yes ☒ No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

☒ PHA main administrative office
☒ PHA development management offices
☐ Other (list below)

B. Section 8 Tenant-Based Assistance

1. ☐ Yes ☒ No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

☒ PHA main administrative office
☐ Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

A. Capital Fund Activities

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

(1) Capital Fund Program Annual Statement

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

☒ The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name) PA014a02.xls

-or-

☐ The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

(2) Optional 5-Year Action Plan

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.

a☒Yes ☐ No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)

b. If yes to question a, select one:

☒ The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name) PA014b02.xls

-or-

☐ The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

☐ Yes ☒ No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)

b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)
   - ☐ Revitalization Plan under development
   - ☐ Revitalization Plan submitted, pending approval
   - ☐ Revitalization Plan approved
   - ☐ Activities pursuant to an approved Revitalization Plan underway

☐ Yes ☒ No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?
If yes, list development name/s below:

☐ Yes ☒ No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?
If yes, list developments or activities below:

☐ Yes ☒ No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?
If yes, list developments or activities below:

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1. ☒ Yes ☐ No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If "No", skip to component 9; if "yes", complete one activity description for each development.)

2. Activity Description

☐ Yes ☒ No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If "yes", skip to component 9. If "No", complete the Activity Description table below.)

Demolition/Disposition Activity Description
1a. Development name: Linmar Terrace 1b. Development (project) number: PA28P014001
2. Activity type: Demolition ☒ Disposition ☐
3. Application status (select one) Approved ☐ Submitted, pending approval ☐ Planned application ☒
4. Date application approved, submitted, or planned for submission: (31/12/08)
5. Number of units affected: 26 6. Coverage of action (select one) ☒ Part of the development ☐ Total development
7. Timeline for activity: a. Actual or projected start date of activity: 01/07/09 b. Projected end date of activity: 01/01/10

Demolition/Disposition Activity Description
1a. Development name: Linmar Terrace Extension 1b. Development (project) number: PA28P014009
2. Activity type: Demolition ☒ Disposition ☐
3. Application status (select one) Approved ☐ Submitted, pending approval ☐ Planned application ☒

4. Date application approved, submitted, or planned for submission: (31/12/08)
5. Number of units affected: 3 6. Coverage of action (select one) ☒ Part of the development ☐ Total development
7. Timeline for activity: a. Actual or projected start date of activity: 01/07/09 b. Projected end date of activity: 01/01/10

9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities

[24 CFR Part 903.7 9 (i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

1. ☐ Yes ☒ No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If "No", skip to component 10. If "yes", complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 10. If "No", complete the Activity Description table below.

Designation of Public Housing Activity Description
1a. Development name: 1b. Development (project) number:
2. Designation type: Occupancy by only the elderly ☐ Occupancy by families with disabilities ☐ Occupancy by only elderly families and families with disabilities ☐
3. Application status (select one) Approved; included in the PHA's Designation Plan ☐ Submitted, pending approval ☐ Planned application ☐
4. Date this designation approved, submitted, or planned for submission: (DD/MM/YY)
5. If approved, will this designation constitute a (select one) ☐ New Designation Plan ☐ Revision of a previously-approved Designation Plan?
6. Number of units affected: 7. Coverage of action (select one)

☐	Part of the development
☐	Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act

1. ☐ Yes ☒ No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.) See attachment pa014j02.doc for initial assessment.

2. Activity Description

☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 11. If "No", complete the Activity Description table below.

Conversion of Public Housing Activity Description
1a. Development name: 1b. Development (project) number:
2. What is the status of the required assessment? ☐ Assessment underway ☐ Assessment results submitted to HUD ☐ Assessment results approved by HUD (if marked, proceed to next question) ☐ Other (explain below)
3. ☐ Yes ☐ No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) ☐ Conversion Plan in development ☐ Conversion Plan submitted to HUD on: (DD/MM/YYYY) ☐ Conversion Plan approved by HUD on: (DD/MM/YYYY) ☐ Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) ☐ Units addressed in a pending or approved demolition application (date

submitted or approved:

- ☐ Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved:)
- ☐ Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved:)
- ☐ Requirements no longer applicable: vacancy rates are less than 10 percent
- ☐ Requirements no longer applicable: site now has less than 300 units
- ☐ Other: (describe below)

B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937

C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1. ☒ Yes ☐ No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If "No", skip to component 11B; if "yes", complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

☐ Yes ☒ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If "yes", skip to component 12. If "No", complete the Activity Description table below.)

Public Housing Homeownership Activity Description (Complete one for each development affected)
1a. Development name: Morado Dwellings Addition Two 1b. Development (project) number: PA28P014028
2. Federal Program authority: ☐ HOPE I ☐ 5(h) ☐ Turnkey III ☒ Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) ☒ Approved; included in the PHA's Homeownership Plan/Program ☐ Submitted, pending approval ☐ Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (21/03/08)
5. Number of units affected: 2 6. Coverage of action: (select one) ☐ Part of the development ☒ Total development

Public Housing Homeownership Activity Description (Complete one for each development affected)
1a. Development name: Morado Dwellings Addition Two 1b. Development (project) number: PA28P014029
2. Federal Program authority: ☐ HOPE I ☐ 5(h) ☐ Turnkey III ☒ Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) ☐ Approved; included in the PHA's Homeownership Plan/Program ☐ Submitted, pending approval ☒ Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (31/12/08)
5. Number of units affected: 2 6. Coverage of action: (select one) ☐ Part of the development ☒ Total development

B. Section 8 Tenant Based Assistance

1. ☒ Yes ☐ No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If "No", skip to component 12; if "yes", describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

☒ Yes ☐ No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

☒ 25 or fewer participants
☐ 26 - 50 participants
☐ 51 to 100 participants

☐ more than 100 participants

b. PHA-established eligibility criteria

☒ Yes ☐ No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?

If yes, list criteria below:

- Minimum household income of at least 60% of area median
- At least 24 months of continued employment
- Applicant must secure a written mortgage approval.
- Mortgage commitment may not include a balloon payment requirement.
- Applicant must be in good standing with the Beaver County Housing Authority (on time rent payments, no lease violations, etc.)
- Applicant must demonstrate financial ability to make payments of principal, interest, taxes and insurance.
- Applicant must complete at least 8 hours of credit counseling with Housing Opportunities of Beaver County.

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8-Only PHAs are not required to complete sub-component C.

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

☒ Yes ☐ No: Has the PHA has entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? 29/12/00

2. Other coordination efforts between the PHA and TANF agency (select all that apply)

☒ Client referrals
☒ Information sharing regarding mutual clients (for rent determinations and otherwise)
☒ Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
☐ Jointly administer programs
☐ Partner to administer a HUD Welfare-to-Work voucher program
☐ Joint administration of other demonstration program
☐ Other (describe)

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

☒ Public housing rent determination policies
☒ Public housing admissions policies
☒ Section 8 admissions policies
☐ Preference in admission to section 8 for certain public housing families
☒ Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
☐ Preference/eligibility for public housing homeownership option participation
☐ Preference/eligibility for section 8 homeownership option participation

☐ Other policies (list below)

b. Economic and Social self-sufficiency programs

☒ Yes ☐ No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If "yes", complete the following table; if "no" skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use.)

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
ROSS - Transitions Program	50	Random	Development Office	Public Housing
Public Housing Neighborhood Networks	50	Random	Development Office	Public Housing

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2005 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	NA	NA
Section 8	22	12

b☒ Yes ☐ No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?
If no, list steps the PHA will take below:

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)

☒ Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
☒ Informing residents of new policy on admission and reexamination
☒ Actively notifying residents of new policy at times in addition to admission and reexamination.
☒ Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
☒ Establishing a protocol for exchange of information with all appropriate TANF agencies
☐ Other: (list below)

D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

A. Need for measures to ensure the safety of public housing residents

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

☒ High incidence of violent and/or drug-related crime in some or all of the PHA's developments
☒ High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
☒ Residents fearful for their safety and/or the safety of their children
☒ Observed lower-level crime, vandalism and/or graffiti
☒ People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
☐ Other (describe below)

2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents (select all that apply).

☒ Safety and security survey of residents
☒ Analysis of crime statistics over time for crimes committed "in and around" public housing authority
☐ Analysis of cost trends over time for repair of vandalism and removal of graffiti
☒ Resident reports
☒ PHA employee reports
☒ Police reports
☒ Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
☐ Other (describe below)

3. Which developments are most affected? (list below)

Mt. Washington Apts.	Crestview Village	Freedom Apts.
Economy Village	Gordon Camp Apts.	
Harmony Dwellings	Joseph Edwards Apts.	Morado Dwellings
John F. Kennedy Apts.	Pleasantview Homes	Linmar Terrace
Linmar Terrace Extension	Midcrest Homes	Eleanor Roosevelt

B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

☒ Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
☐ Crime Prevention Through Environmental Design
☒ Activities targeted to at-risk youth, adults, or seniors
☒ Volunteer Resident Patrol/Block Watchers Program
☒ Other (describe below) Installed surveillance cameras in various developments with internet access.

2. Which developments are most affected? (list below)

Mt. Washington Apts.	Crestview Village	Freedom Apts.
Economy Village	Gordon Camp Apts.	
Harmony Dwellings	Joseph Edwards Apts.	Morado Dwellings
John F. Kennedy Apts.	Pleasantview Homes	Linmar Terrace
Linmar Terrace Extension	Midcrest Homes	Eleanor Roosevelt

C. Coordination between PHA and the police

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

☒ Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
☒ Police provide crime data to housing authority staff for analysis and action
☒ Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
☒ Police regularly testify in and otherwise support eviction cases
☒ Police regularly meet with the PHA management and residents
☒ Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
☒ Other activities (list below) Provided jurisdictional police departments with access to surveillance cameras via internet. Also provided this access to the Beaver County District Attorney's Drug Task Force.

1. Which developments are most affected? (list below)

Mt. Washington Apts.	Crestview Village	Freedom Apartments
Economy Village	Gordon Camp Apts.	
Harmony Dwellings	Joseph Edwards Apts.	Morado Dwellings
John F. Kennedy Apts.	Pleasantview Homes	Linmar Terrace
Linmar Terrace Ext.	Midcrest Homes	Eleanor Roosevelt Apts.

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2005 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

☐ Yes ☐ No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?

☐ Yes ☐ No: Has the PHA included the PHDEP Plan for FY 2005 in this PHA Plan?

☐ Yes ☐ No: This PHDEP Plan is an Attachment. (Attachment Filename: ___)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1 ☒ Yes ☐ No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U S.C. 1437c(h))?
(If no, skip to component 17.)

2. ☒ Yes ☐ No: Was the most recent fiscal audit submitted to HUD?

3. ☐ Yes ☒ No: Were there any findings as the result of that audit?

4. ☐ Yes ☐ No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain?____

5. ☐ Yes ☐ No: Have responses to any unresolved findings been submitted to HUD?
If not, when are they due (state below)?

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component. High performing and small PHAs are not required to complete this component.

1. ☒ Yes ☐ No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock , including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?

2. What types of asset management activities will the PHA undertake? (select all that apply)

☐ Not applicable
☐ Private management
☒ Development-based accounting
☒ Comprehensive stock assessment
☐ Other: (list below)

3. ☐ Yes ☒ No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. ☒ Yes ☐ No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)

☒ Attached at Attachment (File name) (PA014d02.doc)

☐ Provided below:

3. In what manner did the PHA address those comments? (select all that apply)

☒ Considered comments, but determined that no changes to the PHA Plan were necessary.

☐ The PHA changed portions of the PHA Plan in response to comments
List changes below:

☒ Other: Comments by the Resident Advisory Board were in support of the items listed in the Agency Plan. Section 18(A)(1) was marked as Yes to highlight the attached document PA014d02.doc. This document incorporates a document providing the highlights of the Agency Plan and a document signed by members of RAB attesting and agreeing to the items listed in the Agency Plan.

B. Description of Election process for Residents on the PHA Board

1. ☐ Yes ☒ No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)

2. ☐ Yes ☒ No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

a. Nomination of candidates for place on the ballot: (select all that apply)

☐ Candidates were nominated by resident and assisted family organizations

☐ Candidates could be nominated by any adult recipient of PHA assistance

☐ Self-nomination: Candidates registered with the PHA and requested a place on ballot

☐ Other: (describe)

b. Eligible candidates: (select one)

☐ Any recipient of PHA assistance
☐ Any head of household receiving PHA assistance
☐ Any adult recipient of PHA assistance
☐ Any adult member of a resident or assisted family organization
☐ Other (list)

c. Eligible voters: (select all that apply)
☐ All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
☐ Representatives of all PHA resident and assisted family organizations
☐ Other (list)

C. Statement of Consistency with the Consolidated Plan

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: (provide name here)
   County of Beaver

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

☒ The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
☒ The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
☒ The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
☒ Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
- Continuation of the Section 8 Housing Choice Voucher Homeownership Program
- Use of Capital Fund for police patrols in public housing family developments
- Use of Capital Fund for development of additional affordable housing opportunities
- Use of Capital Fund for supportive services for public housing elderly residents

☐ Other: (list below)

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)
   - Continuation of the Section 8 Housing Choice Voucher Homeownership Program
   - Use of Capital Fund for police patrols in public housing family developments

- Use of Capital Fund for supportive services for public housing elderly residents
- Use of Capital Fund for development of additional affordable housing opportunities

D. Other Information Required by HUD

Use this section to provide any additional information requested by HUD.

(a) Substantial Deviation Definition

From time to time, the Annual Plan and/or the Five-Year Plan may require revisions. Board of Commissioner's formal approval of revisions to the Annual Plan and/or Five Year Plan will only be required when the proposed changes constitute a "substantial deviation" or a "significant amendment or modification" to the approved plan.

The Beaver County Housing Authority's definition of "substantial deviation" and "significant amendment or modification" is as follows:

Substantial deviations or significant amendments or modifications are defined as discretionary changes in the plans or policies of the housing authority that fundamentally change the mission, goals, objectives or plans of the agency and which require the formal approval of the Board of Commissioners such as:

- Changes to rent or admissions policies or organization of the waiting lists;
- Additions of non-emergency work items that are not listed in the current Annual Statement or Five-Year Action Plan or change in the use of replacement reserve funds under the Capital Fund;
- Any change with regard to demolition or disposition, designation, homeownership programs or conversion activities.

(a) Statement of Progress in Meeting Previous 5 Year Goals and Objectives

Goal #1 – Expand the supply of assisted housing
ACCOMPLISHMENTS:

1. Acted as Special General Partner in the development of Westbridge Apartments, a 26-unit elderly residence in Bridgewater, PA financed in part with equity from the sale of Low Income Housing Tax Credits. (HACB serves as Management Agent for this Low-Income Housing Tax Credit property).
2. Undertook marketing strategy to advertise units available for rent and restructure teant selection to expedite process.
3. Initiated the acquisition of Whipple Court, an 8-unit townhouse property. Secured Beaver County Home Funds for this project. (HACB serves as management agent for this property.)
4. Sponsored Federal Home Loan Bank (FHLB) application for Seventh Avenue Place. (HACB serves as management agent for this Low-Income Housing Tax Credit property).
5. Assisted a related non-profit that acted as the developer in the construction of a 24 unit elderly residence knows as Beaver Village in the Borough of Beaver financed in part with equity from the sale of Low Income Housing Tax Credits. (HACB serves as management agent for this Low-Income Housing Tax Credit property).
6. Purchased a three-unit property in the Borough of West Mayfield known as Whipple Court II. (HACB serves as management agent for this property.)

7. Subdivided the property of Whipple Court II to donate a parcel to Beaver County CHDO for the construction of a 4-unit project to be known as Whipple Court III using HOME Funds. (HACB serves as management agent for this property.)
8. Assisted a related non-profit that acted as the developer in the construction of a 24 unit elderly residence known as Dawes Manor Senior Housing in the Borough of New Brighton financed in part with equity from the sale of Low Income Housing Tax Credits. (BCHA serves as Management Agent for this Low-Income Housing Tax Credit property).
9. Submitted an application to HUD to acquire Stephen Phillips Homes, a 100 unit development within the Borough of Monaca, and convert this development to public housing using Capital Fund and/or Capital Bond dollars for acquisition and rehabilitation.
10. Assisted a related non-profit that acted as the developer in the construction of a 4 unit project in the Borough of West Mayfield known as Mayfield Terrace using HOME Funds. (HACB serves as management agent for this property.)
11. Assisted a related non-profit that acquired a 7 unit property in the City of Beaver Falls using HOME Funds. (HACB serves as management agent for this property.)
12. Effective August 1, 2007, became the management agent for Pinney Street Apartments, a 22 unit Section 8 Project Based development in the Borough of Rochester.
13. Effective September 1, 2007, became the management agent for PRV Manor Apartments, a 35 unit Section 8 Project Based development in the City of Beaver Falls.
14. Effective December 1, 2007, became the management agent for Riverview Apartments, a 18 unit Low Income Housing Tax Credit Property in the Borough of Rochester.

Goal #2 – Improve the quality of assisted housing
ACCOMPLISHMENTS:

1. Public housing renovation efforts to improve curb appeal, including new siding, porch canopies, bathroom modernizations and air conditioning of elderly units.
2. Disposed of 26 units at Kennedy Apartments located in Ambridge, PA, under HUD's disposition procedures.
3. Completed conversion of 72 efficiency units at Brodhead Apartments to 36 new one-bedroom units.
4. Continue to renovate and upgrade systems and apartment units.
5. Disposed of 20 units in a 100 it elderly public housing development known as Sheffield Towers for the purpose of creating a long term care capitated program with Lutheran Affiliated Services known as Life-Beaver
6. Renovating the required number of units to the Uniform Federal Accessibility Standard (UFAS) as part of the modernization process. To expedite the completion of HUD mandated 5% threshold of units meeting UFAS, these units will be renovated using dollars from bonds financed with the Capital Fund.
7. Converted 4 one-bedroom units and 4 efficiency units into 4 one-bedroom UFAS compliant units in the Eleanor Roosevelt Apartments.
8. Converting 20 efficiency units into 12 one-bedroom units in the Thomas Bishop Apartments.
9. Demolished a 7 unit building at Morado Dwelling in order to construct a 12 unit building with 8 units meeting UFAS guidelines.
10. Demolished a 2 unit building at Pleasantview Homes in order to construct a 4 unit building with 3 units meeting UFAS guidelines.
11. Constructed a 5 unit building at Gordon Camp Apartments with 3 units meeting UFAS guidelines.
12. Renovated two 4 bedroom units at Freedom Apartments into 2 units meeting UFAS guidelines.

13. Constructed 2 buildings with 11 total units at Crestview/Economy Village of which 9 units will meet UFAS guidelines.
14. Constructing 2 buildings with 10 total units and renovate 3 units at Linmar Terrace of which 7 units will meet UFAS guidelines.

Goal #3 – Increase assisted housing choices
ACCOMPLISHMENTS:

1. Continued the administration of the highly leveraged Beaver County Homeownership Program. Acquired a total of 25 properties. Twenty-five properties are rehabilitated and with 21 sold to homebuyers. Four properties are under lease to purchase agreements.
2. Established a Section 8 Homeownership Program and have 6 recipients who are now homeowners.

Goal #4 – Provide an improved living environment
ACCOMPLISHMENTS:

1. Based on HUD's final rule, BCHA is in compliance with deconcentration requirements.
2. Established local preference for working families, homeless and victims of domestic violence.
3. Established police substation at Linmar Terrace development in the City of Aliquippa, continued police contracts for extra security in Beaver Falls, Ambridge, Aliquippa, Rochester and Freedom
4. Security cameras installed at elderly developments building lobby which are interfaced with Cable TV so that residents can screen and greet visitors.
5. Installed key fob entry system/card access entry system for additional security at several elderly developments and family three story walk up developments.

Goal #5 – Promote self-sufficiency and asset development of assisted households
ACCOMPLISHMENTS:

1. Increased the number of employed residents, implemented flat rent system and working family preference.
2. Case Manager/Service Manager continues to provide in-home services to elderly and disabled at no cost.
3. Subcontracted with Lutheran Service Society for social activities.
4. Established Stabled Housing Achieved through Resident Educational Services (SHARES) in public housing family developments to provide self-sufficiency services.
5. Awarded ROSS grant for the establishment of SHARES2, an enhanced program version of SHARES to provide self-sufficiency services in public housing family developments.
6. Awarded a Public Housing Neighborhood Network grant for the enhancement of computer labs in Linmar Terrace and Morado Dwellings to further support self-sufficiency activities.

Goal #6 – Ensure equal opportunity in housing for all Americans
ACCOMPLISHMENTS:

1. Market to all segments of community
2. Outreach letters to agencies advising them that accessible housing is available.
3. Renovating units to the Uniform Federal Accessibility Standard (FRAS) are now part of the modernization process. To expedite the completion of the HUD mandated 5% threshold of units meeting UFAS, these units will be renovated using dollars from bonds financed with the Capital Fund.
4. Administer the Beaver County HOME Funded Tenant Based Rental Assistance (TBRA) Program for persons with disabilities. This program on average assists 15 to 18 households per month.

(c) Section 8 Project Based Assistance

The Beaver County Housing Authority will continue to endeavor the stimulation of housing production through the use of project based Section 8 assistance. As viable projects are presented, the Housing Authority will determine the feasibility of the use of project based Section 8 assistance. Project selection will be based upon guidance issued by HUD in the final rule notice published on October 13, 2005 with an effective date of November 14, 2005 revising 24 CFR Part 983.

Prior to the issuance of the above mentioned final rule and in light of the need for additional elderly low income housing in Beaver Borough, the Housing Authority received a proposal from a developer to project base 24 Section 8 vouchers for a 24 unit low income housing tax credit elderly development. The selection of this developer, Beaver County Affordable Housing Associates, Inc. was approved by HUD Pgh on February 28, 2003. This development was completed in December 2003 on a tract of land known as 699 Fifth Street, Beaver, Pa. The project basing of 24 units of Section 8 Housing Choice Vouchers was consistent with Strategy 1 and Strategy 2 of our Agency 5-Year Plan.

Annual Statement / Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name:	Comprehensive Grant Number:	FFY of Grant Approval:
HOUSING AUTHORITY OF THE COUNTY OF BEAVER	**PA28P01450108**	**2008**

[X] Original Annual Statement [ ] Reserve for Disasters/Emergencies [ ] Revised Annual Statement/Revision Number [ ] [ ] Performance and Evaluation Report for Program Year Ending [ ]

[ ] Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost (2)	
		Original	Revised (1)	Obligated	Expended
1	Total Non-CGP Funds	**$0.00**	**$0.00**	**$0.00**	**$0.00**
2	1406 Operations (May not exceed 10% of line 21)	**$100,000.00**	**$0.00**	**$0.00**	**$0.00**
3	1408 Management Improvements	**$335,000.00**	**$0.00**	**$0.00**	**$0.00**
4	1410 Administration	**$102,164.00**	**$0.00**	**$0.00**	**$0.00**
5	1411 Audit	**$0.00**	**$0.00**	**$0.00**	**$0.00**
6	1415 Liquidated Damages	**$0.00**	**$0.00**	**$0.00**	**$0.00**
7	1430 Fees and Cost	**$278,981.53**	**$0.00**	**$0.00**	**$0.00**
8	1440 Site Acquisition	**$194,937.00**	**$0.00**	**$0.00**	**$0.00**
9	1450 Site Improvements	**$118,336.00**	**$0.00**	**$0.00**	**$0.00**
10	1460 Dwellings Structures	**$751,000.00**	**$0.00**	**$0.00**	**$0.00**
11	1465.1 Dwelling Equipment - Nonexpendable	**$0.00**	**$0.00**	**$0.00**	**$0.00**
12	1470 Nondwelling Structures	**$0.00**	**$0.00**	**$0.00**	**$0.00**
13	1475 Nondwelling Equipment	**$8,000.00**	**$0.00**	**$0.00**	**$0.00**
14	1485 Demolition	**$120,000.00**	**$0.00**	**$0.00**	**$0.00**
15	1490 Replacement Reserve	**$0.00**	**$0.00**	**$0.00**	**$0.00**
16	1492 Moving to Work Demonstration	**$0.00**	**$0.00**	**$0.00**	**$0.00**
17	1495.1 Relocation Costs	**$25,000.00**	**$0.00**	**$0.00**	**$0.00**
18	1499 Development Activities	**$280,000.00**	**$0.00**	**$0.00**	**$0.00**
19	1501 Collaterization or Debt Service	**$742,904.47**	**$0.00**	**$0.00**	**$0.00**
20	1502 Contingency	**$15,000.00**	**$0.00**	**$0.00**	**$0.00**
21	**Amount of Annual Grant (sum of lines 2-19)**	**$3,071,323.00**	**$0.00**	**$0.00**	**$0.00**
22	Amount of line 19 Related to LBP Activities				
23	Amount of line 19 Related to Section 504 Compliance				
24	Amount of line 19 Related to Security - Soft Costs				
25	Amount of line 19 Related to Security -Hard Costs				
26	Amount of line 19 Related to Energy Conservation				

Annual Statement / Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

Part II: Supporting Pages

PHA Name:	**Grant Type and Number**	**Federal FY of Grant:**
HOUSING AUTHORITY OF THE COUNTY OF BEAVER	Capital Fund Program Grant No: PA28P01450108 Replacement Housing Factor Grant No.	2008

Development Number / Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost Original	Total Estimated Cost Revised (1)	Total Actual Cost Funds Obligated (2)	Total Actual Cost Funds Expended (2)	Status of Work
PA 14-01	Architecture and Engineering - Total 14-01	1430	Project	$2,271.26				
Linmar Terrace	Electric Upgrade/220V Lines/Meter/Light Fixtures	1460	94 Apts.	$10,000.00				
	Paint Exterior and Trim Repair	1460	Project	$40,000.00				
	Subtotal Account 1460			$50,000.00				
	Demolition	1485	3 Buildings	$30,000.00				
	Subtotal PA 14-01			**$82,271.26**				
PA 14-03	Architecture and Engineering - Total 14-04	1430	Project	$14,339.00				
Morado Dwellings	Electric Upgrade	1460	131 Apts.	$15,000.00				
	Conversion of Units	1460	Project	$20,000.00				
	Replace Shed Doors, Apartment/Storm Doors	1460	131 Apts.	$80,000.00				
	Paint Exterior/Trim Repair	1460	Project	$30,000.00				
	Subtotal Account 1460			$145,000.00				
	Subtotal PA 14-03			**$159,339.00**				
PA 14-04	Architecture and Engineering - Total 14-04	1430	Project	$4,000.00				
Harmony Dwellings	Electric Upgrade	1460	48 Apts.	$15,000.00				
	Conversion of Units	1460	Project	$20,000.00				
	Vapor Barrier in Crawl Space	1460	Project	$50,000.00				
	Subtotal Account 1460			$85,000.00				
	Subtotal PA 14-04			**$89,000.00**				
PA 14-05	Architecture and Engineering - Total 14-05	1430	Project	$0.00				
Economy Village								
	Subtotal Account 1450			$0.00				
	Electric Upgrade	1460	48 Apts.	$10,000.00				
	Subtotal Account 1460			$10,000.00				
	Subtotal PA 14-05			**$10,000.00**				

Annual Statement / Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

Part II: Supporting Pages

PHA Name:	**Grant Type and Number**	**Federal FY of Grant:**
HOUSING AUTHORITY OF THE COUNTY OF BEAVER	Capital Fund Program Grant No: PA28P01450108 Replacement Housing Factor Grant No.	2008

Development Number / Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost Original	Total Estimated Cost Revised (1)	Total Actual Cost Funds Obligated (2)	Total Actual Cost Funds Expended (2)	Status of Proposed Work (2)
PA 14-06 Midcrest Homes	Architecture and Engineering - Total 14-06	1430	Project	$0.00				
	Exterior water line replacement	1450	Project	$24,336.00				
	Subtotal Account 1450			$24,336.00				
	Electric Upgrade	1460	56 Apts.	$15,000.00				
	Subtotal Account 1460			$15,000.00				
	Subtotal 14-06			**$39,336.00**				
PA 14-07 Pleasantview	Architecture and Engineering - Total 14-07	1430	Project	$8,000.00				
	Electric Upgrade	1460	110 Apts.	$8,000.00				
	Conversion of Units	1460	Project	$10,000.00				
	Paint Exterior/Trim Repair/Top Vinyl Siding	1460	Project	$110,000.00				
	Entrance Doors/Shed Doors/Storm Doors	1460	110 Apts.	$50,000.00				
	Subtotal Account 1460			$178,000.00				
	Subtotal PA 14-07			**$186,000.00**				
PA 14-08 Crestview Village	Architecture and Engineering - Total 14-08	1430	Project	$0.00				
	Electric Upgrade	1460	100 Units	$5,000.00				
	Subtotal Account 1460			$5,000.00				
	Subtotal PA 14-08			**$5,000.00**				

Annual Statement / Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

Part II: Supporting Pages

PHA Name:	**Grant Type and Number**	**Federal FY of Grant:**
HOUSING AUTHORITY OF THE COUNTY OF BEAVER	Capital Fund Program Grant No: PA28P01450108 Replacement Housing Factor Grant No.	2008

Development Number / Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost Original	Total Estimated Cost Revised (1)	Total Actual Cost Funds Obligated (2)	Total Actual Cost Funds Expended (2)	Status of Proposed Work (2)
PA 14-09	Architecture and Engineering - Total 14-09	1430	Project	$2,271.27				
Linmar Terrace	Electric Upgrade	1460	100 Apts.	$5,000.00				
Extension								
	Subtotal Account 1460			$5,000.00				
	Demolition	1485	3 Buildings	$40,000.00				
	Subtotal Account 1485			$40,000.00				
	Subtotal PA 14-09			**$47,271.27**				
PA 14-10	Architecture and Engineering - Total 14-10	1430	Project	$5,000.00				
Mt. Washington								
Apartments	Demolition	1485	Project	$50,000.00				
	Subtotal PA 14-10			**$55,000.00**				
PA 14-11	Architecture and Engineering - Total 14-11	1430	Project	$1,000.00				
Brighton Homes	Storage Shed Doors	1450	Bldgs.	$15,000.00				
	Subtotal PA 14-11			**$16,000.00**				
PA 14-12	Architecture and Engineering - Total 14-12	1430	Project	$6,000.00				
John F. Kennedy								
Apartments	Conversion of Units/Renovate Bathrooms	1460	36 Units	$100,000.00				
	Subtotal Account 1460			$100,000.00				
	Subtotal PA 14-12			**$106,000.00**				

Annual Statement / Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

Part II: Supporting Pages

PHA Name:	**Grant Type and Number**	**Federal FY of Grant:**
HOUSING AUTHORITY OF THE COUNTY OF BEAVER	Capital Fund Program Grant No: PA28P01450108 Replacement Housing Factor Grant No.	2008

Development Number / Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost Original	Total Estimated Cost Revised (1)	Total Actual Cost Funds Obligated (2)	Total Actual Cost Funds Expended (2)	Status of Proposed Work (2)
PA 14-13 Joseph Edwards Apartments	Architecture and Engineering - Total 14-13	1430	Project	$0.00				
	Concrete Replacement	1450	Project	$10,000.00				
	Subtotal Account 1450			$10,000.00				
	Subtotal Account 1460			$0.00				
	Subtotal PA 14-13			**$10,000.00**				
PA 14-14 Eleanor Roosevelt Apartments	Architecture and Engineering - Total 14-14	1430	Project	$1,500.00				
	New Parking Lot	1450	Project	$10,000.00				
	Subtotal Account 1450			$10,000.00				
	Subtotal PA 14-14			**$11,500.00**				
PA 14-15 George Werner Apartments	Architecture and Engineering - Total 14-15	1430	Project	$0.00				
	Laundry Room Renovation	1460	Project	$5,000.00				
	Subtotal Account 1460			$5,000.00				
	Subtotal PA 14-15			**$5,000.00**				
PA 14-16 Thomas Bishop Apartments	Architecture and Engineering - Total 14-16	1430	Project	$0.00				
	Laundry Room Renovation	1460	Project	$5,000.00				
	Subtotal Account 1460			$5,000.00				
	Subtotal PA 14-16			**$5,000.00**				

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Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

Part II: Supporting Pages

PHA Name:	**Grant Type and Number**	**Federal FY of Grant:**
HOUSING AUTHORITY OF THE COUNTY OF BEAVER	Capital Fund Program Grant No: PA28P01450108 Replacement Housing Factor Grant No.	2008

Development Number / Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost Original	Total Estimated Cost Revised (1)	Total Actual Cost Funds Obligated (2)	Total Actual Cost Funds Expended (2)	Status of Proposed Work (2)
PA 14-17 Gordon Camp Apartments	Architecture and Engineering - Total 14-17	1430	Project	$0.00				
	Subtotal Account 1460			$0.00				
	Subtotal PA 14-17			**$0.00**				
PA 14-18 Ambridge Towers	Architecture and Engineering - Total 14-18	1430	Project	$0.00				
	Sprinkler Installation/Replace 4" sewage stacks	1460	Project	$18,000.00				
	Subtotal Account 1460			$18,000.00				
	Subtotal PA 14-18			**$18,000.00**				
PA 14-19 Brodhead Apartments	Architecture and Engineering - Total 14-19	1430	Project	$1,500.00				
	Sidewalk Repair	1450	Project	$12,000.00				
	Subtotal Account 1450			$12,000.00				
	Replace all cost iron drains	1460	Project	$20,000.00				
	Subtotal Account 1460			$20,000.00				
	Subtotal PA 14-19			**$33,500.00**				
PA 14-22 Monacatootha Apartments	Architecture and Engineering - Total 14-22	1430	Project	$4,000.00				
	Repair Existing and add a New Parking Lot	1450	Project	$30,000.00				
	Subtotal PA 14-22			**$34,000.00**				

Annual Statement / Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

Part II: Supporting Pages

PHA Name:	**Grant Type and Number**	**Federal FY of Grant:**
HOUSING AUTHORITY OF THE COUNTY OF BEAVER	Capital Fund Program Grant No: PA28P01450108 Replacement Housing Factor Grant No.	2008

Development Number / Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost Original	Total Estimated Cost Revised (1)	Total Actual Cost Funds Obligated (2)	Total Actual Cost Funds Expended (2)	Status of Proposed Work (2)
PA 14-23 King Beaver Apartments	Architecture and Engineering - Total 14-23	1430	Project	$5,000.00				
	Repave Parking Lot	1450	Project	$17,000.00				
	Subtotal Account 1450			$17,000.00				
	Subtotal PA 14-23			**$22,000.00**				
PA 14-24 Sheffield Towers	Architecture and Engineering - Total 14-24	1430	Project	$15,000.00				
	UFAS Apartments / Relocate Office	1460	Project	$60,000.00				
	Subtotal Account 1460			$60,000.00				
	Subtotal PA 14-24			**$75,000.00**				
PA 14-25 Corak Towers	Architecture and Engineering - Total 14-25	1430	Project	$0.00				
	Subtotal Account 1460			$0.00				
	Subtotal PA 14-25			**$0.00**				
PA 14-27 A.C. Edgecombe Apartments	Architecture and Engineering - Total 14-27	1430	Project	$0.00				
	Subtotal Account 1460			$0.00				
	Subtotal PA 14-27			**$0.00**				

Annual Statement / Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

Part II: Supporting Pages

PHA Name:	**Grant Type and Number**	**Federal FY of Grant:**
HOUSING AUTHORITY OF THE COUNTY OF BEAVER	Capital Fund Program Grant No: PA28P01450108 Replacement Housing Factor Grant No.	2008

Development Number / Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost Original	Total Estimated Cost Revised (1)	Total Actual Cost Funds Obligated (2)	Total Actual Cost Funds Expended (2)	Status of Proposed Work (2)
Central Office Administration	Comprehensive Grant Program Staff Salaries	1410	PHA Wide	$5,000.00				
	Comprehensive Grant Program Staff Benefits	1410	PHA Wide	$1,500.00				
	Management Fee	1410	PHA Wide	$95,664.00				
	Subtotal Account 1410			$102,164.00				
	Additional On-Duty Police Protection	1408	PHA Wide	$150,000.00				
	Supportive Services - Elderly Residency	1408	PHA Wide	$121,500.00				
	Supportive Services - Family Residency	1408	PHA Wide	$63,500.00				
	Subtotal Account 1408			$335,000.00				
	Comprehensive Grant Program Staff Salaries	1430	PHA Wide	$128,500.00				
	Comprehensive Grant Program Staff Benefits	1430	PHA Wide	$68,600.00				
	Subtotal Account 1430			$197,100.00				
	Subtotal Central Office Administration			**$634,264.00**				

Annual Statement / Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

Part II: Supporting Pages

PHA Name:	**Grant Type and Number**	**Federal FY of Grant:**
HOUSING AUTHORITY OF THE COUNTY OF BEAVER	Capital Fund Program Grant No: PA28P01450108 Replacement Housing Factor Grant No.	2008

Development Number / Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
	Accessibility Accommodations	1460	PHA Wide	$50,000.00				
	Consulting Services for ER Preparation	1430	PHA Wide	$12,000.00				
	Computer Upgrade	1475	PHA Wide	$8,000.00				
	Operations	1406	PHA Wide	$100,000.00				
	Relocation Costs	1495	PHA Wide	$25,000.00				
	Bond Debt Service	1501	PHA Wide	$667,904.47				
Contingency Acct.	Contingency Funds for Overruns/Additional Work Items	1502	PHA Wide	$15,000.00				
	Debt Service	1501	PHA Wide	$75,000.00				
	Site Acquisition of Stephen Phillips Homes and other poten	1440	PHA Wide	$194,937.00				
	Rehab/Development (Various Site Acquisitions)	1499	PHA Wide	$280,000.00				

Annual Statement / Performance and Evaluation Report

Capital Fund Program Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part III: Implementation Schedules

PHA Name:	Grant Type and Number	
Housing Authority of the County of Beaver	Capital Fund Program Grant No: PA28P01450108	Federal FY of Grant: 2008
	Replacement Housing Factor Grant No.	

Development Number / Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates (2)
	Original	Revised (1)	Actual (2)	Original	Revised (1)	Actual (2)	
PA 14-01							
Linmar Terrace	12-Sep-10			12-Sep-12			
PA 14-03							
Morado Dwellings	12-Sep-10			12-Sep-12			
PA 14-04							
Harmony Dwellings	12-Sep-10			12-Sep-12			
PA 14-05							
Economy Village	12-Sep-10			12-Sep-12			
PA 14-06							
Micrest Homes	12-Sep-10			12-Sep-12			
PA 14-07							
Pleasantview Homes	12-Sep-10			12-Sep-12			
PA 14-08							
Crestview Village	12-Sep-10			12-Sep-12			
PA 14-09							
Linmar Terrace Extension	12-Sep-10			12-Sep-12			
PA 14-10							
Mt. Washington Apartments	12-Sep-10			12-Sep-12			
PA 14-11							
Brighton Homes	12-Sep-10			12-Sep-12			

Annual Statement / Performance and Evaluation Report

Capital Fund Program Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part III: Implementation Schedules

PHA Name: Housing Authority of the County of Beaver	Grant Type and Number: Capital Fund Program Grant No: PA28P01450107; Replacement Housing Factor Grant No.	Federal FY of Grant: 2007

Development Number / Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates (2)
	Original	Revised (1)	Actual (2)	Original	Revised (1)	Actual (2)	
PA 14-12 J.F. Kennedy Apartments	12-Sep-10			12-Sep-12			
PA 14-13 Joseph Edward Apartments	12-Sep-10			12-Sep-12			
PA 14-14 Eleanor Roosevelt Apartments	12-Sep-10			12-Sep-12			
PA 14-15 George Werner Apartments	12-Sep-10			30-Jun-09			
PA 14-16 Thomas Bishop Apartments	12-Sep-10			12-Sep-12			
PA 14-17 Gordon Camp Apartments	12-Sep-10			12-Sep-12			
PA 14-18 Ambridge Towers	12-Sep-10			12-Sep-12			
PA 14-19 Brodhead Apartments	12-Sep-10			12-Sep-12			
PA 14-22 Monacatootha Apartments	12-Sep-10			12-Sep-12			
PA 14-23 King Beaver Apartments	12-Sep-10			12-Sep-12			
PA 14-24 Sheffield Towers	12-Sep-10			12-Sep-12			
PA 14-27 A.C. Edgecombe Apartments	12-Sep-10			12-Sep-12			
Central Office Administration	12-Sep-10			12-Sep-12			

Five-Year Action Plan
Part I: Summary
Capital Fund Program (CFP)

HA Name: **Housing Authority of the County of Beaver**		Locality: (City/County & State) **Beaver, Beaver County, Pennsylvania**		[X] Original	Revision No. [ ]
A. Development Number/Name	Work Statement for Year 1 FFY: 2008	Work Statement for Year 2 FFY: 2009	Work Statement for Year 3 FFY: 20010	Work Statement for Year 4 FFY: 2011	Work Statement for Year 5 FFY: 2012
PA014001 Linmar Terrace	See Annual Statement	80,000	30,000	15,000	135,000
PA014003 Morado Dwellings		70,000	165,000	285,000	150,000
PA014004 Harmony Dwellings		80,000	90,000	25,000	50,000
PA014005 Economy Village		90,000	45,000	113,277	140,000
PA014006 Midcrest Homes		150,000	5,000	20,000	0
PA014007 Pleasantview Homes		45,000	100,000	187,074	40,000
PA014008 Crestview Village		15,000	188,563	25,000	100,000
PA014009 Linmar Terrace Extension		70,000	20,000	120,000	90,000
PA014010 Mt. Washington Apartments		300,000	150,000	100,000	0
PA014011 Brighton Homes		105,000	50,000	0	55,000
PA014012 John F. Kennedy Apartments		23,000	0	0	0
PA014013 Joseph S. Edwards Apartments		214,000	100,000	50,000	60,000
PA014014 Eleanor Roosevelt Apartments		50,000	0	0	60,000
PA014015 Freedom Apartments		152,339	30,000	90,000	185,000
PA014016 Thomas J. Bishop Apartments		0	80,000	0	170,381
PA014017 Gordon S. Camp Apartments		10,000	0	145,000	35,000
PA014018 Ambridge Towers		111,201	0	0	0
PA014019 Brodhead Apartments		0	130,000	0	0

Five-Year Action Plan
Part I: Summary (Continuation)
Capital Fund Program (CFP)

A. Development Number/Name	Work Statement for Year 1 FFY: 2008	Work Statement for Year 2 FFY: 2009	Work Statement for Year 3 FFY: 2010	Work Statement Year 4 FFY: 2011	Work Statement for Year 5 FFY: 2012
PA014022 Monacatootha Apartments	**Annual Statement**	0	65,000	0	10,000
PA014023 King Beaver Apartments		30,000	0	0	34,666
PA014024 Sheffield Towers		0	0	60,000	0
PA014025 Corak Towers		0	100,000	50,000	25,000
PA014027 A.C. Edgecomb Apartments		0	0	113,000	170,000
PA-CO James F. Tress Administration Building		0	0	0	0
PA-Central Administration		150,000	160,000	207,000	200,000

Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages

U.S. Department of Housing and Urban Development

Work Statement for Year 1 FFY: 2008	Work Statement for Year 2 FFY: 2009			Work Statement for Year 3 FFY: 2010		
	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost
SEE ANNUAL STATEMENT	**PA 14-01 Linmar Terrace**			**PA 14-01 Linmar Terrace**		
	Electric Upgrade	94 Units	20,000	Electric Upgrade	94 Units	15,000
	Conversion of Units	94 Units	30,000	Renovate Crawlspaces/Vents	Bldg	15,000
	Demolition	Project	30000			
	Project 14-01 Subtotal		80,000	Project 14-01 Subtotal		30,000
	PA 14-03 Morado Dwellings					
	Electric Upgrade	131 Units	20,000	**PA 14-03 Morado Dwellings**		
	Demolition	Project	50,000	Electric Upgrade	138 Units	15,000
				Replace Vinyl Siding	138 Units	130,000
				Repave Parking Lots	Project	20,000
	Project 14-03 Subtotal		70,000	Sidewalks/Porches/Railing	Project	20,000
				Project 14-03 Subtotal		165,000
	PA 14-04 Harmony Dwellings					
	Electric Upgrade	48 Units	10,000	**PA 14-04 Harmony Dwellings**		
	Conversion of Units	Project	50,000	Electric Upgrade	48 Units	10,000
	Demo Units	Bldg.	20,000	Repave Parking Lots	Bldg	20,000
	Replace Shed Doors	Project	20,000	Kitchen Renovation	48 Units	60000
	Project 14-04 Subtotal		80,000	Project 14-04 Subtotal		90,000
	PA 14-05 Economy Village			**PA 14-05 Economy Village**		
	Electric Upgrade	70 Units	20,000	Electric Upgrade	Project	10,000
	Conversion of Units	Project	55,000	Remodel Community Room	Bldg.	20,000
	Demo Units	Bldg.	15,000	Renovate Crawlspaces/ Vapor Barrier	Bldg	15,000
	Project 14-05 Subtotal		90,000	Project 14-05 Subtotal		45,000
	PA 14-06 Midcrest Homes					
	Electric Upgrade	56 Units	15,000	**PA 14-06 Midcrest Homes**		
	Replace Top Siding/Storm Doors	Project	60,000	Electric Upgrade	56 Units	5,000
	Conversion of Units	Project	55,000			
	Demo Units	Bldg.	20,000	Project 14-06 Subtotal		5,000
	Project 14-06 Subtotal		150,000			
	Subtotal of Estimated Cost		470,000	Subtotal of Estimated Cost		335,000

Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages

Work Statement for Year 1 FFY: 2008	Work Statement for Year 2 FFY: 2009			Work Statement for Year 3 FFY: 2010		
	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost
SEE ANNUAL STATEMENT	**PA 14-11 Brighton Homes**					
	Electric Upgrade	Project	20,000	**PA 14-11 Brighton Homes**		
	Bathroom & Kitchen Renovations	12 Units	85,000	Replace Entrance and Storm Doors	Project	50,000
	Project 14-11 Subtotal		105,000			
				Project 14-11 Subtotal		50,000
	PA 14-12 John F. Kennedy Apartments					
	Apartment Entrance Doors	36 Units	18,000	**PA 14-12 John F. Kennedy Apartments**		
	Storage Cages	Project	5,000			
	Project 14-12 Subtotal		23,000			
				Project 14-12 Subtotal		0
	PA 14-13 Joseph Edwards Apartments					
	Bathroom & Kitchen Renovations / Electrical (Family)	22 Units	150,000			
	Apt. Conversion 0 BR to 1 BR Sprinkler System (Elderly)	Project	40,000	**PA 14-13 Joseph Edwards Apartments**		
	Replace Windows & Apt. Ceiling Tile (Elderly)	34 Units	24,000	Storage Sheds (Family)	Project	15000
				Siding (Family)	Bldg.	65,000
	Project 14-13 Subtotal		214,000	Conversion of Units	Project	20,000
				Project 14-13 Subtotal		100,000
	Subtotal of Estimated Cost		1,242,000	Subtotal of Estimated Cost		943,563

Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages

Work Statement for Year 1 FFY: 2008	Work Statement for Year 2 FFY: 2009			Work Statement for Year 3 FFY: 2010		
	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost
	PA 14-07 Pleasantview Homes			**PA 14-07 Pleasantview Homes**		
	Electric Upgrade	110 Units	25,000	Electric Upgrade	100 Units	20,000
	Demolition	Bldg.	20,000	New Furnaces	100 Units	80000
	Project 14-07 Subtotal		45,000			
				Project 14-07 Subtotal		100,000
S						
E	**PA 14-08 Crestview Village**			**PA 14-08 Crestview Village**		
E	Electric Upgrade	100 Units	15,000	Electric Upgrade	100 Units	20,000
				Replace Siding / Entrance Doors/Storm Doors	100 Units	108,563
	Project 14-08 Subtotal		15,000	Demo Buildings	Bldg.	20000
				Conversion of Units	Project	40000
	PA 14-09 Linmar Terrace Extension			Project 14-08 Subtotal		188,563
A	Electric Upgrade	100 Units	20,000			
N	Conversion of Units	Project	40,000			
N	Demo Units	Bldg.	10,000	**PA 14-09 Linmar Terrace Ext.**		
U				Electric Upgrade	100 Units	20,000
A	Project 14-09 Subtotal		70,000			
L				Project 14-09 Subtotal		20,000
	PA 14-10 MT. WASHINGTON APARTMENTS					
	New Construction	Project	300,000	**PA 14-10 Mt. Washington Apartments**		
S				New Construction	Project	150,000
T	Project 14-10 Subtotal		300,000			
A				Project 14-10Subtotal		150,000
T						
E						
M						
E						
N						
T						
	Subtotal of Estimated Cost		900,000	Subtotal of Estimated Cost		793,563

Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages

Work Statement for Year 1 FFY: 2008	Work Statement for Year 2 FFY: 2009			Work Statement for Year 3 FFY: 2010		
	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost
	PA 14-14 Eleanor Roosevelt Apartments			**PA 14-14 Eleanor Roosevelt Apartments**		
	Replace Balcony doors/Paint Railings		50,000			
	Project 14-14 Subtotal		50,000			
S				Project 14-14 Subtotal		0
E						
E	**PA 14-15 George Werner Apartments**			**PA 14-15 George Werner Apartments & Freedom Apartments**		
	Bathroom and Kitchen Renovations/ Electrical (Family)	30 Units	102,339	Conversion of Units	30 Units	30,000
	Conversion of Units (Family/Elderly)	Project	50,000			
	Project 14-15 Subtotal		152,339			
				Project 14-15 Subtotal		30,000
	PA 14-16 Thomas Bishop Apartments					
A				**PA 14-16 Thomas Bishop Apartments**		
N	Project 14-16 Subtotal		0	Roof Replacement	Bldg.	80,000
N						
U				Project 14-16 Subtotal		80,000
A	**PA 14-17 Gordon Camp Apartments**					
L	Electrical Upgrade	41 Units	10,000	**PA 14-17 Gordon Camp Apartments**		
	Project 14-17 Subtotal		10,000			
				Project 14-17 Subtotal		0
	PA 14-18 Ambridge Apartments					
	Convert 0 BR into 1 BR units / drain replacement	Project	50,000	**PA 14-18 Ambridge Towers**		
	New Entrance Doors/ Renovate Laundry Room/Community Ro	Project	50,000			
S	First Floor & 10th Floor ceiling	Project	6,201	Project 14-18 Subtotal		0
T	Paint Hallways	Project	5,000			
A						
T	Project 14-18 Subtotal		111,201	**PA 14-19 Brodhead Apartments**		
E				Replace Sanitary Cast Iron Drain Lines/Bathroom Renovations	62 Units	100000
M	**PA 14-19 Brodhead Apartments**			Replace Emergency Generators (Relocate Exhausts)	Bldg.	30000
E				Project 14-19 Subtotal		130,000
N						
T	Project 14-19 Subtotal		0	**PA 14-22 Monacatootha Apartments**		
				Entrance Doors/Storm Doors/Railing Repair/Conversion of Units	Bldg.	50000
				Main Sewer Line Replacement/Kitchen and Tub Drains	Bldg.	10000
	PA 14-22 Monacatootha Apartments		0	Cable TV rewire	Bldg.	5,000
				Project 14-22 Subtotal		65,000
	Project 14-22 Subtotal		0			
	Subtotal of Estimated Cost		1,565,540	Subtotal of Estimated Cost		1,248,563

Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages

Work Statement for Year 1 FFY: 2008	Work Statement for Year 2 FFY: 2009			Work Statement for Year 3 FFY: 2010		
	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost
	PA 14-23 King Beaver Apartments			**PA 14-23 King Beaver Apartments**		
	Replace Emergency Generator	Project	30,000			
S	Project 14-23 Subtotal		30,000	Project 14-23 Subtotal		0
E						
E	**PA 14-24 Sheffield Towers**			**PA 14-24 Sheffield Towers**		
	Project 14-24 Subtotal		0	Project 14-24 Subtotal		0
	PA 14-25 Corak Towers			**PA 14-25 Corak Towers**		
A				Kitchen and Bathroom/ Community Room Renovations/Hallway	Project	100,000
N						
N	Project 14-25 Subtotal		0	Project 14-25 Subtotal		100,000
U						
A						
L	**PA 14-27 A.C. Edgecombe Apartments**			**PA 14-27 AC Edgecombe Apartments**		
S	Project 14-27 Subtotal		0			
T				Project 14-27 Subtotal		0
A						
T	**Agency-Wide Administration**					
E	Comprehensive Grant Program Staff Salaries		110,000	**Agency-Wide Administration**		
M	Comprehensive Grant Program Staff Benefits		40,000	Comprehensive Grant Program Staff Salaries		120,000
E				Comprehensive Grant Program Staff Benefits		40,000
N	Agency-Wide Administration Subtotal		150,000			
T				Agency-Wide Administration Subtotal		160,000
	Subtotal of Estimated Cost		1,745,540	Subtotal of Estimated Cost		1,508,563

Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages

Work Statement for Year 1 FFY: 2008	Work Statement for Year 4 FFY: 2011 Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Work Statement for Year 5 FFY: 2012 Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost
SEE ANNUAL STATEMENT	**PA 14-01 Linmar Terrace**			**PA 14-01 Linmar Terrace**		
	Electric Upgrade	94 Units	15,000	Replace Top Siding	Project	135,000
	Project 14-01 Subtotal		15,000	Project 14-01 Subtotal		135,000
	PA 14-03 Morado Dwellings					
	Electric Upgrade	131 Units	15,000			
	Replace Boiler and Fin Tubes	131 Units	150,000			
	Kitchen Renovations		120000			
				PA 14-03 Morado Dwellings		
				Roof Replacement/Shed Doors	138 Units	150,000
	Project 14-03 Subtotal		285,000			
	PA 14-04 Harmony Dwellings					
	Electric Upgrade	48 Units	10,000	Project 14-03 Subtotal		150,000
	Replace Bi-Fold Doors		15,000			
				PA 14-04 Harmony Dwellings		
	Project 14-04 Subtotal		25,000	Retaining Wall	Project	10,000
				Replace Top Siding	Bldg.	40000
	PA 14-05 Economy Village			Project 14-04 Subtotal		50,000
	Electric Upgrade	70 Units	18,277			
	Replace Siding	Project	65,000	**PA 14-05 Economy Village**		
	Additional Parking	Project	30000	Kitchen Renovations/Entrance Doors/Storm Doors	72 Units	100,000
				Sewer Line Replacement	Project	15,000
	Project 14-05 Subtotal		113,277	Furnace Replacement	72 Units	25,000
				Project 14-05 Subtotal		140,000
	Subtotal of Estimated Cost		438,277	Subtotal of Estimated Cost		475,000

Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages

Work Statement for Year 1 FFY: 2008	Work Statement for Year 4 FFY: 2011			Work Statement for Year 5 FFY: 2012		
	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost
	PA 14-06 Midcrest Homes			**PA 14-07 Pleasantview Homes**		
	Electric Upgrade	56 Units	20,000	Roofs/Chimneys	Bldg.	40,000
	Boiler/Radiation Replacement	Project	90,000			
S	Project 14-06 Subtotal		20,000	Project 14-07 Subtotal		40,000
E						
E	**PA 14-07 Pleasantview Homes**					
	Electric Upgrade	100 Units	30,000	**PA 14-08 Crestview Village**		
	Replace Windows	Project	157,074	Sewer / Water Lines	Project	20,000
	Project 14-07 Subtotal		187,074	Additional Parking/Remove old Basketball Courts	Project	20,000
				Replace Roofs and Gutters	Project	60000
A	**PA 14-08 Crestview Village**					
N	Electric Upgrade	100 Units	25,000	Project 14-08 Subtotal		100,000
N						
U	Project 14-08 Subtotal		25,000			
A				**PA 14-09 Linmar Terrace Extension**		
L				Replace Top Vinyl	Bldg.	90,000
	PA 14-09 Linmar Terrace Ext.					
	Electric Upgrade	100 Units	30,000			
	Heat Radiator Replacement/Heat Lines	100 Units	20000			
	Conversion of Units	Project	70000	Project 14-09 Subtotal		90,000
	Project 14-09 Subtotal		120,000	**PA 14-11 Brighton Homes**		
S	**PA 14-10 Mt. Washington Apartments**			Additional Parking Site 6	Project	5,000
T	New Construction	Project	100000	Replace Top Siding	Project	50,000
A				Project 14-11 Subtotal		55,000
T	Project 14-10 Subtotal		100000			
E						
M	**PA 14-13 Joseph Edwards Apartments**			**PA 14-13 Joseph Edwards Apartments**		
E	Kitchen/Bathroom Renovation/Bi-Fold Doors (Elderly)	34 Units	50000			
N				Parking Lot	Project	10,000
T	Project 14-13 Subtotal		50000	Boiler Replacement	Project	50,000
				Project 14-13 Subtotal		60,000
	PA 14-14 Eleanor Roosevelt Apartments					
	Project 14-14 Subtotal		0			
	Subtotal of Estimated Cost		820,351	Subtotal of Estimated Cost		820,000

Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages

Work Statement for Year 1 FFY: 2008	Work Statement for Year 4 FFY: 2011			Work Statement for Year 5 FFY: 2012		
	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost
	PA 14-15 George Werner Apartments & Freedom Apartments			**PA 14-14 Eleanor Roosevelt Apartments**		
				Domestic Hot Water Boilers/Drain Replacement	Project	10,000
	New Boilers	Bldg.	60,000	Parking Lot	Project	15,000
S	Sprinkler System	Project	30,000	Drop Ceilings/Entrance Doors/Storm Doors/Railings	Project	15,000
E				Elevator Upgrade	Project	10,000
E				Emergency Generator/Hallway Lighting	Project	10,000
	Project 14-15 Subtotal		90,000	Project 14-14 Subtotal		60,000
	PA 14-17 Gordon Camp Apartments			**PA 14-15 George Werner & Freedom Apartments**		
				Siding/Doors/ Storm Doors/Storage Sheds (Family)	Project	75,000
	Bathroom and Kitchen Renovations (Elderly)	41 Units	75,000	Kitchen Bath Renovations (Family & Elderly)	Units	90000
A	Entrance Doors (Family)	30 Units	30,000	New Raditors	Project	20000
N	Conversion of Units (Elderly & Family)	Project	40000			
N				Project 14-15 Subtotal		185,000
U	Project 14-17 Subtotal		145,000			
A						
L	**PA 14-18 Ambridge Towers**			**PA 14-16 Thomas Bishop Apartments**		
				Repave Parking Lot	30 Units	5000
				Electric Upgrade/Kitchen Renovation	Project	110000
				Elevator Upgrade	Project	20,000
				Emergency Generator/Boiler Replacement	Project	35,381
	Project 14-18 Subtotal		0	Project 14-16 Subtotal		170,381
				PA 14-17 Gordon Camp Apartments		
	PA 14-24 Sheffield Towers			Kitchen/Bathroom Renovation (Family)	30 Units	35000
S	Sitework/Pavemnt/Sidewalks		10000			
T	Kitchen Replacement		50000			
A						
T				Project 14-17 Subtotal		35,000
E	Project 14-24 Subtotal		60,000	**PA 14-18 Ambridge Towers**		
M						
E	**PA 14-25 Corak Towers**					
N	Elevator Upgrade	Project	10000	Project 14-18 Subtotal		0
T	Kitchen/Bathroom Renovations	49 Units	40000			
				PA 14-22 Monacatootha Apartments		
				Sewer Lines/Site Work	Project	10000
	Project 14-25 Subtotal		50,000			
				Project 14-22 Subtotal		10,000
	Subtotal of Estimated Cost		1,165,351	Subtotal of Estimated Cost		1,280,381

Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages

Work Statement for Year 1 FFY: 2008	Work Statement for Year 4 FFY: 2011			Work Statement for Year 5 FFY: 2012		
	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost
	PA 14-27 A.C. Edgecombe Apartments			**PA 14-23 King Beaver Apartments**		
	Stucco Exterior	Project	20,000	Roof Replacement	Project	19666
	Parking Lot	Project	15,000	Sprinkler System Renovation	Project	15000
S	Roof Replacement	Project	78,000			
E				Project 14-23 Subtotal		34,666
E	Project 14-27 Subtotal		113,000			
	Agency-Wide Administration			**PA 14-25 CorakTowers**		
	Comprehensive Grant Program Staff Salaries		140,000			
	Comprehensive Grant Program Staff Benefits		67,000	Site work/Pavement & Retaining Wall	Project	15000
				Emergency Generator Replacement	Project	10,000
A	Agency-Wide Administration Subtotal		207,000	Project 14-25 Subtotal		25,000
N						
N						
U				**PA 14-27 A.C. Edgecombe Apartments**		
A				Emergency Generator	100 Units	10000
L				Bifold Doors/Balcony Doors/Whalen Units	100 Units	40000
				Kitchen/Bathroom Renovation	100 Units	120,000
				Hallway Ceiling Tile/Wallpaper Replacement	Bldg.	25,000
				Project 14-27Subtotal		170,000
				County -Wide		
S				Mailbox Replacement (1,2,3,4,5,6,7,8,9)		10,000
T				Replace Boiler Controls (15,25,22,27,16,13,17,14,24,18,23,19,CO)		15,000
A				Concrete/Lighting Exterior		15,000
T						
E				County Wide Subtotal		40,000
M						
E						
N				**Agency-Wide Administration**		
T				Comprehensive Grant Program Staff Salaries		113,000
				Comprehensive Grant Program Staff Benefits		47,000
				Agency-Wide Administration Subtotal		160,000
	Subtotal of Estimated Cost		1,485,351	Subtotal of Estimated Cost		1,710,047

Five-Year Action Plan
Part III: Supporting Pages
Management Needs Work Statement(s)
Capital Fund Program (CFP)

Work Statement for Year 1 FFY: 2007	Work Statement for Year 2 FFY: 2008			Work Statement for Year 3 FFY: 2009		
	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost
SEE ANNUAL STATEMENT	Supportive Services - Elderly Residency	PHA Wide	75,000	Supportive Services - Elderly Residency	PHA Wide	75,000
	Additional On-Duty Police Salaries & Benefits	PHA Wide	60,000	Additional On-Duty Police Salaries & Benefits	PHA Wide	75,000
	Computer Upgrade	PHA Wide	10,000	Computer Upgrade	PHA Wide	25,000
	Operations	PHA Wide	40,000	Operations	PHA Wide	50,000
	Contingency	PHA Wide	50,000	Contingency	PHA Wide	50,000
	Supportive Services - Family Residency	PHA Wide	25,000	Supportive Services - Family Residency	PHA Wide	25,000
	Bond Debt Service	PHA Wide	672,447	Bond Debt Service	PHA Wide	678,223
	Relocation Costs	PHA Wide	15,000	Relocation Costs	PHA Wide	20,000
	Debt Service	PHA Wide	75,000	Debt Service	PHA Wide	75,000
	Rehab/Development (Various Site Acquistions)	PHA Wide	303,336	Rehab/Development (Various Site Acquistions)	PHA Wide	489,537
	Subtotal of Estimated Cost		1,325,783	Subtotal of Estimated Cost		1,562,760

Five-Year Action Plan
Part III: Supporting Pages
Management Needs Work Statement(s)
Capital Fund Program (CFP)

Work Statement for Year 1 FFY: 2007	Work Statement for Year 4 FFY: 2010			Work Statement for Year 5 FFY: 2011		
	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost
SEE ANNUAL STATEMENT	Supportive Services - Elderly Residency	PHA Wide	75,000	Supportive Services - Elderly Residency	PHA Wide	100,000
	Additional On-Duty Police Salaries & Benefits	PHA Wide	75,000	Additional On-Duty Police Salaries & Benefits	PHA Wide	75,000
	Computer Upgrade	PHA Wide	20,000	Computer Upgrade	PHA Wide	30,000
	Operations	PHA Wide	100,000	Operations	PHA Wide	50,000
	Contingency	PHA Wide	26,723	Contingency	PHA Wide	0
	Supportive Services - Family Residency	PHA Wide	25,000	Supportive Services - Family Residency	PHA Wide	25,000
	Bond Debt Service	PHA Wide	669,712	Bond Debt Service	PHA Wide	669,235
	Relocation Costs	PHA Wide	10,000	New Construction	PHA Wide	50,000
	Rehab/Development (Various Site Acquistions)	PHA Wide	464,537	Rehab/Development (Various Site Acquistions)	PHA Wide	362,041
	Subtotal of Estimated Cost		1,465,972	Subtotal of Estimated Cost		1,361,276

Annual Statement / Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name:	Comprehensive Grant Number:	FFY of Grant Approval:
HOUSING AUTHORITY OF THE COUNTY OF BEAVER	**PA28P01450107**	**2007**

[ ] Original Annual Statement [ ] Reserve for Disasters/Emergencies [ ] Revised Annual Statement/Revision Number [ ] [X] Performance and Evaluation Report for Program Year Ending [12/31/2007]

[ ] Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost Original	Revised (1)	Total Actual Cost (2) Obligated	Expended
1	Total Non-CGP Funds	**$0.00**	**$0.00**	**$0.00**	**$0.00**
2	1406 Operations (May not exceed 10% of line 21)	**$100,000.00**	**$100,000.00**	**$0.00**	**$0.00**
3	1408 Management Improvements	**$335,000.00**	**$335,000.00**	**$0.00**	**$0.00**
4	1410 Administration	**$102,164.00**	**$102,164.00**	**$0.00**	**$0.00**
5	1411 Audit	**$0.00**	**$0.00**	**$0.00**	**$0.00**
6	1415 Liquidated Damages	**$0.00**	**$0.00**	**$0.00**	**$0.00**
7	1430 Fees and Cost	**$269,439.00**	**$269,439.00**	**$0.00**	**$0.00**
8	1440 Site Acquisition	**$194,937.00**	**$194,937.00**	**$0.00**	**$0.00**
9	1450 Site Improvements	**$119,000.00**	**$119,000.00**	**$0.00**	**$0.00**
10	1460 Dwellings Structures	**$905,336.00**	**$905,336.00**	**$0.00**	**$0.00**
11	1465.1 Dwelling Equipment - Nonexpendable	**$0.00**	**$0.00**	**$0.00**	**$0.00**
12	1470 Nondwelling Structures	**$0.00**	**$0.00**	**$0.00**	**$0.00**
13	1475 Nondwelling Equipment	**$8,000.00**	**$8,000.00**	**$0.00**	**$0.00**
14	1485 Demolition	**$50,000.00**	**$50,000.00**	**$0.00**	**$0.00**
15	1490 Replacement Reserve	**$0.00**	**$0.00**	**$0.00**	**$0.00**
16	1492 Moving to Work Demonstration	**$0.00**	**$0.00**	**$0.00**	**$0.00**
17	1495.1 Relocation Costs	**$25,000.00**	**$25,000.00**	**$0.00**	**$0.00**
18	1499 Development Activities	**$200,000.00**	**$200,000.00**	**$0.00**	**$0.00**
19	1501 Collaterization or Debt Service	**$747,447.00**	**$747,447.00**	**$0.00**	**$0.00**
20	1502 Contingency	**$15,000.00**	**$15,000.00**	**$0.00**	**$0.00**
21	**Amount of Annual Grant (sum of lines 2-19)**	**$3,071,323.00**	**$3,071,323.00**	**$0.00**	**$0.00**
22	Amount of line 19 Related to LBP Activities				
23	Amount of line 19 Related to Section 504 Compliance				
24	Amount of line 19 Related to Security - Soft Costs				
25	Amount of line 19 Related to Security -Hard Costs				
26	Amount of line 19 Related to Energy Conservation				

Annual Statement / Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

Part II: Supporting Pages

PHA Name: **HOUSING AUTHORITY OF THE COUNTY OF BEAVER**

Grant Type and Number
Capital Fund Program Grant No: PA28P01450107
Replacement Housing Factor Grant No.

Federal FY of Grant: 2007

Development Number / Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost Original	Total Estimated Cost Revised (1)	Total Actual Cost Funds Obligated (2)	Total Actual Cost Funds Expended (2)	Status of Work
PA 14-01	Architecture and Engineering - Total 14-01	1430	Project	$0.00	$0.00	$0.00	$0.00	
Linmar Terrace	Electric Upgrade/220V Lines/Meter/Light Fixtures	1460	94 Apts.	$10,000.00	$10,000.00	$0.00	$0.00	In Planning
	Paint Exterior and Trim Repair	1460	Project	$40,000.00	$40,000.00	$0.00	$0.00	In Planning
	Subtotal Account 1460			$50,000.00	$50,000.00	$0.00	$0.00	
	Subtotal PA 14-01			**$50,000.00**	**$50,000.00**	**$0.00**	**$0.00**	
PA 14-03	Architecture and Engineering - Total 14-04	1430	Project	$14,339.00	$14,339.00	$0.00	$0.00	In Planning
Morado Dwellings	Electric Upgrade	1460	131 Apts.	$15,000.00	$15,000.00	$0.00	$0.00	In Planning
	Conversion of Units	1460	Project	$20,000.00	$20,000.00	$0.00	$0.00	In Planning
	Replace Shed Doors, Apartment/Storm Doors	1460	131 Apts.	$80,000.00	$80,000.00	$0.00	$0.00	In Planning
	Paint Exterior/Trim Repair	1460	Project	$30,000.00	$30,000.00	$0.00	$0.00	In Planning
	Subtotal Account 1460			$145,000.00	$145,000.00	$0.00	$0.00	
	Subtotal PA 14-03			**$159,339.00**	**$159,339.00**	**$0.00**	**$0.00**	
PA 14-04	Architecture and Engineering - Total 14-04	1430	Project	$4,000.00	$4,000.00	$0.00	$0.00	In Planning
Harmony Dwellings	Electric Upgrade	1460	48 Apts.	$15,000.00	$15,000.00	$0.00	$0.00	In Planning
	Conversion of Units	1460	Project	$20,000.00	$20,000.00	$0.00	$0.00	In Planning
	Vapor Barrier in Crawl Space	1460	Project	$50,000.00	$50,000.00	$0.00	$0.00	In Planning
	Subtotal Account 1460			$85,000.00	$85,000.00	$0.00	$0.00	
	Subtotal PA 14-04			**$89,000.00**	**$89,000.00**	**$0.00**	**$0.00**	
PA 14-05	Architecture and Engineering - Total 14-05	1430	Project	$10,000.00	$10,000.00	$0.00	$0.00	In Planning
Economy Village	Shed Siding	1450	Project	$30,000.00	$30,000.00	$0.00	$0.00	In Planning
	Retaining Wall Repair	1450	Project	$15,000.00	$15,000.00	$0.00	$0.00	In Planning
	Subtotal Account 1450			$45,000.00	$45,000.00	$0.00	$0.00	In Planning
	Electric Upgrade	1460	48 Apts.	$10,000.00	$10,000.00	$0.00	$0.00	In Planning
	Stoops and Handrails	1460	48 Apts.	$40,000.00	$40,000.00	$0.00	$0.00	In Planning
	Subtotal Account 1460			$50,000.00	$50,000.00	$0.00	$0.00	
	Subtotal PA 14-05			**$105,000.00**	**$105,000.00**	**$0.00**	**$0.00**	

Annual Statement / Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

Part II: Supporting Pages

PHA Name:	**Grant Type and Number**	**Federal FY of Grant:**
HOUSING AUTHORITY OF THE COUNTY OF BEAVER	Capital Fund Program Grant No: PA28P01450107 Replacement Housing Factor Grant No.	2007

Development Number / Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost Original	Total Estimated Cost Revised (1)	Total Actual Cost Funds Obligated (2)	Total Actual Cost Funds Expended (2)	Status of Proposed Work (2)
PA 14-06 Midcrest Homes	Architecture and Engineering - Total 14-06	1430	Project	$0.00	$0.00	$0.00	$0.00	In Planning
		1450	Project	$0.00	$0.00	$0.00	$0.00	In Planning
	Subtotal Account 1450			$0.00	$0.00	$0.00	$0.00	
	Electric Upgrade	1460	56 Apts.	$15,000.00	$15,000.00	$0.00	$0.00	In Planning
	Subtotal Account 1460			$15,000.00	$15,000.00	$0.00	$0.00	
	Subtotal 14-06			**$15,000.00**	**$15,000.00**	**$0.00**	**$0.00**	
PA 14-07 Pleasantview	Architecture and Engineering - Total 14-07	1430	Project	$8,000.00	$8,000.00	$0.00	$0.00	In Planning
	Electric Upgrade	1460	110 Apts.	$8,000.00	$8,000.00	$0.00	$0.00	In Planning
	Conversion of Units	1460	Project	$10,000.00	$10,000.00	$0.00	$0.00	In Planning
	Paint Exterior/Trim Repair/Top Vinyl Siding	1460	Project	$30,000.00	$30,000.00	$0.00	$0.00	In Planning
	Entrance Doors/Shed Doors/Storm Doors	1460	110 Apts.	$50,000.00	$50,000.00	$0.00	$0.00	In Planning
	Subtotal Account 1460			$98,000.00	$98,000.00	$0.00	$0.00	
	Subtotal PA 14-07			**$106,000.00**	**$106,000.00**	**$0.00**	**$0.00**	
PA 14-08 Crestview Village	Architecture and Engineering - Total 14-08	1430	Project	$0.00	$0.00	$0.00	$0.00	In Planning
	Electric Upgrade	1460	100 Units	$5,000.00	$5,000.00	$0.00	$0.00	In Planning
	Poorch Roofs	1460	100 Units	$10,000.00	$10,000.00	$0.00	$0.00	In Planning
	Subtotal Account 1460			$15,000.00	$15,000.00	$0.00	$0.00	
	Subtotal PA 14-08			**$15,000.00**	**$15,000.00**	**$0.00**	**$0.00**	

Annual Statement / Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

Part II: Supporting Pages

PHA Name:	**Grant Type and Number**	**Federal FY of Grant:**
HOUSING AUTHORITY OF THE COUNTY OF BEAVER	Capital Fund Program Grant No: PA28P01450107 Replacement Housing Factor Grant No.	2007

Development Number / Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost Original	Total Estimated Cost Revised (1)	Total Actual Cost Funds Obligated (2)	Total Actual Cost Funds Expended (2)	Status of Proposed Work (2)
PA 14-09	Architecture and Engineering - Total 14-09	1430	Project	$0.00	$0.00	$0.00	$0.00	In Planning
Linmar Terrace	Electric Upgrade	1460	100 Apts.	$5,000.00	$5,000.00	$0.00	$0.00	In Planning
Extension								
	Subtotal Account 1460			$5,000.00	$5,000.00	$0.00	$0.00	
	Subtotal PA 14-09			**$5,000.00**	**$5,000.00**	**$0.00**	**$0.00**	
PA 14-10	Architecture and Engineering - Total 14-10	1430	Project	$5,000.00	$5,000.00	$0.00	$0.00	In Planning
Mt. Washington								
Apartments	Demolition	1485	Project	$50,000.00	$50,000.00	$0.00	$0.00	In Planning
	Subtotal PA 14-10			**$55,000.00**	**$55,000.00**	**$0.00**	**$0.00**	
PA 14-11	Architecture and Engineering - Total 14-11	1430	Project	$1,000.00	$1,000.00	$0.00	$0.00	In Planning
Brighton Homes	Storage Shed Doors	1450	Bldgs.	$15,000.00	$15,000.00	$0.00	$0.00	In Planning
	Subtotal PA 14-11			**$16,000.00**	**$16,000.00**	**$0.00**	**$0.00**	
PA 14-12	Architecture and Engineering - Total 14-12	1430	Project	$6,000.00	$6,000.00	$0.00	$0.00	In Planning
John F. Kennedy								
Apartments	Conversion of Units/Renovate Bathrooms	1460	36 Units	$100,000.00	$100,000.00	$0.00	$0.00	In Planning
	Subtotal Account 1460			$100,000.00	$100,000.00	$0.00	$0.00	
	Subtotal PA 14-12			**$106,000.00**	**$106,000.00**	**$0.00**	**$0.00**	

Annual Statement / Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

Part II: Supporting Pages

PHA Name:	**Grant Type and Number**	**Federal FY of Grant:**
HOUSING AUTHORITY OF THE COUNTY OF BEAVER	Capital Fund Program Grant No: PA28P01450107 Replacement Housing Factor Grant No.	2007

Development Number / Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost Original	Total Estimated Cost Revised (1)	Total Actual Cost Funds Obligated (2)	Total Actual Cost Funds Expended (2)	Status of Proposed Work (2)
PA 14-13	Architecture and Engineering - Total 14-13	1430	Project	$0.00	$0.00	$0.00	$0.00	In Planning
Joseph Edwards Apartments	Renovate Elevator	1450	Project	$17,000.00	$17,000.00	$0.00	$0.00	In Planning
	Subtotal Account 1450			$17,000.00	$17,000.00	$0.00	$0.00	
	Subtotal Account 1460			$0.00	$0.00	$0.00	$0.00	
	Subtotal PA 14-13			**$17,000.00**	**$17,000.00**	**$0.00**	**$0.00**	
PA 14-14	Architecture and Engineering - Total 14-14	1430	Project	$0.00	$0.00	$0.00	$0.00	In Planning
Eleanor Roosevelt Apartments								
			Project	$0.00	$0.00	$0.00	$0.00	
	Subtotal Account 1450			$0.00	$0.00	$0.00	$0.00	
	Subtotal PA 14-14			**$0.00**	**$0.00**	**$0.00**	**$0.00**	
PA 14-15	Architecture and Engineering - Total 14-15	1430	Project	$1,500.00	$1,500.00	$0.00	$0.00	In Planning
George Werner Apartments	Window Replacement / Entrance Doors	1460	Project	$25,000.00	$25,000.00	$0.00	$0.00	In Planning
	UFAS Apartments	1460	Project	$87,336.00	$87,336.00	$0.00	$0.00	In Planning
	Subtotal Account 1460			$112,336.00	$112,336.00	$0.00	$0.00	
	Subtotal PA 14-15			**$113,836.00**	**$113,836.00**	**$0.00**	**$0.00**	
PA 14-16	Architecture and Engineering - Total 14-16	1430	Project	$0.00	$0.00	$0.00	$0.00	In Planning
Thomas Bishop Apartments		1460	Project	$0.00	$0.00	$0.00	$0.00	In Planning
	Subtotal Account 1460			$0.00	$0.00	$0.00	$0.00	
	Subtotal PA 14-16			**$0.00**	**$0.00**	**$0.00**	**$0.00**	

Annual Statement / Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

Part II: Supporting Pages

PHA Name:	**Grant Type and Number**	**Federal FY of Grant:**
HOUSING AUTHORITY OF THE COUNTY OF BEAVER	Capital Fund Program Grant No: PA28P01450107 Replacement Housing Factor Grant No.	2007

Development Number / Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost Original	Total Estimated Cost Revised (1)	Total Actual Cost Funds Obligated (2)	Total Actual Cost Funds Expended (2)	Status of Proposed Work (2)
PA 14-17	Architecture and Engineering - Total 14-17	1430	Project	$0.00	$0.00	$0.00	$0.00	In Planning
Gordon Camp								
Apartments	Elevator Upgrades			$8,000.00	$8,000.00	$0.00	$0.00	
	Subtotal Account 1460			$8,000.00	$8,000.00	$0.00	$0.00	
	Subtotal PA 14-17			**$8,000.00**	**$8,000.00**	**$0.00**	**$0.00**	
PA 14-18	Architecture and Engineering - Total 14-18	1430	Project	$0.00	$0.00	$0.00	$0.00	In Planning
Ambridge Towers	Sprinkler Installation	1460	Project	$8,000.00	$8,000.00	$0.00	$0.00	In Planning
	Subtotal Account 1460			$8,000.00	$8,000.00	$0.00	$0.00	
	Subtotal PA 14-18			**$8,000.00**	**$8,000.00**	**$0.00**	**$0.00**	
PA 14-19	Architecture and Engineering - Total 14-19	1430	Project	$1,500.00	$1,500.00	$0.00	$0.00	In Planning
Brodhead Apartments	Sidewalk Repair	1450	Project	$12,000.00	$12,000.00	$0.00	$0.00	In Planning
	Subtotal Account 1450			$12,000.00	$12,000.00	$0.00	$0.00	
	Subtotal PA 14-19			**$13,500.00**	**$13,500.00**	**$0.00**	**$0.00**	
PA 14-22	Architecture and Engineering - Total 14-22	1430	Project	$4,000.00	$4,000.00	$0.00	$0.00	In Planning
Monacatootha	Repair Existing and add a New Parking Lot	1450	Project	$30,000.00	$25,800.00	$0.00	$0.00	In Planning
Apartments	Parking Lot	1450	Project	$0.00	$4,200.00	$4,200.00	$4,200.00	Completed
	Subtotal Account 1450			$30,000.00	$30,000.00	$4,200.00	$4,200.00	
	Subtotal PA 14-22			**$34,000.00**	**$29,800.00**	**$0.00**	**$0.00**	

Annual Statement / Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

Part II: Supporting Pages

PHA Name:	**Grant Type and Number**	**Federal FY of Grant:**
HOUSING AUTHORITY OF THE COUNTY OF BEAVER	Capital Fund Program Grant No: PA28P01450107 Replacement Housing Factor Grant No.	2007

Development Number / Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost Original	Total Estimated Cost Revised (1)	Total Actual Cost Funds Obligated (2)	Total Actual Cost Funds Expended (2)	Status of Proposed Work (2)
PA 14-23	Architecture and Engineering - Total 14-23	1430	Project	$5,000.00	$5,000.00	$0.00	$0.00	In Planning
King Beaver								
Apartments	Bathroom Renovation	1460	Project	$70,000.00	$70,000.00	$0.00	$0.00	In Planning
	Cable & Cat5 Replacement	1460	Project	$12,000.00	$12,000.00	$0.00	$0.00	In Planning
	Subtotal Account 1460			$82,000.00	$82,000.00	$0.00	$0.00	
	Subtotal PA 14-23			**$87,000.00**	**$87,000.00**	**$0.00**	**$0.00**	
PA 14-24	Architecture and Engineering - Total 14-24	1430	Project	$0.00	$0.00	$0.00	$0.00	In Planning
Sheffield Towers	Fire Alarm System Replacement	1460	Project	$6,000.00	$6,000.00	$0.00	$0.00	In Planning
	UFAS Apartments / Relocate Office	1460	Project	$60,000.00	$60,000.00	$0.00	$0.00	In Planning
	Subtotal Account 1460			$66,000.00	$66,000.00	$0.00	$0.00	
	Subtotal PA 14-24			**$66,000.00**	**$66,000.00**	**$0.00**	**$0.00**	
PA 14-25	Architecture and Engineering - Total 14-25	1430	Project	$0.00	$0.00	$0.00	$0.00	In Planning
Corak Towers								
	Fire Alarm Upgrade			$6,000.00	$6,000.00	$0.00	$0.00	
	Subtotal Account 1460			$6,000.00	$6,000.00	$0.00	$0.00	
	Subtotal PA 14-25			**$6,000.00**	**$6,000.00**	**$0.00**	**$0.00**	
PA 14-27	Architecture and Engineering - Total 14-27	1430	Project	$0.00	$0.00	$0.00	$0.00	In Planning
A.C. Edgecombe								
Apartments	Fire Pump Replacement			$10,000.00	$10,000.00	$0.00	$0.00	
	Subtotal Account 1460			$10,000.00	$10,000.00	$0.00	$0.00	
	Subtotal PA 14-27			**$10,000.00**	**$10,000.00**	**$0.00**	**$0.00**	

Annual Statement / Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

Part II: Supporting Pages

PHA Name:	**Grant Type and Number**	**Federal FY of Grant:**
HOUSING AUTHORITY OF THE COUNTY OF BEAVER	Capital Fund Program Grant No: PA28P01450107 Replacement Housing Factor Grant No.	2007

Development Number / Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost Original	Total Estimated Cost Revised (1)	Total Actual Cost Funds Obligated (2)	Total Actual Cost Funds Expended (2)	Status of Proposed Work (2)
Central Office Administration	Comprehensive Grant Program Staff Salaries	1410	PHA Wide	$5,000.00	$5,000.00	$0.00	$0.00	In Progress
	Comprehensive Grant Program Staff Benefits	1410	PHA Wide	$1,500.00	$1,500.00	$0.00	$0.00	In Progress
	Management Fee	1410	PHA Wide	$95,664.00	$95,664.00	$0.00	$0.00	In Progress
	Subtotal Account 1410			$102,164.00	$102,164.00	$0.00	$0.00	In Progress
	Additional On-Duty Police Protection	1408	PHA Wide	$150,000.00	$150,000.00	$0.00	$0.00	In Progress
	Supportive Services - Elderly Residency	1408	PHA Wide	$160,000.00	$160,000.00	$0.00	$0.00	In Progress
	Supportive Services - Family Residency	1408	PHA Wide	$25,000.00	$25,000.00	$11,760.00	$11,760.00	In Progress
	Subtotal Account 1408			$335,000.00	$335,000.00	$11,760.00	$11,760.00	
	Comprehensive Grant Program Staff Salaries	1430	PHA Wide	$128,500.00	$128,500.00	$20,872.54	$20,872.54	In Progress
	Comprehensive Grant Program Staff Benefits	1430	PHA Wide	$68,600.00	$68,600.00	$9,805.36	$9,805.36	In Progress
	Subtotal Account 1430			$197,100.00	$197,100.00	$30,677.90	$30,677.90	
	Subtotal Central Office Administration			**$634,264.00**	**$634,264.00**	**$42,437.90**	**$42,437.90**	

Annual Statement / Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

Part II: Supporting Pages

PHA Name:	**Grant Type and Number**	**Federal FY of Grant:**
HOUSING AUTHORITY OF THE COUNTY OF BEAVER	Capital Fund Program Grant No: PA28P01450107 Replacement Housing Factor Grant No.	2007

Development Number / Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
	Accessibility Accommodations	1460	PHA Wide	$50,000.00	$50,000.00	$0.00	$0.00	In Planning
	Consulting Services for ER Preparation	1430	PHA Wide	$12,000.00	$12,000.00	$0.00	$0.00	In Planning
	Computer Upgrade	1475	PHA Wide	$8,000.00	$8,000.00	$0.00	$0.00	In Planning
	Operations	1406	PHA Wide	$100,000.00	$100,000.00	$8,333.37	$8,333.37	In Planning
	Relocation Costs	1495	PHA Wide	$25,000.00	$25,000.00	$0.00	$0.00	In Planning
	Bond Debt Service	1501	PHA Wide	$672,447.00	$672,447.00	$666,888.87	$666,888.87	In Planning
Contingency Acct.	Contingency Funds for Overruns/Additional Work Items	1502	PHA Wide	$15,000.00	$15,000.00	$0.00	$0.00	In Planning
	Debt Service	1501	PHA Wide	$75,000.00	$75,000.00	$0.00	$0.00	In Planning
	Site Acquisition of Stephen Phillips Homes and other poten	1440	PHA Wide	$194,937.00	$194,937.00	$0.00	$0.00	In Planning
	Rehab/Development (Various Site Acquisitions)	1499	PHA Wide	$200,000.00	$200,000.00	$0.00	$0.00	In Planning

Annual Statement / Performance and Evaluation Report

Capital Fund Program Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part III: Implementation Schedules

PHA Name:	Grant Type and Number	
Housing Authority of the County of Beaver	Capital Fund Program Grant No: PA28P01450107	Federal FY of Grant: 2007
	Replacement Housing Factor Grant No.	

Development Number / Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates (2)
	Original	Revised (1)	Actual (2)	Original	Revised (1)	Actual (2)	
PA 14-01							
Linmar Terrace	12-Sep-10			12-Sep-12			
PA 14-03							
Morado Dwellings	12-Sep-10			12-Sep-12			
PA 14-04							
Harmony Dwellings	12-Sep-10			12-Sep-12			
PA 14-05							
Economy Village	12-Sep-10			12-Sep-12			
PA 14-06							
Micrest Homes	12-Sep-10			12-Sep-12			
PA 14-07							
Pleasantview Homes	12-Sep-10			12-Sep-12			
PA 14-08							
Crestview Village	12-Sep-10			12-Sep-12			
PA 14-09							
Linmar Terrace Extension	12-Sep-10			12-Sep-12			
PA 14-10							
Mt. Washington Apartments	12-Sep-10			12-Sep-12			
PA 14-11							
Brighton Homes	12-Sep-10			12-Sep-12			

Annual Statement / Performance and Evaluation Report

Capital Fund Program Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part III: Implementation Schedules

PHA Name: Housing Authority of the County of Beaver	Grant Type and Number: Capital Fund Program Grant No: PA28P01450107; Replacement Housing Factor Grant No.	Federal FY of Grant: 2007

Development Number / Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates (2)
	Original	Revised (1)	Actual (2)	Original	Revised (1)	Actual (2)	
PA 14-12 J.F. Kennedy Apartments	12-Sep-10			12-Sep-12			
PA 14-13 Joseph Edward Apartments	12-Sep-10			12-Sep-12			
PA 14-14 Eleanor Roosevelt Apartments	12-Sep-10			12-Sep-12			
PA 14-15 George Werner Apartments	12-Sep-10			30-Jun-09			
PA 14-16 Thomas Bishop Apartments	12-Sep-10			12-Sep-12			
PA 14-17 Gordon Camp Apartments	12-Sep-10			12-Sep-12			
PA 14-18 Ambridge Towers	12-Sep-10			12-Sep-12			
PA 14-19 Brodhead Apartments	12-Sep-10			12-Sep-12			
PA 14-22 Monacatootha Apartments	12-Sep-10			12-Sep-12			
PA 14-23 King Beaver Apartments	12-Sep-10			12-Sep-12			
PA 14-24 Sheffield Towers	12-Sep-10			12-Sep-12			
PA 14-27 A.C. Edgecombe Apartments	12-Sep-10			12-Sep-12			
Central Office Administration	12-Sep-10			12-Sep-12			

Annual Statement / Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name:	Comprehensive Grant Number:	FFY of Grant Approval:
HOUSING AUTHORITY OF THE COUNTY OF BEAVER	**PA28R01450107**	**2007**

[ ] Original Annual Statement [ ] Reserve for Disasters/Emergencies [ ] Revised Annual Statement/Revision Number [ ] [X] Performance and Evaluation Report for Program Year Ending [12/31/2007]
[ ] Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost Original	Total Estimated Cost Revised (1)	Total Actual Cost (2) Obligated	Total Actual Cost (2) Expended
1	Total Non-CGP Funds	**$0.00**	**$0.00**	**$0.00**	**$0.00**
2	1406 Operations (May not exceed 10% of line 19)	**$0.00**	**$0.00**	**$0.00**	**$0.00**
3	1408 Management Improvements	**$0.00**	**$0.00**	**$0.00**	**$0.00**
4	1410 Administration	**$0.00**	**$0.00**	**$0.00**	**$0.00**
5	1411 Audit	**$0.00**	**$0.00**	**$0.00**	**$0.00**
6	1415 Liquidated Damages	**$0.00**	**$0.00**	**$0.00**	**$0.00**
7	1430 Fees and Cost	**$0.00**	**$0.00**	**$0.00**	**$0.00**
8	1440 Site Acquisition	**$0.00**	**$0.00**	**$0.00**	**$0.00**
9	1450 Site Improvements	**$0.00**	**$0.00**	**$0.00**	**$0.00**
10	1460 Dwellings Structures	**$0.00**	**$0.00**	**$0.00**	**$0.00**
11	1465.1 Dwelling Equipment - Nonexpendable	**$0.00**	**$0.00**	**$0.00**	**$0.00**
12	1470 Nondwelling Structures	**$0.00**	**$0.00**	**$0.00**	**$0.00**
13	1475 Nondwelling Equipment	**$0.00**	**$0.00**	**$0.00**	**$0.00**
14	1485 Demolition	**$0.00**	**$0.00**	**$0.00**	**$0.00**
15	1490 Replacement Reserve	**$0.00**	**$0.00**	**$0.00**	**$0.00**
16	1492 Moving to Work Demonstration	**$0.00**	**$0.00**	**$0.00**	**$0.00**
17	1495.1 Relocation Costs	**$0.00**	**$0.00**	**$0.00**	**$0.00**
18	1499 Development Activities	**$47,922.00**	**$0.00**	**$0.00**	**$0.00**
19	1501 Collaterization or Debt Service	**$0.00**	**$0.00**	**$0.00**	**$0.00**
20	1502 Contingency	**$0.00**	**$0.00**	**$0.00**	**$0.00**
21	**Amount of Annual Grant (sum of lines 2-19)**	**$47,922.00**	**$0.00**	**$0.00**	**$0.00**
22	Amount of line 19 Related to LBP Activities				
23	Amount of line 19 Related to Section 504 Compliance				
24	Amount of line 19 Related to Security - Soft Costs				
25	Amount of line 19 Related to Security -Hard Costs				
26	Amount of line 19 Related to Energy Conservation				

Annual Statement / Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

Part II: Supporting Pages

PHA Name:	**Grant Type and Number**	**Federal FY of Grant:**
HOUSING AUTHORITY OF THE COUNTY OF BEAVEI	Capital Fund Program Grant No: PA28P01450107 Replacement Housing Factor Grant No.	2007

Development Number / Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
PHA Authority Wide	Replacement Housing	1499	Project	$47,922.00	$0.00	$0.00	$0.00	In Planning
	Total 1499			$47,922.00	$0.00	$0.00	$0.00	
				$47,922.00	**$0.00**	**$0.00**	**$0.00**	

Annual Statement / Performance and Evaluation Report

Capital Fund Program Capital Fund Program Replacemnt Housing Factor (CFP/CFPRHF)

Part III: Implementation Schedules

PHA Name: Housing Authority of the County of Beaver				Grant Type and Number Capital Fund Program Grant No: PA28R01450107 Replacement Housing Factor Grant No.			Federal FY of Grant: 2007
Development Number / Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates (2)
	Original	Revised (1)	Actual (2)	Original	Revised (1)	Actual (2)	
PHA Authority Wide	12-Sep-09			12-Sep-11			

Annual Statement / Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name:	Comprehensive Grant Number:	FFY of Grant Approval:
HOUSING AUTHORITY OF THE COUNTY OF BEAVER	**PA28R01450207**	**2007**

[ ] Original Annual Statement [ ] Reserve for Disasters/Emergencies [ ] Revised Annual Statement/Revision Number [ ] [X] Performance and Evaluation Report for Program Year Ending [12/31/2007]
[ ] Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost Original	Total Estimated Cost Revised (1)	Total Actual Cost (2) Obligated	Total Actual Cost (2) Expended
1	Total Non-CGP Funds	**$0.00**	**$0.00**	**$0.00**	**$0.00**
2	1406 Operations (May not exceed 10% of line 19)	**$0.00**	**$0.00**	**$0.00**	**$0.00**
3	1408 Management Improvements	**$0.00**	**$0.00**	**$0.00**	**$0.00**
4	1410 Administration	**$0.00**	**$0.00**	**$0.00**	**$0.00**
5	1411 Audit	**$0.00**	**$0.00**	**$0.00**	**$0.00**
6	1415 Liquidated Damages	**$0.00**	**$0.00**	**$0.00**	**$0.00**
7	1430 Fees and Cost	**$0.00**	**$0.00**	**$0.00**	**$0.00**
8	1440 Site Acquisition	**$0.00**	**$0.00**	**$0.00**	**$0.00**
9	1450 Site Improvements	**$0.00**	**$0.00**	**$0.00**	**$0.00**
10	1460 Dwellings Structures	**$0.00**	**$0.00**	**$0.00**	**$0.00**
11	1465.1 Dwelling Equipment - Nonexpendable	**$0.00**	**$0.00**	**$0.00**	**$0.00**
12	1470 Nondwelling Structures	**$0.00**	**$0.00**	**$0.00**	**$0.00**
13	1475 Nondwelling Equipment	**$0.00**	**$0.00**	**$0.00**	**$0.00**
14	1485 Demolition	**$0.00**	**$0.00**	**$0.00**	**$0.00**
15	1490 Replacement Reserve	**$0.00**	**$0.00**	**$0.00**	**$0.00**
16	1492 Moving to Work Demonstration	**$0.00**	**$0.00**	**$0.00**	**$0.00**
17	1495.1 Relocation Costs	**$0.00**	**$0.00**	**$0.00**	**$0.00**
18	1499 Development Activities	**$99,845.00**	**$0.00**	**$0.00**	**$0.00**
19	1501 Collaterization or Debt Service	**$0.00**	**$0.00**	**$0.00**	**$0.00**
20	1502 Contingency	**$0.00**	**$0.00**	**$0.00**	**$0.00**
21	**Amount of Annual Grant (sum of lines 2-19)**	**$99,845.00**	**$0.00**	**$0.00**	**$0.00**
22	Amount of line 19 Related to LBP Activities				
23	Amount of line 19 Related to Section 504 Compliance				
24	Amount of line 19 Related to Security - Soft Costs				
25	Amount of line 19 Related to Security -Hard Costs				
26	Amount of line 19 Related to Energy Conservation				

Annual Statement / Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

Part II: Supporting Pages

PHA Name:	**Grant Type and Number**	**Federal FY of Grant:**
HOUSING AUTHORITY OF THE COUNTY OF BEAVEI	Capital Fund Program Grant No: PA28P01450207 Replacement Housing Factor Grant No.	2007

Development Number / Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
PHA Authority Wide	Replacement Housing	1499	Project	$99,845.00	$0.00	$0.00	$0.00	In Planning
	Total 1499			$99,845.00	$0.00	$0.00	$0.00	
				$99,845.00	**$0.00**	**$0.00**	**$0.00**	

Annual Statement / Performance and Evaluation Report

Capital Fund Program Capital Fund Program Replacemnt Housing Factor (CFP/CFPRHF)

Part III: Implementation Schedules

PHA Name: Housing Authority of the County of Beaver				Grant Type and Number Capital Fund Program Grant No: PA28R01450207 Replacement Housing Factor Grant No.			Federal FY of Grant: 2007
Development Number / Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates (2)
	Original	Revised (1)	Actual (2)	Original	Revised (1)	Actual (2)	
PHA Authority Wide	12-Sep-09			12-Sep-11			

Annual Statement / Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name:	Comprehensive Grant Number:	FFY of Grant Approval:
HOUSING AUTHORITY OF THE COUNTY OF BEAVER	**PA28P01450106**	**2006**

[ ] Original Annual Statement [ ] Reserve for Disasters/Emergencies [ ] Revised Annual Statement/Revision Number [1] [X] Performance and Evaluation Report for Program Year Ending [12/31/2007
[ ] Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost Original	Total Estimated Cost Revised (1)	Total Actual Cost (2) Obligated	Total Actual Cost (2) Expended
1	Total Non-CGP Funds	**$0.00**	**$0.00**	**$0.00**	**$0.00**
2	1406 Operations (May not exceed 10% of line 21)	**$100,000.00**	**$100,000.00**	**$100,000.00**	**$100,000.00**
3	1408 Management Improvements	**$375,000.00**	**$375,000.00**	**$159,388.67**	**$159,388.67**
4	1410 Administration	**$150,000.00**	**$150,000.00**	**$150,000.00**	**$150,000.00**
5	1411 Audit	**$0.00**	**$0.00**	**$0.00**	**$0.00**
6	1415 Liquidated Damages	**$0.00**	**$0.00**	**$0.00**	**$0.00**
7	1430 Fees and Cost	**$85,107.00**	**$85,197.26**	**$45,930.53**	**$45,930.53**
8	1440 Site Acquisition	**$85,878.00**	**$85,878.00**	**$0.00**	**$0.00**
9	1450 Site Improvements	**$75,000.00**	**$75,000.00**	**$0.00**	**$0.00**
10	1460 Dwellings Structures	**$1,071,172.00**	**$1,252,711.74**	**$775,203.24**	**$739,254.74**
11	1465.1 Dwelling Equipment - Nonexpendable	**$0.00**	**$0.00**	**$0.00**	**$0.00**
12	1470 Nondwelling Structures	**$0.00**	**$0.00**	**$0.00**	**$0.00**
13	1475 Nondwelling Equipment	**$8,000.00**	**$8,000.00**	**$0.00**	**$0.00**
14	1485 Demolition	**$345,205.00**	**$163,575.00**	**$63,575.00**	**$63,575.00**
15	1490 Replacement Reserve	**$0.00**	**$0.00**	**$0.00**	**$0.00**
16	1492 Moving to Work Demonstration	**$0.00**	**$0.00**	**$0.00**	**$0.00**
17	1495.1 Relocation Costs	**$30,000.00**	**$30,000.00**	**$1,750.00**	**$1,750.00**
18	1499 Development Activities	**$0.00**	**$0.00**	**$0.00**	**$0.00**
19	1501 Collaterization or Debt Service	**$667,302.00**	**$667,302.00**	**$667,302.00**	**$667,302.00**
20	1502 Contingency	**$0.00**	**$0.00**	**$0.00**	**$0.00**
21	**Amount of Annual Grant (sum of lines 2-19)**	**$2,992,664.00**	**$2,992,664.00**	**$1,963,149.44**	**$1,927,200.94**
22	Amount of line 19 Related to LBP Activities				
23	Amount of line 19 Related to Section 504 Compliance				
24	Amount of line 19 Related to Security - Soft Costs				
25	Amount of line 19 Related to Security -Hard Costs				
26	Amount of line 19 Related to Energy Conservation				

Annual Statement / Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

Part II: Supporting Pages

PHA Name:	**Grant Type and Number**	**Federal FY of Grant:**
HOUSING AUTHORITY OF THE COUNTY OF BEAVEI	Capital Fund Program Grant No: PA28P01450106 Replacement Housing Factor Grant No.	2006

Development Number / Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost Original	Total Estimated Cost Revised (1)	Total Actual Cost Funds Obligated (2)	Total Actual Cost Funds Expended (2)	Status of Work
PA 14-01	Architecture and Engineering - Total 14-01	1430	Project	$0.00	$584.65	$584.65	$584.65	In Progress
Linmar Terrace	Electric Upgrade/220V Lines/Meter/Light Fixtures	1460	94 Apts.	$30,000.00	$15,000.00	$5,829.00	$5,829.00	In Planning
	10 Units (7UFAS & 3 Regular) & Renovate 3 UFAS Units	1460	2 Bldgs.	$0.00	$35,948.50	$35,948.50	$0.00	In Progress
	Subtotal Account 1460			$30,000.00	$50,948.50	$41,777.50	$5,829.00	
	Demolition	1485	Project	$25,000.00	$25,000.00	$0.00	$0.00	In Planning
	Subtotal PA 14-01			**$55,000.00**	**$76,533.15**	**$42,362.15**	**$6,413.65**	
PA 14-02	Architecture and Engineering - Total 14-02	1430	Project	$1,000.00	$0.00	$0.00	$0.00	DIsposition
Griffith Heights Apartments	Electric Upgrade	1460	48 Apts.	$15,000.00	$0.00	$0.00	$0.00	DIsposition
	Subtotal Account 1460			$15,000.00	$0.00	$0.00	$0.00	
	Demolition	1485		$20,000.00	$575.00	$575.00	$575.00	DIsposition
	Subtotal PA 14-02			**$36,000.00**	**$575.00**	**$575.00**	**$575.00**	
PA 14-03	Architecture and Engineering - Total 14-03	1430	Project	$7,500.00	$5,000.00	$600.00	$600.00	In Progress
Morado Dwellings	Electric Upgrade	1460	138 Apts.	$20,000.00	$46,632.00	$46,632.00	$46,632.00	In Progress
	Conversion of Units	1460	Project	$90,272.00	$80,000.00	$0.00	$0.00	In Planning
	Subtotal Account 1460			$110,272.00	$126,632.00	$46,632.00	$46,632.00	
	Demolition	1485	Project	$100,205.00	$75,000.00	$0.00	$0.00	In Planning
	Subtotal PA 14-03			**$217,977.00**	**$206,632.00**	**$47,232.00**	**$47,232.00**	
PA 14-04	Architecture and Engineering - Total 14-04	1430	Project	$5,000.00	$4,500.00	$0.00	$0.00	In Planning
Harmony Dwellings	Electric Upgrade	1460	48 Apts.	$25,000.00	$10,000.00	$0.00	$0.00	In Planning
	Conversion of Units	1460	Project	$50,000.00	$50,000.00	$0.00	$0.00	In Planning
	Subtotal Account 1460			$75,000.00	$60,000.00	$0.00	$0.00	
	Subtotal PA 14-04			**$80,000.00**	**$64,500.00**	**$0.00**	**$0.00**	
PA 14-05	Architecture and Engineering - Total 14-05	1430	Project	$0.00	$18,879.80	$18,879.80	$18,879.80	In Progress
Economy Village	Electric Upgrade	1460	48 Apts.	$25,000.00	$15,000.00	$5,829.00	$5,829.00	In Progress
	Subtotal Account 1460			$25,000.00	$15,000.00	$5,829.00	$5,829.00	
	Subtotal PA 14-05			**$25,000.00**	**$33,879.80**	**$24,708.80**	**$24,708.80**	

Annual Statement / Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

Part II: Supporting Pages

PHA Name: HOUSING AUTHORITY OF THE COUNTY OF BEAVER	**Grant Type and Number** Capital Fund Program Grant No: PA28P01450106 Replacement Housing Factor Grant No.	**Federal FY of Grant:** 2006

Development Number / Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost Original	Total Estimated Cost Revised (1)	Total Actual Cost Funds Obligated (2)	Total Actual Cost Funds Expended (2)	Status of Proposed Work (2)
PA 14-06	Architecture and Engineering - Total 14-06	1430	Project	$0.00	$0.00	$0.00	$0.00	In Planning
Midcrest Homes	Electric Upgrade	1460	70 Apts.	$20,000.00	$20,000.00	$17,487.00	$17,487.00	In Progress
	Subtotal Account 1460			$20,000.00	$20,000.00	$17,487.00	$17,487.00	
	Subtotal 14-06			**$20,000.00**	**$20,000.00**	**$17,487.00**	**$17,487.00**	
PA 14-07	Architecture and Engineering - Total 14-07	1430	Project	$12,000.00	$5,000.00	$0.00	$0.00	In Planning
Pleasantview	Electric Upgrade	1460	112 Apts.	$30,000.00	$46,632.00	$46,632.00	$46,632.00	In Progress
	Conversion of Units	1460	Project	$50,000.00	$0.00	$0.00	$0.00	In Planning
	Subtotal Account 1460			$80,000.00	$46,632.00	$46,632.00	$46,632.00	
	Demolition	1485	Project	$125,000.00	$0.00	$0.00	$0.00	In Planning
	Subtotal PA 14-07			**$217,000.00**	**$51,632.00**	**$46,632.00**	**$46,632.00**	
PA 14-08	Architecture and Engineering - Total 14-08	1430	Project	$0.00	$5,928.00	$5,928.00	$5,928.00	In Progress
Crestview Village	Electric Upgrade	1460	100 Units	$30,000.00	$52,461.00	$52,461.00	$52,461.00	In Progress
	Subtotal Account 1460			$30,000.00	$52,461.00	$52,461.00	$52,461.00	
	Subtotal PA 14-08			**$30,000.00**	**$58,389.00**	**$58,389.00**	**$58,389.00**	

Annual Statement / Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

Part II: Supporting Pages

PHA Name:	**Grant Type and Number**	**Federal FY of Grant:**
HOUSING AUTHORITY OF THE COUNTY OF BEAVER	Capital Fund Program Grant No: PA28P01450106 Replacement Housing Factor Grant No.	2006

Development Number / Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost Original	Total Estimated Cost Revised (1)	Total Actual Cost Funds Obligated (2)	Total Actual Cost Funds Expended (2)	Status of Proposed Work (2)
PA 14-09	Architecture and Engineering - Total 14-09	1430	Project	$0.00	$0.00	$0.00	$0.00	
Linmar Terrace	Electric Upgrade	1460	100 Apts.	$30,000.00	$30,000.00	$23,316.00	$23,316.00	In Progress
Extension								
	Subtotal Account 1460			$30,000.00	$30,000.00	$23,316.00	$23,316.00	
	Demolition	1485	Project	$75,000.00	$63,000.00	$63,000.00	$63,000.00	Completed
	Subtotal PA 14-09			**$105,000.00**	**$93,000.00**	**$86,316.00**	**$86,316.00**	
PA 14-10	Architecture and Engineering - Total 14-10	1430	Project	$23,987.00	$0.00	$0.00	$0.00	In Planning
Mt. Washington	New Heating System/Kitchen Bath Renovation	1460	1 Bldg.	$200,000.00	$0.00	$0.00	$0.00	In Planning
Apartments	Conversion of Units	1460	Project	$100,000.00	$0.00	$0.00	$0.00	In Planning
	Subtotal Account 1460			$300,000.00	$0.00	$0.00	$0.00	
	Subtotal PA 14-10			**$323,987.00**	**$0.00**	**$0.00**	**$0.00**	
PA 14-11	Architecture and Engineering - Total 14-11	1430	Project	$1,200.00	$0.00	$0.00	$0.00	In Planning
Brighton Homes	New Heating System - Whalen Units	1460	Bldgs.	$20,000.00	$0.00	$0.00	$0.00	In Planning
	Subtotal Account 1460			$20,000.00	$0.00	$0.00	$0.00	
	Subtotal PA 14-11			**$21,200.00**	**$0.00**	**$0.00**	**$0.00**	
PA 14-12	Architecture and Engineering - Total 14-12	1430	Project	$8,000.00	$17,538.56	$17,538.56	$17,538.56	In Progress
John F. Kennedy	New Heating System /Laundry Room Renovations/Entranc	1460	Bldgs.	$120,000.00	$398,300.59	$398,300.59	$398,300.59	Completed
Apartments	Conversion of Units	1460	Project	$50,000.00	$0.00	$0.00	$0.00	In Planning
	Subtotal Account 1460			$170,000.00	$398,300.59	$398,300.59	$398,300.59	
	Subtotal PA 14-12			**$178,000.00**	**$415,839.15**	**$415,839.15**	**$415,839.15**	

Annual Statement / Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

Part II: Supporting Pages

PHA Name: HOUSING AUTHORITY OF THE COUNTY OF BEAVER	**Grant Type and Number** Capital Fund Program Grant No: PA28P01450106 Replacement Housing Factor Grant No.	**Federal FY of Grant:** 2006

Development Number / Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost Original	Total Estimated Cost Revised (1)	Total Actual Cost Funds Obligated (2)	Total Actual Cost Funds Expended (2)	Status of Proposed Work (2)
PA 14-15	Architecture and Engineering - Total 14-15	1430	Project	$7,746.00	$7,746.00	$0.00	$0.00	In Planning
George Werner	Replace Entrance Doors & Storm Doors / Windows (Famil	1460	30 Apts.	$88,000.00	$259,969.50	$0.00	$0.00	In Planning
Apartments								
	Subtotal Account 1460			$88,000.00	$259,969.50	$0.00	$0.00	
	Subtotal PA 14-15			**$95,746.00**	**$267,715.50**	**$0.00**	**$0.00**	
PA 14-16	Architecture and Engineering - Total 14-16	1430	Project	$0.00	$0.00	$0.00	$0.00	
Thomas Bishop	Replace Emergency Generator	1460	72 Apts.	$0.00	$43,068.15	$43,068.15	$43,068.15	Completed
Apartments								
	Subtotal Account 1460			$0.00	$43,068.15	$43,068.15	$43,068.15	
	Subtotal PA 14-16			**$0.00**	**$43,068.15**	**$43,068.15**	**$43,068.15**	
PA 14-17	Architecture and Engineering - Total 14-17	1430	Project	$0.00	$1,346.25	$1,346.25	$1,346.25	In Progress
Gordon Camp								
Apartments								
	Subtotal PA 14-17			**$0.00**	**$1,346.25**	**$1,346.25**	**$1,346.25**	
PA 14-19	Architecture and Engineering - Total 14-19	1430	Project	$5,000.00	$5,000.00	$0.00	$0.00	In Planning
Brodhead Apartment	Sidewalk Repair	1450	Project	$75,000.00	$75,000.00	$0.00	$0.00	In Planning
	Subtotal PA 14-19			**$80,000.00**	**$80,000.00**	**$0.00**	**$0.00**	
PA 14-23	Architecture and Engineering - Total 14-23	1430	Project	$1,674.00	$1,674.00	$1,053.27	$1,053.27	In Progress
King Beaver	Replace HVAC Condensor Unit	1460	Bldg.	$27,900.00	$86,400.00	$86,400.00	$86,400.00	Completed
Apartments								
	Subtotal Account 1460			$27,900.00	$86,400.00	$86,400.00	$86,400.00	
	Subtotal PA 14-23			**$29,574.00**	**$88,074.00**	**$87,453.27**	**$87,453.27**	

Annual Statement / Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

Part II: Supporting Pages

PHA Name:	**Grant Type and Number**	**Federal FY of Grant:**
HOUSING AUTHORITY OF THE COUNTY OF BEAVER	Capital Fund Program Grant No: PA28P01450106 Replacement Housing Factor Grant No.	2006

Development Number / Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
PA 14-25	Architecture and Engineering - Total 14-25	1430	Project	$0.00	$0.00	$0.00	$0.00	
Corak	Fire Alarm Upgrade	1460	Bldg.	$0.00	$13,300.00	$13,300.00	$13,300.00	Completed
Towers								
	Subtotal Account 1460			$0.00	$13,300.00	$13,300.00	$13,300.00	
	Subtotal PA 14-25			**$0.00**	**$13,300.00**	**$13,300.00**	**$13,300.00**	
Central Office	Comprehensive Grant Program Staff Salaries	1410	PHA Wide	$110,000.00	$110,000.00	$90,934.91	$90,934.91	Completed
Administration	Comprehensive Grant Program Staff Benefits	1410	PHA Wide	$40,000.00	$40,000.00	$59,065.09	$59,065.09	Completed
	Subtotal Account 1410			$150,000.00	$150,000.00	$150,000.00	$150,000.00	
	Additional On-Duty Police Protection	1408	PHA Wide	$150,000.00	$150,000.00	$94,684.52	$94,684.52	In Progress
	Supportive Services - Elderly Residency	1408	PHA Wide	$175,000.00	$175,000.00	$64,704.15	$64,704.15	In Planning
	Supporative Services - Family Residency	1408	PHA Wide	$50,000.00	$50,000.00	$0.00	$0.00	In Planning
	Subtotal Account 1408			$375,000.00	$375,000.00	$159,388.67	$159,388.67	
	Subtotal Central Office Administration			**$525,000.00**	**$525,000.00**	**$309,388.67**	**$309,388.67**	

Annual Statement / Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

Part II: Supporting Pages

PHA Name: HOUSING AUTHORITY OF THE COUNTY OF BEAVER	**Grant Type and Number** Capital Fund Program Grant No: PA28P01450106 Replacement Housing Factor Grant No.	**Federal FY of Grant:** 2006

Development Number / Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost Original	Total Estimated Cost Revised (1)	Total Actual Cost Funds Obligated (2)	Total Actual Cost Funds Expended (2)	Status of Proposed Work (2)
	Accessibility Accommodations	1460	PHA Wide	$50,000.00	$50,000.00	$0.00	$0.00	In Planning
	Consulting Services for ER Preparation	1430	PHA Wide	$12,000.00	$12,000.00	$0.00	$0.00	In Planning
	Computer Upgrade	1475	PHA Wide	$8,000.00	$8,000.00	$0.00	$0.00	In Planning
	Operations	1406	PHA Wide	$100,000.00	$100,000.00	$100,000.00	$100,000.00	Completed
	Relocation Costs	1495	PHA Wide	$30,000.00	$30,000.00	$1,750.00	$1,750.00	In Progress
	Bond Debt Service	1501	PHA Wide	$667,302.00	$667,302.00	$667,302.00	$667,302.00	Completed
	Site Acquisition of Stephen Phillips Homes and other poter	1440	PHA Wide	$85,878.00	$85,878.00	$0.00	$0.00	In Planning
Contingency Acct.	Contingency Funds for Overruns/Additional Work Items	1502	PHA Wide	$0.00	$0.00	$0.00	$0.00	In Planning

Annual Statement / Performance and Evaluation Report

Capital Fund Program Capital Fund Program Replacemnt Housing Factor (CFP/CFPRHF)

Part III: Implementation Schedules

PHA Name: Housing Authority of the County of Beaver				Grant Type and Number: Capital Fund Program Grant No: PA28P01450106; Replacement Housing Factor Grant No.			Federal FY of Grant: 2006
Development Number / Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates (2)
	Original	Revised (1)	Actual (2)	Original	Revised (1)	Actual (2)	
PA 14-01 Linmar Terrace	30-Jun-08			30-Jun-10			
PA 14-02 Griffith Heights Apartments	12-Sep-10			12-Sep-12			
PA 14-03 Morado Dwellings	12-Sep-10			12-Sep-12			
PA 14-04 Harmony Dwellings	12-Sep-10			12-Sep-12			
PA 14-05 Economy Village	12-Sep-10			12-Sep-12			
PA 14-06 Micrest Homes	12-Sep-10			12-Sep-12			
PA 14-07 Pleasantview Homes	12-Sep-10			12-Sep-12			
PA 14-08 Crestview Village	12-Sep-10			12-Sep-12			
PA 14-09 Linmar Terrace Extension	12-Sep-10			12-Sep-12			
PA 14-10 Mt. Washington Apartments	12-Sep-10			12-Sep-12			
PA 14-11 Brighton Homes	12-Sep-10			12-Sep-12			

Annual Statement / Performance and Evaluation Report

Capital Fund Program Capital Fund Program Replacemnt Housing Factor (CFP/CFPRHF)

Part III: Implementation Schedules

PHA Name: Housing Authority of the County of Beaver	Grant Type and Number: Capital Fund Program Grant No: PA28P01450106; Replacement Housing Factor Grant No.	Federal FY of Grant: 2006

Development Number / Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates (2)
	Original	Revised (1)	Actual (2)	Original	Revised (1)	Actual (2)	
PA 14-12 J.F. Kennedy Apartments	12-Sep-10			12-Sep-12			
PA 14-13 Joseph Edward Apartments	12-Sep-10			12-Sep-12			
PA 14-14 Eleanor Roosevelt Apartments	12-Sep-10			12-Sep-12			
PA 14-15 George Werner Apartments	30-Jun-07			30-Jun-09			
PA 14-16 Thomas Bishop Apartments	12-Sep-10			12-Sep-12			
PA 14-17 Gordon Camp Apartments	12-Sep-10			12-Sep-12			
PA 14-18 Ambridge Towers	12-Sep-10			12-Sep-12			
PA 14-19 Brodhead Apartments	12-Sep-10			12-Sep-12			
PA 14-22 Monacatootha Apartments	12-Sep-10			12-Sep-12			
PA 14-23 King Beaver Apartments	12-Sep-10			12-Sep-12			
PA 14-24 Sheffield Towers	12-Sep-10			12-Sep-12			
PA 14-27 A.C. Edgecombe Apartments	12-Sep-10			12-Sep-12			
Central Office Administration	12-Sep-10			12-Sep-12			

Annual Statement / Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name:	Comprehensive Grant Number:	FFY of Grant Approval:
HOUSING AUTHORITY OF THE COUNTY OF BEAVER	**PA28R01450106**	**2006**

[ ] Original Annual Statement [ ] Reserve for Disasters/Emergencies [ ] Revised Annual Statement/Revision Number [ ] [ ] Performance and Evaluation Report for Program Year Ending [ ]
[X] Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost Original	Total Estimated Cost Revised (1)	Total Actual Cost (2) Obligated	Total Actual Cost (2) Expended
1	Total Non-CGP Funds	**$0.00**	**$0.00**	**$0.00**	**$0.00**
2	1406 Operations (May not exceed 10% of line 19)	**$0.00**	**$0.00**	**$0.00**	**$0.00**
3	1408 Management Improvements	**$0.00**	**$0.00**	**$0.00**	**$0.00**
4	1410 Administration	**$0.00**	**$0.00**	**$0.00**	**$0.00**
5	1411 Audit	**$0.00**	**$0.00**	**$0.00**	**$0.00**
6	1415 Liquidated Damages	**$0.00**	**$0.00**	**$0.00**	**$0.00**
7	1430 Fees and Cost	**$0.00**	**$0.00**	**$0.00**	**$0.00**
8	1440 Site Acquisition	**$0.00**	**$0.00**	**$0.00**	**$0.00**
9	1450 Site Improvements	**$0.00**	**$0.00**	**$0.00**	**$0.00**
10	1460 Dwellings Structures	**$0.00**	**$0.00**	**$0.00**	**$0.00**
11	1465.1 Dwelling Equipment - Nonexpendable	**$0.00**	**$0.00**	**$0.00**	**$0.00**
12	1470 Nondwelling Structures	**$0.00**	**$0.00**	**$0.00**	**$0.00**
13	1475 Nondwelling Equipment	**$0.00**	**$0.00**	**$0.00**	**$0.00**
14	1485 Demolition	**$0.00**	**$0.00**	**$0.00**	**$0.00**
15	1490 Replacement Reserve	**$0.00**	**$0.00**	**$0.00**	**$0.00**
16	1492 Moving to Work Demonstration	**$0.00**	**$0.00**	**$0.00**	**$0.00**
17	1495.1 Relocation Costs	**$0.00**	**$0.00**	**$0.00**	**$0.00**
18	1499 Development Activities	**$98,452.00**	**$0.00**	**$0.00**	**$0.00**
19	1501 Collaterization or Debt Service	**$0.00**	**$0.00**	**$0.00**	**$0.00**
20	1502 Contingency	**$0.00**	**$0.00**	**$0.00**	**$0.00**
21	**Amount of Annual Grant (sum of lines 2-19)**	**$98,452.00**	**$0.00**	**$0.00**	**$0.00**
22	Amount of line 19 Related to LBP Activities				
23	Amount of line 19 Related to Section 504 Compliance				
24	Amount of line 19 Related to Security - Soft Costs				
25	Amount of line 19 Related to Security -Hard Costs				
26	Amount of line 19 Related to Energy Conservation				

Annual Statement / Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

Part II: Supporting Pages

PHA Name:	**Grant Type and Number**	**Federal FY of Grant:**
HOUSING AUTHORITY OF THE COUNTY OF BEAVEI	Capital Fund Program Grant No: PA28P01450106 Replacement Housing Factor Grant No.	2006

Development Number / Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
PHA Authority Wide	Replacement Housing	1499	Project	$98,452.00	$98,452.00	$98,452.00	$98,452.00	Completed
	Total 1499			$98,452.00	$98,452.00	$98,452.00	$98,452.00	
				$98,452.00	**$98,452.00**	**$98,452.00**	**$98,452.00**	

Annual Statement / Performance and Evaluation Report

Capital Fund Program Capital Fund Program Replacemnt Housing Factor (CFP/CFPRHF)

Part III: Implementation Schedules

PHA Name: Housing Authority of the County of Beaver				Grant Type and Number: Capital Fund Program Grant No: PA28R01450106; Replacement Housing Factor Grant No.			Federal FY of Grant: 2006
Development Number / Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates (2)
	Original	Revised (1)	Actual (2)	Original	Revised (1)	Actual (2)	
PHA Authority Wide	30-Jun-08		30-Sep-07	30-Jun-10		30-Sep-07	

Annual Statement / Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name:	Comprehensive Grant Number:	FFY of Grant Approval:
HOUSING AUTHORITY OF THE COUNTY OF BEAVER	**PA28R01450206**	**2006**

[ ] Original Annual Statement [ ] Reserve for Disasters/Emergencies [ ] Revised Annual Statement/Revision Number [ ] [ ] Performance and Evaluation Report for Program Year Ending [ ]
[X] Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost Original	Total Estimated Cost Revised (1)	Total Actual Cost (2) Obligated	Total Actual Cost (2) Expended
1	Total Non-CGP Funds	**$0.00**	**$0.00**	**$0.00**	**$0.00**
2	1406 Operations (May not exceed 10% of line 19)	**$0.00**	**$0.00**	**$0.00**	**$0.00**
3	1408 Management Improvements	**$0.00**	**$0.00**	**$0.00**	**$0.00**
4	1410 Administration	**$0.00**	**$0.00**	**$0.00**	**$0.00**
5	1411 Audit	**$0.00**	**$0.00**	**$0.00**	**$0.00**
6	1415 Liquidated Damages	**$0.00**	**$0.00**	**$0.00**	**$0.00**
7	1430 Fees and Cost	**$0.00**	**$0.00**	**$0.00**	**$0.00**
8	1440 Site Acquisition	**$0.00**	**$0.00**	**$0.00**	**$0.00**
9	1450 Site Improvements	**$0.00**	**$0.00**	**$0.00**	**$0.00**
10	1460 Dwellings Structures	**$0.00**	**$0.00**	**$0.00**	**$0.00**
11	1465.1 Dwelling Equipment - Nonexpendable	**$0.00**	**$0.00**	**$0.00**	**$0.00**
12	1470 Nondwelling Structures	**$0.00**	**$0.00**	**$0.00**	**$0.00**
13	1475 Nondwelling Equipment	**$0.00**	**$0.00**	**$0.00**	**$0.00**
14	1485 Demolition	**$0.00**	**$0.00**	**$0.00**	**$0.00**
15	1490 Replacement Reserve	**$0.00**	**$0.00**	**$0.00**	**$0.00**
16	1492 Moving to Work Demonstration	**$0.00**	**$0.00**	**$0.00**	**$0.00**
17	1495.1 Relocation Costs	**$0.00**	**$0.00**	**$0.00**	**$0.00**
18	1499 Development Activities	**$43,714.00**	**$0.00**	**$0.00**	**$0.00**
19	1501 Collaterization or Debt Service	**$0.00**	**$0.00**	**$0.00**	**$0.00**
20	1502 Contingency	**$0.00**	**$0.00**	**$0.00**	**$0.00**
21	**Amount of Annual Grant (sum of lines 2-19)**	**$43,714.00**	**$0.00**	**$0.00**	**$0.00**
22	Amount of line 19 Related to LBP Activities				
23	Amount of line 19 Related to Section 504 Compliance				
24	Amount of line 19 Related to Security - Soft Costs				
25	Amount of line 19 Related to Security -Hard Costs				
26	Amount of line 19 Related to Energy Conservation				

Annual Statement / Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

Part II: Supporting Pages

PHA Name:	**Grant Type and Number**	**Federal FY of Grant:**
HOUSING AUTHORITY OF THE COUNTY OF BEAVEI	Capital Fund Program Grant No: PA28P01450206 Replacement Housing Factor Grant No.	2006

Development Number / Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
PHA Authority Wide	Replacement Housing	1499	Project	$42,460.00	$42,460.00	$42,460.00	$42,460.00	Completed
	Total 1499			$42,460.00	$42,460.00	$42,460.00	$42,460.00	
				$42,460.00	**$42,460.00**	**$42,460.00**	**$42,460.00**	

Annual Statement / Performance and Evaluation Report

Capital Fund Program Capital Fund Program Replacemnt Housing Factor (CFP/CFPRHF)

Part III: Implementation Schedules

PHA Name: Housing Authority of the County of Beaver				Grant Type and Number Capital Fund Program Grant No: PA28R01450206 Replacement Housing Factor Grant No.			Federal FY of Grant: 2006
Development Number / Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates (2)
	Original	Revised (1)	Actual (2)	Original	Revised (1)	Actual (2)	
PHA Authority Wide	30-Jun-08		09/30/207	30-Jun-10		30-Sep-07	

Annual Statement / Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name:	Comprehensive Grant Number:	FFY of Grant Approval:
HOUSING AUTHORITY OF THE COUNTY OF BEAVER	**PA28P01450105**	**2005**

[ ] Original Annual Statement [ ] Reserve for Disasters/Emergencies [ ] Revised Annual Statement/Revision Number [ ] [ ] Performance and Evaluation Report for Program Year Ending [ ]
[X] Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost Original	Total Estimated Cost Revised (1)	Total Actual Cost (2) Obligated	Total Actual Cost (2) Expended
1	Total Non-CGP Funds	**$0.00**	**$0.00**	**$0.00**	**$0.00**
2	1406 Operations (May not exceed 10% of line 21)	**$0.00**	**$0.00**	**$0.00**	**$0.00**
3	1408 Management Improvements	**$375,000.00**	**$287,906.04**	**$287,906.04**	**$287,906.04**
4	1410 Administration	**$150,000.00**	**$150,000.00**	**$150,000.00**	**$150,000.00**
5	1411 Audit	**$0.00**	**$0.00**	**$0.00**	**$0.00**
6	1415 Liquidated Damages	**$0.00**	**$0.00**	**$0.00**	**$0.00**
7	1430 Fees and Cost	**$217,738.67**	**$143,818.23**	**$143,818.23**	**$143,818.23**
8	1440 Site Acquisition	**$0.00**	**$0.00**	**$0.00**	**$0.00**
9	1450 Site Improvements	**$72,577.42**	**$18,077.42**	**$18,077.42**	**$18,077.42**
10	1460 Dwellings Structures	**$1,986,988.91**	**$2,272,069.03**	**$2,272,069.03**	**$2,272,069.03**
11	1465.1 Dwelling Equipment - Nonexpendable	**$0.00**	**$0.00**	**$0.00**	**$0.00**
12	1470 Nondwelling Structures	**$0.00**	**$0.00**	**$0.00**	**$0.00**
13	1475 Nondwelling Equipment	**$8,000.00**	**$5,171.13**	**$5,171.13**	**$5,171.13**
14	1485 Demolition	**$50,000.00**	**$0.00**	**$0.00**	**$0.00**
15	1490 Replacement Reserve	**$0.00**	**$0.00**	**$0.00**	**$0.00**
16	1492 Moving to Work Demonstration	**$0.00**	**$0.00**	**$0.00**	**$0.00**
17	1495.1 Relocation Costs	**$20,000.00**	**$3,232.00**	**$3,232.00**	**$3,232.00**
18	1499 Development Activities	**$0.00**	**$0.00**	**$0.00**	**$0.00**
19	1501 Collaterization or Debt Service	**$458,476.00**	**$458,507.15**	**$458,507.15**	**$458,507.15**
20	1502 Contingency	**$0.00**	**$0.00**	**$0.00**	**$0.00**
21	**Amount of Annual Grant (sum of lines 2-19)**	**$3,338,781.00**	**$3,338,781.00**	**$3,338,781.00**	**$3,338,781.00**
22	Amount of line 19 Related to LBP Activities				
23	Amount of line 19 Related to Section 504 Compliance				
24	Amount of line 19 Related to Security - Soft Costs				
25	Amount of line 19 Related to Security -Hard Costs				
26	Amount of line 19 Related to Energy Conservation				

Annual Statement / Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

Part II: Supporting Pages

PHA Name:	**Grant Type and Number**	**Federal FY of Grant:**
HOUSING AUTHORITY OF THE COUNTY OF BEAVEI	Capital Fund Program Grant No: PA28P01450105 Replacement Housing Factor Grant No.	2005

Development Number / Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
PA 14-01	Architecture and Engineering - Total 14-01	1430	Project	$1,000.00	$3,843.20	$3,843.20	$3,843.20	Completed
Linmar Terrace	Electric Upgrade/220V Lines/Meter/Light Fixtures	1460	94 Apts.	$33,174.00	$47,851.08	$47,851.08	$47,851.08	Completed
	Subtotal Account 1460			$33,174.00	$47,851.08	$47,851.08	$47,851.08	
	Subtotal PA 14-01			**$34,174.00**	**$51,694.28**	**$51,694.28**	**$51,694.28**	
PA 14-02	Architecture and Engineering - Total 14-02	1430	Project	$1,000.00	$0.00	$0.00	$0.00	Disposition
Griffith Heights Apartments	Electric Upgrade	1460	48 Apts.	$40,000.00	$0.00	$0.00	$0.00	Disposition
	Subtotal Account 1460			$40,000.00	$0.00	$0.00	$0.00	
	Subtotal PA 14-02			**$41,000.00**	**$0.00**	**$0.00**	**$0.00**	
PA 14-03	Architecture and Engineering - Total 14-03	1430	Project	$9,000.00	$0.00	$0.00	$0.00	
Morado Dwellings	Electric Upgrade	1460	138 Apts.	$40,000.00	$73,677.00	$73,677.00	$73,677.00	Completed
	Subtotal Account 1460			$40,000.00	$73,677.00	$73,677.00	$73,677.00	
	Demolition	1485	Project	$0.00	$0.00	$0.00	$0.00	T/F to Bonds
	Subtotal PA 14-03			**$49,000.00**	**$73,677.00**	**$73,677.00**	**$73,677.00**	
PA 14-04	Architecture and Engineering - Total 14-04	1430	Project	$1,000.00	$0.00	$0.00	$0.00	T/F TO CFP 501-06
Harmony Dwellings	Electric Upgrade	1460	48 Apts.	$40,000.00	$22,116.00	$22,116.00	$22,116.00	Completed
	Subtotal Account 1460			$40,000.00	$22,116.00	$22,116.00	$22,116.00	
	Subtotal PA 14-04			**$41,000.00**	**$22,116.00**	**$22,116.00**	**$22,116.00**	
PA 14-05	Architecture and Engineering - Total 14-05	1430	Project	$1,000.00	$0.00	$0.00	$0.00	Completed
Economy Village	Electric Upgrade	1460	48 Apts.	$32,673.95	$16,887.00	$16,887.00	$16,887.00	Completed
	Subtotal Account 1460			$32,673.95	$16,887.00	$16,887.00	$16,887.00	
	Subtotal PA 14-05			**$33,673.95**	**$16,887.00**	**$16,887.00**	**$16,887.00**	

Annual Statement / Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

Part II: Supporting Pages

PHA Name: HOUSING AUTHORITY OF THE COUNTY OF BEAVER	**Grant Type and Number** Capital Fund Program Grant No: PA28P01450105 Replacement Housing Factor Grant No.	**Federal FY of Grant:** 2005

Development Number / Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost Original	Total Estimated Cost Revised (1)	Total Actual Cost Funds Obligated (2)	Total Actual Cost Funds Expended (2)	Status of Proposed Work (2)
PA 14-06	Architecture and Engineering - Total 14-06	1430	Project	$15,000.00	$12,846.67	$12,846.67	$12,846.67	Completed
Midcrest Homes	Electric Upgrade	1460	70 Apts.	$66,348.00	$72,177.00	$72,177.00	$72,177.00	Completed
	Roof Replacement	1460	12 Bldgs.	$134,183.73	$134,186.73	$134,186.73	$134,186.73	Completed
	Subtotal Account 1460			$200,531.73	$206,363.73	$206,363.73	$206,363.73	
	Subtotal 14-06			**$215,531.73**	**$219,210.40**	**$219,210.40**	**$219,210.40**	
PA 14-07	Architecture and Engineering - Total 14-07	1430	Project	$12,000.00	$0.00	$0.00	$0.00	T/F TO 501-06
Pleasantview	Electric Upgrade	1460	112 Apts.	$20,000.00	$39,903.00	$39,903.00	$39,903.00	COMPLETED
	Subtotal Account 1460			$20,000.00	$39,903.00	$39,903.00	$39,903.00	
	Demolition	1485	Project	$50,000.00	$0.00	$0.00	$0.00	T/F TO 501-06
	Subtotal PA 14-07			**$82,000.00**	**$39,903.00**	**$39,903.00**	**$39,903.00**	
PA 14-08	Architecture and Engineering - Total 14-08	1430	Project	$1,000.00	$0.00	$0.00	$0.00	T/F TO 501-06
Crestview Village	Electric Upgrade	1460	100 Units	$20,000.00	$17,187.00	$17,187.00	$17,187.00	COMPLETED
	Subtotal Account 1460			$20,000.00	$17,187.00	$17,187.00	$17,187.00	
	Subtotal PA 14-08			**$21,000.00**	**$17,187.00**	**$17,187.00**	**$17,187.00**	

Annual Statement / Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

Part II: Supporting Pages

PHA Name: HOUSING AUTHORITY OF THE COUNTY OF BEAVER	**Grant Type and Number** Capital Fund Program Grant No: PA28P01450105 Replacement Housing Factor Grant No.	**Federal FY of Grant:** 2005

Development Number / Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost Original	Total Estimated Cost Revised (1)	Total Actual Cost Funds Obligated (2)	Total Actual Cost Funds Expended (2)	Status of Proposed Work (2)
PA 14-09	Architecture and Engineering - Total 14-09	1430	Project	$1,000.00	$0.00	$0.00	$0.00	Completed
Linmar Terrace	Electric Upgrade	1460	100 Apts.	$25,000.00	$33,774.00	$33,774.00	$33,774.00	Completed
Extension								
	Subtotal Account 1460			$25,000.00	$33,774.00	$33,774.00	$33,774.00	
	Subtotal PA 14-09			**$26,000.00**	**$33,774.00**	**$33,774.00**	**$33,774.00**	
PA 14-10	Architecture and Engineering - Total 14-10	1430	Project	$5,000.00	$0.00	$0.00	$0.00	Completed
Mt. Washington	New Heating System - Whalen Units	1460	1 Bldg.	$20,000.00	$0.00	$0.00	$0.00	Completed
Apartments								
	Subtotal Account 1460			$20,000.00	$0.00	$0.00	$0.00	
	Subtotal PA 14-10			**$25,000.00**	**$0.00**	**$0.00**	**$0.00**	
PA 14-11	Architecture and Engineering - Total 14-11	1430	Project	$22,457.03	$22,457.03	$22,457.03	$22,457.03	Completed
Brighton Homes	New Heating System - Whalen Units	1460	Bldgs.	$257,188.00	$259,694.00	$259,694.00	$259,694.00	Completed
	Subtotal Account 1460			$257,188.00	$259,694.00	$259,694.00	$259,694.00	
	Subtotal PA 14-11			**$279,645.03**	**$282,151.03**	**$282,151.03**	**$282,151.03**	
PA 14-12	Architecture and Engineering - Total 14-12	1430	Project	$30,800.64	$53,071.37	$53,071.37	$53,071.37	Completed
John F. Kennedy	New Heating System - Whalen Units	1460	Bldgs.	$20,000.00	$388,630.67	$388,630.67	$388,630.67	Completed
Apartments								
	Subtotal Account 1460			$20,000.00	$388,630.67	$388,630.67	$388,630.67	
	Subtotal PA 14-12			**$50,800.64**	**$441,702.04**	**$441,702.04**	**$441,702.04**	

Annual Statement / Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

Part II: Supporting Pages

PHA Name: HOUSING AUTHORITY OF THE COUNTY OF BEAVER	**Grant Type and Number** Capital Fund Program Grant No: PA28P01450105 Replacement Housing Factor Grant No.	**Federal FY of Grant:** 2005

Development Number / Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost Original	Total Estimated Cost Revised (1)	Total Actual Cost Funds Obligated (2)	Total Actual Cost Funds Expended (2)	Status of Proposed Work (2)
PA 14-15	Architecture and Engineering - Total 14-15	1430	Project	$5,600.00	$0.00	$0.00	$0.00	Completed
George Werner	Replace Entrance Doors & Storm Doors (Family)	1460	30 Apts.	$10,000.00	$0.00	$0.00	$0.00	Completed
Apartments								
	Subtotal Account 1460			$10,000.00	$0.00	$0.00	$0.00	
	Subtotal PA 14-15			**$15,600.00**	**$0.00**	**$0.00**	**$0.00**	
PA 14-16	Architecture and Engineering - Total 14-16	1430	Project	$21,381.00	$21,380.83	$21,380.83	$21,380.83	Completed
Thomas Bishop	Apt. Conversion/Elevator Upgrade/Electric Upgrade	1460	Project	$515,323.00	$515,323.00	$515,323.00	$515,323.00	Completed
Apartments	(20 - 0 BR to 12 - 1 BR)							
	Subtotal Account 1460			$515,323.00	$515,323.00	$515,323.00	$515,323.00	
	Subtotal PA 14-16			**$536,704.00**	**$536,703.83**	**$536,703.83**	**$536,703.83**	
PA 14-17	Architecture and Engineering - Total 14-17	1430	Project	$50,000.00	$22,319.60	$22,319.60	$22,319.60	Completed
Gordon Camp	Courtyard Repair	1450	Project	$54,500.00	$0.00	$0.00	$0.00	Completed
Apartments	New Parking Lot/ Retaining Lot	1450	Project	$18,077.42	$18,077.42	$18,077.42	$18,077.42	Completed
	New Heating system (Whalen)	1460	Project	$391,593.00	$417,843.85	$417,843.85	$417,843.85	Completed
	Subtotal Account 1450			$72,577.42	$18,077.42	$18,077.42	$18,077.42	
	Subtotal Account 1460			$391,593.00	$417,843.85	$417,843.85	$417,843.85	
	Subtotal PA 14-17			**$514,170.42**	**$458,240.87**	**$458,240.87**	**$458,240.87**	
PA 14-18	Architecture and Engineering - Total 14-18	1430	Project	$3,500.00	$0.00	$0.00	$0.00	Completed
Ambridge Towers	Sprinkler System	1460	Project	$46,500.00	$0.00	$0.00	$0.00	Completed
	Elevator Modernization	1460	Project	$210,039.49	$209,309.49	$209,309.49	$209,309.49	Completed
	New Entrance Doors/Renovate Laundry Room	1460	Project	$12,900.74	$0.00	$0.00	$0.00	Completed
	Apartment Conversions	1460	Project	$0.00	$23,509.21	$23,509.21	$23,509.21	Completed
	Subtotal Account 1460			$269,440.23	$232,818.70	$232,818.70	$232,818.70	
	Subtotal PA 14-18			**$272,940.23**	**$256,327.91**	**$256,327.91**	**$256,327.91**	
PA 14-23	Architecture and Engineering - Total 14-23	1430	Project	$0.00	$5,142.85	$5,142.85	$5,142.85	
King Beaver		1460	80 Units	$0.00	$0.00	$0.00	$0.00	
Apartments								
	Subtotal Account 1460			$0.00	$0.00	$0.00	$0.00	
	Subtotal PA 14-23			**$0.00**	**$5,142.85**	**$5,142.85**	**$5,142.85**	

Annual Statement / Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

Part II: Supporting Pages

PHA Name: HOUSING AUTHORITY OF THE COUNTY OF BEAVER	**Grant Type and Number** Capital Fund Program Grant No: PA28P01450105 Replacement Housing Factor Grant No.	**Federal FY of Grant:** 2005

Development Number / Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost Original	Total Estimated Cost Revised (1)	Total Actual Cost Funds Obligated (2)	Total Actual Cost Funds Expended (2)	Status of Proposed Work (2)
PA 14-24 Sheffield Towers	Architecture and Engineering - Total 14-24	1430	Project	$22,000.00	$0.00	$0.00	$0.00	Completed
	Kitchens / Baths	1460	80 Units	$52,065.00	$0.00	$0.00	$0.00	Completed
	Subtotal Account 1460			$52,065.00	$0.00	$0.00	$0.00	
	Subtotal PA 14-24			**$74,065.00**	**$0.00**	**$0.00**	**$0.00**	
Central Office Administration	Comprehensive Grant Program Staff Salaries	1410	PHA Wide	$102,137.52	$102,137.52	$102,137.52	$102,137.52	Completed
	Comprehensive Grant Program Staff Benefits	1410	PHA Wide	$47,862.48	$47,862.48	$47,862.48	$47,862.48	Completed
	Subtotal Account 1410			$150,000.00	$150,000.00	$150,000.00	$150,000.00	
	Additional On-Duty Police Protection	1408	PHA Wide	$150,000.00	$150,788.73	$150,788.73	$150,788.73	Completed
	Supportive Services - Elderly Residency	1408	PHA Wide	$175,000.00	$117,921.90	$117,921.90	$117,921.90	Completed
	Supporative Services - Family Residency	1408	PHA Wide	$50,000.00	$19,195.41	$19,195.41	$19,195.41	Completed
	Subtotal Account 1408			$375,000.00	$287,906.04	$287,906.04	$287,906.04	
	Subtotal Central Office Administration			**$525,000.00**	**$437,906.04**	**$437,906.04**	**$437,906.04**	

Annual Statement / Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

Part II: Supporting Pages

PHA Name: HOUSING AUTHORITY OF THE COUNTY OF BEAVER	**Grant Type and Number** Capital Fund Program Grant No: PA28P01450105 Replacement Housing Factor Grant No.	**Federal FY of Grant:** 2005

Development Number / Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost Original	Total Estimated Cost Revised (1)	Total Actual Cost Funds Obligated (2)	Total Actual Cost Funds Expended (2)	Status of Proposed Work (2)
	Consulting Services for ER Preparation	1430	PHA Wide	$15,000.00	$2,756.68	$2,756.68	$2,756.68	Completed
	Computer Upgrade	1475	PHA Wide	$8,000.00	$5,171.13	$5,171.13	$5,171.13	Completed
	Operations	1406	PHA Wide	$0.00	$0.00	$0.00	$0.00	
	Relocation Costs	1495	PHA Wide	$20,000.00	$3,232.00	$3,232.00	$3,232.00	Completed
	Bond Debt Service	1501	PHA Wide	$458,476.00	$458,507.15	$458,507.15	$458,507.15	Completed
Contingency Acct.	Contingency Funds for Overruns/Additional Work Items	1502	PHA Wide	$0.00	$0.00	$0.00	$0.00	

Annual Statement / Performance and Evaluation Report

Capital Fund Program Capital Fund Program Replacemnt Housing Factor (CFP/CFPRHF)

Part III: Implementation Schedules

PHA Name: Housing Authority of the County of Beaver				Grant Type and Number: Capital Fund Program Grant No: PA28P01450105; Replacement Housing Factor Grant No.			Federal FY of Grant: 2005
Development Number / Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates (2)
	Original	Revised (1)	Actual (2)	Original	Revised (1)	Actual (2)	
PA 14-01 Linmar Terrace	30-Jun-07	30-May-07	30-May-07	30-Jun-09	31-Oct-07	31-Oct-07	
PA 14-02 Griffith Heights Apartments	30-Jun-07	30-May-07	30-May-07	30-Jun-09	31-Oct-07	31-Oct-07	
PA 14-03 Morado Dwellings	30-Jun-07	30-May-07	30-May-07	30-Jun-09	31-Oct-07	31-Oct-07	
PA 14-04 Harmony Dwellings	30-Jun-07	30-May-07	30-May-07	30-Jun-09	31-Oct-07	31-Oct-07	
PA 14-05 Economy Village	30-Jun-07	30-May-07	30-May-07	30-Jun-09	31-Oct-07	31-Oct-07	
PA 14-06 Micrest Homes	30-Jun-07	30-May-07	30-May-07	30-Jun-09	31-Oct-07	31-Oct-07	
PA 14-07 Pleasantview Homes	30-Jun-07	30-May-07	30-May-07	30-Jun-09	31-Oct-07	31-Oct-07	
PA 14-08 Crestview Village	30-Jun-07	30-May-07	30-May-07	30-Jun-09	31-Oct-07	31-Oct-07	
PA 14-09 Linmar Terrace Extension	30-Jun-07	30-May-07	30-May-07	30-Jun-09	31-Oct-07	31-Oct-07	
PA 14-10 Mt. Washington Apartments	30-Jun-07	30-May-07	30-May-07	30-Jun-09	31-Oct-07	31-Oct-07	
PA 14-11 Brighton Homes	30-Jun-07	30-May-07	30-May-07	30-Jun-09	31-Oct-07	31-Oct-07	

Annual Statement / Performance and Evaluation Report

Capital Fund Program Capital Fund Program Replacemnt Housing Factor (CFP/CFPRHF)

Part III: Implementation Schedules

PHA Name: Housing Authority of the County of Beaver				Grant Type and Number: Capital Fund Program Grant No: PA28P01450105; Replacement Housing Factor Grant No.			Federal FY of Grant: 2003
Development Number / Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates (2)
	Original	Revised (1)	Actual (2)	Original	Revised (1)	Actual (2)	
PA 14-12 J.F. Kennedy Apartments	30-Jun-07	30-May-07	30-May-07	30-Jun-09	31-Oct-07	31-Oct-07	
PA 14-13 Joseph Edward Apartments	30-Jun-07	30-May-07	30-May-07	30-Jun-09	31-Oct-07	31-Oct-07	
PA 14-14 Eleanor Roosevelt Apartments	30-Jun-07	30-May-07	30-May-07	30-Jun-09	31-Oct-07	31-Oct-07	
PA 14-15 George Werner Apartments	30-Jun-07	30-May-07	30-May-07	30-Jun-09	31-Oct-07	31-Oct-07	
PA 14-16 Thomas Bishop Apartments	30-Jun-07	30-May-07	30-May-07	30-Jun-09	31-Oct-07	31-Oct-07	
PA 14-17 Gordon Camp Apartments	30-Jun-07	30-May-07	30-May-07	30-Jun-09	31-Oct-07	31-Oct-07	
PA 14-18 Ambridge Towers	30-Jun-07	30-May-07	30-May-07	30-Jun-09	31-Oct-07	31-Oct-07	
PA 14-19 Brodhead Apartments	30-Jun-07	30-May-07	30-May-07	30-Jun-09	31-Oct-07	31-Oct-07	
PA 14-22 Monacatootha Apartments	30-Jun-07	30-May-07	30-May-07	30-Jun-09	31-Oct-07	31-Oct-07	
PA 14-23 King Beaver Apartments	30-Jun-07	30-May-07	30-May-07	30-Jun-09	31-Oct-07	31-Oct-07	
PA 14-24 Sheffield Towers	30-Jun-07	30-May-07	30-May-07	30-Jun-09	31-Oct-07	31-Oct-07	
PA 14-27 A.C. Edgecombe Apartments	30-Jun-07	30-May-07	30-May-07	30-Jun-09	31-Oct-07	31-Oct-07	
Central Office Administration	30-Jun-07	30-May-07	30-May-07	30-Jun-09	31-Oct-07	31-Oct-07	

Annual Statement / Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name:	Comprehensive Grant Number:	FFY of Grant Approval:
HOUSING AUTHORITY OF THE COUNTY OF BEAVER	**PA28R01450105**	**2005**

[ ] Original Annual Statement [ ] Reserve for Disasters/Emergencies [ ] Revised Annual Statement/Revision Number [ ] [ ] Performance and Evaluation Report for Program Year Ending [ ]
[X] Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost Original	Total Estimated Cost Revised (1)	Total Actual Cost (2) Obligated	Total Actual Cost (2) Expended
1	Total Non-CGP Funds	**$0.00**	**$0.00**	**$0.00**	**$0.00**
2	1406 Operations (May not exceed 10% of line 19)	**$0.00**	**$0.00**	**$0.00**	**$0.00**
3	1408 Management Improvements	**$0.00**	**$0.00**	**$0.00**	**$0.00**
4	1410 Administration	**$0.00**	**$0.00**	**$0.00**	**$0.00**
5	1411 Audit	**$0.00**	**$0.00**	**$0.00**	**$0.00**
6	1415 Liquidated Damages	**$0.00**	**$0.00**	**$0.00**	**$0.00**
7	1430 Fees and Cost	**$0.00**	**$0.00**	**$0.00**	**$0.00**
8	1440 Site Acquisition	**$0.00**	**$0.00**	**$0.00**	**$0.00**
9	1450 Site Improvements	**$0.00**	**$0.00**	**$0.00**	**$0.00**
10	1460 Dwellings Structures	**$0.00**	**$0.00**	**$0.00**	**$0.00**
11	1465.1 Dwelling Equipment - Nonexpendable	**$0.00**	**$0.00**	**$0.00**	**$0.00**
12	1470 Nondwelling Structures	**$0.00**	**$0.00**	**$0.00**	**$0.00**
13	1475 Nondwelling Equipment	**$0.00**	**$0.00**	**$0.00**	**$0.00**
14	1485 Demolition	**$0.00**	**$0.00**	**$0.00**	**$0.00**
15	1490 Replacement Reserve	**$0.00**	**$0.00**	**$0.00**	**$0.00**
16	1492 Moving to Work Demonstration	**$0.00**	**$0.00**	**$0.00**	**$0.00**
17	1495.1 Relocation Costs	**$0.00**	**$0.00**	**$0.00**	**$0.00**
18	1499 Development Activities	**$58,209.00**	**$58,209.00**	**$58,209.00**	**$58,209.00**
19	1501 Collaterization or Debt Service	**$0.00**	**$0.00**	**$0.00**	**$0.00**
20	1502 Contingency	**$0.00**	**$0.00**	**$0.00**	**$0.00**
21	**Amount of Annual Grant (sum of lines 2-19)**	**$58,209.00**	**$58,209.00**	**$58,209.00**	**$58,209.00**
22	Amount of line 19 Related to LBP Activities				
23	Amount of line 19 Related to Section 504 Compliance				
24	Amount of line 19 Related to Security - Soft Costs				
25	Amount of line 19 Related to Security -Hard Costs				
26	Amount of line 19 Related to Energy Conservation				

Annual Statement / Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

Part II: Supporting Pages

PHA Name:	**Grant Type and Number**	**Federal FY of Grant:**
HOUSING AUTHORITY OF THE COUNTY OF BEAVEI	Capital Fund Program Grant No: PA28P01450105 Replacement Housing Factor Grant No.	2005

Development Number / Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
PHA Authority Wide	Replacement Housing	1499	Project	$58,209.00	$58,209.00	$58,209.00	$58,209.00	Completed
	Total 1499			$58,209.00	$58,209.00	$58,209.00	$58,209.00	
				$58,209.00	**$58,209.00**	**$58,209.00**	**$58,209.00**	

Annual Statement / Performance and Evaluation Report

Capital Fund Program Capital Fund Program Replacemnt Housing Factor (CFP/CFPRHF)

Part III: Implementation Schedules

PHA Name: Housing Authority of the County of Beaver				Grant Type and Number: Capital Fund Program Grant No: PA28R01450105; Replacement Housing Factor Grant No.			Federal FY of Grant: 2005
Development Number / Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates (2)
	Original	Revised (1)	Actual (2)	Original	Revised (1)	Actual (2)	
PHA Authority Wide	30-Jun-07		30-Aug-07	30-Jun-09		30-Aug-07	Completed

Annual Statement / Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name:	Comprehensive Grant Number:	FFY of Grant Approval:
HOUSING AUTHORITY OF THE COUNTY OF BEAVER	**PA28R01450205**	**2005**

[ ] Original Annual Statement [ ] Reserve for Disasters/Emergencies [ ] Revised Annual Statement/Revision Number [ ] [X] Performance and Evaluation Report for Program Year Ending [12/31/2007]
[ ] Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost Original	Total Estimated Cost Revised (1)	Total Actual Cost (2) Obligated	Total Actual Cost (2) Expended
1	Total Non-CGP Funds	**$0.00**	**$0.00**	**$0.00**	**$0.00**
2	1406 Operations (May not exceed 10% of line 19)	**$0.00**	**$0.00**	**$0.00**	**$0.00**
3	1408 Management Improvements	**$0.00**	**$0.00**	**$0.00**	**$0.00**
4	1410 Administration	**$0.00**	**$0.00**	**$0.00**	**$0.00**
5	1411 Audit	**$0.00**	**$0.00**	**$0.00**	**$0.00**
6	1415 Liquidated Damages	**$0.00**	**$0.00**	**$0.00**	**$0.00**
7	1430 Fees and Cost	**$0.00**	**$0.00**	**$0.00**	**$0.00**
8	1440 Site Acquisition	**$0.00**	**$0.00**	**$0.00**	**$0.00**
9	1450 Site Improvements	**$0.00**	**$0.00**	**$0.00**	**$0.00**
10	1460 Dwellings Structures	**$0.00**	**$0.00**	**$0.00**	**$0.00**
11	1465.1 Dwelling Equipment - Nonexpendable	**$0.00**	**$0.00**	**$0.00**	**$0.00**
12	1470 Nondwelling Structures	**$0.00**	**$0.00**	**$0.00**	**$0.00**
13	1475 Nondwelling Equipment	**$0.00**	**$0.00**	**$0.00**	**$0.00**
14	1485 Demolition	**$0.00**	**$0.00**	**$0.00**	**$0.00**
15	1490 Replacement Reserve	**$0.00**	**$0.00**	**$0.00**	**$0.00**
16	1492 Moving to Work Demonstration	**$0.00**	**$0.00**	**$0.00**	**$0.00**
17	1495.1 Relocation Costs	**$0.00**	**$0.00**	**$0.00**	**$0.00**
18	1499 Development Activities	**$52,557.00**	**$52,557.00**	**$52,557.00**	**$0.00**
19	1501 Collaterization or Debt Service	**$0.00**	**$0.00**	**$0.00**	**$0.00**
20	1502 Contingency	**$0.00**	**$0.00**	**$0.00**	**$0.00**
21	**Amount of Annual Grant (sum of lines 2-19)**	**$52,557.00**	**$52,557.00**	**$52,557.00**	**$0.00**
22	Amount of line 19 Related to LBP Activities				
23	Amount of line 19 Related to Section 504 Compliance				
24	Amount of line 19 Related to Security - Soft Costs				
25	Amount of line 19 Related to Security -Hard Costs				
26	Amount of line 19 Related to Energy Conservation				

Annual Statement / Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

Part II: Supporting Pages

PHA Name:	**Grant Type and Number**	**Federal FY of Grant:**
HOUSING AUTHORITY OF THE COUNTY OF BEAVEI	Capital Fund Program Grant No: PA28R01450205 Replacement Housing Factor Grant No.	2005

Development Number / Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
PHA Authority Wide	Replacement Housing	1499	Project	$52,557.00	$52,557.00	$52,557.00	$0.00	In Progress
	Total 1499			$52,557.00	$52,557.00	$52,557.00	$0.00	
				$52,557.00	**$52,557.00**	**$52,557.00**	**$0.00**	

Annual Statement / Performance and Evaluation Report

Capital Fund Program Capital Fund Program Replacemnt Housing Factor (CFP/CFPRHF)

Part III: Implementation Schedules

PHA Name: Housing Authority of the County of Beaver				Grant Type and Number Capital Fund Program Grant No: PA28R01450205 Replacement Housing Factor Grant No.			Federal FY of Grant: 2005
Development Number / Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates (2)
	Original	Revised (1)	Actual (2)	Original	Revised (1)	Actual (2)	
PHA Authority Wide	30-Jun-07	30-Jun-09		30-Jun-09	30-Jun-09		

March 13, 2008

Carl DeChellis
Executive Director
Housing Authority of the County of Beaver
James F. Tross Administration Building
300 State Street
Beaver, Pennsylvania 15009-1798

SUBJECT: Review of 2008 Agency Plan

Dear Mr. DeChellis,

As per the review of the 2008 Agency Plan by we the members of the Resident Advisory Board, please be advised that the Resident Advisory Board attest by our signatures below that we agree with the content of the documents included in the 2008 Agency Plan and that we have no additional comments for inclusion with the 2008 Agency Plan.

Sincerely yours,
Resident Advisory Board

TO: **RESIDENT ADVISORY BOARD**

FROM: Carl DeChellis, Executive Director

DATE: March 13, 2008

SUBJECT: **2008 ANNUAL PLAN**

The 2008 Annual Plan is currently on display in our office. After the Resident Advisory Board agrees with its contents and the Board of Housing Commissioners approves it, the plan will be submitted to the U.S. Department of Housing and Urban Development.

Some of the highlights included in the 2008 Annual Plan are as follows:

- The Housing Authority will continue to focus on rehabilitating its public housing units.

- The major activities planned under the Capital Grant program for the next funding year are listed in the Annual Statement/Performance and Evaluation Report for Capital Fund grant number PA28P01450108.

- The Housing Authority plans to submit its second public housing homeownership application to HUD to construct two 3 bedroom single family homes in the City of Beaver Falls for resale to eligible public housing residents.

- The Housing Authority elected to leverage our annual appropriation of Capital Funds by participating in a state wide issuance of Capital Fund Securitized Revenue Bonds in order to increase the pool of public funds available to rehabilitate, modernize, acquire or create additional housing opportunities. These bond funds have enabled the acceleration of capital projects for the provision of UFAS (Uniform Federal Accessibility Standard) compliant dwelling units in our public housing family developments. Construction planned through the use of these bond funds are expected to be fully expended by the end of calendar year 2008. To date, dwelling units have been constructed in Morado Dwelling and Pleasantview Homes in the City of Beaver Falls; and, the Gordon Camp Apartments in the Borough of Rochester. Units are under construction at Economy Village/Crestview Village in the Borough of Ambridge and Linmar Terrace and Linmar Terrace Extension in the City of Aliquippa. Two units were recently renovated at the Rocco Bovalino Apartments in the Borough of Freedom and are now UFAS compliant.

- The Housing Authority submitted an application to HUD to acquire Stephen Phillips Homes, located in the Borough of Monaca, and convert this development to public housing.

- The Housing Authority plans to demolish 18 units of housing in Linmar Terrace and 13 units of housing in Linmar Terrace Extension in the City of Aliquippa. The demolition of these units will lessen the density of housing at this site.

- The Housing Authority has 415 households on its public housing waiting list. The majority of the public housing waiting list is for efficiency, one and two bedroom units.

- The Housing Authority has 343 households on its Section 8 waiting list. The vast majority of the Section 8 waiting list involves families with children. The Section 8 waiting list is closed but expectation is that the waiting list will open during this plan year.

- The Housing Authority expects to receive $4,111,251 in Public Housing Operating Funds that will be used for operating expenses at the public housing facilities.

  The Housing Authority expects to receive $3,224,885 in Public Housing Capital Grant Funds. The funds will be used to rehab and modernize the public housing stock.

- The Housing Authority expects to receive $2,602,755 in Annual HUD contributions for its Section 8 Housing Choice Voucher Program.

- The Housing Authority was awarded a 2007 ROSS Family and Homeownership grant in the amount of $350,000. This grant will establish the Transitions Program which will target youth and young adults in our public housing family developments ages 13 to 22. The Transitions Program will be administered for the Housing Authority by The Prevention Network and will concentrate upon providing the tools to foster personal and economic self-sufficiency.

- The Housing Authority proposes to revise the transfer policy of our public housing admissions and continued occupancy policy. The proposed revisions are provided in a separate document.

- The Housing Authority has completed an income deconcentration analysis to determine whether there is undue concentration of extremely low-income residents at any of its public housing communities. This analysis concludes that there are no major undue concentrations.

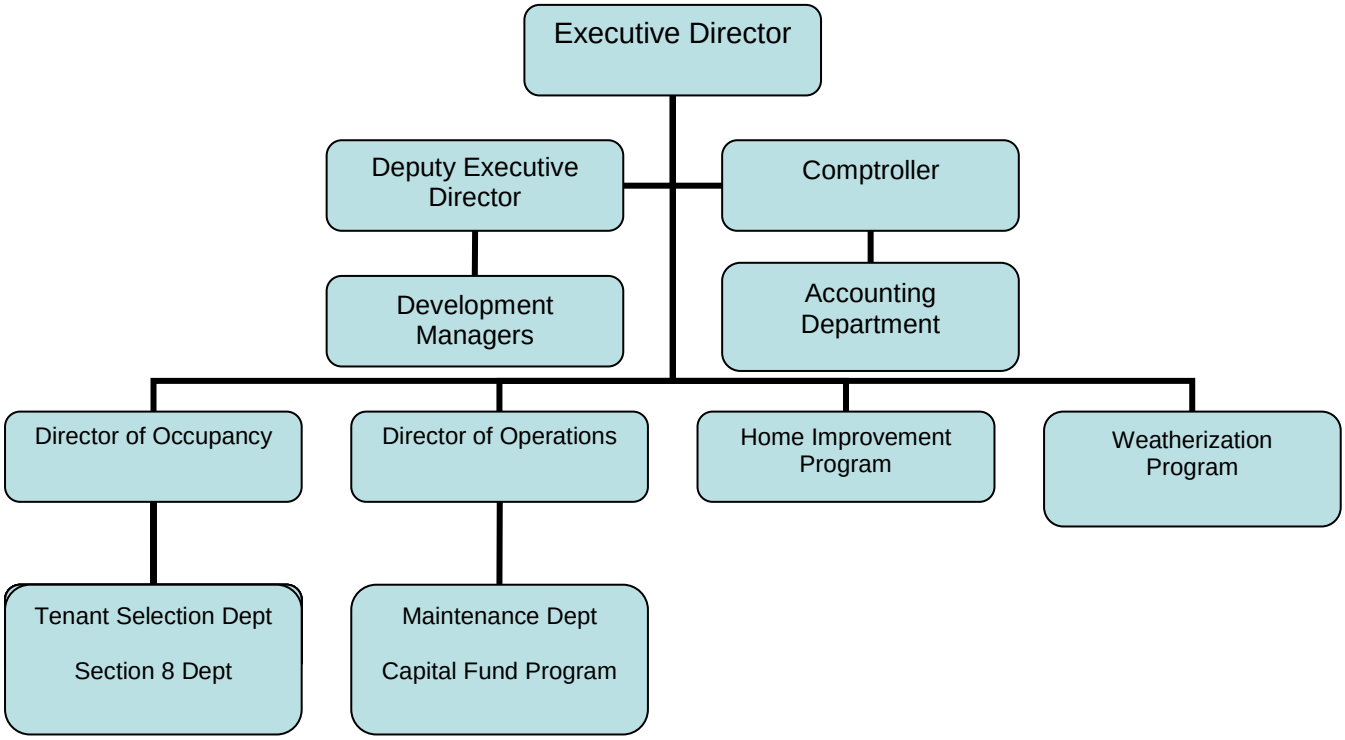
- The Housing Authority's Annual Plan is consistent with the Beaver County's consolidated plan in that we propose to rehab the rental housing stock, and provide rent subsidies to lower income families and individuals. These are the priority needs of the County's Consolidated Plan.

- The Housing Authority will administer the Bridge Subsidy Program for Beaver County Behavioral Health (BCBH) to provide rental subsidy for approximately 50 to 60 priority consumers for five years through Reinvestment Funds provided by the Commonwealth of Pennsylvania's Department of Public Welfare's Office of Mental Health and Substance Abuse Services (OMHSAS). These priority consumers are individuals who are being discharged from Mayview State Hospital, Long Term Structured Care Residences (LTSR), Community Residential Rehabilitation Facilities (CRR) or Health Choices enrollees who demonstrate a need for supportive services.

- The Housing Authority became the management agent for Pinney Street Apartments and Riverview Apartments in the Borough of Rochester and PRV Manor Apartments in the City of Beaver Falls.

Housing Authority of the County of Beaver
Organizational Chart

Board of Housing Commissioners



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ADMISSIONS AND CONTINUED OCCUPANCY POLICY

This Admissions and Continued Occupancy Policy defines the Housing Authority of the County of Beaver's policies for the operation for the Public Housing Program, incorporating Federal, State and local law. If there is any conflict between this policy and laws or regulations, the laws and regulations will prevail.

1.0 FAIR HOUSING

It is the policy of the Housing Authority of the County of Beaver to fully comply with all Federal, State and local nondiscrimination laws; the Americans with Disabilities Act; and the U. S. Department of Housing and Urban Development regulations governing Fair Housing and Equal Opportunity.

No person shall, on the grounds of race, color, sex, religion, national or ethnic origin, familial status, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under the Housing Authority of the County of Beaver's programs.

To further its commitment to full compliance with applicable Civil Rights laws, the Housing Authority of the County of Beaver will provide Federal/State/local information to applicants/tenants of the Public Housing Program regarding discrimination and any recourse available to them if they believe they may be victims of discrimination. Such information will be made available with the application, and all applicable Fair Housing Information and Discrimination Complaint Forms will be made available at the Housing Authority of the County of Beaver office. In addition, all written information and advertisements will contain the appropriate Equal Opportunity language and logo.

The Housing Authority of the County of Beaver will assist any family that believes they have suffered illegal discrimination by providing them copies of the appropriate housing discrimination forms. The Housing Authority of the County of Beaver will also assist them in completing the forms if requested, and will provide them with the address of the nearest HUD office of Fair Housing and Equal Opportunity.

2.0 REASONABLE ACCOMODATION

Sometimes people with disabilities may need a reasonable accommodation in order to take full advantage of the Housing Authority of the County of Beaver housing programs and related services. When such accommodations are granted, they do not confer special treatment or advantage for the person with a disability; rather, they make the program accessible to them in a way that would otherwise not be possible due to their disability. This policy clarifies how people can request accommodations and the guidelines the

Housing Authority the County of Beaver will follow in determining whether it is reasonable to provide a requested accommodation. Because disabilities are not always apparent, the Housing Authority of the County of Beaver will ensure that all applicants/tenants are aware of the opportunity to request reasonable accommodations.

2.1 COMMUNICATION

Anyone requesting an application will also receive a Request for Reasonable Accommodation form.

Notifications of reexamination, inspection, appointment, or eviction will include information about requesting a reasonable accommodation. Any notification requesting action by the tenant will include information about requesting a reasonable accommodation.

All decisions granting or denying requests for reasonable accommodations will be in writing.

2.2 QUESTIONS TO ASK IN GRANTING THE ACCOMMODATION

A. Is the requestor a person with disabilities? For this purpose the definition of person with disabilities is different than the definition used for admission. The Fair Housing definition used for this purpose is:

> A person with a physical or mental impairment that substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment. (The disability may not be apparent to others, i.e., a heart condition).

If the disability is apparent or already documented, the answer to this question is yes. It is possible that the disability for which the accommodation is being requested is a disability other than the apparent disability. If the disability is not apparent or documented, the Housing Authority of the County of Beaver will obtain verification that the person is a person with a disability.

B. Is the requested accommodation related to the disability? If it is apparent that the request is related to the apparent or documented disability, the answer to this question is yes. If it is not apparent, the Housing Authority of the County of Beaver will obtain documentation that the requested accommodation is needed due to the disability. The Housing Authority of the County of Beaver will not inquire as to the nature of the disability.

C. Is the requested accommodation reasonable? In order to be determined reasonable, the accommodation must meet two criteria:

1. Would the accommodation constitute a fundamental alteration? The Housing Authority of the County of Beaver's business is housing. If the request would alter the fundamental business that the Housing Authority of the County of Beaver conducts, that would not be reasonable. For instance, the Housing Authority of the County of Beaver would deny a request to have the Housing Authority of the County of Beaver do grocery shopping for a person with disabilities.

2. Would the requested accommodation create an undue financial hardship or administrative burden? Frequently the requested accommodation costs little or nothing. If the cost would be an undue burden, the Housing Authority of the County of Beaver may request a meeting with the individual to investigate and consider equally effective alternatives.

D. Generally the individual knows best what it is they need; however, the Housing Authority of the County of Beaver retains the right to be shown how the requested accommodation enables the individual to access or use the Housing Authority of the County of Beaver's programs or services.

If more than one accommodation is equally effective in providing access to the Housing Authority of the County of Beaver’s programs and services, the Housing Authority of the County of Beaver retains the right to select the most efficient or economic choice.

The cost necessary to carry out approved requests, including requests for physical modifications, will be borne by the Housing Authority of the County of Beaver if there is no one else willing to pay for the modifications. If another party pays for the modification, the Housing Authority of the County of Beaver will seek to have the same entity pay for any restoration costs.

If the tenant requests as a reasonable accommodation that they be permitted to make physical modifications at their own expense, the Housing Authority of the County of Beaver will generally approve such request if it does not violate codes or affect the structural integrity of the unit.

Any request for an accommodation that would enable a tenant to materially violate essential lease terms will not be approved, i.e. allowing nonpayment of rent, destruction of property, disturbing the peaceful enjoyment of others, etc.

3.0 FAMILY OUTREACH

The Housing Authority of the County of Beaver will publicize the availability and nature of the Public Housing Program for extremely low-income, very low and low-income families in a newspaper of general circulation, minority media, and by other suitable means.

To reach people who cannot or do not read the newspapers, the Housing Authority of the County of Beaver will distribute fact sheets to the broadcasting media and initiate personal contacts with members of the news media and community service personnel. The Housing Authority of the County of Beaver will also try to utilize public service announcements.

The Housing Authority of the County of Beaver will communicate the status of housing availability to other service providers in the community and inform them of housing eligibility factors and guidelines so they can make proper referrals for the Public Housing Program.

4.0 RIGHT TO PRIVACY

All adult members of both applicant and tenant households are required to sign HUD Form 9886, Authorization for Release of Information and Privacy Act Notice. The Authorization for Release of Information and Privacy Act Notice states how family information will be released and includes the Federal Privacy Act Statement.

Any request for applicant or tenant information will not be released unless there is a signed release of information request from the applicant or tenant.

5.0 REQUIRED POSTINGS

In each of its offices, the Housing Authority of the County of Beaver will post, in a conspicuous place and at a height easily read by all persons including persons with mobility disabilities, the following information:

A. Statement of Policies and Procedures governing Admission and Continued Occupancy

B. A listing of all the developments by name, address, number of units, units designed with special accommodations, address of all project offices, office hours, telephone numbers, TDD numbers, and Resident Facilities and operation hours

C. Income Limits for Admission

D. Utility Allowance Schedule

E. Current Schedule of Routine Maintenance Charges

F. Dwelling Lease

G. Grievance Procedure

H. Fair Housing Poster

I. Equal Opportunity in Employment Poster

J. Any current Housing Authority of the County of Beaver Notices

6.0 TAKING APPLICATIONS

Families wishing to apply for the Public Housing Program will be required to complete an application for housing assistance. Applications will be accepted during regular business hours at:

HOUSING AUTHORITY OF THE COUNTY OF BEAVER
James F. Tress Administration Building
300 State Street
Beaver, Pennsylvania 15009

Applications are taken to compile a waiting list. Due to the demand for housing in the Housing Authority of the County of Beaver jurisdiction, the Housing Authority of the County of Beaver may take applications on an open enrollment basis, depending on the length of the waiting list.

Completed applications will be accepted for all applicants and the Housing Authority of the County of Beaver will verify the information.

Applications may be made in person at the **HOUSING AUTHORITY OF THE COUNY OF BEAVER, James F. Tress Administration Building, 300 State Street, Beaver, Pennsylvania 15009** on **(Monday through Friday, 8:30 a.m. to 4:30 p.m.)**. Applications will be mailed to interested families upon request.

The completed application will be dated and time stamped upon its return to the Housing Authority of the County of Beaver.

Persons with disabilities who require a reasonable accommodation in completing an application may call the Housing Authority of the County of Beaver to make special

arrangements. A Telecommunication Device for the Deaf (TDD) is available for the deaf. The TDD telephone number is **(724-775-5101)**.
The application process will involve two phases. The first phase is the initial application for housing assistance or the pre-application. The pre-application requires the family to provide limited basic information establishing any preferences to which they may be entitled. This first phase results in the family's placement on the waiting list.

Upon receipt of the family's pre-application, the Housing Authority of the County of Beaver will make a preliminary determination of eligibility. If the Housing Authority of the County of Beaver determines the family to be ineligible, the notice will state the reasons therefore and will offer the family the opportunity of an informal review of the determination.

The applicant may at any time report changes in their applicant status including changes in family composition, income, or preference factors. The Housing Authority of the County of Beaver will annotate the applicant's file and will update their place on the waiting list. Confirmation of the changes will be confirmed with the family in writing.

The second phase is the final determination of eligibility, referred to as the full application. The full application takes place when the family nears the top of the waiting list. The Housing Authority of the County of Beaver will ensure that verification of all preferences, eligibility, suitability and selection factors are current in order to determine the family's final eligibility for admission into the Public Housing Program.

7.0 ELIGIBILITY FOR ADMISSION

7.1 INTRODUCTION

There are five eligibility requirements for admission to public housing: qualifies as a family, has an income within the income limits, meets citizenship/eligible immigrant criteria, provides documentation of Social Security numbers, and signs consent authorization documents. In addition to the eligibility criteria, families must also meet the Housing Authority of the County of Beaver screening criteria in order to be admitted to public housing.

7.2 ELIGIBILITY CRITERIA

A. Family status.

1. A **family with or without children**. Such a family is defined as a group of people related by blood, marriage, adoption or affinity that live together in a stable family relationship.
   a. Children temporarily absent from the home due to placement in foster care are considered family members.

b. Unborn children and children in the process of being adopted are considered family members for the purpose of determining bedroom size but are not considered family members for determining income limit.

2. An **elderly family**, which is:
   a. A family whose head, spouse, or sole member is a person who is at least 62 years of age;
   b. Two or more persons who are at least 62 years of age living together; or
   c. One or more persons who are at least 62 years of age living with one or more live-in aides.

3. A **near elderly family**, which is:
   a. A family whose head, spouse, or sole member is a person who is at least 50 years of age but below the age of 62;
   b. Two or more persons, who are at least 50 years of age but below the age of 62, living together; or
   c. One or more persons, who are at least 50 years of age but below the age of 62, living with one or more live-in aides.

4. A **disabled family**, which is:
   a. A family whose head, spouse, or sole member is a person with disabilities;
   b. Two or more persons with disabilities living together; or
   c. One or more persons with disabilities living with one or more live-in aides.

5. A **displaced family**, which is a family in which each member, or whose sole member, has been displaced by governmental action, or whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to Federal disaster relief laws.

6. A **remaining member of a tenant family**.

7. A **single person** who is not an elderly or displaced person, a person with disabilities, or the remaining member of a tenant family.

B. Income eligibility

1. To be eligible for admission to development units that were available for occupancy before 10/1/81, the family's annual income must be within the low-income limit set by HUD. This means the family income cannot exceed 80 percent of the median income for the area.

2. To be eligible for admission to developments or scattered-site units that became available on or after 10/1/81, the family's annual income must be within the very low-income limit set by HUD, unless HUD grants an exception. This means that without a HUD exception, the family income cannot exceed 50 percent of the median income for the area.

3. Income limits apply only at admission and are not applicable for continued occupancy.

4. A family may not be admitted to the public housing program from another assisted housing program (e.g., tenant-based Section 8) or from a public housing program operated by another housing authority without meeting the income requirements of the Housing Authority of the County of Beaver.

5. If the Housing Authority of the County of Beaver acquires a property for federal public housing purposes, the families living there must have incomes within the low-income limit in order to be eligible to remain as public housing tenants.

6. Income limit restrictions do not apply to families transferring within our Public Housing Program.

C. Citizenship/Eligibility Status

1. To be eligible each member of the family must be a citizen, national, or a noncitizen who has eligible immigration status under one of the categories set forth in Section 214 of the Housing and Community Development Act of 1980 (see 42 U.S.C. 1436a(a)).

2. Family eligibility for assistance.
   a. A family shall not be eligible for assistance unless every member of the family residing in the unit is determined to have eligible status, with the exception noted below.
   b. Despite the ineligibility of one or more family members, a mixed family may be eligible for one of three types of assistance. (See Section 13.6 for calculating rents under the noncitizen rule)
   c. A family without any eligible members and receiving assistance on June 19, 1995 may be eligible for temporary deferral of termination of assistance.

D. Social Security Number Documentation

To be eligible, all family members 6 months of age and older must provide a Social Security number or certify that they do not have one.

E. Signing Consent Forms

1. In order to be eligible, each member of the family who is at least 18 years of age, and each family head and spouse regardless of age, shall sign one or more consent forms.

2. The consent form must contain, at a minimum, the following:
   a. A provision authorizing HUD or the Housing Authority of the County of Beaver to obtain from State Wage Information Collection Agencies (SWICAs) any information or materials necessary to complete or verify the application for participation or for eligibility for continued occupancy; and
   b. A provision authorizing HUD or the Housing Authority of the County of Beaver to verify with previous or current employers income information pertinent to the family's eligibility for or level of assistance;
   c. A provision authorizing HUD to request income information from the IRS and the SSA for the sole purpose of verifying income information pertinent to the family's eligibility or level of benefits; and
   d. A statement that the authorization to release the information requested by the consent form expires 15 months after the date the consent form is signed.

7.3 SUITABILITY

A. Applicant families will be evaluated to determine whether, based on their recent behavior, such behavior could reasonably be expected to result in noncompliance with the public housing lease. The Housing Authority of the County of Beaver will look at past conduct as an indicator of future conduct. Emphasis will be placed on whether a family's admission could reasonably be expected to have a detrimental effect on the development environment, other tenants, Housing Authority of the County of Beaver employees, or other people residing in the immediate vicinity of the property. Otherwise eligible families with be denied admission if they fail to meet the suitability criteria.

B. The Housing Authority of the County of Beaver will consider objective and reasonable aspects of the family's background, including the following:
   1. History of meeting financial obligations, especially rent;

   2. Ability to maintain (or with assistance would have the ability to maintain)

their housing in a decent and safe condition based on living or housekeeping habits and whether such habits could adversely affect the health, safety, or welfare of other tenants;

3. History of criminal activity by any household member involving crimes of physical violence against persons or property and any other criminal activity including drug-related criminal activity that would adversely affect the health, safety, or well being of other tenants or staff or cause damage to the property;

4. History of disturbing neighbors or destruction of property;

5. Having committed fraud in connection with any Federal housing assistance program, including the intentional misrepresentation of information related to their housing application or benefits derived there from; and

6. History of abusing alcohol in a way that may interfere with the health, safety, or right to peaceful enjoyment by others.

C. The Housing Authority of the County of Beaver will ask applicants to provide information demonstrating their ability to comply with the essential elements of the lease. The Housing Authority of the County of Beaver will verify the information provided. Such verification may include but may not be limited to the following:

1. A credit check of the head, spouse and co-head;

2. A rental history check of all adult family members;

3. A criminal background check on all adult household members, including live-in aides. This check will be made through State or local law enforcement or court records in those cases where the household member has lived in the local jurisdiction for the last three years. Where the individual has lived outside the local area, the Housing Authority of the County of Beaver may contact law enforcement agencies where the individual had lived or request a check through the FBI's National Crime Information Center (NCIC);

4. A home visit. The home visit provides the opportunity for the family to demonstrate their ability to maintain their home in a safe and sanitary manner. This inspection considers cleanliness and care of rooms, appliances, and appurtenances. The inspection may also consider any evidence of criminal activity; and

5. A check of the State's lifetime sex offender registration program for each adult household member, including live-in aides. No individual registered with this program will be admitted to public housing.

7.4 GROUNDS FOR DENIAL

The Housing Authority of the County of Beaver is not required or obligated to assist applicants who:

A. Do not meet any one or more of the eligibility criteria;

B. Do not supply information or documentation required by the application process;

C. Have failed to respond to a written request for information or a request to declare their continued interest in the program;

D. Have a history of not meeting financial obligations, especially rent;

E. Do not have the ability to maintain (with assistance) their housing in a decent and safe condition where such habits could adversely affect the health, safety, or welfare of other tenants;

F. Have a history of criminal activity by any household member involving crimes of physical violence against persons or property and any other criminal activity including drug-related criminal activity that would adversely affect the health, safety, or well being of other tenants or staff or cause damage to the property;

G. Have a history of disturbing neighbors or destruction of property;

H. Currently owes rent or other amounts to any housing authority in connection with their public housing or Section 8 programs;

I. Have committed fraud, bribery or any other corruption in connection with any Federal housing assistance program, including the intentional misrepresentation of information related to their housing application or benefits derived there from;

J. Were evicted from assisted housing within three years of the projected date of admission because of drug-related criminal activity involving the personal use or possession for personal use;

K. Were evicted from assisted housing within five years of the projected date of admission because of drug-related criminal activity involving the illegal manufacture, sale, distribution, or possession with the intent to manufacture, sell,

distribute a controlled substance as defined in Section 102 of the Controlled Substances Act, 21 U.S.C. 802;

L. Are illegally using a controlled substance or are abusing alcohol in a way that may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents. The Housing Authority of the County of Beaver may waive this requirement if:

1. The person demonstrates to the Housing Authority of the County of Beaver's satisfaction that the person is no longer engaging in drug-related criminal activity or abuse of alcohol;

2. Has successfully completed a supervised drug or alcohol rehabilitation program;

3. Has otherwise been rehabilitated successfully; or

4. Is participating in a supervised drug or alcohol rehabilitation program.

M. Have engaged in or threatened abusive or violent behavior towards any Housing Authority of the County of Beaver staff or residents;

N. Have a household member who has ever been evicted from public housing;

O. Have a family household member who has been terminated under the certificate or voucher program;

P. **Denied for Life:** If any family member has been convicted of manufacturing or producing methamphetamine (speed) in a public housing development or in a Section 8 assisted property;

Q. **Denied for Life:** Has a lifetime registration under a State sex offender registration program.

7.5 INFORMAL REVIEW

A. If the Housing Authority of the County of Beaver determines that an applicant does not meet the criteria for receiving public housing assistance, the Housing Authority of the County of Beaver will promptly provide the applicant with written notice of the determination. The notice must contain a brief statement of the reason(s) for the decision and state that the applicant may request an informal review of the decision within 10 business days of the denial. The Housing Authority of the County of Beaver will describe how to obtain the informal review.

The informal review may be conducted by any person designated by the Housing Authority of the County of Beaver, other than a person who made or approved the decision under review or subordinate of this person. The applicant must be given the opportunity to present written or oral objections to the Housing Authority of the County of Beaver's decision. The Housing Authority of the County of Beaver must notify the applicant of the final decision within 14 calendar days after the informal review, including a brief statement of the reasons for the final decision.

B. The participant family may request that the Housing Authority of the County of Beaver provide for an Informal Hearing after the family has notification of an INS decision on their citizenship status on appeal, or in lieu of request of appeal to the INS. This request must be made by the participant family within 30 days of receipt of the Notice of Denial or Termination of Assistance, or within 30 days of receipt of the INS appeal decision.

For the participant families, the Informal Hearing Process above will be utilized with the exception that the participant family will have up to 30 days of receipt of the Notice of Denial or Termination of Assistance, or of the INS appeal decision.

8.0 MANAGING THE WAITING LIST

8.1 ORGANIZATION OF THE WAITING LIST

The waiting list will be maintained in accordance with the following guidelines:

A. The application will be a permanent file;

B. All applications will be maintained in order of bedroom size, preference, and then in order of date and time of application; and

C. Any contacts between the Housing Authority of the County of Beaver and the applicant will be documented in the applicant file.

8.2 PURGING THE WAITING LIST

The Housing Authority of the County of Beaver will update and purge its waiting list at least annually to ensure that the pool of applicants reasonably represents the interested families for whom the Housing Authority of the County of Beaver has current information, i.e. applicant's address, family composition, income category, and preferences.

8.3 REMOVAL OF APPLICANTS FROM THE WAITING LIST

The Housing Authority of the County of Beaver will not remove an applicant’s name from the waiting list unless:

A. The applicant requests in writing that the name be removed;

B. The applicant fails to respond to a written request for information or a request to declare their continued interest in the program; or

C. The applicant does not meet either the eligibility or suitability criteria for the program.

8.4 MISSED APPOINTMENTS

The Housing Authority of the County of Beaver will allow the family to reschedule for good cause. Generally, no more than one opportunity will be given to reschedule without good cause, and no more than two opportunities will be given for good cause. When good cause exists for missing an appointment, the Housing Authority of the County of Beaver will work closely with the family to find a more suitable time. Applicants will be offered the right to an informal review before being removed from the waiting list.

8.5 NOTIFICATION OF NEGATIVE ACTIONS

Any applicant whose name is being removed from the waiting list will be notified by the Housing Authority of the County of Beaver, in writing, that they have fourteen (14) calendar days from the date of the written correspondence to present mitigating circumstances or request an informal review. The letter will also indicate that their name will be removed from the waiting list if they fail to respond within the timeframe specified. The Housing Authority of the County of Beaver system of removing applicant names from the waiting list will not violate the rights of persons with disabilities. If an applicant claims that their failure to respond to a request for information or updates was caused by a disability, the Housing Authority of the County of Beaver will verify that there is in fact a disability and the disability caused the failure to respond, and provide a reasonable accommodation. An example of a reasonable accommodation would be to reinstate the applicant on the waiting list based on the date and time of the original application.

9.0 TENANT SELECTION AND ASSIGNMENT PLAN

9.1 PREFERENCES

The Housing Authority of the County of Beaver will select families based on the following preferences within each bedroom size category:

A. Displaced person(s)

1. An applicant is or will be involuntarily displaced if the applicant has vacated or will have to vacate his housing unit as a result of one or more of the following actions:
   i. A disaster, such as fire, or flood, that results in the uninhability of an applicant's unit;
   ii. Activity carried on by an agency of the United States or by any State or Local governmental body or agency in connection with code enforcement or a public improvement or development program;
   iii. Domestic violence of a recent or continuing nature that results in the applicant vacating a unit because of domestic violence or living in a unit with an individual who engages in such domestic violence. Domestic violence means actual or threatened physical violence directed against one or more members of the applicant by family by a spouse or other members of the applicant's household. For an applicant to qualify as involuntarily displaced because of domestic violence, the Housing Authority of the County of Beaver must determine that the domestic violence occurred recently or is of a continuing nature through certification by the Women's Center of Beaver County, and the applicant must certify that the person who engaged in such violence will not reside with the applicant family. If the applicant family is admitted, the Housing Authority of the County of Beaver may deny or terminate assistance to the family for breach of their certification;
   iv. Homelessness includes any person or family that lacks a fixed, regular and adequate nighttime residence and also has a primary nighttime residence that is a supervised publicly or privately operated shelter designated to provide temporary living accommodations (including welfare hotels, congregate shelters and transitional housing), or an institution providing temporary residence for persons intended to be institutionalized, or is a public or private place not designated for or intended for use as sleeping accommodations for human beings. A homeless family does not include individuals imprisoned or detained by an Act of Congress or State law.

B. Working families

1. A preference will be given to working families in the selection of applicants. Working families are defined as families where all or part of the family's total income is derived from wages and earned income.

2. Working families also include those families where a family member is enrolled in either job training or educational programs with the ultimate goal of securing full-time employment and self-sufficiency.

3. Applicant household whose head, spouse, or sole member is 62 or older or is receiving social security disability, supplemental security income, disability benefits, or any other payments based on individual's inability to work is also eligible for this preference.

C. All other applicants

Based on the above preferences, all families in preference A will be offered housing before any families in preference B, and preference B families will be offered housing before any families in preference C.

The date and time of application will be noted and utilized to determine the sequence within the above-prescribed preferences.

Not withstanding the above, families who are elderly, disabled, or displaced will be offered housing before other single persons.

Buildings Designed for the Elderly and Disabled: Preference will be given to elderly and disabled families. If there are no elderly or disabled families on the list, preference will then be given to near-elderly families. All such families will be selected from the waiting list using the preferences as outlined above.

Accessible Units:. When an accessible unit becomes vacant, that unit shall be offered first to an occupant of another unit of the same development, or another public housing development, having handicaps requiring the acessibility features of the vacant unit and occupying a unit not have such features; or if no such occupant exits, then that unit shall be offered to an eligible qualified applicant on the waiting list having a handicap requiring the accessibility features of the vacant unit. Applicants for these units will be selected utilizing the same preference system as outlined above. If there are no applicants who would benefit from the accessible features, the units will be offered to other applicants in the order that their names come to the top of the waiting list. Such applicants, however, must sign a release form stating they will accept a transfer (at their own expense) if, at a future time, a family requiring an accessible feature applies. Any family required to transfer will be given a 30-day notice.

9.2 ASSIGNMENT OF BEDROOM SIZES

The following guidelines will determine each family's unit size without overcrowding or over-housing:

Number of Bedrooms	Number of Persons	
	Minimum	Maximum
0	1	1
1	1	2
2	2	4
3	3	6
4	4	8

These standards are based on the assumption that each bedroom will accommodate no more than two (2) persons. Zero bedroom units will only be assigned to one-person families. Two adults will share a bedroom unless related by blood.

In determining bedroom size, the Housing Authority of the County of Beaver will include the presence of children to be born to a pregnant woman, children who are in the process of being adopted, children whose custody is being obtained, children who are temporarily away at school, or children who are temporarily in foster-care.

In addition, the following considerations may be taken in determining bedroom size:

A. Children of the same sex **will** share a bedroom.

B. Children of the opposite sex, both under the age of **five years** will share a bedroom.

C. Adults and children will not be required to share a bedroom.

D. Foster – adults and/or foster - children will not be required to share a bedroom with family members.

E. Live-in aides will get a separate bedroom.

Exceptions to normal bedroom size standards include the following:

A. Units smaller than assigned through the above guidelines – A family may request a smaller unit size than the guidelines allow. The Housing Authority of the County of Beaver will allow the smaller size unit so long as generally no more than two (2) people per bedroom are assigned. In such situations, the family will sign a certification stating they understand they will be ineligible for a larger size unit for **3 years** or until the family size changes, whichever may occur first.

B. Units larger than assigned through the above guidelines – A family may request a larger unit size than the guidelines allow. The Housing Authority of the County of Beaver will allow the larger size unit if the family provides a verified medical need that the family be housed in a larger unit.

C. If there are no families on the waiting list for a larger size, smaller families may be housed if they sign a release form stating they will transfer (at the family's own expense) to the appropriate size unit when an eligible family needing the larger unit applies. The family transferring will be given a 30-day notice before being required to move.

D. Larger units may be offered in order to improve the marketing of a development suffering a high vacancy rate.

9.3 SELECTION FROM THE WAITING LIST

The Housing Authority of the County of Beaver shall follow the statutory requirement that at least 40% of newly admitted families in any fiscal year be families whose annual income is at or below 30% of the area median income. To insure this requirement is met we shall quarterly monitor the incomes of newly admitted families and the incomes of the families on the waiting list. If it appears that the requirement to house extremely low-income families will not be met, we will skip higher income families on the waiting list to reach extremely low-income families.

If there are not enough extremely low-income families on the waiting list we will conduct outreach on a non-discriminatory basis to attract extremely low-income families to reach the statutory requirement.

9.4 DECONCENTRATION POLICY

It is Housing Authority of the County of Beaver's policy to provide for deconcentration of poverty and encourage income mixing by bringing higher income families into lower income developments and lower income families into higher income developments. Toward this end, we will skip families on the waiting list to reach other families with a lower or higher income. We will accomplish this in a uniform and non-discriminating manner.

The Housing Authority of the County of Beaver will affirmatively market our housing to all eligible income groups. Lower income residents will not be steered toward lower income developments and higher income people will not be steered toward higher income developments.

Prior to the beginning of each fiscal year, we will analyze the income levels of families residing in each of our developments, the income levels of census tracts in which our

developments are located, and the income levels of the families on the waiting list. Based on this analysis, we will determine the level of marketing strategies and deconcentration incentives to implement. The worksheet for the analysis can be found in **Appendix 1**.

9.5 DECONCENTRATION INCENTIVES

The Housing Authority of the County of Beaver may offer one or more incentives to encourage applicant families whose income classification would help to meet the deconcentration goals of a particular development.

Various incentives may be used at different times, or under different conditions, but will always be provided in a consistent and nondiscriminatory manner.

9.6 OFFER OF A UNIT

When the Housing Authority of the County of Beaver discovers that a unit will become available, we will contact the first family on the waiting list who has the highest priority for this type of unit or development and whose income category would help to meet the deconcentration goal and/or the income targeting goal.

The Housing Authority of the County of Beaver will contact the family first by telephone to make the unit offer. If the family cannot be reached by telephone, the family will be notified of a unit offer via first class mail. The family will be given five (5) business days from the date the letter was mailed to contact the Housing Authority of the County of Beaver regarding the offer.

The family will be offered the opportunity to view the unit. After the opportunity to view the unit, the family will have two to accept or reject the unit. This verbal offer and the family's decision must be documented in the tenant file. If the family rejects the offer of the unit, the Housing Authority of the County of Beaver will send the family a letter documenting the offer and the rejection.

9.7 REJECTION OF UNIT

If in making the offer to the family the Housing Authority of the County of Beaver skipped over other families on the waiting list in order to meet their deconcentration goal or offered the family any other deconcentration incentive and the family rejects the unit, the family will not lose their place on the waiting list and will not be otherwise penalized.

If the Housing Authority of the County of Beaver did not skip over other families on the waiting list to reach this family, did not offer any other deconcentration incentive, and the family rejects the unit without good cause, the family will forfeit their application's date and time. The family will keep their preferences, but the date and time of application will be changed to the date and time the unit was rejected.

If the family rejects with good cause any unit offered, they will not lose their place on the waiting list. Good cause includes reasons related to health, proximity to work, school, and childcare (for those working or going to school). The family will be offered the right to an informal review of the decision to alter their application status.

9.8 ACCEPTANCE OF UNIT

The family will be required to sign a lease that will become effective the date of acceptance.

Prior to signing the lease all families (head of household) and other adult family members will be required to attend the Lease and Occupancy Orientation when they are initially accepted for occupancy. The family will not be housed if they have not attended the orientation. Applicants who provide prior notice of an inability to attend the orientation will be rescheduled. Failure of an applicant to attend the orientation, without good cause, may result in the cancellation of the occupancy process.

The signing of the lease and the review of financial information are to be privately handled. The head of household and all adult family members will be required to execute the lease prior to admission. One executed copy of the lease will be furnished to the head of household and the Housing Authority of the County of Beaver will retain the original executed lease in the tenant's file

The family will pay a security deposit at the time of lease signing. The security deposit will be equal to **$99.00**.

In the case of a move within public housing, the security deposit for the first unit will be transferred to the second unit. Additionally, if the security deposit for the second unit is greater than that for the first, the difference will be collected from the family. Conversely, if the security deposit is less, the difference will be refunded to the family.

In the event there are costs attributable to the family for bringing the first unit into condition for re-renting, the family shall be billed for these charges.

10.0 INCOME, EXCLUSIONS FROM INCOME, AND DEDUCTIONS FROM INCOME

To determine annual income, the Housing Authority of the County of Beaver counts the income of all family members, excluding the types and sources of income that are specifically excluded. Once the annual income is determined, the Housing Authority of the County of Beaver subtracts all allowable deductions (allowances) to determine the Total Tenant Payment.

10.1 INCOME

Annual income means all amounts, monetary or not, that:

A. Go to (or on behalf of) the family head or spouse (even if temporarily absent) or to any other family member; or

B. Are anticipated to be received from a source outside the family during the 12-month period following admission or annual reexamination effective date; and

C. Are not specifically excluded from annual income.

Annual income includes, but is not limited to:

A. The full amount, before any payroll deductions, of wages and salaries, overtime pay, commissions, fees, tips and bonuses, and other compensation for personal services.

B. The net income from the operation of a business or profession. Expenditures for business expansion or amortization of capital indebtedness are not used as deductions in determining net income. An allowance for depreciation of assets used in a business or profession may be deducted, based on straight-line depreciation, as provided in Internal Revenue Service regulations. Any withdrawal of cash or assets from the operation of a business or profession is included in income, except to the extent the withdrawal is a reimbursement of cash or assets invested in the operation by the family.

C. Interest, dividends, and other net income of any kind from real or personal property. Expenditures for amortization of capital indebtedness are not used as deductions in determining net income. An allowance for depreciation of assets used in a business or profession may be deducted, based on straight-line depreciation, as provided in Internal Revenue Service regulations. Any withdrawal of cash or assets from an investment is included in income, except to the extent the withdrawal is reimbursement of cash or assets invested by the family. Where the family has net family assets in excess of $5,000, annual income includes the greater of the actual income derived from all net family assets or a percentage of the value of such assets based on the current passbook savings rate, as determined by HUD.

D. The full amount of periodic amounts received from Social Security, annuities, insurance policies, retirement funds, pensions, disability or death benefits, and other similar types of periodic receipts, including a lump-sum amount or prospective monthly amounts for the delayed start of a periodic amount. (However, deferred periodic amounts from supplemental security income and

Social Security benefits that are received in a lump sum amount or in prospective monthly amounts are excluded.)

E. Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation, and severance pay. (However, lump sum additions such as insurance payments from worker's compensation are excluded.)

F. Welfare assistance.

1. If the welfare assistance payment includes an amount specifically designated for shelter and utilities that is subject to adjustment by the welfare assistance agency in accordance with the actual cost of shelter and utilities, the amount of welfare assistance income to be included as income consists of:
   a. The amount of the allowance or grant exclusive of the amount specifically designated for shelter or utilities; plus
   b. The maximum amount that the welfare assistance agency could in fact allow the family for shelter and utilities. If the family's welfare assistance is ratably reduced from the standard of need by applying a percentage, the amount calculated under this requirement is the amount resulting from one application of the percentage.

4. If the amount of welfare is reduced due to an act of fraud by a family member or because of any family member's failure to comply with requirements to participate in an economic self-sufficiency program or work activity, the amount of rent required to be paid by the family will not be decreased. In such cases, the amount of income attributable to the family will include what the family would have received had they complied with the welfare requirements and/or had not committed an act of fraud.

3. If the amount of welfare assistance is reduced as a result of a lifetime time limit, the reduced amount is the amount that shall be counted as income.

G. Periodic and determinable allowances, such as alimony, child support payments, and regular contributions or gifts received from organizations or from persons not residing in the dwelling.

H. All regular pay, special pay, and allowances of a member of the Armed Forces. (Special pay to a member exposed to hostile fire is excluded.)

10.2 ANNUAL INCOME

Annual income does not include the following:

A. Income from employment of children (including foster children) under the age of 18 years;

B. Payments received for the care of foster children or foster adults (usually persons with disabilities, unrelated to the tenant family, who are unable to live alone);

C. Lump-sum additions to family assets, such as inheritances, insurance payments (including payments under health and accident insurance and worker's compensation), capital gains, and settlement for personal or property losses;

D. Amounts received by the family that are specifically for, or in reimbursement of, the cost of medical expenses for any family member;

E. Income of a live-in aide;

F. The full amount of student financial assistance paid directly to the student or to the educational institution;

G. The special pay to a family member serving in the Armed Forces who is exposed to hostile fire;

H. The amounts received from the following programs:

1. Amounts received under training programs funded by HUD;

2. Amounts received by a person with a disability that are disregarded for a limited time for purposes of Supplemental Security Income eligibility and benefits because they are set aside for use under a Plan to Attain Self-Sufficiency (PASS);

3. Amounts received by a participant in other publicly assisted programs that are specifically for or in reimbursement of out-of-pocket expenses incurred (special equipment, clothing, transportation, child care, etc.) and that are made solely to allow participation in a specific program;

4. Amounts received under a resident service rent credit. A resident service rent credit is a modest amount received by a resident for performing a service for the Housing Authority or owner, on a part-time basis, that enhances the quality of life in the development. Such services may include, but are not limited to, fire patrol, hall monitoring, lawn

maintenance, and resident initiatives coordination. No resident may receive more than one such rent credit during the same period of time;

5. Incremental earnings and benefits resulting to any family member from participation in qualifying State or local employment training programs (including training programs not affiliated with a local government) and training of a family member as resident management staff. Amounts excluded by this provision must be received under employment training programs with clearly defined goals and objectives and are excluded only for the period during which the family member participates in the employment training program;

6. Temporary, nonrecurring or sporadic income (including gifts);

7. Reparation payments paid by a foreign government pursuant to claims filed under the laws of that government by persons who were persecuted during the Nazi era;

8. Earnings in excess of $480 for each full-time student 18 years old or older (excluding the head of household and spouse);

9. Adoption assistance payments in excess of $480 per adopted child;

10. The incremental earnings due to employment during the 12-month period following date of hire shall be excluded. This exclusion (paragraph 11) will not apply for any family who concurrently is eligible for exclusion #10. Additionally, this exclusion is only available to the following families:
    a. Families whose income increases as a result of employment of a family member who was previously unemployed for one or more years. Including those who have earned in the 12 months previous to employment no more than would be received for 10 hours of work per week for 50 weeks at the established minimum wage.
    b. Families whose income increases during the participation of a family member in any family self-sufficiency program.
    c. Families who are or were, within 6 months, assisted under a State TANF program.

    A family who has qualified for the income exclusion, upon the expiration of the 12 month period described above, an additional rent benefit accrues to the family. If the family member's employment continues, then for the 12-month period following the 12-month period of disallowance, the resulting rent increase will be capped at 50 percent of the rent increase the family would have otherwise received.

11. Deferred periodic amounts from supplemental security income and Social Security benefits that are received in a lump sum amount or in prospective monthly amounts;

12. Amounts received by the family in the form of refunds or rebates under State or local law for property taxes paid on the dwelling unit;

13. Amounts paid by a State agency to a family with a member who has a developmental disability and is living at home to offset the cost of services and equipment needed to keep the developmentally disabled family member at home; or

14. Amounts specifically excluded by any other Federal statute from consideration as income for purposes of determining eligibility or benefits. These exclusions include:

    a. The value of the allotment provided to an eligible household under the Food Stamp Act of 1977 (7 U.S.C. 201(b));

    b. Payments to Volunteers under the Domestic Volunteer Services Act of 1973 (42 U.S.C. 5044(g), 5058);

    c. Payments received under the Alaska Native Claims Settlement Act (43 U.S.C. 1626(c));

    d. Income derived from certain sub-marginal land of the United States that is held in trust for certain Indian tribes (25 U.S.C. 459e);

    e. Payments or allowances made under the Department of Health and Human Services' Low-Income Home Energy Assistance Program (42 U.S.C. 8624(f);

    f. Payments received under programs funded in whole or in part under the Job Training Partnership Act (29 U.S.C. 1552(b); (effective July 1, 2000, references to Job Training Partnership Act shall be deemed to refer to the corresponding provision of the Workforce Investment Act of 1998 (29 U.S.C. 2931);

    g. Income from the disposition of funds of the Grand River Band of Ottawa Indians (Pub. L. 94-540, 90 Stat. 2503-04);

    h. The first $2000 per capita shares received from judgment funds awarded by the Indian claims commission or the U.S. Claims Court, the interests of individual Indians in trust or restricted lands,

including the first $2000 per year of income received by individual Indians from funds derived from interests held in such trust or restricted lands (25 U.S. 1407-1408);

i. Amounts of scholarships funded under Title IV of the Higher Education Act of 1965, including awards under the Bureau of Indian Affairs student assistance programs (20 U.S.C. 1087uu);

j. Payments received from programs funded under Title V of the Older Americans Act of 1985 (42 U.S. 3056(f));

k. Payments received on or after January 1, 1989, from the Agent Orange Settlement Fund or any other fund established pursuant to the settlement In Re Agent product liability litigation, M.D.L. No. 381 (E.D.N.Y.);

l. Payments received under the Maine Indian Claims Settlement Act of 1980 (25 U.S.C. 1721);

m. The value of child care provided or arranged (or any amount received as payment for such care or reimbursement for costs incurred for such care) under the Child Care and Development Block Grant Act of 1990 (42 U.S.C. 9858q);

n. Earned income tax credit (EITC) refund payments received on or after January 1, 1991 (26 U.S.C. 32(j));refund payments

o. Payments by the Indian Claims Commission to the Confederated Tribes and Bands of Yakima Indian Nation or the Apache Tribe of Mescalero Reservation (Pub. L. 95-433);

p. Allowances, earning and payments to AmeriCorps, participants under the National and Community Service Act of 1990 (42 E.S.C. 12637(d));

q. Any allowance paid under the provisions of 38 U.S.C. 1805 to a child suffering from spina bifida who is the child of a Vietnam veteran (38 U.S.C 1805);

r. Any amount of crime victim compensation (under the Victims of Crime Act) received through crime victim assistance (or payment or reimbursement of the cost of such assistance) as determined under the Victims Crime Act because of the commission of a crime against the applicant under the Victims of Crime Act (42 U.S.C. 10602); and

s. Allowances, earnings and payments to individuals participating in programs under the Workforce Investment Act of 1998 (29 U.S.C. 2931)

t. The $600 transitional assistance subsidy, for applicants and tenants enrolled in the Medicare transitional assistance program, effective the date receiving the benefits and any negotiated drug discounts received pursuant to the Medicare prescription drug discount card.

10.3 DEDUCTIONS FROM ANNUAL INCOME

The following deductions will be made from annual income:

A. $480 for each dependent;

B. $400 for any elderly family or disabled family;

C. For any family that is not an elderly or disabled family but has a member (other than the head or spouse) who is a person with a disability, disability assistance expenses in excess of 3% of annual income. This allowance may not exceed the employment income received by family members who are 18 years of age or older as a result of the assistance to the person with disabilities.

D. For any elderly or disabled family:

1. That has no disability assistance expenses, an allowance for medical expenses equal to the amount by which the medical expenses exceed 3% of annual income. Allowable medical expenses are those described as includible medical expenses in IRS Publication 502- Medical and Dental Expenses.;

2. That has disability expenses greater than or equal to 3% of annual income, an allowance for disability assistance expenses computed in accordance with paragraph C, plus an allowance for medical expenses that equal the family's medical expenses;

3. That has disability assistance expenses that are less than 3% of annual income, an allowance for combined disability assistance expenses and medical expenses that is equal to the total of these expenses less 3% of annual income.

4. The medicare assistance provided for the cost of drugs pursuant to prescription drug discount cards, negotiated drug price, or transitional

assistance subsidies.

E. Child care expenses which are defined as amounts anticipated to be paid by a family for the care of children under 13 years of age during the period for which annual income is computed if the care is necessary to enable a family member to do any of the following:

1. Actively seek employment.
2. Be gainfully employed. (The amount deducted for child care expenses may not exceed the amount of employment income that is included in annual income.
3. Further his or her education.

Child care expenses are deductible only to the extend that they are not reimbursed and reflect reasonable charges for child care. Reasonable charges shall be those charges reflected in the Child Care Daily Maximum Table provided by the Beaver County Department of Public Welfare which details daily charges by age of child and by type of child care provider,

11.0 VERIFICATION

The Housing Authority of the County of Beaver will verify information related to waiting list preferences, eligibility, admission, and level of benefits prior to admission. Periodically during occupancy, items related to eligibility and rent determination shall also be reviewed and verified. Income, assets, and expenses will be verified, as well as disability status, need for a live-in aide and other reasonable accommodations; full time student status of family members 18 years of age and older; Social Security numbers; and citizenship/eligible noncitizen status. Age and relationship will only be verified in those instances where needed to make a determination of level of assistance.

11.1 ACCEPTABLE METHODS OF VERIFICATION

Age, relationship, U.S. citizenship, and Social Security numbers will generally be verified with documentation provided by the family. For citizenship, the family's certification will be accepted. (Or, for citizenship, documentation such as listed below will be required.) Verification of these items will include photocopies of the Social Security cards and other documents presented by the family, the INS SAVE approval code, and forms signed by the family.

Other information will be verified by the following five verification methods acceptable to HUD, in the order of preference indicated:

1. Up-front Income Verifications (UIV)

UIV is the verification of income through an independent source that systematically maintains income information in computerized form for a large number of individuals.

Current UIV resources include the following:

a. Tenant Assessment Subsystem (TASS) – HUD's online system for Social Security (SS) and Supplemental Security Income (SSI) information.

b. State Wage Information Collection Agencies (SWICAs)

c. State systems for the Temporary Assistance for Needy Families (TANF) program

d. Credit Bureau Information (CBA) credit reports

e. Internal Revenue Service (IRS) Letter 1722

f. Private sector databases (e.g. The Work Number)

The Housing Authority of the County of Beaver will use additional UIV resources as they become available.

It is important to note that UIV data will only be used to verify an applicant or resident's eligibility for participation in a rental assistance program and to determine the level of assistance the resident is entitled to receive and only by properly trained persons whose duties require access to this information. Any other use, unless approved by the HUD Headquarters UIV Security System Administrator, is specifically prohibited and will not occur.

No adverse action can be taken against a resident until the Housing Authority of the County of Beaver has independently verified the UIV information and the resident has been granted an opportunity to contest any adverse findings through the established grievance procedure.

Furthermore, the information the Housing Authority of the County of Beaver derives from the UIV system will be protected to ensure that it is utilized solely for official purposes and not disclosed in any way that would violate the privacy of the affected individuals.

Once the data has served its purpose, it shall be destroyed by either burning or shredding the data.

2. Third –Party Written Verifications

This type of verification includes written documentation, with forms sent directly to and received directly from a source, not passed through the hands of the family. It may also be a report generated automatically by another government agency, i.e., Department of Welfare, Veterans Administration, etc.

Third-party written verifications may also be used to supplement Up-front Income Verifications.

Third party verification of SS and SSI benefits shall be obtained by getting a copy of an official Social Security Administration letter of benefits from the person receiving the benefits and verification from HUD's on line systems. If either of these forms of verification are not obtainable, then the file shall be documented as to why third party verification was not used.

The Housing Authority of the County of Beaver will allow two (2) weeks for the return of third party written verifications prior to continuing on to the next type of verification.

3. Third-Party Oral Verifications

This type of verification includes direct contact with the source, in person or by telephone. When this method is used, staff members will be required to document in writing with whom they spoke, the date of the conversation and the facts obtained.

The Housing Authority of the County of Beaver will allow three (3) business days for the return of third party oral verifications prior to continuing on to the next type of verification.

4. Review of Documents

When UIV, written and oral third party verifications are not available within the two (2) weeks and three (3) business days period allowed in paragraphs 2 and 3 above, the Housing Authority will use the information received by the family, provided that the documents provide complete information. Photocopies of the documents, excluding government checks, provided by the family will be maintained in the file. In cases in which documents are viewed and cannot be photocopied, staff reviewing the documents will complete a written statement as to the contents of the document(s).

5. Self-Certification and Self-Declaration

When UIV, written and oral third party verifications are not available within the two (2) week and three (3) business days period allowed in paragraphs 2 and 3 above, and hand-carried verification cannot be obtained, the Housing Authority will accept a statement detailing information needed, signed by the head, spouse, co-head, or other adult family member.

Verification forms and reports received will be contained in the applicant/tenant file. Oral third party documentation will include the same information as if the documentation had been written, i.e. name, date of contact, amount received, etc.

When any verification method other than Up-Front Income Verification is utilized, the Housing Authority of the County of Beaver will document the reason for the choice of the verification methodology in the applicant/resident's file.

11.2 TYPES OF VERIFICATION

The chart below outlines the factors that may be verified and gives common examples of the verification that will be sought. To obtain written third party verification, the Housing Authority of the County of Beaver will send a request form to the source along with a release form signed by the applicant/tenant via first class mail.

Verification Requirements for Individual Items		
Item to Be Verified	**3rd party verification**	**Hand-carried verification**
General Eligibility Items		
Social Security Number	Letter from Social Security, electronic reports	Social Security card
Citizenship	N/A	Signed certification, voter's registration card, birth certificate, etc.
Eligible immigration status	INS SAVE confirmation #	INS card
Disability	Letter from medical professional, SSI, etc	Proof of SSI or Social Security disability payments

Verification Requirements for Individual Items		
Item to Be Verified	**3rd party verification**	**Hand-carried verification**
Full time student status (if >18)	Letter from school	For high school students, any document evidencing enrollment
Need for a live-in aide	Letter from doctor or other professional knowledgeable of condition	N/A
Child care costs	Letter from care provider	Bills and receipts
Disability assistance expenses	Letters from suppliers, care givers, etc.	Bills and records of payment
Medical expenses	Letters from providers, prescription record from pharmacy, medical professional's letter stating assistance or a companion animal is needed	Bills, receipts, records of payment, dates of trips, mileage log, receipts for fares and tolls
Medical Discount Card		A card with the words "Medicare Approved" on it.
Medical Discount Benefit		Individual receipts if the pre-discount cost is included; a comparison of receipts before and after the application of the discount; other information provided by the pharmacy supplying the prescription; or if nothing else is available, an imputed value of $48.17.
Value of and Income from Assets		
Savings, checking accounts	Letter from institution	Passbook, most current statements
CDS, bonds, etc	Letter from institution	Tax return, information brochure from institution, the CD, the bond
Stocks	Letter from broker or holding	Stock or most current

Verification Requirements for Individual Items		
Item to Be Verified	**3rd party verification**	**Hand-carried verification**
	company	statement, price in newspaper or through Internet
Real property	Letter from tax office, assessment, etc.	Property tax statement (for current value), assessment, records or income and expenses, tax return
Personal property	Assessment, bluebook, etc	Receipt for purchase, other evidence of worth
Cash value of life insurance policies	Letter from insurance company	Current statement
Assets disposed of for less than fair market value	N/A	Original receipt and receipt at disposition, other evidence of worth
Income		
Earned income	Letter from employer	Multiple pay stubs
Self-employed	UIV if available	Tax return from prior year, books of accounts
Regular gifts and contributions	Letter from source, letter from organization receiving gift (i.e., if grandmother pays day care provider, the day care provider could so state)	Bank deposits, other similar evidence
Alimony/child support	Court order, letter from source, letter from Human Services	Record of deposits, divorce decree
Periodic payments (i.e., social security, welfare, pensions, workers compensation, unemployment)	Letter or electronic reports from the source	Award letter, letter announcing change in amount of future payments
Training program participation	Letter from program provider indicating - whether enrolled or completed - whether training is HUD-funded - whether Federal, State, local govt.,	N/A

Verification Requirements for Individual Items		
Item to Be Verified	**3rd party verification**	**Hand-carried verification**
	or local program - whether it is employment training - whether it has clearly defined goals and objectives - whether program has supportive services - whether payments are for out-of-pocket expenses incurred in order to participate in a program - date of first job after program completion	Evidence of job start

11.3 VERIFICATION OF CITIZENSHIP OR ELIGIBLE NONCITIZEN STATUS

The citizenship/eligible noncitizen status of each family member regardless of age must be determined.

Prior to being admitted, or at the first reexamination, all citizens and nationals will be required to sign a declaration under penalty of perjury. They will be required to show proof of their status by such means as a Social Security card, birth certificate, military ID, or military DD 214 Form.

Prior to being admitted or at the first reexamination, all eligible noncitizens who are 62 years of age or older will be required to sign a declaration under penalty of perjury. They will also be required to show proof of age.

Prior to being admitted or at the first reexamination, all eligible noncitizens must sign a declaration of their status and a verification consent form and provide their original INS documentation. The Housing Authority of the County of Beaver will make a copy of the individual's INS documentation and place the copy in the file. The Housing Authority of the County of Beaver will also verify their status through the INS SAVE system. If the INS SAVE system cannot confirm eligibility, the Housing Authority of the County of Beaver will mail information to the INS in order that a manual check can be made of INS records.

Family members who do not claim to be citizens, nationals, or eligible noncitizens must be listed on a statement of noneligible members and the list must be signed by the head of the household.

Noncitizen students on student visas, though in the country legally, are not eligible to be admitted to public housing.
Any family member who does not choose to declare their status must be listed on the

statement of noneligible members.

If no family member is determined to be eligible under this section, the family's eligibility will be denied.

The family's assistance will not be denied, delayed, reduced, or terminated because of a delay in the process of determining eligible status under this section, except to the extent that the delay is caused by the family.

If the Housing Authority of the County of Beaver determines that a family member has knowingly permitted an ineligible noncitizen (other than any ineligible noncitizens listed on the lease) to permanently reside in their public housing unit, the family will be evicted. Such family will not be eligible to be readmitted to public housing for a period of 24 months from the date of eviction or termination.

11.4 VERIFICATION OF SOCIAL SECURITY NUMBERS

Prior to admission, each family member who has a Social Security number and who is at least 6 months of age shall provide verification of his or her Social Security number. New family members at least 6 months of age shall provide this verification prior to being added to the lease. Children in assisted households must provide this verification at the first regular reexamination after turning six.

The best verification of the Social Security number is the original Social Security card. If the card is not available, the Housing Authority of the County of Beaver will accept letters from the Social Security Agency that establishes and states the number. Documentation from other governmental agencies will also be accepted that establishes and states the number. Driver's licenses, military IDs, passports, or other official documents that establish and state the number are also acceptable.

If an individual states that they do not have a Social Security number, they will be required to sign a statement to this effect. The Housing Authority of the County of Beaver will not require any individual who does not have a Social Security number to obtain a Social Security number.

If a member of an applicant family indicates they have a Social Security number, but cannot readily verify it, the family cannot be housed until verification is provided.

If a member of a tenant family indicates they have a Social Security number, but cannot readily verify it, they shall be asked to certify to this fact and shall have up to sixty (60) days to provide the verification. If the individual is at least 62 years of age, they will be given one hundred and twenty (120) days to provide the verification. If the individual fails to provide the verification within the time allowed, the family will be evicted.

11.5 TIMING OF VERIFICATION

Verification information must be dated within ninety (90) days of certification or reexamination. If the verification is older than this, the source will be contacted and asked to provide information regarding any changes.

When an interim reexamination is conducted, the Housing Authority will verify and update all information related to family circumstances and level of assistance. (Or, the Housing Authority will only verify and update those elements reported to have changed.)

11.6 FREQUENCY OF OBTAINING VERIFICATION

For each family member, citizenship/eligible noncitizen status will be verified only once. This verification will be obtained prior to admission. If the status of any family member was not determined prior to admission, verification of their status will be obtained at the next regular reexamination. Prior to a new member joining the family, their citizenship/eligible noncitizen status will be verified.

For each family member age 6 months and above, verification of Social Security number will be obtained only once. This verification will be accomplished prior to admission. When a family member who did not have a Social Security number at admission receives a Social Security number, that number will be verified at the next regular reexamination. Likewise, when a child turns six, their verification will be obtained at the next regular reexamination.

12.0 DETERMINATION OF TOTAL TENANT PAYMENT AND TENANT RENT

12.1 FAMILY CHOICE

At admission and each year in preparation for their annual reexamination, each family is given the choice of having their rent determined under the formula method or having their rent set at the flat rent amount.

A. Families who opt for the flat rent will be required to go through the income reexamination process every three years, rather than the annual review they would otherwise undergo.

B. Families who opt for the flat rent may request to have a reexamination and return to the formula based method at any time for any of the following reasons:
   1. The family's income has decreased.

   2. The family's circumstances have changed increasing their expenses for childcare, medical care, etc.

3. Other circumstances creating a hardship on the family such that the formula method would be more financially feasible for the family.

12.2 THE FORMULA METHOD

The total tenant payment is equal to the highest of:

A. 10% of monthly income;

B. 30% of adjusted monthly income; or

C. The welfare rent.

The family will pay the greater of the total tenant payment or the minimum rent of $**50.00**, but never more than the flat rent.

12.3 MINIMUM RENT

The Housing Authority of the County of Beaver has set the minimum rent at $**50.00**. However if the family requests a hardship exemption, the Housing Authority of the County of Beaver will immediately suspend the minimum rent for the family until the Housing Authority can determine whether the hardship exists and whether the hardship is of a temporary or long-term nature.

A. A hardship exists in the following circumstances:

1. When the family has lost eligibility for or is waiting an eligibility determination for a Federal, State, or local assistance program;

2. When the family would be evicted as a result of the imposition of the minimum rent requirement;

3. When the income of the family has decreased because of changed circumstances, including loss of employment;

4. When the family has an increase in expenses because of changed circumstances, for medical costs, childcare, transportation, education, or similar items;
5. When a death has occurred in the family.

B. No hardship. If the Housing Authority determines there is no qualifying hardship, the minimum rent will be reinstated, including requiring back payment of minimum rent for the time of suspension.

C. Temporary hardship. If the Housing Authority reasonably determines that there is a qualifying hardship but that it is of a temporary nature, the minimum rent will be not be imposed for a period of 90 days from the date of the family's request. At the end of the 90-day period, the minimum rent will be imposed retroactively to the time of suspension. The Housing Authority will offer a repayment agreement in accordance with the Section 19 of this policy for any rent not paid during the period of suspension. During the suspension period the Housing Authority will not evict the family for nonpayment of the amount of tenant rent owed for the suspension period.

D. Long-term hardship. If the Housing Authority determines there is a long-term hardship, the family will be exempt from the minimum rent requirement until the hardship no longer exists.

E. Appeals. The family may use the grievance procedure to appeal the Housing Authority's determination regarding the hardship. No escrow deposit will be required in order to access the grievance procedure.

12.4 THE FLAT RENT

The Housing Authority of the County of Beaver has set a flat rent for each public housing unit. In doing so, it considered the size and type of the unit, as well as its condition, amenities, services, and neighborhood. The Housing Authority of the County of Beaver determined the market value of the unit and set the rent at the market value. The amount of the flat rent will be reevaluated annually and adjustments applied. Affected families will be given a 30-day notice of any rent change. Adjustments are applied on the anniversary date for each affected family (for more information on flat rents, see Section 15.3).

The Housing Authority of the County of Beaver will post the flat rents at each of the developments and at the central office and are incorporated in this policy upon approval by the Board of Commissioners.

12.5 RENT FOR FAMILIES UNDER THE NONCITIZEN RULE

A mixed family will receive full continuation of assistance if all of the following conditions are met:

A. The family was receiving assistance on June 19, 1995;

B. The family was granted continuation of assistance before November 29, 1996;

C. The family's head or spouse has eligible immigration status; and

D. The family does not include any person who does not have eligible status other than the head of household, the spouse of the head of household, any parent of the head or spouse, or any child (under the age of 18) of the head or spouse.

If a mixed family qualifies for prorated assistance but decides not to accept it, or if the family has no eligible members, the family may be eligible for temporary deferral of termination of assistance to permit the family additional time for the orderly transition of some or all of its members to locate other affordable housing. Under this provision, the family receives full assistance. If assistance is granted under this provision prior to November 29, 1996, it may last no longer than three (3) years. If granted after that date, the maximum period of time for assistance under the provision is eighteen (18) months. The Housing Authority of the County of Beaver will grant each family a period of six (6) months to find suitable affordable housing. If the family cannot find suitable affordable housing, the Housing Authority of the County of Beaver will provide additional search periods up to the maximum time allowable.

Suitable housing means housing that is not substandard and is of appropriate size for the family. Affordable housing means that it can be rented for an amount not exceeding the amount the family pays for rent, plus utilities, plus 25%.

The family's assistance is prorated in the following manner:

A. Determine the 95th percentile of gross rents (tenant rent plus utility allowance) for the Housing Authority of the County of Beaver. The 95th percentile is called the maximum rent.

B. Subtract the family's total tenant payment from the maximum rent. The resulting number is called the maximum subsidy.

C. Divide the maximum subsidy by the number of family members and multiply the result times the number of eligible family members. This yields the prorated subsidy.

D. Subtract the prorated subsidy from the maximum rent to find the prorated total tenant payment. From this amount subtract the full utility allowance to obtain the prorated tenant rent.

12.6 UTILITY ALLOWANCE

The Housing Authority of the County of Beaver shall establish a utility allowance for all check-metered utilities and for all tenant-paid utilities. The allowance will be based on a

reasonable consumption of utilities by an energy-conservative household of modest circumstances consistent with the requirements of a safe, sanitary, and healthful environment. In setting the allowance, the Housing Authority of the County of Beaver will review the actual consumption of tenant families as well as changes made or anticipated due to modernization (weatherization efforts, installation of energy-efficient appliances, etc). Allowances will be evaluated at least annually as well as any time utility rate changes by 10% or more since the last revision to the allowances.

The utility allowance will be subtracted from the family's formula to determine the amount of the Tenant Rent. The Tenant Rent is the amount the family owes each month to the Housing Authority of the County of Beaver. The amount of the utility allowance is then still available to the family to pay the cost of their utilities. Any utility cost above the allowance is the responsibility of the tenant. Any savings resulting from utility costs below the amount of the allowance belongs to the tenant.

12.7 PAYING RENT

Rent and other charges are due and payable on the first day of the month. All rents should be paid at **HOUSING AUTHORITY OF THE COUNTY OF BEAVER, James F. Tress Administration Building, 300 State Street, Beaver, Pennsylvania 15009.** Reasonable accommodations for this requirement will be made for persons with disabilities. As a safety measure, no cash shall be accepted as a rent payment

If the rent is not paid by the fifteenth of the month, a Notice to Vacate will be issued to the tenant. In addition, a $25 late charge will be assessed to the tenant. If rent is paid by a personal check and the check is returned for insufficient funds, this shall be considered a non-payment of rent and will incur the late charge plus an additional charge of $10 for processing costs.

13.0 CONTINUED OCCUPANCY AND COMMUNITY SERVICE

13.1 GENERAL

In order to be eligible for continued occupancy, each adult family member must either (1) contribute eight hours per month of community service (not including political activities) within the community in which the public housing development is located, or (2) participate in an economic self-sufficiency program unless they are exempt from this requirement

13.2 EXEMPTIONS

The following adult family members of tenant families are exempt from this requirement.

A. Family members who are 62 or older

B. Family members who are blind or disabled

C. Family members who are the primary care giver for someone who is blind or disabled

D. Family members engaged in work activity

E. Family members who are exempt from work activity under part A title IV of the Social Security Act or under any other State welfare program, including the welfare-to-work program

F. Family members receiving assistance under a State program funded under part A title IV of the Social Security Act or under any other State welfare program, including welfare-to-work and who are in compliance with that program

13.3 NOTIFICATION OF THE REQUIREMENT

The Housing Authority of the County of Beaver shall identify all adult family members who are apparently not exempt from the community service requirement.

The Housing Authority of the County of Beaver shall notify all such family members of the community service requirement and of the categories of individuals who are exempt from the requirement. The notification will provide the opportunity for family members to claim and explain an exempt status. The Housing Authority of the County of Beaver shall verify such claims.

The notification will advise families that their community service obligation will begin upon the effective date of their first annual reexamination on or after 10/1/99. For family's paying a flat rent, the obligation begins on the date their annual reexamination would have been effective had an annual reexamination taken place. It will also advise them that failure to comply with the community service requirement will result in ineligibility for continued occupancy at the time of any subsequent annual reexamination.

13.4 VOLUNTEER OPPORTUNITIES

Community service includes performing work or duties in the public benefit that serve to improve the quality of life and/or enhance resident self-sufficiency, and/or increase the self-responsibility of the resident within the community.

An economic self sufficiency program is one that is designed to encourage, assist, train or facilitate the economic independence of participants and their families or to provide work for participants. These programs may include programs for job training, work placement, basic skills training, education, English proficiency, work fare, financial or household

management, apprenticeship, and any program necessary to ready a participant to work (such as substance abuse or mental health treatment).

The Housing Authority of the County of Beaver will coordinate with social service agencies, local schools, and the Human Resources Office in identifying a list of volunteer community service positions.

Together with the resident advisory councils, the Housing Authority of the County of Beaver may create volunteer positions such as hall monitoring, litter patrols, and supervising and record keeping for volunteers.

13.5 THE PROCESS

Upon admission at the first annual reexamination on or after October 1, 1999, and each annual reexamination thereafter, the Housing Authority of the County of Beaver will do the following:

A. Provide a list of volunteer opportunities to the family members.

B. Provide information about obtaining suitable volunteer positions.

C. Provide a volunteer time sheet to the family member. Instructions for the time sheet require the individual to complete the form and have a supervisor date and sign for each period of work.

D. Thirty (30) days before the family's next lease anniversary date, the Housing Authority of the County of Beaver will advise the family whether each applicable adult family member is in compliance with the community service requirement.

13.6 NOTIFICATION OF NON-COMPLIANCE WITH COMMUNITY SERVICE REQUIREMENT

The Housing Authority of the County of Beaver will notify any family found to be in noncompliance of the following:

A. The family member(s) has been determined to be in noncompliance;

B. That the determination is subject to the grievance procedure; and

C. That, unless the family member(s) enter into an agreement to comply, the lease will not be renewed or will be terminated;

13.7 OPPORTUNITY FOR CURE

The Housing Authority of the County of Beaver will offer the family member(s) the opportunity to enter into an agreement prior to the anniversary of the lease. The agreement shall state that the family member(s) agrees to enter into an economic self-sufficiency program or agrees to contribute to community service for as many hours as needed to comply with the requirement over the past 12-month period. The cure shall occur over the 12-month period beginning with the date of the agreement and the resident shall at the same time stay current with that year's community service requirement. The first hours a resident earns goes toward the current commitment until the current year's commitment is made.

If any applicable family member does not accept the terms of the agreement, does not fulfill their obligation to participate in an economic self-sufficiency program, or falls behind in their obligation under the agreement to perform community service by more than three (3) hours after three (3) months, the Housing Authority of the County of Beaver shall take action to terminate the lease.

14.0 RECERTIFICATIONS

At least annually, the Housing Authority of the County of Beaver will conduct a reexamination of family income and circumstances. The results of the reexamination determine (1) the rent the family will pay, and (2) whether the family is housed in the correct unit size.

14.1 GENERAL

The Housing Authority of the County of Beaver will send a notification letter to the family letting them know that it is time for their annual reexamination, giving them the option of selecting either the flat rent or formula method, and scheduling an appointment if they are currently paying a formula rent. If the family thinks they may want to switch from a flat rent to a formula rent, they should request an appointment. At the appointment, the family can make their final decision regarding which rent method they will choose. The letter also includes, for those families paying the formula method, forms for the family to complete in preparation for the interview. The letter includes instructions permitting the family to reschedule the interview if necessary. The letter tells families who may need to make alternate arrangements due to a disability that they may contact staff to request an accommodation of their needs.

During the appointment, the Housing Authority of the County of Beaver will determine whether family composition may require a transfer to a different bedroom size unit, and if so, the family's name will placed on the transfer list.

14.2 MISSED APPOINTMENTS

If the family fails to respond to the letter and fails to attend the interview, a second letter will be mailed. The second letter will advise of a new time and date for the interview, allowing for the same considerations for rescheduling and accommodation as above. The letter will also advise that failure by the family to attend the second scheduled interview will result in the Housing Authority of the County of Beaver taking eviction actions against the family.

14.3 FLAT RENTS

The annual letter to flat rent payers regarding the reexamination process will state the following:

A. Each year at the time of the annual reexamination, the family has the option of selecting a flat rent amount in lieu of completing the reexamination process and having their rent based on the formula amount.

B. The amount of the flat rent

C. A fact sheet about formula rents that explains the types of income counted, the most common types of income excluded, and the categories allowances that can be deducted from income.

D. Families who opt for the flat rent will be required to go through the income reexamination process every three years, rather than the annual review they otherwise would undergo.

E. Families who opt for the flat rent may request to have a reexamination and return to the formula-based method at any time for any of the following reasons:

   1. The family's income has decreased.

   2. The family's circumstances have changed increasing their expenses for childcare, medical care, etc.

   3. Other circumstances creating a hardship on the family such that the formula method would be more financially feasible for the family.

F. A certification for the family to sign accepting or declining the flat rent.

Each year prior to their anniversary date, Housing Authority of the County of Beaver will send a reexamination letter to the family offering the choice between a flat or a formula rent. The opportunity to select the flat rent is available only at this time. At the

appointment, the Housing Authority of the County of Beaver may assist the family in identifying the rent method that would be most advantageous for the family. If the family wishes to select the flat rent method without meeting with the Housing Authority of the County of Beaver representative, they may make the selection on the form and return the form to the Housing Authority of the County of Beaver. In such case, the Housing Authority of the County of Beaver will cancel the appointment.

14.4 THE FORMULA METHOD

During the interview, the family will provide all information regarding income, assets, expenses, and other information necessary to determine the family's share of rent. The family will sign the HUD consent form and other consent forms that later will be mailed to the sources that will verify the family circumstances.

Upon receipt of verification, the Housing Authority of the County of Beaver will determine the family's annual income and will calculate their rent as follows.

The total tenant payment is equal to the highest of:

A. 10% of monthly income;

B. 30% of adjusted monthly income; or

C. The welfare rent.

The family will pay the greater of the total tenant payment or the minimum rent of $**50.00**, but never more than the flat rent.

14.5 EFFECTIVE DATE OF RENT CHANGES FOR ANNUAL REEXAMINATIONS

The new rent will generally be effective upon the anniversary date with thirty-(30) days notice of any rent increase to the family.
If the rent determination is delayed due to a reason beyond the control of the family, then any rent increase will be effective the first of the month after the month in which the family receives a 30-day notice of the amount. If the new rent is a reduction and the delay is beyond the control of the family, the reduction will be effective as scheduled on the anniversary date.

If the family caused the delay, then any increase will be effective on the anniversary date. Any reduction will be effective the first of the month after the rent amount is determined.

14.6 INTERIM REEXAMINATIONS

During an interim reexamination, only the information affected by the changes being reported will be reviewed and verified.

Families will not be required to report any increase in income or decreases in allowable expenses between annual reexaminations.

Families are required to report the following changes to the Housing Authority of the County of Beaver between regular reexaminations. If the family's rent is being determined under the formula method, these changes will trigger an interim reexamination. The family shall report these changes within ten (10) days of their occurrence.

A. A member has been added to the family through birth or adoption or court-awarded custody.

B. A household member is leaving or has left the family unit.

In order to add a household member other than through birth or adoption (including a live-in aide), the family must request that the new member be added to the lease. Before adding the new member to the lease, the individual must complete an application form stating their income, assets, and all other information required of an applicant. The individual must provide their Social Security number if they have one and must verify their citizenship/eligible immigrant status. (Their housing will not be delayed due to delays in verifying eligible immigrant status other than delays caused by the family.) The new family member will go through the screening process similar to the process for applicants. The Housing Authority of the County of Beaver will determine the eligibility of the individual before adding them to the lease. If the individual is found to be ineligible or does not pass the screening criteria, they will be advised in writing and given the opportunity for an informal review. If they are found to be eligible and do pass the screening criteria, their name will be added to the lease. At the same time, if the family’s rent is being determined under the formula method, the family's annual income will be recalculated taking into account the circumstances of the new family member. The effective date of the new rent will be in accordance with paragraph below 15.8.

Families are not required to, but may at any time, request an interim reexamination based on a decrease in income, an increase in allowable expenses, or other changes in family circumstances. Upon such request, the Housing Authority of the County of Beaver will take timely action to process the interim reexamination and recalculate the tenant's rent.

If the total family income then increases or allowable expense decreases prior to the next scheduled reexamination, the family is obligated to report such change. These income increases or expense decreases within the reexamination period will result in an interim rent adjustment if the reported increases in income or decreases in expense result in an increase in monthly income equal to or greater than the current one person monthly general assistance cash grant.

14.7 SPECIAL REEXAMINATIONS

If a family's income is too unstable to project for twelve (12) months, including families that temporarily have no income or have a temporary decrease in income, the Housing Authority of the County of Beaver may schedule special reexaminations every sixty (60) days until the income stabilizes and an annual income can be determined. For families who declare that they have no income, the family will have to certify on a provided form that they have no income and will be required to make this certification on the provided form every sixty (60) days.

14.8 EFFECTIVE DATE OF RENT CHANGES DUE TO INTERIM OR SPECIAL REEXAMINATIONS

Unless there is a delay in reexamination processing caused by the family, any rent increase will be effective the first of the second month after the month in which the family receives notice of the new rent amount. If the family causes a delay, then the rent increase will be effective on the date it would have been effective had the process not been delayed (even if this means a retroactive increase).

If the new rent is a reduction and any delay is beyond the control of the family, the reduction will be effective the first of the month after the interim reexamination should have been completed.

If the new rent is a reduction and the family caused the delay or did not report the change in a timely manner, the change will be effective the first of the month after the rent amount is determined.

15.0 UNIT TRANSFERS

15.1 OBJECTIVES OF THE TRANSFER POLICY

The objectives of the Transfer Policy include the following:

A. To address emergency situations.

B. To fully utilize available housing resources while avoiding overcrowding by insuring that each family occupies the appropriate size unit.

C. To facilitate a relocation when required for modernization or other management purposes.

D. To facilitate relocation of families with inadequate housing accommodations.

E. To provide an incentive for families to assist in meeting the Housing Authority of

the County of Beaver's deconcentration goal.

F. To eliminate vacancy loss and other expense due to unnecessary transfers.

15.2 CATEGORIES OF TRANSFERS

Category **A**: Emergency transfers. These transfers are necessary when conditions pose an immediate threat to the life, health, or safety of a family or one of its members. Such situations may involve defects of the unit or the building in which it is located, the health condition of a family member, a hate crime, the safety of witnesses to a crime, or a law enforcement matter particular to the neighborhood.

Category **B**: Immediate administrative transfers. These transfers are necessary in order to permit a family needing accessible features to move to a unit with such a feature or to enable modernization work to proceed.

Category **C**: Regular administrative transfers. These transfers are made to offer incentives to families willing to help meet certain Housing Authority of the County of Beaver occupancy goals, to correct occupancy standards where the unit size is inappropriate for the size and composition of the family, to allow for non-emergency but medically advisable transfers, and other transfers approved by the Housing Authority of the County of Beaver when a transfer is the only or best way of solving a serious problem.

Category **D:** Convenience transfers. At the request of a family to move to another development or another unit within the development in which they reside even though the family is properly housed. A fee of $250.00 must be paid prior to the completion of the transfer.

15.3 DOCUMENTATION

When the transfer is at the request of the family, the family may be required to provide third party verification of the need for the transfer.

15.4 INCENTIVE TRANSFERS

Transfer requests will be encouraged and approved for families who live in a development where their income category (below or above 30% of area median) predominates and wish to move to a development where their income category does not predominate.

15.5 PROCESSING TRANSFERS

Transfers on the waiting list will be sorted by the above categories and within each category by date and time.

Transfers in category A and B will be housed ahead of any other families, including those on the applicant waiting list. Transfers in category A will be housed ahead of transfers in category B.

Transfers in category C will be housed along with applicants for admission by date and time based upon the date of the approved transfer request.

Transfers in category D will be housed when category C transfers and applicants for admission have been housed. Category D transfers will be housed based upon the date of the approved transfer request and payment of the cost of the transfer.

Upon offer and acceptance of a unit, the family will execute all lease up documents and pay any rent and/or security deposit within two (2) days of being informed the unit is ready to rent. The family will be allowed seven (7) days to complete a transfer. The family will be responsible for paying rent at the old unit as well as the new unit for any period of time they have possession of both. The prorated rent and other charges (key deposit and any additional security deposit owing) must be paid at the time of lease execution.

The following is the policy for the rejection of an offer to transfer:

A. If the family rejects with good cause any unit offered, they will not lose their place on the transfer waiting list.

B. If the transfer is being made at the request of the Housing Authority of the County of Beaver and the family rejects two offers without good cause, the Housing Authority of the County of Beaver will take action to terminate their tenancy. If the reason for the transfer is that the current unit is too small to meet the Housing Authority of the County of Beaver's optimum occupancy standards, the family may request in writing to stay in the unit without being transferred so long as their occupancy will not exceed two people per living/sleeping room.

C. If the transfer is being made at the family's request and the rejected offer provides deconcentration incentives, the family will maintain their place on the transfer list and will not otherwise be penalized.

D. If the transfer is being made at the family's request, the family may, without good cause and without penalty, turn down one offer that does not include deconcentration incentives. After turning down a second such offer without good cause, the family's name will be removed from the transfer list.

15.6 COST OF THE FAMILY'S MOVE

The cost of the transfer generally will be borne by the family in the following circumstances:

A. When the transfer is made at the request of the family or by others on behalf of the family (i.e. by the police);

B. When the transfer is needed to move the family to an appropriately sized unit, either larger or smaller;

C. When the transfer is necessitated because a family with disabilities needs the accessible unit into which the transferring family moved (The family without disabilities signed a statement to this effect prior to accepting the accessible unit); or

D. When the transfer is needed because action or inaction by the family caused the unit to be unsafe or uninhabitable.

E. When the transfer is a convenience transfer.

The cost of the transfer will be borne by the Housing Authority of the County of Beaver in the following circumstances:

A. When the transfer is needed in order to carry out rehabilitation activities; or

B. When action or inaction by the Housing Authority of the County of Beaver has caused the unit to be unsafe or inhabitable.

The responsibility for moving costs in other circumstances will be determined on a case by case basis.

15.7 TENANTS IN GOOD STANDING

When the transfer is at the request of the family, it will not be approved unless the family is in good standing with the Housing Authority of the County of Beaver. This means the family must be in compliance with their lease, current in all payments to the Housing Authority, and must pass a housekeeping inspection. For convenience transfer requests, family must also be a resident for a minimum of one year.

15.8 TRANSFER REQUESTS

A tenant may request a transfer at any time by completing a transfer request form. In considering the request, the Housing Authority of the County of Beaver may request a meeting with the tenant to better understand the need for transfer and to explore possible alternatives. The Housing Authority of the County of Beaver will review the request in a timely manner and if a meeting is desired, it shall contact the tenant within ten (10) business days of receipt of the request to schedule a meeting.

The Housing Authority of the County of Beaver will grant or deny the transfer request in writing within ten (10) business days of receiving the request or holding the meeting, whichever is later.

If the transfer is approved, the family's name will be added to the transfer waiting list.

If the transfer is denied, the denial letter will advise the family of their right to utilize the grievance procedure.

15.9 RIGHT OF THE HOUSING AUTHORITY OF THE COUNTY OF BEAVER IN TRANSFER POLICY

The provisions listed above are to be used as a guide to insure fair and impartial means of assigning units for transfers. It is not intended that this policy will create a property right or any other type of right for a tenant to transfer or refuse to transfer.

16.0 INSPECTIONS

An authorized representative of the Housing Authority of the County of Beaver and an adult family member will inspect the premises prior to commencement of occupancy. A written statement of the condition of the premises will be made, all equipment will be provided, and the statement will be signed by both parties with a copy retained in the Housing Authority of the County of Beaver file and a copy given to the family member. An authorized Housing Authority of the County of Beaver representative will inspect the premises at the time the resident vacates and will furnish a statement of any charges to be made provided the resident turns in the proper notice under State law. The resident's security deposit can be used to offset against any Housing Authority of the County of Beaver damages to the unit.

16.1 MOVE-IN INSPECTIONS

The Housing Authority of the County of Beaver and an adult member of the family will inspect the unit prior to signing the lease. Both parties will sign a written statement of the condition of the unit. A copy of the signed inspection will be given to the family and the original will be placed in the tenant file.

16.2 ANNUAL INSPECTIONS

The Housing Authority of the County of Beaver will inspect each public housing unit annually to ensure that each unit meets the Housing Authority of the County of Beaver’s housing standards. Work orders will be submitted and completed to correct any deficiencies.

16.3 PREVENTATIVE MAINTENANCE INSPECTIONS

This is generally conducted along with the annual inspection. This inspection is intended to keep items in good repair. It checks weatherization; checks the condition of the smoke detectors, water heaters, furnaces, automatic thermostats and water temperatures; checks for leaks; and provides an opportunity to change furnace filters and provide other minor servicing that extends the life of the unit and its equipment.

16.4 SPECIAL INSPECTIONS

A special inspection may be scheduled to enable HUD or others to inspect a sample of the housing stock maintained by the Housing Authority of the County of Beaver.

16.5 HOUSEKEEPING INSPECTIONS

The Housing Authority of the County of Beaver will conduct a housekeeping inspection to ensure the family is maintaining the unit in a safe and sanitary condition.

16.6 NOTICE OF INSPECTION

For inspections defined as annual inspections, preventative maintenance inspections, special inspections, and housekeeping inspections the Housing Authority of the County of Beaver will give the tenant at least two (2) days written notice.

16.7 EMERGENCY INSPECTIONS

If any employee and/or agent of the Housing Authority of the County of Beaver have reason to believe that an emergency exists within the housing unit, the unit can be entered without notice. The person(s) that enters the unit will leave a written notice to the resident that indicates the date and time the unit was entered and the reason why it was necessary to enter the unit.

16.8 PRE-MOVE-OUT INSPECTIONS

When a tenant gives notice that they intend to move, the Housing Authority of the County of Beaver will offer to schedule a pre-move-out inspection with the family. The inspection allows the Housing Authority of the County of Beaver to help the family identify any problems which, if left uncorrected, could lead to vacate charges. This inspection is a courtesy to the family and has been found to be helpful both in reducing costs to the family and in enabling the Housing Authority of the County of Beaver to ready units more quickly for the future occupants.

16.9 MOVE-OUT INSPECTIONS

The Housing Authority of the County of Beaver conducts the move-out inspection after the tenant vacates to assess the condition of the unit and determine responsibility for any

needed repairs. When possible, the tenant is notified of the inspection and is encouraged to be present. This inspection becomes the basis for any claims that may be assessed against the security deposit.

17.0 REPAYMENT AGREEMENTS

When a resident owes the Housing Authority of the County of Beaver back charges and is unable to pay the balance by the due date, the resident may request that the Housing Authority of the County of Beaver allow them to enter into a Repayment Agreement. The Housing Authority of the County of Beaver has the sole discretion of whether to accept such an agreement. All Repayment Agreements must assure that the full payment is made within a period not to exceed four (4) months. All Repayment Agreements must be in writing and signed by both parties. Failure to comply with the Repayment Agreement terms may subject the Resident to eviction procedures.

18.0 TERMINATION

18.1 TERMINATION BY TENANT

The tenant may terminate the lease at any time upon submitting a fifteen 15-day written notice. If the tenant vacates prior to the end of the fifteen (15) days, they will be responsible for rent through the end of the notice period or until the unit is re-rented, whichever occurs first. In the event that the tenant fails to give such required notice, they will be responsible for rent for the balance of the lease term or until the unit is re-rented, whichever occurs first.

18.2 TERMINATION BY THE HOUSING AUTHORITY

The Housing Authority of the County of Beaver after 10/1/2000 will not renew the lease of any family that is not in compliance with the community service requirement or an approved Agreement to Cure. If they do not voluntarily leave the property, eviction proceedings will begin.

The Housing Authority of the County of Beaver will terminate the lease for serious or repeated violations of material lease terms. Such violations include but are not limited to the following:

A. Nonpayment of rent or other charges;

B. A history of late rental payments;

C. Failure to provide timely and accurate information regarding family composition, income circumstances, or other information related to eligibility or rent;

D. Failure to allow inspection of the unit;

E. Failure to maintain the unit in a safe and sanitary manner;

F. Assignment or subletting of the premises;

G. Use of the premises for purposes other than as a dwelling unit (other than for housing authority approved resident businesses);

H. Destruction of property;

I. Acts of destruction, defacement, or removal of any part of the premises or failure to cause guests to refrain from such acts;

J. Any criminal activity on the property or drug-related criminal activity on or off the premises. This includes but is not limited to the manufacture of methamphetamine on the premises of the Housing Authority of the County of Beaver;

K. Non-compliance with Non-Citizen Rule requirements;

L. Permitting persons not on the lease to reside in the unit more than fourteen (14) days each year without the prior written approval of the Housing Authority; and

M. Other good cause.

The Housing Authority of the County of Beaver will take immediate action to evict any household that includes an individual who is subject to a lifetime registration requirement under a State sex offender registration program.

18.3 ABANDONMENT

The Housing Authority of the County of Beaver will consider a unit to be abandoned when a resident has both fallen behind in rent **AND** has clearly indicated by words or actions an intention not to continue living in the unit.

When a unit has been abandoned, a Housing Authority of the County of Beaver representative may enter the unit and remove any abandoned property. A notice will be mailed to the resident stating where the property is being stored and when it will be disposed of. If the Housing Authority of the County of Beaver does not have a new address for the resident, the notice will be mailed to the unit address so it can be forwarded by the post office.

Within **30** days of learning of an abandonment, the Housing Authority of the County of Beaver will either return the deposit or provide a statement of why the deposit is being kept.

18.4 RETURN OF SECURITY DEPOSIT

After a family moves out, the Housing Authority of the County of Beaver will return the security deposit within 30 days or give the family a written statement of why all or part of the security deposit is being kept. The rental unit must be restored to the same conditions as when the family moved in, except for normal wear and tear. Deposits will not be used to cover normal wear and tear or damage that existed when the family moved in.

If State law requires the payment of interest on security deposits; it shall be complied with.

The Housing Authority of the County of Beaver will be considered in compliance with the above if the required payment, statement, or both, are deposited in the U.S. mail with first class postage paid within 30 days.

GLOSSARY

50058 Form: The HUD form that housing authorities are required to complete for each assisted household in public housing to record information used in the certification and re-certification process and, at the option of the housing authority, for interim reexaminations.

1937 Housing Act: The United States Housing Act of 1937 (42 U.S.C. 1437 et seq.) (24 CFR 5.100)

Adjusted Annual Income: The amount of household income, after deductions for specified allowances, on which tenant rent is based. (24 CFR 5.611)

Adult: A household member who is 18 years or older or who is the head of the household, or spouse, or co-head.

Allowances: Amounts deducted from the household's annual income in determining adjusted annual income (the income amount used in the rent calculation). Allowances are given for elderly families, dependents, medical expenses for elderly families, disability expenses, and child care expenses for children under 13 years of age. Other allowance can be given at the discretion of the housing authority.

Annual Contributions Contract (ACC): The written contract between HUD and a housing authority under which HUD agrees to provide funding for a program under the 1937 Act, and the housing authority agrees to comply with HUD requirements for the program. (24 CFR 5.403)

Annual Income: All amounts, monetary or not, that:

A. Go to (or on behalf of) the family head or spouse (even if temporarily absent) or to any other family member; or

B. Are anticipated to be received from a source outside the family during the 12-month period following admission or annual reexamination effective date; and

C. Are not specifically excluded from annual income.

Annual Income also includes amounts derived (during the 12-month period) from assets to which any member of the family has access. (1937 Housing Act; 24 CFR 5.609)

Applicant (applicant family): A person or family that has applied for admission to a program but is not yet a participant in the program. (24 CFR 5.403)

As-Paid States: States where the welfare agency adjusts the shelter and utility component of the welfare grant in accordance with actual housing costs. Currently, the four as-paid States are New Hampshire, New York, Oregon, and Vermont.

Assets: The value of equity in savings, checking, IRA and Keogh accounts, real property, stocks, bonds, and other forms of capital investment. The value of necessary items of personal property such as furniture and automobiles are not counted as assets. (Also see "net family assets.")

Asset Income: Income received from assets held by family members. If assets total more than $5,000, income from the assets is "imputed" and the greater of actual asset income and imputed asset income is counted in annual income. (See "imputed asset income" below.)

Ceiling Rent: Maximum rent allowed for some units in public housing projects.

Certification: The examination of a household's income, expenses, and family composition to determine the family's eligibility for program participation and to calculate the family's share of rent.

Child: For purposes of citizenship regulations, a member of the family other than the family head or spouse who is under 18 years of age. (24 CFR 5.504(b))

Child Care Expenses: Amounts anticipated to be paid by the family for the care of children under 13 years of age during the period for which annual income is computed, but only where such care is necessary to enable a family member to actively seek employment, be gainfully employed, or to further his or her education and only to the extent such amounts are not reimbursed. The amount deducted shall reflect reasonable charges for childcare. In the case of childcare necessary to permit employment, the amount deducted shall not exceed the amount of employment income that is included in annual income. (24 CFR 5.603(d))

Citizen: A citizen or national of the United States. (24 CFR 5.504(b))

Consent Form: Any consent form approved by HUD to be signed by assistance applicants and participants for the purpose of obtaining income information from employers and SWICAs, return information from the Social Security Administration, and return information for unearned income from the Internal Revenue Service. The consent forms may authorize the collection of other information from assistance applicants or participant to determine eligibility or level of benefits. (24 CFR 5.214)

Decent, Safe, and Sanitary: Housing is decent, safe, and sanitary if it satisfies the applicable housing quality standards.

Department: The Department of Housing and Urban Development. (24 CFR 5.100)

Dependent: A member of the family (except foster children and foster adults), other than the family head or spouse, who is under 18 years of age or is a person with a disability or is a full-time student. (24 CFR 5.603(d))

Dependent Allowance: An amount, equal to $480 multiplied by the number of dependents, that is deducted from the household's annual income in determining adjusted annual income.

Disability Assistance Expenses: Reasonable expenses that are anticipated, during the period for which annual income is computed, for attendant care and auxiliary apparatus for a disabled family member and that are necessary to enable a family member (including the disabled member) to be employed, provided that the expenses are neither paid to a member of the family nor reimbursed by an outside source. (24 CFR 5.603(d))

Disability Assistance Expense Allowance: In determining adjusted annual income, the amount of disability assistance expenses deducted from annual income for families with a disabled household member.

Disabled Family: A family whose head, spouse, or sole member is a person with disabilities; two or more persons with disabilities living together; or one or more persons with disabilities living with one or more live-in aides. (24 CFR 5.403(b)) (Also see "person with disabilities.")

Disabled Person: See "person with disabilities."

Displaced Family: A family in which each member, or whose sole member, is a person displaced by governmental action (such as urban renewal), or a person whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to Federal disaster relief laws. (24 CFR 5.403(b))

Displaced Person: A person displaced by governmental action or a person whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to Federal disaster relief laws. *[1937 Act]*

Drug-Related Criminal Activity: Drug trafficking or the illegal use, or possession for personal use, of a controlled substance as defined in Section 102 of the Controlled Substances Act (21 U.S.C. 802.

Elderly Family: A family whose head, spouse, or sole member is a person who is at least 62 years of age; two or more persons who are at least 62 years of age living together; or one or more persons who are at least 62 years of age living with one or more live-in aides. (24 CFR 5.403)

Elderly Family Allowance: For elderly families, an allowance of $400 is deducted from the household's annual income in determining adjusted annual income.

Elderly Person: A person who is at least 62 years of age. (1937 Housing Act)

Extremely low-income families: Those families whose incomes do not exceed 30% of the median income for the area, as determined by the Secretary with adjustments for smaller and larger families.

Fair Housing Act: Title VIII of the Civil Rights Act of 1968, as amended by the Fair Housing Amendments Act of 1988 (42 U.S.C. 3601 et seq.). (24 CFR 5.100)

Family includes but is not limited to**:**

A. A family with or without children;

B. An elderly family;

C. A near-elderly family;

D. A disabled family;

E. A displaced family;

F. The remaining member of a tenant family; and

G. A single person who is not an elderly or displaced person, a person with disabilities, or the remaining member of a tenant family. (24 CFR 5.403)

Family Members: All members of the household other than live-in aides, foster children, and foster adults. All family members permanently reside in the unit, though they may be temporarily absent. All family members are listed on the lease.

Family Self-Sufficiency Program (FSS Program): The program established by a housing authority to promote self-sufficiency among participating families, including the coordination of supportive services. (24 CFR 984.103(b))

Flat Rent: A rent amount the family may choose to pay in lieu of having their rent determined under the formula method. The flat rent is established by the housing authority set at the lesser of the market value for the unit or the cost to operate the unit. Families selecting the flat rent option have their income evaluated once every three years, rather than annually.

Formula Method: A means of calculating a family's rent based on 10% of their monthly income, 30% of their adjusted monthly income, the welfare rent, or the minimum rent. Under the formula method, rents may be capped by a ceiling rent. Under this method, the family's income is evaluated at least annually.

Full-Time Student: A person who is carrying a subject load that is considered full-time for day students under the standards and practices of the educational institution attended. An educational institution includes a vocational school with a diploma or certificate program, as well as an institution offering a college degree. (24 CFR 5.603(d))

Head of Household: The adult member of the family who is the head of the household for purposes of determining income eligibility and rent. (24 CFR 5.504(b))

Household Members: All members of the household including members of the family, live-in aides, foster children, and foster adults. All household members are listed on the lease, and no one other than household members are listed on the lease.

Housing Assistance Plan: A housing plan that is submitted by a unit of general local government and approved by HUD as being acceptable under the standards of 24 CFR 570.

Imputed Income: For households with net family assets of more than $5,000, the amount calculated by multiplying net family assets by a HUD-specified percentage. If imputed income is more than actual income from assets, the imputed amount is used as income from assets in determining annual income.

In-Kind Payments: Contributions other than cash made to the family or to a family member in exchange for services provided or for the general support of the family (e.g., groceries provided on a weekly basis, baby sitting provided on a regular basis).

Interim (examination): A reexamination of a family income, expenses, and household composition conducted between the regular annual recertifications when a change in a household's circumstances warrants such a reexamination.

Live-In Aide: A person who resides with one or more elderly persons, near-elderly persons, or persons with disabilities and who:

A. Is determined to be essential to the care and well- being of the persons;

B. Is not obligated for the support of the persons; and

C. Would not be living in the unit except to provide the necessary supportive services. (24 CFR 5.403(b))

Low-Income Families: Those families whose incomes do not exceed 80% of the median income for the area, as determined by the Secretary with adjustments for smaller and larger families, except that the Secretary may establish income ceilings higher or lower than 80% of the median for the area on the basis of the Secretary's findings that such variations are necessary because of prevailing levels of construction costs or unusually high or low family incomes. (1937Act)

Medical Expenses: Medical expenses (of all family members of an elderly or disabled family), including medical insurance premiums, that are anticipated during the period for which annual income is computed and that are not covered by insurance. (24 CFR 5.603(d)). These expenses include, but are not limited to, prescription and non-prescription drugs, costs for doctors, dentists, therapists, medical facilities, care for a service animals, transportation for medical purposes.

Mixed Family: A family whose members include those with citizenship or eligible immigration status and those without citizenship or eligible immigration status. (24 CFR 5.504(b))

Monthly Adjusted Income: One twelfth of adjusted income. (24 CFR 5.603(d))

Monthly Income: One twelfth of annual income. (24 CFR 5.603(d))

National: A person who owes permanent allegiance to the United States, for example, as a result of birth in a United States territory or possession. (24 CFR 5.504(b))

Near-Elderly Family: A family whose head, spouse, or sole member is a person who is at least 50 years of age but below the age of 62; two or more persons, who are at least 50 years of age but below the age of 62, living together; or one or more persons who are at least 50 years of age but below the age of 62 living with one or more live-in aides. (24 CFR 5.403(b))

Net Family Assets:

A. Net cash value after deducting reasonable costs that would be incurred in disposing of real property, savings, stocks, bonds, and other forms of capital investment, excluding interests in Indian trust land and excluding equity accounts in HUD homeownership programs. The value of necessary items of personal property such as furniture and automobiles shall be excluded.

B. In cases where a trust fund has been established and the trust is not revocable by, or under the control of, any member of the family or household, the value of the trust fund will not be considered an asset so long as the fund continues to be held in trust. Any income distributed from the trust fund shall be counted when determining annual income.

C. In determining net family assets, housing authorities or owners, as applicable, shall include the value of any business or family assets disposed of by an applicant or tenant for less than fair market value (including a disposition in trust, but not in a foreclosure or bankruptcy sale) during the two years preceding the date of application for the program or reexamination, as applicable, in excess of the consideration received therefor. In the case of a disposition as part of a separation or divorce settlement, the disposition will not be considered to be for less than fair market value if the applicant or tenant receives important consideration not measurable in dollar terms. (24 CFR 5.603(d))

Non-Citizen: A person who is neither a citizen nor national of the United States. (24 CFR 5.504(b))

Occupancy Standards: The standards that a housing authority establishes for determining the appropriate number of bedrooms needed to house families of different sizes or composition.

Person with Disabilities: A person who:

A. Has a disability as defined in Section 223 of the Social Security Act, which states:

"Inability to engage in any substantial, gainful activity by reason of any medically determinable physical or mental impairment that can be expected to result in death or that has lasted or can be expected to last for a continuous period of not less than 12 months, or
In the case of an individual who attained the age of 55 and is blind and unable by reason of such blindness to engage in substantial, gainful activity requiring skills or ability comparable to those of any gainful activity in which he has previously engaged with some regularity and over a substantial period of time."

B. Is determined, pursuant to regulations issued by the Secretary, to have a physical, mental, or emotional impairment that:

1. Is expected to be of long-continued and indefinite duration;

2. Substantially impedes his or her ability to live independently; and

3. Is of such a nature that such ability could be improved by more suitable housing conditions, or

C. Has a developmental disability as defined in Section 102(7) of the Developmental Disabilities Assistance and Bill of Rights Act, which states:

"Severe chronic disability that:

1. Is attributable to a mental or physical impairment or combination of mental and physical impairments;

2. Is manifested before the person attains age 22;

3. Is likely to continue indefinitely;

4. Results in substantial functional limitation in three or more of the following areas of major life activity: (1) self care, (2) receptive and responsive language, (3) learning, (4) mobility, (e) self-direction, (6) capacity for independent living, and (7) economic self-sufficiency; and

5. Reflects the person's need for a combination and sequence of special, interdisciplinary, or generic care, treatment, or other services that are of lifelong or extended duration and are individually planned and coordinated."

This definition does not exclude persons who have the disease of acquired immunodeficiency syndrome or any conditions arising from the etiologic agent for acquired immunedeficiency syndrome. (1937 Act)

No individual shall be considered to be a person with disabilities for purposes of eligibility solely based on any drug or alcohol dependence.

Proration of Assistance: The reduction in a family's housing assistance payment to reflect the proportion of family members in a mixed family who are eligible for assistance. (24 CFR5.520)

Public Housing Agency (PHA): Any State, county, municipality, or other governmental entity or public body (or agency or instrumentality thereof) which is authorized to engage in or assist in the development or operation of low-income housing under the 1937 Housing Act. (24 CFR 5.100)

Recertification: The annual reexamination of a family's income, expenses, and composition to determine the family's rent.

Remaining Member of a Tenant Family: A member of the family listed on the lease who continues to live in the public housing dwelling after all other family members have left. (Handbook 7565.1 REV-2, 3-5b.)

Self-Declaration:A type of verification statement by the tenant as to the amount and source of income, expenses, or family composition. Self-declaration is acceptable verification only when third-party verification or documentation cannot be obtained.

Shelter Allowance: That portion of a welfare benefit (e.g., TANF) that the welfare agency designates to be used for rent and utilities.

Single Person: Someone living alone or intending to live alone who does not qualify as an elderly family, a person with disabilities, a displaced person, or the remaining member of a tenant family. (Public Housing: Handbook 7465.1 REV-2, 3-5)

State Wage Information Collection Agency (SWICA): The State agency receiving quarterly wage reports from employers in the State or an alternative system that has been determined by the Secretary of Labor to be as effective and timely in providing employment-related income and eligibility information. (24 CFR 5.214)

Temporary Assistance to Needy Families (TANF): The program that replaced the Assistance to Families with Dependent Children (AFDC) that provides financial assistance to needy families who meet program eligibility criteria. Benefits are limited to a specified time period.

Tenant: The person or family renting or occupying an assisted dwelling unit. (24 CFR 5.504(b))

Tenant Rent: The amount payable monthly by the family as rent to the housing authority. Where all utilities (except telephone) and other essential housing services are supplied by the housing authority or owner, tenant rent equals total tenant payment. Where some or all utilities (except telephone) and other essential housing services are supplied by the housing authority and the cost thereof is not included in the amount paid as rent, tenant rent equals total tenant payment less the utility allowance. (24 CFR 5.603(d))

Third Party (verification): Written or oral confirmation of a family's income, expenses, or household composition provided by a source outside the household.
Total Tenant Payment (TTP):

A. Total tenant payment for families whose initial lease is effective on or after August 1, 1982:

1. Total tenant payment is the amount calculated under Section 3(a)(1) of the 1937 Act which is the higher of :

a. 30% of the family's monthly adjusted income;

b. 10% of the family's monthly income; or

c. If the family is receiving payments for welfare assistance from a public agency and a part of such payments, adjusted in accordance with the family's actual housing costs, is specifically designated by such agency to meet the family's housing costs, the portion of such payments which is so designated.

If the family's welfare assistance is ratably reduced from the standard of need by applying a percentage, the amount calculated under section 3(a)(1) shall be the amount resulting from one application of the percentage.

2. Total tenant payment for families residing in public housing does not include charges for excess utility consumption or other miscellaneous charges.

B. Total tenant payment for families residing in public housing whose initial lease was effective before August 1, 1982: Paragraphs (b) and (c) of 24 CFR 913.107, as it existed immediately before November 18, 1996), will continue to govern the total tenant payment of families, under a public housing program, whose initial lease was effective before August 1, 1982.

Utility Allowance: If the cost of utilities (except telephone) and other housing services for an assisted unit is not included in the tenant rent but is the responsibility of the family occupying the unit, an amount equal to the estimate made by a housing authority of the monthly cost of a

reasonable consumption of such utilities and other services for the unit by an energy-conservative household of modest circumstances consistent with the requirements of a safe, sanitary, and healthful living environment. (24 CFR 5.603)

Utility Reimbursement: The amount, if any, by which the utility allowance for the unit, if applicable, exceeds the total tenant payment for the family occupying the unit. (24 CFR 5.603)

Very Low-Income Families: Low-income families whose incomes do not exceed 50% of the median family income for the area, as determined by the Secretary with adjustments for smaller and larger families, except that the Secretary may establish income ceilings higher or lower than 50% of the median for the areas on the basis of the Secretary's findings that such variations are necessary because of unusually high or low family incomes. Such ceilings shall be established in consultation with the Secretary of Agriculture for any rural area, as defined in Section 520 of the Housing Act of 1949, taking into account the subsidy characteristics and types of programs to which such ceilings apply. (1937 Act)

Welfare Assistance: Welfare or other payments to families or individuals, based on need, that are made under programs funded by Federal, State or local governments. (24 CFR 5.603(d))

Welfare Rent: In "as-paid" welfare programs, the amount of the welfare benefit designated for shelter and utilities.

ACRONYMS

ACC	Annual Contributions Contract
CFR	Code of Federal Regulations
FSS	Family Self Sufficiency (program)
HCDA	Housing and Community Development Act
HQS	Housing Quality Standards
HUD	Department of Housing and Urban Development
INS	(U.S.) Immigration and Naturalization Service
NAHA	(Cranston-Gonzalez) National Affordable Housing Act
NOFA	Notice of Funding Availability
OMB	(U.S.) Office of Management and Budget
PHA	Public Housing Agency
QHWR	Quality Housing and Work Responsibility Act of 1998
SSA	Social Security Administration
TTP	Total Tenant Payment

Appendix I

Income Limits and Deconcentration Worksheet

Development Name	Number of Units Under ACC	Number of Occupied Units	Number of Units Occupied by Very Poor Families	% Occupied by Very Poor Families

%Very Poor in

Census Tract

Target Number

Number Needed of below 30% of median area income

Number needed above 30% of median area income

Waiting list number of families Appendix 2

Housing Authority of the County of Beaver
James F. Tress Administration Building
300 State Street
Beaver, Pennsylvania 15009

PUBLIC HOUSING Admissions And Continued Occupancy Policy

Revised: March 11, 2004
Revised: March 14, 2004
Revised : April 8, 2008

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GLOSSARY 1

SECTION 8 ADMINISTRATIVE PLAN

1.0 EQUAL OPPORTUNITY

1.1 FAIR HOUSING

It is the policy of the Housing Authority of the County of Beaver to comply fully with all Federal, State, and local nondiscrimination laws; the Americans with Disabilities Act; and the U. S. Department of Housing and Urban Development regulations governing Fair Housing and Equal Opportunity.

No person shall, on the grounds of race, color, sex, religion, national or ethnic origin, familial status, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under the Housing Authority of the County of Beaver housing programs.

To further its commitment to full compliance with applicable Civil Rights laws, the Housing Authority of the County of Beaver will provide Federal/State/local information to applicants for and participants in the Section 8 Housing Program regarding discrimination and any recourse available to them if they believe they may be victims of discrimination. Such information will be made available with the application, and all applicable Fair Housing Information and Discrimination Complaint Forms will be made available at the Housing Authority of the County of Beaver office. In addition, all appropriate written information and advertisements will contain the appropriate Equal Opportunity language and logo.

The Housing Authority of the County of Beaver will assist any family that believes they have suffered illegal discrimination by providing them copies of the housing discrimination form. The Housing Authority of the County of Beaver will also assist them in completing the form, if requested, and will provide them with the address of the nearest HUD Office of Fair Housing and Equal Opportunity.

1.2 REASONABLE ACCOMMODATION

Sometimes people with disabilities may need a reasonable accommodation in order to take full advantage of the Housing Authority of the County of Beaver housing programs and related services. When such accommodations are granted they do not confer special treatment or advantage for the person with a disability; rather, they make the program fully accessible to them in a way that would otherwise not be possible due to their disability. This policy clarifies how people can request accommodations and the guidelines the Housing Authority of the County of Beaver will follow in determining whether it is reasonable to provide a requested accommodation. Because disabilities are not always apparent, the

Housing Authority of the County of Beaver will ensure that all applicants/participants are aware of the opportunity to request reasonable accommodations.

1.3 COMMUNICATION

Anyone requesting an application will also receive a Request for Reasonable Accommodation Form.

Notifications of reexamination, inspection, appointment, or termination of assistance will include information about requesting a reasonable accommodation. Any notification requesting action by the participant will include information about requesting a reasonable accommodation.

All decisions granting or denying requests will be in writing.

1.4 QUESTIONS TO ASK IN GRANTING THE ACCOMMODATION

A. Is the requestor a person with disabilities? For this purpose the definition of disabilities is different than the definition used for admission. The Fair Housing definition used for this purpose is:

> A person with a physical or mental impairment that substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment. (The disability may not be apparent to others, i.e., a heart condition).

If the disability is apparent or already documented, the answer to this question is yes. It is possible that the disability for which the accommodation is being requested is a disability other than the apparent disability. If the disability is not apparent or documented, the Housing Authority of the County of Beaver will obtain verification that the person is a person with a disability.

B. Is the requested accommodation related to the disability? If it is apparent that the request is related to the apparent or documented disability, the answer to this question is yes. If it is not apparent, the Housing Authority of the County of Beaver will obtain documentation that the requested accommodation is needed due to the disability. The Housing Authority of the County of Beaver will not inquire as to the nature of the disability.

C. Is the requested accommodation reasonable? In order to be determined reasonable, the accommodation must meet two criteria:

1. Would the accommodation constitute a fundamental alteration? The Housing Authority of the County of Beaver's business is housing. If the request would alter the fundamental business that the Housing Authority of the County of Beaver conducts, that would not be reasonable. For instance, the Housing Authority of the County of Beaver would deny a request to have the Housing Authority of the County of Beaver do grocery shopping for the person with disabilities.

2. Would the requested accommodation create an undue financial hardship or administrative burden? Frequently the requested accommodation costs little or nothing. If the cost would be an undue burden, the Housing Authority of the County of Beaver may request a meeting with the individual to investigate and consider equally effective alternatives.

Generally the individual knows best what they need; however, the Housing Authority of the County of Beaver retains the right to be shown how the requested accommodation enables the individual to access or use the Housing Authority of the County of Beaver’s programs or services.

If more than one accommodation is equally effective in providing access to the Housing Authority of the County of Beaver’s programs and services, the Housing Authority of the County of Beaver retains the right to select the most efficient or economic choice.

The cost necessary to carry out approved requests will be borne by the Housing Authority of the County of Beaver if there is no one else willing to pay for the modifications. If another party pays for the modification, the Housing Authority of the County of Beaver will seek to have the same entity pay for any restoration costs.

If the participant requests, as a reasonable accommodation, that he or she be permitted to make physical modifications to their dwelling unit, at their own expense, the request should be made to the property owner/manager. The Housing Authority does not have responsibility for the owner's unit and does not have responsibility to make the unit accessible.

Any request for an accommodation that would enable a participant to materially violate family obligations will not be approved.

1.5 FAMILY/OWNER OUTREACH

The Housing Authority of the County of Beaver will publicize the availability and nature of the Section 8 Program for extremely low-income, very low and low-income families in a newspaper of general circulation, minority media, and by other suitable means.

To reach persons who cannot or do not read newspapers the Housing Authority of the County of Beaver will distribute fact sheets to the broadcasting media and initiate personal contacts with members of the news media and community service personnel. The Housing Authority of the County of Beaver will also try to utilize public service announcements.

The Housing Authority of the County of Beaver will communicate the status of program availability to other service providers in the community and advise them of housing eligibility factors and guidelines so that they can make proper referral of their clients to the program.

1.6 RIGHT TO PRIVACY

All adult members of both applicant and participant households are required to sign HUD Form 9886, *Authorization for Release of Information and Privacy Act Notice.* The *Authorization for Release of Information and Privacy Act Notice* states how family information will be released and includes the *Federal Privacy Act Statement*.

Any request for applicant or participant information will not be released unless there is a signed release of information request from the applicant or participant.

1.7 REQUIRED POSTINGS

The Housing Authority of the County of Beaver will post in each of its offices in a conspicuous place and at a height easily read by all persons including persons with mobility disabilities, the following information:

A. The Section 8 Administrative Plan

B. Notice of the status of the waiting list (opened or closed)

C. Address of all Housing Authority of the County of Beaver offices, office hours, telephone numbers, TDD numbers, and hours of operation

D. Income Limits for Admission

E. Informal Review and Informal Hearing Procedures

F. Fair Housing Poster

G. Equal Opportunity in Employment Poster

2.0 HOUSING AUTHORITY OF THE COUNTY OF BEAVER/OWNER RESPONSIBILITY/ OBLIGATION OF THE FAMILY

This Section outlines the responsibilities and obligations of the Housing Authority of the County of Beaver, the Section 8 Owners/Landlords, and the participating families.

2.1 HOUSING AUTHORITY OF THE COUNTY OF BEAVER RESPONSIBILITIES

A. The Housing Authority of the County of Beaver will comply with the consolidated ACC, the application, HUD regulations and other requirements, and the Housing Authority of the County of Beaver Section 8 Administrative Plan.

B. In administering the program, the Housing Authority of the County of Beaver must:

1. Publish and disseminate information about the availability and nature of housing assistance under the program;

2. Explain the program to owners and families;

3. Seek expanded opportunities for assisted families to locate housing outside areas of poverty or racial concentration;

4. Encourage owners to make units available for leasing in the program, including owners of suitable units located outside areas of poverty or racial concentration;

5. Affirmatively further fair housing goals and comply with equal opportunity requirements;

6. Make efforts to help people with disabilities find satisfactory housing;

7. Receive applications from families, determine eligibility, maintain the waiting list, select applicants, issue a voucher to each selected family, and provide housing information to families selected;

8. Determine who can live in the assisted unit at admission and during the family's participation in the program;

9. Obtain and verify evidence of citizenship and eligible immigration status in accordance with 24 CFR part 5;

10. Review the family's request for approval of the tenancy and the owner/landlord lease, including the HUD prescribed tenancy addendum;

11. Inspect the unit before the assisted occupancy begins and at least annually during the assisted tenancy;

12. Determine the amount of the housing assistance payment for a family;

13. Determine the maximum rent to the owner and whether the rent is reasonable;

14. Make timely housing assistance payments to an owner in accordance with the HAP contract;

15. Examine family income, size and composition at admission and during the family's participation in the program. The examination includes verification of income and other family information;

16. Establish and adjust Housing Authority of the County of Beaver utility allowance;

17. Administer and enforce the housing assistance payments contract with an owner, including taking appropriate action as determined by the Housing Authority of the County of Beaver, if the owner defaults (e.g., HQS violation);

18. Determine whether to terminate assistance to a participant family for violation of family obligations;

19. Conduct informal reviews of certain Housing Authority of the County of Beaver decisions concerning applicants for participation in the program;

20. Conduct informal hearings on certain Housing Authority of the County of Beaver decisions concerning participant families;

21. Provide sound financial management of the program, including engaging an independent public accountant to conduct audits; and

22. Administer an FSS program **(if applicable)**.

2.2 OWNER RESPONSIBILITY

A. The owner is responsible for performing all of the owner's obligations under the HAP contract and the lease.

B. The owner is responsible for:

1. Performing all management and rental functions for the assisted unit, including selecting a voucher holder to lease the unit, and deciding if the family is suitable for tenancy of the unit.

2. Maintaining the unit in accordance with HQS, including performance of ordinary and extraordinary maintenance.

3. Complying with equal opportunity requirements.

4. Preparing and furnishing to the Housing Authority of the County of Beaver information required under the HAP contract.

5. Collecting from the family:

a. Any security deposit required under the lease.

b. The tenant contribution (the part of rent to owner not covered by the housing assistance payment).

c. Any charges for unit damage by the family.

6. Enforcing tenant obligations under the lease.

7. Paying for utilities and services (unless paid by the family under the lease).

C. For provisions on modifications to a dwelling unit occupied or to be occupied by a person with disabilities see 24 CFR 100.203.

D. The owner is responsible for notifying the Housing Authority of the County of Beaver sixty (60) days prior to any rent increase.

2.3 OBLIGATIONS OF THE PARTICIPANT

This Section states the obligations of a participant family under the program.

A. Supplying required information

1. The family must supply any information that the Housing Authority of the County of Beaver or HUD determines is necessary in the administration of the program, including submission of required evidence of citizenship or eligible immigration status. Information includes any requested certification, release or other documentation.

2. The family must supply any information requested by the Housing Authority of the County of Beaver or HUD for use in a regularly scheduled reexamination or interim reexamination of family income and composition in accordance with HUD requirements.

3. The family must disclose and verify Social Security Numbers and must sign and submit consent forms for obtaining information.

4. Any information supplied by the family must be true and complete.

B. HQS breach caused by the Family

The family is responsible for any HQS breach caused by the family or its guests.

C. Allowing Housing Authority of the County of Beaver Inspection

The family must allow the Housing Authority of the County of Beaver to inspect the unit at reasonable times and after at least 2 days notice.

D. Violation of Lease

The family may not commit any serious or repeated violation of the lease.

E. Family Notice of Move or Lease Termination

The family must notify the Housing Authority of the County of Beaver and the owner before the family moves out of the unit or terminates the lease by a notice to the owner.

F. Owner Eviction Notice

The family must promptly give the Housing Authority of the County of Beaver a copy of any owner eviction notice it receives.

G. Use and Occupancy of the Unit

1. The family must use the assisted unit for a residence by the family. The unit must be the family's only residence.

2. The Housing Authority of the County of Beaver must approve the composition of the assisted family residing in the unit. The family must promptly inform the Housing Authority of the County of Beaver of the birth, adoption or court-awarded custody of a child. The family must request approval from the Housing Authority of the County of Beaver to add any other family member as an occupant of the unit. No other person (i.e., no one but members of the assisted family) may reside in the unit (except for a foster child/foster adult or live-in aide as provided in paragraph (4) of this Section).

3. The family must promptly notify the Housing Authority of the County of Beaver if any family member no longer resides in the unit.

4. If the Housing Authority of the County of Beaver has given approval, a foster child/foster adult or a live-in aide may reside in the unit. The Housing Authority of the County of Beaver has the discretion to adopt reasonable policies concerning residence by a foster child/foster adult or a live-in aide and defining when the Housing Authority of the County of Beaver consent may be given or denied.

5. Members of the household may engage in legal profit making activities in the unit, but only if such activities are incidental to primary use of the unit for residence by members of the family. Any business uses of the unit must comply with zoning requirements and the affected household member must obtain all appropriate licenses.

6. The family must not sublease or let the unit.

7. The family must not assign the lease or transfer the unit.

H. Absence from the Unit

The family must supply any information or certification requested by the Housing Authority of the County of Beaver to verify that the family is living in the unit, or relating to family absence from the unit, including any Housing Authority of the County of Beaver requested information or certification on the purposes of family absences. The family must cooperate with the Housing Authority of the County of Beaver for this purpose. The family must promptly notify the Housing Authority of the County of Beaver of its absence from the unit.

Absence means that no member of the family is residing in the unit. The family may be absent from the unit for up to 30 days. The family must request permission from the Housing Authority of the County of Beaver for absences exceeding 30 days. The Housing Authority of the County of Beaver will make a determination within 5 business days of the request. An authorized absence may not exceed 180 days. Any family absent for more than 30 days without authorization will be terminated from the program.

Authorized absences may include, but are not limited to:

1. Prolonged hospitalization

2. Absences beyond the control of the family (i.e., death in the family, other family member illness)

3. Other absences that are deemed necessary by the Housing Authority of the County of Beaver

I. Interest in the Unit

The family may not own or have any interest in the unit (except for owners of manufactured housing renting the manufactured home space).

J. Fraud and Other Program Violation

The members of the family must not commit fraud, bribery, or any other corrupt or criminal act in connection with the program.

K. Crime by Family Members

The members of the family may not engage in drug-related criminal activity or other violent criminal activity.

L. Other Housing Assistance

An assisted family, or members of the family, may not receive Section 8 tenant-based assistance while receiving another housing subsidy, for the same unit or for a different unit, under any duplicative (as determined by HUD or in accordance with HUD requirements) Federal, State or local housing assistance program.

3.0 ELIGIBILITY FOR ADMISSION

3.1 INTRODUCTION

There are five eligibility requirements for admission to Section 8 -- qualifies as a family, has an income within the income limits, meets citizenship/eligible immigrant criteria, provides documentation of Social Security Numbers, and signs consent authorization documents. In addition to the eligibility criteria, families must also meet the Housing Authority of the County of Beaver screening criteria in order to be admitted to the Section 8 Program.

3.2 ELIGIBILITY CRITERIA

A. Family status.

1. A **family with or without children**. Such a family is defined as a group of people related by blood, marriage, adoption or affinity that lives together in a stable family relationship.

   a. Children temporarily absent from the home due to placement in foster care are considered family members.

   b. Unborn children and children in the process of being adopted are considered family members for purposes of determining bedroom size, but are not considered family members for determining income limit.

2. An **elderly family**, which is:

   a. A family whose head, spouse, or sole member is a person who is at least 62 years of age;

   b. Two or more persons who are at least 62 years of age living together; or

c. One or more persons who are at least 62 years of age living with one or more live-in aides.

3. A **near elderly family**, which is:

a. A family whose head, spouse, or sole member is a person who is at least 50 years of age but below the age of 62;

b. Two or more persons who are at least 50 years of age but below the age of 62 living together; or

c. One or more persons who are at least 50 years of age but below the age of 62 living with one or more live-in aides.

4. A **disabled family**, which is:

a. A family whose head, spouse, or sole member is a person with disabilities;

b. Two or more persons with disabilities living together; or

c. One or more persons with disabilities living with one or more live-in aides.

5. A **displaced family** is a family in which each member, or whose sole member, has been displaced by governmental action, or whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to Federal disaster relief laws.

6. A **remaining member of a tenant family**.

7. A **single person** who is not an elderly or displaced person, or a person with disabilities, or the remaining member of a tenant family.

B. Income eligibility

1. To be eligible to receive assistance a family shall, at the time the family initially receives assistance under the Section 8 program, be a family that is:

a. An extremely low-income or a very low-income family;

b. A low-income family continuously assisted under the 1937 Housing Act;

c. A low-income family that meets additional eligibility criteria specified by the Housing Authority;

d. A low-income family that is a nonpurchasing tenant in a HOPE 1 or HOPE 2 project or a property subject to a resident homeownership program under 24 CFR 248.173;

e. A low-income family or moderate-income family that is displaced as a result of the prepayment of the mortgage or voluntary termination of an insurance contract on eligible low-income housing;

f. A low-income family that qualifies for voucher assistance as a non-purchasing family residing in a HOPE 1 (HOPE for public housing homeownership) or HOPE 2 (HOPE for homeownership of multifamily units) project.

2. Income limits apply only at admission and are not applicable for continued occupancy; however, as income rises the assistance will decrease.

3. The applicable income limit for issuance of a voucher is the highest income limit for the family size for areas within the housing authority's jurisdiction. The applicable income limit for admission to the program is the income limit for the area in which the family is initially assisted in the program. The family may only use the voucher to rent a unit in an area where the family is income eligible at admission to the program.

4. Families who are moving into the Housing Authority of the County of Beaver's jurisdiction under portability and have the status of applicant rather than of participant at their initial housing authority must meet the income limit for the area where they were initially assisted under the program.

5. Families who are moving into the Housing Authority of the County of Beaver's jurisdiction under portability and are already program participants at their initial housing authority do not have to meet the income eligibility requirement for the Housing Authority of the County of Beaver program.

6. Income limit restrictions do not apply to families transferring units within the Housing Authority of the County of Beaver Section 8 Program.

C. Citizenship/Eligible Immigrant status

To be eligible each member of the family must be a citizen, national, or a noncitizen who has eligible immigration status under one of the categories set forth in Section 214 of the Housing and Community Development Act of 1980 (see 42 U.S.C. 1436a(a)).

Family eligibility for assistance.

1. A family shall not be eligible for assistance unless every member of the family residing in the unit is determined to have eligible status, with the exception noted below.

2. Despite the ineligibility of one or more family members, a mixed family may be eligible for one of three types of assistance (See Section 11.5(K) for calculating rents under the noncitizen rule).

3. A family without any eligible members and receiving assistance on June 19, 1995, may be eligible for temporary deferral of termination of assistance.

D. Social Security Number Documentation

To be eligible, all family members 6 years of age and older must provide a Social Security Number or certify that they do not have one.

E. Signing Consent Forms

1. In order to be eligible each member of the family who is at least 18 years of age, and each family head and spouse regardless of age, shall sign one or more consent forms.

2. The consent form must contain, at a minimum, the following:

a. A provision authorizing HUD and the Housing Authority of the County of Beaver to obtain from State Wage Information Collection Agencies (SWICAs) any information or materials necessary to complete or verify the

application for participation or for eligibility for continued occupancy;

b. A provision authorizing HUD or the Housing Authority of the County of Beaver to verify with previous or current employers income information pertinent to the family's eligibility for or level of assistance;

c. A provision authorizing HUD to request income information from the IRS and the SSA for the sole purpose of verifying income information pertinent to the family's eligibility or level of benefits; and

d. A statement that the authorization to release the information requested by the consent form expires 15 months after the date the consent form is signed.

F. Suitability for tenancy

The Housing Authority of the County of Beaver determines eligibility for participation and will also conduct criminal background checks on all adult household members, including live-in aides. The Housing Authority of the County of Beaver will deny assistance to a family because of drug-related criminal activity or violent criminal activity by family members. This check will be made through state or local law enforcement or court records in those cases where the household member has lived in the local jurisdiction for the last three years. If the individual has lived outside the local area, the Housing Authority of the County of Beaver may contact law enforcement agencies where the individual had lived or request a check through the FBI's National Crime Information Center (NCIC).

The Housing Authority of the County of Beaver will check with the State sex offender registration program and will ban for life any individual who is registered as a lifetime sex offender.

Additional screening is the responsibility of the owner. Upon the written request of a prospective owner, the Housing Authority of the County of Beaver will provide any factual information or third party written information they have relevant to a voucher holder’s history of, or ability to, comply with material standard lease terms or any history of drug trafficking.

4.0 MANAGING THE WAITING LIST

4.1 OPENING AND CLOSING THE WAITING LIST

Opening of the waiting list will be announced via public notice that applications for Section 8 will again be accepted. The public notice will state where, when, and how to apply. The notice will be published in a local newspaper of general circulation, and also by any available minority media. The public notice will state any limitations to who may apply.

The notice will state that applicants already on waiting lists for other housing programs must apply separately for this program, and that such applicants will not lose their place on other waiting lists when they apply for Section 8. The notice will include the Fair Housing logo and slogan and otherwise be in compliance with Fair Housing requirements.

Closing of the waiting list will be announced via public notice. The public notice will state the date the waiting list will be closed. The public notice will be published in a local newspaper of general circulation, and also by any available minority media.

4.2 TAKING APPLICATIONS

Families wishing to apply for the Section 8 Program will be required to complete an application for housing assistance. Applications will be accepted during regular business hours at:

HOUSING AUTHORITY OF THE COUNTY OF BEAVER
James F. Tress Administration Building
300 State Street, Beaver, Pennsylvania 15009

Applications are taken to compile a waiting list. Due to the demand for Section 8 assistance in the Housing Authority of the County of Beaver jurisdiction, the Housing Authority of the County of Beaver may take applications on an open enrollment basis, depending on the length of the waiting list.

When the waiting list is open, completed applications will be accepted from all applicants. The Housing Authority of the County of Beaver will later verify the information in the applications relevant to the applicant's eligibility, admission, and level of benefit.

Applications may be made in person at the **HOUSING AUTHORITY OF THE COUNTY OF BEAVER, James F. Tress Administration Building, 300 State Street, Beaver, Pennsylvania 15009** on **Monday through Friday, 8:30 a.m. to 4:30 p.m.** Applications will be mailed to interested families upon request.

The completed application will be dated and time stamped upon its return to the Housing Authority of the County of Beaver.

Persons with disabilities who require a reasonable accommodation in completing an application may call the Housing Authority of the County of Beaver to make special arrangements to complete their application. A Telecommunication Device for the Deaf (TDD) is available for the deaf. The TDD telephone number is **(724-775-5101)**.

The application process will involve two phases. The first phase is the initial application for housing assistance or the pre-application. The pre-application requires the family to provide limited basic information including name, address, phone number, family composition and family unit size, racial or ethnic designation of the head of household, income category, and information establishing any preferences to which they may be entitled. This first phase results in the family's placement on the waiting list.

Upon receipt of the family's pre-application, the Housing Authority of the County of Beaver will make a preliminary determination of eligibility. The Housing Authority of the County of Beaver will notify the family in writing of the date and time of placement on the waiting list and the approximate amount of time before housing assistance may be offered. If the Housing Authority of the County of Beaver determines the family to be ineligible, the notice will state the reasons therefore and offer the family the opportunity of an informal review of this determination.

An applicant may at any time report changes in their applicant status including changes in family composition, income, or preference factors. The Housing

Authority of the County of Beaver will annotate the applicant's file and will update their place on the waiting list. Confirmation of the changes will be confirmed with the family in writing.

The second phase is the final determination of eligibility, referred to as the full application. The full application takes place when the family nears the top of the waiting list. The Housing Authority of the County of Beaver will ensure that verification of all preferences, eligibility, suitability selection factors are current in order to determine the family's final eligibility for admission into the Section 8 Program.

4.3 ORGANIZATION OF THE WAITING LIST

The waiting list will be maintained in accordance with the following guidelines:

A. The application will be a permanent file;

B. All applications will be maintained in order of preference and then in order of date and time of application;

C. Any contact between the Housing Authority of the County of Beaver and the applicant will be documented in the applicant file.

Note: The waiting list cannot be maintained by bedroom size under current HUD regulations.

4.4 FAMILIES NEARING THE TOP OF THE WAITING LIST

When a family appears to be within 2 months of being offered assistance, the family will be invited to an interview and the verification process will begin. It is at this point in time that the family's waiting list preference will be verified. If the family no longer qualifies to be near the top of the list, the family's name will be returned to the appropriate spot on the waiting list. The Housing Authority of the County of Beaver must notify the family in writing of this determination, and give the family the opportunity for an informal review.

Once the preference has been verified the family will complete a full application, present Social Security Number information, citizenship/eligible immigrant information, and sign the Consent for Release of Information forms.

4.5 MISSED APPOINTMENTS

The Housing Authority of the County of Beaver will allow the family to reschedule appointments for good cause. Generally, no more than one opportunity

will be given to reschedule without good cause, and no more than two opportunities for good cause. When a good cause exists, the Housing Authority of the County of Beaver will work closely with the family to find a more suitable time. Applicants will be offered the right to an informal review before being removed from the waiting list.

4.6 PURGING THE WAITING LIST

The Housing Authority of the County of Beaver will update and purge its waiting list at least annually to ensure that the pool of applicants reasonably represents interested families. Purging also enables the Housing Authority to update the information regarding address, family composition, income category and preferences.

4.7 REMOVAL OF APPLICANTS FROM THE WAITING LIST

The Housing Authority of the County of Beaver will not remove an applicant's name from the waiting list unless:

A. The applicant requests that the name be removed;

B. The applicant fails to respond to a written request for information or a request to declare their continued interest in the program or misses scheduled appointments; or

C. The applicant does not meet either the eligibility or screening criteria for the program.

4.8 GROUNDS FOR DENIAL

The Housing Authority of the County of Beaver will deny assistance to applicants whom:

A. Do not meet any one or more of the eligibility criteria;

B. Do not supply information or documentation required by the application process;

C. Fail to respond to a written request for information or a request to declare their continued interest in the program;

D. Fail to complete any aspect of the application or lease-up process;

E. Have a history of criminal activity by any household member involving crimes of physical violence against persons or property, and any other criminal activity including drug-related criminal activity that would adversely affect the health, safety, or well being of other tenants or staff, or cause damage to the property;

F. Currently owes rent or other amounts to any housing authority in connection with the public housing or Section 8 Programs;

G. Have committed fraud, bribery, or any other corruption in connection with any Federal housing assistance program, including the intentional misrepresentation of information related to their housing application or benefits derived therefrom;

H. Have a family member who was evicted from federally assisted housing within the last five- (5) years;

I. Have a family member who was evicted from assisted housing within five years of the projected date of admission because of drug-related criminal activity involving the illegal manufacture, sale, distribution, or possession with the intent to manufacture, sell, distribute a controlled substance as defined in Section 102 of the Controlled Substances Act, 21 U.S.C. 802;

J. Have a family member who is illegally using a controlled substance or abuses alcohol in a way that may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents. The Housing Authority of the County of Beaver may waive this requirement if:

1. The person demonstrates to the Housing Authority of the County of Beaver's satisfaction that the person is no longer engaging in drug-related criminal activity or abuse of alcohol;

2. The person has successfully completed a supervised drug or alcohol rehabilitation program;

3. The person has otherwise been rehabilitated successfully; or

4. The person is participating in a supervised drug or alcohol rehabilitation program.

K. Have engaged in or threatened abusive or violent behavior towards any Housing Authority of the County of Beaver staff member or resident;

L. Have a family household member who has been terminated under the Certificate or Voucher Program during the last three years;

M. Have a family member who has been convicted of manufacturing or producing methamphetamine (speed) (Denied for life);

N. Have a family member with a lifetime registration under a State sex offender registration program (Denied for life);

O. Are a welfare-to-work (WTW) family who fails to fulfill its obligations under the welfare-to-work voucher program.

4.9 NOTIFICATION OF NEGATIVE ACTIONS

Any applicant whose name is being removed from the waiting list will be notified by the Housing Authority of the County of Beaver, in writing, that they have fourteen (14) calendar days, from the date of the written correspondence, to present mitigating circumstances or request an informal review. The letter will also indicate that their name will be removed from the waiting list if they fail to respond within the timeframe specified. The Housing Authority of the County of Beaver's system of removing applicants' names from the waiting list will not violate the rights of persons with disabilities. If an applicant's failure to respond to a request for information or updates was caused by the applicant's disability, the Housing Authority of the County of Beaver will provide a reasonable accommodation. If the applicant indicates that they did not respond due to a disability, the Housing Authority of the County of Beaver will verify that there is in fact a disability and that the accommodation they are requesting is necessary based on the disability. An example of a reasonable accommodation would be to reinstate the applicant on the waiting list based on the date and time of the original application.

4.10 INFORMAL REVIEW

If the Housing Authority of the County of Beaver determines that an applicant does not meet the criteria for receiving Section 8 assistance, the Housing Authority of the County of Beaver will promptly provide the applicant with written notice of the determination. The notice must contain a brief statement of the reason(s) for the decision, and state that the applicant may request an informal review of the decision within 10 business days of the denial. The Housing Authority of the County of Beaver will describe how to obtain the informal review. The informal review process is described in Section 16.2 of this Plan.

5.0 SELECTING FAMILIES FROM THE WAITING LIST

5.1 WAITING LIST ADMISSIONS AND SPECIAL ADMISSIONS

The Housing Authority may admit an applicant for participation in the program either as a special admission or as a waiting list admission.

If HUD awards funding that is targeted for familes with specific characteristics or families living in specific units, the Housing Authority of the County of Beaver will use the assistance for those families.

5.2 PREFERENCES

Consistent with the Housing Authority of the County of Beaver Agency Plan, the Housing Authority of the County of Beaver will select families based on the following preferences.

A. Displaced person(s)

1. An applicant is or will be involuntarily displaced if the applicant has vacated or will have to vacate his housing unit as a result of one or ore of the following actions.

   i. A disaster, such as fire, or flood, that results in the uninhability of an applicant's unit;

ii. Activity carried on by an agency of the United States or by any State or Local governmental body or agency in connection with code enforcement or a public improvement or development program;

iii. Domestic violence of a recent or continuing nature that results in the applicant vacating a unit because of domestic violence or living in a unit with an individual who engages in such domestic violence. Domestic violence means actual or threatened physical violence directed against one or more members of the applicant by family by a spouse or other members of the applicant's household. For an applicant to qualify as involuntarily displaced because of domestic violence, the Housing Authority of the County of Beaver must determine that the domestic violence occurred recently or is of a continuing nature through certification by the Women's Center of Beaver County, and the applicant must certify that the person who engaged in such violence will not reside with the applicant family. If the applicant family is admitted, the Housing Authority of the County of Beaver may deny or terminate assistance to the family for breach of their certification;

iv. Homelessness includes any person or family that lacks a fixed, regular and adequate nighttime residence and also has a primary nighttime residence that is supervised publicly or privately operated shelter designated to provide temporary living accommodations (including welfare, hotels, congregate shelters and transitional housing), or an institution providing temporary residence for persons intended to be institutionalized, or is a public or private place not designated for or intended for use as sleeping accommodations for human beings. A homeless family does not include individuals imprisoned or detained by an Act of Congress or State Law.

A. Working families

1. A preference will be given to working families in the selection of applicants. Working families are defined as families where all or part of the family's total income is derived from wages and earned income.
2. Working families also include those families where a family member is enrolled in either job training or educational programs with the ultimate goal of securing full-time employment and self-sufficiency.

3. Applicant household whose head, spouse, or sole member is 62 or older or is receiving social security disability, supplemental security income, disability benefits, or any other payments based on individual's inability to work is also eligible for this preference.

A. All other applicants

5.3 SELECTION FROM THE WAITING LIST

Based on the above preferences, all families in preference A will be offered housing before any families in preference B, and preference B families will be offered housing before any families in preference C.

The date and time of application will be utilized to determine the sequence within the above-prescribed preferences.

Not withstanding the above, if necessary to meet the statutory requirement that 75% of newly admitted families in any fiscal year be families who are extremely low-income (unless a different target is agreed to by HUD), the Housing Authority of the County of Beaver retains the right to skip higher income families on the waiting to reach extremely low-income families. This measure will only be taken if it appears the goal will not otherwise be met. To ensure this goal is met, the Housing Authority will monitor incomes of newly admitted families and the income of the families on the waiting list.

If there are not enough extremely low-income families on the waiting list, we will conduct outreach on a non-discriminatory basis to attract extremely low-income families to reach the statutory requirement.

6.0 ASSIGNMENT OF BEDROOM SIZES (SUBSIDY STANDARDS)

The Housing Authority of the County of Beaver will issue a voucher for a particular bedroom size – the bedroom size is a factor in determining the family's level of assistance. The following guidelines will determine each family's unit size without overcrowding or over-housing:

Number of Bedrooms	Number of Persons	
	Minimum	Maximum
0	1	1
1	1	2
2	2	4
3	3	6
4	4	8

These standards are based on the assumption that each bedroom will accommodate no more than two (2) persons. Two adults will share a bedroom unless related by blood.

In determining bedroom size, the Housing Authority of the County of Beaver will include the presence of children to be born to a pregnant woman, children who are in the process of being adopted, children whose custody is being obtained, children who are temporarily away at school or temporarily in foster-care.

Bedroom size will also be determined using the following guidelines:

A. Children of the same sex **will** share a bedroom.

B. Children of the opposite sex, both under the age of **5,** will share a bedroom.

C. Adults and children will not be required to share a bedroom.

D. Foster adults and children will not be required to share a bedroom with family members.

E. Live-in aides will get a separate bedroom.

The Housing Authority of the County of Beaver will grant exceptions to normal occupancy standards when a family requests a larger size than the guidelines allow and documents a medical reason why the larger size is necessary.

The family unit size will be determined by the Housing Authority of the County of Beaver in accordance with the above guidelines and will determine the maximum rent subsidy for the family; however, the family may select a unit that may be larger or smaller than the family unit size. If the family selects a smaller unit, the payment standard for the smaller size will be used to calculate the subsidy. If the family selects a larger size, the payment standard for the family unit size will determine the maximum subsidy.

6.1 BRIEFING

When the Housing Authority of the County of Beaver selects a family from the waiting list, the family will be invited to attend a briefing explaining how the program works. In order to receive a voucher the family is required to attend the briefing. If they cannot attend the originally scheduled briefing, they may attend a later session. If the family fails to attend two briefings without good cause, they will be denied admission.

If an applicant with a disability requires auxiliary aids to gain full benefit from the briefing, the Housing Authority will furnish such aids where doing so would not result in a fundamental alteration of the nature of the program or in an undue financial or administrative burden. In determining the most suitable auxiliary aid, the Housing Authority will give primary consideration to the requests of the applicant. Families unable to attend a briefing due to a disability may request a reasonable accommodation such as having the briefing presented at an alternate location.

The briefing will cover at least the following subjects:

A. A description of how the program works;

B. Family and owner responsibilities;

C. Where the family may rent a unit, including inside and outside the Housing Authority’s jurisdiction;

D. Types of eligible housing;

E. For families qualified to lease a unit outside the Housing Authority's jurisdiction under portability, an explanation of how portability works;

F. An explanation of the advantages of living in an area that does not have a high concentration of poor families; and

G. An explanation that the family share of rent may not exceed 40% of the family's monthly adjusted income if the gross rent exceeds the applicable payment standard.

6.2 PACKET

During the briefing, the Housing Authority will give the family a packet covering at least the following subjects:

A. The term of the voucher and the Housing Authority's policy on extensions and suspensions of the term. The packet will include information on how to request an extension and forms for requesting extensions;

B. How the Housing Authority determines the housing assistance payment and total tenant payment for the family;

C. Information on the payment standard, exception payment standard rent areas, and the utility allowance schedule;

D. How the Housing Authority determines the maximum rent for an assisted unit;

E. Where the family may lease a unit. For families qualified to lease outside the Housing Authority's jurisdiction, the packet includes an explanation of how portability works;

F. The HUD-required tenancy addendum that provides the language that must be included in any assisted lease, and a sample contract;

G. The request for approval of the tenancy form and an explanation of how to request Housing Authority approval of a unit;

H. A statement of the Housing Authority's policy on providing information to prospective owners. This policy requires applicants to sign disclosure statements allowing the Housing Authority to provide prospective owners with the family's current and prior addresses and the names and addresses of the landlords for those addresses. Upon request, the Housing Authority will also supply any factual information or third party verification relating to the applicant's history as a tenant or their ability to comply with material standard lease terms or any history of drug trafficking, drug-related criminal activity or any violent criminal activity;

I. The Housing Authority's subsidy standards, including when the Housing Authority will consider granting exceptions to the standards;

J. The HUD brochure on how to select a unit ("A Good Place to Live");

K. The HUD-required lead-based paint brochure;

L. Information on Federal, State, and local equal opportunity laws; the brochure "Fair Housing: It's Your Right;" and a copy of the housing discrimination complaint form;

M. A list of landlords or other parties known to the Housing Authority of the County of Beaver who may be willing to lease a unit to the family or help the family find a unit; if available

N. Notice that if the family includes a person with disabilities, the family may request a current list of accessible units known to the Housing Authority of the County of Beaver that may be available;

O. The family's obligations under the program;

P. The grounds upon which the Housing Authority may terminate assistance because of the family's action or inaction;

Q. Housing Authority of the County of Beaver informal hearing procedures, including when the Housing Authority is required to provide the opportunity for an informal hearing, and information on how to request a hearing; and

6.3 ISSUANCE OF VOUCHER; REQUEST FOR APPROVAL OF TENANCY

Beginning October 1, 1999, the Housing Authority of the County of Beaver will issue only vouchers. Treatment of previously issued certificates and vouchers will be dealt with as outlined in Section 22.0 Transition to the New Housing Choice Voucher Program.

Once all family information has been verified, their eligibility determined, their subsidy calculated, and they have attended the family briefing, the Housing Authority of the County of Beaver will issue the voucher. At this point the family begins their search for a unit.

When the family finds a unit that the owner is willing to lease under the program, the family and the owner will complete and sign a proposed lease; the HUD

required tenancy addendum and the request for approval of the tenancy form. The terms of the HUD tenancy addendum shall prevail over any other provisions of the lease. The family will submit the proposed lease and the request form to the Housing Authority during the term of the voucher. The Housing Authority will review the request, the lease, and the HUD required tenancy addendum and make an initial determination of approval of tenancy. The Housing Authority may assist the family in negotiating changes that may be required for the tenancy to be approvable. Once it appears the tenancy may be approvable, the Housing Authority will schedule an appointment to inspect the unit within 15 days after the receipt of inspection request from the family and owner. The 15 day period is suspended during any period the unit is unavailable for inspection. The Housing Authority will promptly notify the owner and the family whether the unit and tenancy are approvable.

During the initial stage of qualifying the unit, the Housing Authority will provide the prospective owner with information regarding the program. Information will include Housing Authority and owner responsibilities for screening and other essential program elements. The Housing Authority will provide the owner with the family's current and prior address as shown in the Housing Authority records along with the name and address (if known) of the landlords for those addresses.

Additional screening is the responsibility of the owner. Upon request by a prospective owner, the Housing Authority will provide any factual information or third party written information they have relevant to a voucher holder's history of, or ability to, comply with standard material lease terms.

6.4 TERM OF THE VOUCHER

The initial term of the voucher will be 60 days and will be stated on the Housing Choice Voucher.

The Housing Authority may grant one or more extensions of the term, but the initial term plus any extensions will not exceed 120 calendar days from the initial date of issuance without an extraordinary reason. To obtain an extension, the family must make a request in writing prior to the expiration date. A statement of the efforts the family has made to find a unit must accompany the request. A sample extension request form and a form for recording their search efforts will be included in the family's briefing packet. If the family documents their efforts and additional time can reasonably be expected to result in success, the Housing Authority will grant the length of request sought by the family or 60 days, whichever is less.

If the family includes a person with disabilities and the family requires an extension due to the disability, the Housing Authority will grant an extension

allowing the family the full 120 days search time. If the Housing Authority determines that additional search time would be a reasonable accommodation, the Housing Authority will request HUD to approve an additional extension.

Upon submittal of a completed request for approval of tenancy form, the Housing Authority of the County of Beaver will suspend the term of the voucher. The term will be in suspension until the date the Housing Authority provides notice that the request has been approved or denied. This policy allows families the full term (60 days, or more with extensions) to find a unit, not penalizing them for the period during which the Housing Authority is taking action on their request. A family may submit a second request for approval of tenancy before the Housing Authority finalizes action on the first request. In this case the suspension will last from the date of the first submittal through the Housing Authority's action on the second submittal. No more than two requests will be concurrently considered.

6.5 APPROVAL TO LEASE A UNIT

The Housing Authority of the County of Beaver will approve a lease if all of the following conditions are met:

A. The unit is eligible;

B. The unit is inspected by the Housing Authority and passes HQS;

C. The lease is approvable and includes the following:

1. The names of the owner and the tenant;
2. The address of the unit rented;
3. The term of the lease (initial term and any provisions for renewal);
4. The amount of the monthly rent to owner;
5. A specification of what utilities and appliances are to be supplied by the owner, and what utilities and appliances are to be supplied by the family; and
6. The required HUD tenancy addendum.

D. The rent to owner is reasonable;

E. The family's share of rent does not exceed 40% of their monthly adjusted income if the gross rent exceeds the applicable payment standard;

F. The owner has not been found to be debarred, suspended, or subject to a limited denial of participation by HUD or the Housing Authority; and

G. The family continues to meet all eligibility and screening criteria.

If tenancy approval is denied, the Housing Authority will advise the owner and the family in writing and advise them also of any actions they could take that would enable the Housing Authority to approve the tenancy.

The lease term may begin only after all of the following conditions are met:

A. The unit passes the Housing Authority HQS inspection;

B. The family's share of rent does not exceed 40% of their monthly adjusted income if the gross rent exceeds the applicable payment standard;

C. The landlord and tenant sign the lease to include the HUD required addendum; and

D. The Housing Authority approves the leasing of the unit.

The Housing Authority will prepare the contract when the unit is approved for tenancy. Generally, the landlord, simultaneously with the signing of the lease and the HUD required tenancy addendum, will execute the contract. Upon receipt of the executed lease and the signed contract by the landlord, the Housing Authority will execute the contract. The Housing Authority will not pay any housing assistance to the owner until the contract is executed.

In no case will the contract be executed later than 60 days after the beginning of the lease term.

Any contract executed after the 60-day period will be void and the Housing Authority will not pay housing assistance to the owner.

6.6 HOUSING AUTHORITY OF THE COUNTY OF BEAVER DISAPPROVAL OF OWNER

The Housing Authority will deny participation by an owner at the direction of HUD. The Housing Authority will also deny the owner's participation for any of the following reasons:

A. The owner has violated any obligations under a Section 8 Housing Assistance Payments Contract;

B. The owner has committed fraud, bribery, or any other corrupt or criminal act in connection with any Federal housing program;

C. The owner has engaged in drug-related criminal activity or any violent criminal activity;

D. The owner has a history or practice of non-compliance with HQS for units leased under Section 8 or with applicable housing standards for units leased with project-based Section 8 assistance or leased under any other Federal housing program;

E. The owner has a history or practice of renting units that fail to meet State or local codes;

F. The owner has not paid State or local real estate taxes, fines, or assessments;

G. The owner refuses (or has a history of refusing) to evict families for drug-related or violent criminal activity, or for activity that threatens the health, safety or right of peaceful enjoyment of the:

1. premises by tenants, Housing Authority of the County of Beaver employees or owner employees; or

2. residences by neighbors;

G. If the owner is the parent, child, grandparent, grandchild, sister, or brother or any member of the family of an applicant seeking the initial use of a voucher (currently shopping) unless the Housing Authority of the County of Beaver determines that approving the unit would provide reasonable accommodation for a family member who is a person with disabilities; or

H. Other conflicts of interest under Federal, State, or local law.

6.7 INELIGIBLE/ELIGIBLE HOUSING

The following types of housing cannot be assisted under the Section 8 Tenant-Based Program:

A. A public housing or Indian housing unit;

B. A unit receiving project-based assistance under a Section 8 Program;

C. Nursing homes, board and care homes, or facilities providing continual psychiatric, medical or nursing services;

D. College or other school dormitories;

E. Units on the grounds of penal, reformatory, medical, mental, and similar public or private institutions;

F. A unit occupied by its owner. This restriction does not apply to cooperatives or to assistance on behalf of a manufactured home owner leasing a manufactured home space; and

G. A unit receiving any duplicative Federal, State, or local housing subsidy. This does not prohibit renting a unit that has a reduced rent because of a tax credit.

The Housing Authority of the County of Beaver will not approve a lease for any of the following special housing types, except as a reasonable accommodation for a family with disabilities:

A. Congregate housing

B. Group homes

C. Shared housing

D. Cooperative housing

E. Single room occupancy housing

The Housing Authority of the County of Beaver will approve leases for the following housing types:

A. Single family dwellings

B. Apartments

C. Manufactured housing

D. Manufactured home space rentals

6.8 SECURITY DEPOSIT

The owner may collect a security deposit from the tenant in an amount not in excess of amounts charged in private market practice and not in excess of amounts charged by the owner to unassisted tenants.

When the tenant moves out of the dwelling unit, the owner, subject to State or local law, may use the security deposit, including any interest on the deposit, in accordance with the lease, as reimbursement for any unpaid rent payable by the tenant, damages to the unit or for other amounts the tenant owes under the lease.

The owner must give the tenant a written list of all items charged against the security deposit and the amount of each item. After deducting the amount, if any, used to reimburse the owner, the owner must refund promptly the full amount of the unused balance to the tenant.

If the security deposit is not sufficient to cover amounts the tenant owes under the lease, the owner may seek to collect the balance from the tenant.

7.0 MOVES WITH CONTINUED ASSISTANCE

Participating families are allowed to move to another unit after the initial 12 months has expired, if the landlord and the participant have mutually agreed to terminate the lease, or if the Housing Authority has terminated the HAP contract. The Housing Authority of the County of Beaver will issue the family a new voucher if the family does not owe the Housing Authority of the County of Beaver or any other Housing Authority money, has not violated a Family Obligation, has not moved or been issued a certificate or voucher within the last 12 months, and if the Housing Authority of the County of Beaver has sufficient funding for continued assistance. If the move is necessitated for a reason other than family choice, the 12-month requirement will be waived.

7.1 WHEN A FAMILY MAY MOVE

For families already participating in the Certificate and Voucher Program, the Housing Authority of the County of Beaver will allow the family to move to a new unit if:

A. The assisted lease for the old unit has terminated;

B. The owner has given the tenant a notice to vacate, has commenced an action to evict the tenant, or has obtained a court judgment or other process allowing the owner to evict the tenant; or

C. The tenant has given notice of lease termination (if the tenant has a right to terminate the lease on notice to the owner).

7.2 PROCEDURES REGARDING FAMILY MOVES

Families considering transferring to a new unit will be scheduled to attend a mover’s briefing. All families who are moving, including any families moving into or out of the Housing Authority of the County of Beaver’s jurisdiction, will be required to attend a mover's briefing prior to the Housing Authority of the County of Beaver entering a new HAP contract on their behalf.

This briefing is intended to provide the following:

A. A refresher on program requirements and the family’s responsibilities. Emphasis will be on giving proper notice and meeting all lease requirements such as leaving the unit in good condition;

B. Information about finding suitable housing and the advantages of moving to an area that does not have a high concentration of poor families;

C. Payment standards, exception payment standard rent areas, and the utility allowance schedule;

D. An explanation that the family share of rent may not exceed 40% of the family's monthly adjusted income if the gross rent exceeds the applicable payment standard;

E. Portability requirements and opportunities;

F. The need to have a reexamination conducted within 120 days prior to the move;

G. An explanation and copies of the forms required to initiate and complete the move; and

H. All forms and brochures provided to applicants at the initial briefing.

Families are required to give proper written notice of their intent to terminate the lease. In accordance with HUD regulations, no notice requirement may exceed 60 days. During the initial term, families may not end the lease unless they and the owner mutually agree to end the lease. If the family moves from the unit before the initial term of the lease ends without the owner's and the Housing Authority of the County of Beaver's approval, it will be considered a serious lease violation and subject the family to termination from the program.

The family is required to give the Housing Authority of the County of Beaver a copy of the notice to terminate the lease at the same time as it gives the notice to the landlord. A family's failure to provide a copy of the lease termination notice to the Housing Authority of the County of Beaver will be considered a violation of Family Obligations and may cause the family to be terminated from the program.

A family who gives notice to terminate the lease must mail the notice by certified mail or have the landlord or his agent sign a statement stating the date and time received. The family will be required to provide the certified mail receipt and a copy of the lease termination notice to the Housing Authority of the County of Beaver, or a copy of the lease termination notice and the signed statement stating the date and time the notice was received. If the landlord or his/her agent does not accept the certified mail receipt, the family will be required to provide the receipt and envelope showing that the attempt was made.

Failure to follow the above procedures may subject the family to termination from the program.

8.0 PORTABILITY

8.1 GENERAL POLICIES OF THE HOUSING AUTHORITY OF THE COUNTY OF BEAVER

A family whose head or spouse has a domicile (legal residence) or works in the jurisdiction of the Housing Authority of the County of Beaver at the time the family first submits its application for participation in the program to the Housing Authority of the County of Beaver may lease a unit anywhere in the jurisdiction of the Housing Authority of the County of Beaver or outside the Housing Authority of the County of Beaver jurisdiction as long as there is another entity operating a tenant-based Section 8 program covering the location of the proposed unit.

If the head or spouse of the assisted family does not have a legal residence or work in the jurisdiction of the Housing Authority of the County of Beaver at the time of its application, the family will not have any right to lease a unit outside of the Housing Authority of the County of Beaver jurisdiction for a 12-month period beginning when the family is first admitted to the program. During this period, the family may only lease a unit located in the jurisdiction of the Housing Authority of the County of Beaver.

Families participating in the Voucher Program will not be allowed to move more than once in any 12-month period and under no circumstances will the Housing Authority of the County of Beaver allow a participant to improperly break a lease. Under extraordinary circumstances the Housing Authority of the County of Beaver may consider allowing more than one move in a 12-month period.

Families may only move to a jurisdiction where the Housing Choice Voucher Program is being administered. The receiving Housing Authority must agree to absorb the portable voucher or the voucher holder will be limited to areas where the payment standard is equal to or less than the current payment standard of the Housing Authority of the County of Beaver.

For income targeting purposes, the family will count towards the initial housing authority's goals unless the receiving housing authority absorbs the family. If absorbed, the admission will count towards the receiving housing authority's goals.

If a family has moved out of their assisted unit in violation of the lease, the Housing Authority of the County of Beaver will not issue a voucher and will terminate assistance in compliance with Section 17.0, Termination of the Lease and Contract.

8.2 INCOME ELIGIBILITY

A. A family must be income-eligible in the area where the family first leases a unit with assistance in the Voucher Program.

B. If a portable family is already a participant in the Initial Housing Authority's Voucher Program, income eligibility is not re-determined.

8.3 PORTABILITY: ADMINISTRATION BY RECEIVING HOUSING AUTHORITY

A. When a family utilizes portability to move to an area outside the Initial Housing Authority jurisdiction, another Housing Authority (the Receiving Housing Authority) must administer assistance for the family if that Housing Authority has a tenant-based program covering the area where the unit is located.

B. A Housing Authority with jurisdiction in the area where the family wants to lease a unit must issue the family a voucher. If there is more than one such housing authority, the Initial Housing Authority may choose which housing authority shall become the Receiving Housing Authority.

8.4 PORTABILITY PROCEDURES

A. When the Housing Authority of the County of Beaver is the Initial Housing Authority:

1. The Housing Authority of the County of Beaver will brief the family on the process that must take place to exercise portability. The family will be required to attend an applicant or mover's briefing.

2. The Housing Authority of the County of Beaver will determine whether the family is income-eligible in the area where the family wants to lease a unit (if applicable).

3. The Housing Authority of the County of Beaver will contact the receiving Housing Authority by phone or fax to determine eligibility of payment standard.

4. The Housing Authority of the County of Beaver will, within ten (10) calendar days, notify the Receiving Housing Authority to expect the family.

5. The Housing Authority of the County of Beaver will immediately mail to the Receiving Housing Authority the most recent HUD Form 50058 (Family Report) for the family, and related verification information.

B. When the Housing Authority of the County of Beaver is the Receiving Housing Authority:

1. When the portable family requests assistance from the Housing Authority of the County of Beaver, the Housing Authority of the County of Beaver will within ten (10) calendar days inform the Initial Housing Authority whether it will bill the Initial Housing Authority for assistance on behalf of the portable family, or absorb the family into its own program. When the Housing Authority of the County of Beaver receives a portable family, the family will be absorbed if funds are available and a voucher will be issued.

2. The Housing Authority of the County of Beaver will issue a voucher to the family. The term of the Housing Authority of the County of Beaver's voucher will not expire before the expiration date of any Initial Housing Authority's voucher. The Housing Authority of the County of Beaver will determine whether to extend the voucher term. The family must submit a request for tenancy approval to the Housing Authority of the County of Beaver during the term of the Housing Authority of the County of Beaver's voucher.

3. The Housing Authority of the County of Beaver will determine the family unit size for the portable family. The family unit size is determined in accordance with the Housing Authority of the County of Beaver's subsidy standards.

4. The Housing Authority of the County of Beaver will within ten (10) calendar days notify the Initial Housing Authority if the family has leased an eligible unit under the program, or if the family fails to submit a request for tenancy approval for an eligible unit within the term of the voucher.

5. If the Housing Authority of the County of Beaver opts to conduct a new reexamination, the Housing Authority of the County of Beaver will not delay issuing the family a voucher or otherwise delay approval of a unit unless the re-certification is necessary to determine income eligibility.

6. In order to provide tenant-based assistance for portable families, the Housing Authority of the County of Beaver will perform all Housing Authority program functions, such as reexaminations of family income and composition. At any time, either the Initial Housing Authority or the Housing Authority of the County of Beaver may make a determination to deny or terminate assistance to the family in accordance with 24 CFR 982.552.

7. The Housing Authority of the County of Beaver may deny or terminate assistance for family action or inaction in accordance with 24 CFR 982.552 and 24 CFR 982.553.

C. Absorption by the Housing Authority of the County of Beaver

1. If funding is available under the consolidated ACC for the Housing Authority of the County of Beaver's Voucher Program when the portable family is received, the Housing Authority of the County of Beaver will absorb the family into its Voucher Program. After absorption, the family is assisted with funds available under the consolidated ACC for the Housing Authority of the County of Beaver's Tenant-Based Program.

D. Portability Billing

1. To cover assistance for a portable family, the Receiving Housing Authority may bill the Initial Housing Authority for housing assistance payments and administrative fees. The billing procedure will be as follows:

a. As the Initial Housing Authority, the Housing Authority of the County of Beaver will promptly reimburse the Receiving Housing Authority for the full amount of the housing assistance payments made by the Receiving Housing Authority for the portable family. The amount of the housing assistance payment for a portable family in the Receiving Housing Authority's program is determined in the same manner as for other families in the Receiving Housing Authority's program.

b. The Initial Housing Authority will promptly reimburse the Receiving Housing Authority for 80% of the Initial Housing Authority's on-going administrative fee for each unit month that the family receives assistance under the tenant-based programs and is assisted by the Receiving

Housing Authority. If both Housing Authorities agree, we may negotiate a different amount of reimbursement.

E. When a Portable Family Moves

When a portable family moves out of the tenant-based program of a Receiving Housing Authority that has not absorbed the family, the Housing Authority in the new jurisdiction to which the family moves becomes the Receiving Housing Authority, and the first Receiving Housing Authority is no longer required to provide assistance for the family.

9.0 DETERMINATION OF FAMILY INCOME

9.1 INCOME, EXCLUSIONS FROM INCOME, DEDUCTIONS FROM INCOME

To determine annual income, the Housing Authority of the County of Beaver counts the income of all family members, excluding the types and sources of income that are specifically excluded. Once the annual income is determined, the Housing Authority of the County of Beaver subtracts all allowable deductions (allowances) as the next step in determining the Total Tenant Payment.

9.2 INCOME

A. Annual income means all amounts, monetary or not, that:

1. Go to (or on behalf of) the family head or spouse (even if temporarily absent) or to any other family member, or

2. Are anticipated to be received from a source outside the family during the 12-month period following admission or annual reexamination effective date; and
3. Are not specifically excluded from annual income.

B. Annual income includes, but is not limited to:

1. The full amount, before any payroll deductions, of wages and salaries, overtime pay, commissions, fees, tips and bonuses, and other compensation for personal services.

2. The net income from the operation of a business or profession. Expenditures for business expansion or amortization of capital indebtedness are not used as deductions in determining net income. An allowance for depreciation of assets used in a business or profession may be deducted, based on straight-line depreciation, as provided in Internal Revenue Service regulations. Any withdrawal of cash or assets from the operation of a business or profession is included in income, except to the extent the withdrawal is reimbursement of cash or assets invested in the operation by the family.

3. Interest, dividends, and other net income of any kind from real or personal property. Expenditures for amortization of capital indebtedness are not used as deductions in determining net income. An allowance for depreciation of assets used in a business or profession may be deducted, based on straight-line depreciation, as provided in Internal Revenue Service regulations. Any withdrawal

of cash or assets from an investment is included in income, except to the extent the withdrawal is reimbursement of cash or assets invested by the family. Where the family has net family assets in excess of $5,000, annual income includes the greater of the actual income derived from all net family assets or a percentage of the value of such assets based on the current passbook savings rate, as determined by HUD.

4. The full amount of periodic amounts received from Social Security, annuities, insurance policies, retirement funds, pensions, disability or death benefits, and other similar types of periodic receipts, including a lump-sum amount or prospective monthly amounts for the delayed start of a periodic amount. (However, deferred periodic amounts from supplemental security income and Social Security benefits that are received in a lump sum amount or in prospective monthly amounts are excluded.)

5. Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation and severance pay. (However, lump sum additions such as insurance payments from worker's compensation are excluded.)

6. Welfare assistance.

   a. If the welfare assistance payment includes an amount specifically designated for shelter and utilities that is subject to adjustment by the welfare assistance agency in accordance with the actual cost of shelter and utilities, the amount of welfare assistance income to be included as income consists of:

      i. The amount of the allowance or grant exclusive of the amount specifically designated for shelter or utilities; plus

      ii. The maximum amount that the welfare assistance agency could in fact allow the family for shelter and utilities. If the family's welfare assistance is ratably reduced from the standard of need by applying a percentage, the amount calculated under this requirement is the amount resulting from one application of the percentage.

b. If the amount of welfare is reduced due to an act of fraud by a family member or because of any family member's failure to comply with requirements to participate in an economic self-sufficiency program or work activity, the amount of rent required to be paid by the family will not be decreased. In such cases, the amount of income attributable to the family will include what the family would have received had they complied with the welfare requirements and/or had not committed an act of fraud.

c. If the amount of welfare assistance is reduced as a result of a lifetime time limit, the reduced amount is the amount that shall be counted.

7. Periodic and determinable allowances, such as alimony and child support payments, and regular contributions or gifts received from organizations or from persons not residing in the dwelling.

8. All regular pay, special pay, and allowances of a member of the Armed Forces. (Special pay to a member exposed to hostile fire is excluded.)

9.3 EXCLUSIONS FROM INCOME

Annual income does not include the following:

A. Income from employment of children (including foster children) under the age of 18 years;

B. Payments received for the care of foster children or foster adults (usually persons with disabilities, unrelated to the tenant family, who are unable to live alone);

C. Lump-sum additions to family assets, such as inheritances, insurance payments (including payments under health and accident insurance and worker's compensation), capital gains and settlement for personal or property losses;

D. Amounts received by the family that are specifically for, or in reimbursement of, the cost of medical expenses for any family member;

E. Income of a live-in aide;

F. The full amount of student financial assistance paid directly to the student or to the educational institution;

G. The special pay to a family member serving in the Armed Forces who is exposed to hostile fire;

H. The amounts received from the following programs:

1. Amounts received under training programs funded by HUD;

2. Amounts received by a person with a disability that are disregarded for a limited time for purposes of Supplemental Security Income eligibility and benefits because they are set aside for use under a Plan to Attain Self-Sufficiency (PASS);

3. Amounts received by a participant in other publicly assisted programs that are specifically for or in reimbursement of out-of-pocket expenses incurred (special equipment, clothing, transportation, child care, etc.) and that are made solely to allow participation in a specific program;

4. Amounts received under a resident service stipend. A resident service stipend is a modest amount (not to exceed $200 per month) received by a resident for performing a service for the Housing Authority or owner, on a part-time basis, that enhances the quality of life in the development. Such services may include, but are not limited to, fire patrol, hall monitoring, lawn maintenance, and resident initiative coordination. No resident may receive more than one such stipend during the same period of time;

5. Incremental earnings and benefits resulting to any family member from participation in qualifying State or local employment training programs (including training programs not affiliated with a local government) and training of a family member as resident management staff. Amounts excluded by this provision must be received under employment training programs with clearly defined goals and objectives and are excluded only for the period during which the family member participates in the employment training program;

6. Temporary, nonrecurring, or sporadic income (including gifts);

7. Reparation payments paid by a foreign government pursuant to claims filed under the laws of that government by persons who were persecuted during the Nazi era;

8. Earnings in excess of $480 for each full-time student 18 years old or older (excluding the head of household and spouse);

9. Adoption assistance payments in excess of $480 per adopted child;

10. Deferred periodic amounts from Supplemental Security Income and Social Security benefits that are received in a lump sum amount or in prospective monthly amounts;

11. Amounts received by the family in the form of refunds or rebates under State or local law for property taxes paid on the dwelling unit;

12. Amounts paid by a State agency to a family with a member who has a developmental disability and is living at home to offset the cost of services and equipment needed to keep the developmentally disabled family member at home; or

14 Amounts specifically excluded by any other Federal statute from consideration as income for purposes of determining eligibility or benefits.

These exclusions include:

a. The value of the allotment of food stamps

b. Payments to volunteers under the Domestic Volunteer Services Act of 1973

c. Payments received under the Alaska Native Claims Settlement Act

d. Income from submarginal land of the U.S. that is held in trusts for certain Indian tribes

e. Payments made under Hz's Low-Income Energy Assistance Program

f. Payments received under the Job Training Partnership Act

g. Income from the disposition of funds of the Grand River Band of Ottawa Indians

h. The first $2000 per capita received from judgment funds awarded for certain Indian claims

i. Amount of scholarships awarded under Title IV including Work-Study

j. Payments received under the Older Americans Act of 1965

k. Payments from Agent Orange Settlement

l. Payments received under the Maine Indian Claims Act

m. The value of child care under the Child Care and Development Block Grant Act of 1990

n. Earned income tax credit refund payments

o. Payments for living expenses under the AmeriCorps Program

p. The $600 transitional assistance subsidy, for applicants and tenants enrolled in the Medicare transitional assistance program, effective the date of receiving the benefits and any negotiated drug discounts received pursuant to the Medicare prescription drug discount card.

9.4 DEDUCTIONS FROM ANNUAL INCOME

The following deductions will be made from annual income:

A. $480 for each dependent

B. $400 for any elderly family or disabled family

C. For any family that is not an elderly or disabled family but has a member (other than the head or spouse) who is a person with a disability, disability assistance expenses in excess of 3% of annual income. This allowance may not exceed the employment income received by family members who are 18 years of age or older as a result of the assistance to the person with disabilities.

D. For any elderly or disabled family:

1. That has no disability assistance expenses, an allowance for medical expenses equal to the amount by which the medical expenses exceed 3% of annual income. Allowable medical expenses are those described as includible medical expenses in IRS Publication 502 – Medical and Dental Expense.

2. That has disability expenses greater than or equal to 3% of annual income, an allowance for disability assistance expenses computed in accordance with paragraph C, plus an allowance for medical expenses that equal the family's medical expenses;

1. That has disability assistance expenses that are less than 3% of annual income, an allowance for combined disability assistance expenses and medical expenses that is equal to the total of these expenses less 3% of annual income.

4. The medicare assistance provided for the cost of drugs pursuant to prescription drug discount cards, negotiated drug price, or transitional assistance subsidies.

E. Child care expenses which are defined as amounts anticipated to be paid by a family for the care of children under 13 years of age during the period for which annual income is computed if the care is necessary to enable a family member to do any of the following:

1. Actively seek employment.
2. Be gainfully employed (the amount deducted for child care expenses may not exceed the amount of employment income that is included in annual income.
3. Further his or her education

Child care expenses are deductible only to the extent that they are not reimbursed and reflect reasonable charges for child care. Reasonable charges shall be those charges reflected in the Child Care Daily Maximum Table provided by the Beaver County Department of Public Welfare which details daily charges by age of child and by type of child care provider.

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F. For persons with disabilities, the incremental earnings due to employment during a cumulative 12-month period following date of the initial hire shall be excluded. This exclusion is only available to the following families:

1. Families whose income increases as a result of employment of a disabled family member who was previously unemployed (defined as working less than 10 hours a week at the established minimum wage) for one or more years
2. Families whose income increases during the participation of a disabled family member in any economic self-sufficiency or other job training program.
3. Persons with disabilities who are or were, within 6 months, assisted under a State TANF or Welfare to Work Program for atleast $500.

During the second cumulative 12 month period after the date of initial hire, 50% of the increased income shall be excluded from income.

The disallowance of increased income of an individual family member is limited to a lifetime 48-month period. It only applies for 12 months of the 100% exclusion and 12 months of the 50% exclusion.

10.0 VERIFICATION

The Housing Authority of the County of Beaver will verify information related to waiting list preferences, eligibility, admission and level of benefits prior to admission. Periodically during occupancy, items related to eligibility and rent determination shall also be reviewed and verified. Income, assets, and expenses will be verified, as well as disability status, need for a live-in aide and other reasonable accommodations, full-time student status of family members 18 years of age and older, Social Security Numbers, citizenship/eligible noncitizen status. Age and relationship will only be verified in those instances where needed to make a determination of level of assistance.

10.1 ACCEPTABLE METHODS OF VERIFICATION

Age, relationship, U.S. citizenship, and Social Security numbers will generally be verified with documentation provided by the family. For citizenship, the family's certification will be accepted. (Or, for citizenship, documentation such as listed below will be required.) Verification of these items will include photocopies of the Social Security cards and other documents presented by the family, the INS SAVE approval code, and forms signed by the family.

Other information will be verified by the following five verification methods acceptable to HUD, in the order of preference indicated:

1. Up-front Income Verifications (UIV)

UIV is the verification of income through an independent source that systematically maintains income information in computerized form for a large number of individuals.

Current UIV resources include the following:

a. Tenant Assessment Subsystem (TASS) – HUD's online system for Social Security (SS) and Supplemental Security Income (SSI) information.

b. State Wage Information Collection Agencies (SWICAs)

c. State systems for the Temporary Assistance for Needy Families (TANF) program

d. Credit Bureau Information (CBA) credit reports

e. Internal Revenue Service (IRS) Letter 1722

f. Private sector databases (e.g. The Work Number)

The Housing Authority of the County of Beaver will use additional UIV resources as they become available.

It is important to note that UIV data will only be used to verify an applicant or participant's eligibility for participation in a rental assistance program and to determine the level of assistance the participant is entitled to receive and only by properly trained persons whose duties require access to this information. Any other use, unless approved by the HUD Headquarters UIV Security System Administrator, is specifically prohibited and will not occur.

No adverse action can be taken against a participant until the Housing Authority of the County of Beaver has independently verified the UIV information and the participant has been granted an opportunity to contest any adverse findings through the established grievance procedure.

Furthermore, the information the Housing Authority of the County of Beaver derives from the UIV system will be protected to ensure that it is utilized solely for official purposes and not disclosed in any way that would violate the privacy of the affected individuals.

Once the data has served its purpose, it shall be destroyed by either burning or shredding the data.

2. Third –Party Written Verifications

This type of verification includes written documentation, with forms sent directly to and received directly from a source, not passed through the hands of the family. It may also be a report generated automatically by another government agency, i.e., Department of Welfare, Veterans Administration, etc.

Third-party written verifications may also be used to supplement Up-front Income Verifications**.**

Third party verification of SS and SSI benefits shall be obtained by getting a copy of an official Social Security Administration letter of benefits from the person receiving the benefits and verification from HUD's on line systems. If either of these forms of verification are not obtainable, then the file shall be documented as to why third party verification was not used.

The Housing Authority of the County of Beaver will allow two (2) weeks for the return of third party written verifications prior to continuing on to the next type of verification.

3. Third-Party Oral Verifications

This type of verification includes direct contact with the source, in person or by telephone. When this method is used, staff members will be required to document in writing with whom they spoke, the date of the conversation and the facts obtained.

The Housing Authority of the County of Beaver will allow three (3) business days for the return of third party oral verifications prior to continuing on to the next type of verification.

4. Review of Documents

When UIV, written and oral third party verifications are not available within the two (2) weeks and three (3) business days period allowed in paragraphs 2 and 3 above, the Housing Authority will use the information received by the family, provided that the documents provide complete information. Photocopies of the documents, excluding government checks, provided by the family

will be maintained in the file. In cases in which documents are viewed and cannot be photocopied, staff reviewing the documents will complete a written statement as to the contents of the document(s).

5. Self-Certification and Self-Declaration

When UIV, written and oral third party verifications are not available within the two (2) weeks and three (3) business days period allowed in paragraphs 2 and 3 above, and hand-carried verification cannot be obtained, the Housing Authority will accept a statement detailing information needed, signed by the head, spouse, co-head, or other adult family member.

Verification forms and reports received will be contained in the applicant/tenant file. Oral third party documentation will include the same information as if the documentation had been written, i.e. name, date of contact, amount received, etc.

When any verification method other than Up-Front Income Verification is utilized, the Housing Authority of the County of Beaver will document the reason for the choice of the verification methodology in the applicant/resident's file.

10.2 TYPES OF VERIFICATION

The chart below outlines the factors that may be verified and gives common examples of the verification that will be sought. To obtain written third party verification, the Housing Authority of the County of Beaver will send a request form to the source along with a release form signed by the applicant/participant via first class mail.

Verification Requirements for Individual Items		
Item to Be Verified	**3rd party verification**	**Hand-carried verification**
General Eligibility Items		
Social Security Number	Letter from Social Security, electronic reports	Social Security card
Citizenship	N/A	Signed certification, voter's registration card, birth certificate, etc.

Verification Requirements for Individual Items		
Item to Be Verified	**3rd party verification**	**Hand-carried verification**
Eligible immigration status	INS SAVE confirmation #	INS card
Disability	Letter from medical professional, SSI, etc	Proof of SSI or Social Security disability payments
Full time student status (if >18)	Letter from school	For high school students, any document evidencing enrollment
Need for a live-in aide	Letter from doctor or other professional knowledgeable of condition	N/A
Child care costs	Letter from care provider	Bills and receipts
Disability assistance expenses	Letters from suppliers, care givers, etc.	Bills and records of payment
Medical expenses	Letters from providers, prescription record from pharmacy, medical professional's letter stating assistance or a companion animal is needed	Bills, receipts, records of payment, dates of trips, mileage log, receipts for fares and tolls
Medical Discount Card		A card with the words "Medicare Approved" on it.
Medical Discount Benefit		Individual receipts if the pre-discount cost is included; a comparison of receipts before and after the application of the discount; other information provided by the pharmacy supplying the prescription; or if nothing else is available, an imputed value of $48.17.
Value of and Income from Assets		
Savings, checking accounts	Letter from institution	Passbook, most current statements

Verification Requirements for Individual Items		
Item to Be Verified	**3rd party verification**	**Hand-carried verification**
CDs, bonds, etc	Letter from institution	Tax return, information brochure from institution, the CD, the bond
Stocks	Letter from broker or holding company	Stock or most current statement, price in newspaper or through Internet
Real property	Letter from tax office, assessment, etc.	Property tax statement (for current value), assessment, records or income and expenses, tax return
Personal property	Assessment, bluebook, etc	Receipt for purchase, other evidence of worth
Cash value of life insurance policies	Letter from insurance company	Current statement
Assets disposed of for less than fair market value	N/A	Original receipt and receipt at disposition, other evidence of worth
Income		
Earned income	UIV first then, Letter from employer	Multiple pay stubs
Self-employed	UIV if available	Tax return from prior year, books of accounts
Regular gifts and contributions	Letter from source, letter from organization receiving gift (i.e., if grandmother pays day care provider, the day care provider could so state)	Bank deposits, other similar evidence
Alimony/child support	Court order, letter from source, letter from Human Services	Record of deposits, divorce decree
Periodic payments (i.e., social security, welfare, pensions, workers' comp, unemployment)	Letter or electronic reports from the source	Award letter, letter announcing change in amount of future payments

Verification Requirements for Individual Items		
Item to Be Verified	**3rd party verification**	**Hand-carried verification**
Training program participation	Letter from program provider indicating - whether enrolled - whether training is HUD-funded - whether State or local program - whether it is employment training - whether payments are for out- of-pocket expenses incurred in order to participate in a program	N/A

10.3 VERIFICATION OF CITIZENSHIP OR ELIGIBLE NONCITIZEN STATUS

The citizenship/eligible noncitizen status of each family member regardless of age must be determined.

Prior to being admitted, or at the first reexamination, all citizens and nationals will be required to sign a declaration under penalty of perjury. (They will be required to show proof of their status by such means as birth certificate, military ID or military DD 214 Form.)

Prior to being admitted or at the first reexamination, all eligible noncitizens who are 62 years of age or older will be required to sign a declaration under penalty of perjury. They will also be required to show proof of age.

Prior to being admitted or at the first reexamination, all eligible noncitizens must sign a declaration of their status and a verification consent form and provide their original INS documentation. The Housing Authority of the County of Beaver will make a copy of the individual's INS documentation and place the copy in the file. The Housing Authority of the County of Beaver also will verify their status through the INS SAVE system. If the INS SAVE system cannot confirm eligibility, the Housing Authority of the County of Beaver will mail information to the INS so a manual check can be made of INS records.

Family members who do not claim to be citizens, nationals or eligible noncitizens, or whose status cannot be confirmed, must be listed on a statement of non-eligible members and the list must be signed by the head of the household.

Noncitizen students on student visas, though in the country legally, are not eligible to be admitted to the Section 8 Program.

Any family member who does not choose to declare their status must be listed on the statement of non-eligible members.

If no family member is determined to be eligible under this Section, the family's admission will be denied.

The family's assistance will not be denied, delayed, reduced or terminated because of a delay in the process of determining eligible status under this Section, except to the extent that the delay is caused by the family.

If the Housing Authority of the County of Beaver determines that a family member has knowingly permitted an ineligible noncitizen (other than any ineligible noncitizens listed on the lease) to permanently reside in their Section 8 unit, the family's assistance will be terminated. Such family will not be eligible to be readmitted to Section 8 for a period of 24 months from the date of termination.

10.4 VERIFICATION OF SOCIAL SECURITY NUMBERS

Prior to admission, each family member who has a Social Security Number and who is at least six months of age shall provide verification of his or her Social Security Number. New family members at least six months of age shall provide this verification prior to being added to the lease. Children in assisted households must provide this verification at the first regular reexamination after turning six.

The best verification of the Social Security Number is the original Social Security card. If the card is not available, the Housing Authority of the County of Beaver will accept letters from Social Security that establish and state the number. Documentation from other governmental agencies will also be accepted that establish and state the number. Driver's license, military ID, passports, or other official documents that establish and state the number are also acceptable.

If individuals state that they do not have a Social Security Number they will be required to sign a statement to this effect. The Housing Authority of the County of Beaver will not require any individual who does not have a Social Security Number to obtain a Social Security Number.

If a member of an applicant family indicates they have a Social Security Number, but cannot readily verify it, the family cannot be assisted until verification is provided.

If a member of a tenant family indicates they have a Social Security Number, but

cannot readily verify it, they shall be asked to certify to this fact and shall up to 60 days to provide the verification. If the individual is at least 62 years of age, they will be given 120 days to provide the verification. If the individual fails to provide the verification within the time allowed, the family will be denied assistance or will have their assistance terminated.

10.5 TIMING OF VERIFICATION

Verification must be dated within sixty (60) days of certification or reexamination. If the verification is older than this, the source will be contacted and asked to provide information regarding any changes.

When an interim reexamination is conducted, the Housing Authority will verify and update only those elements reported to have changed.

10.6 FREQUENCY OF OBTAINING VERIFICATION

For each family member, citizenship/eligible noncitizen status will be verified only once. This verification will be obtained prior to admission. If the status of any family member was not determined prior to admission, verification of their status will be obtained at the next regular reexamination. Prior to a new member joining the family, their status will be verified.

For each family member age 6 and above, verification of Social Security Number will be obtained only once. This verification will be accomplished prior to admission. When a family member who did not have a Social Security Number at admission receives a Social Security Number, that number will be verified at the next regular reexamination. Likewise, when a child turns six, their verification will be obtained at the next regular reexamination.

11.0 RENT AND HOUSING ASSISTANCE PAYMENT

11.1 GENERAL

After October 1, 1999, the Housing Authority of the County of Beaver will issue only vouchers to applicants, movers, and families entering the jurisdiction through portability. Certificates currently held will continue to be honored until the transition of the merger of the Section 8 Certificate and Voucher programs as outlined in 24 CFR 982.502 is complete (see Section 22.0 for additional guidance).

11.2 RENT REASONABLENESS

The Housing Authority will not approve an initial rent or a rent increase in any of the tenant-based programs without determining that the rent amount is reasonable. Reasonableness is determined prior to the initial lease and at the following times:

A. Before any increase in rent to owner is approved;

B. If 60 days before the contract anniversary date there is a 5% decrease in the published FMR as compared to the previous FMR; and

C. If the Housing Authority or HUD directs that reasonableness be re-determined.

11.3 COMPARABILITY

In making a rent reasonableness determination, the Housing Authority will compare the rent for the unit to the rent of comparable units in the same or comparable neighborhoods. The Housing Authority will consider the location, quality, size, number of bedrooms, age, amenities, housing services, maintenance and utilities of the unit and the comparable units.

The Housing Authority will maintain current survey information on rental units in the jurisdiction. The Housing Authority will also obtain from landlord associations and management firms the value of the array of amenities.
The Housing Authority will establish minimum base rent amounts for each unit type and bedroom size. To the base the Housing Authority will be able to add or subtract the dollar value for each characteristic and amenity of a proposed unit.

Owners are invited to submit information to the survey at any time. Owners may review the determination made on their unit and may submit additional information or make improvements to the unit that will enable the Housing Authority to establish a higher value.

The owner must certify the rents charged for other units. By accepting the housing assistance payment each month the owner is certifying that the rent to owner is not more than the rent charged by the owner for comparable unassisted units in the premises.

11.4 MAXIMUM SUBSIDY

The Fair Market Rent (FMR) published by HUD or the exception payment standard rent (requested by the Housing Authority of the County of Beaver and approved by HUD) determines the maximum subsidy for a family.

For a regular tenancy under the Certificate Program, the FMR/exception rent limit is the maximum initial gross rent under the assisted lease. This only applies until

the transition of the merger of the Section 8 Certificate and Voucher programs as outlined in 24 CFR 982.502 is complete.

For the Voucher Program, the minimum payment standard will be 90% of the FMR and the maximum payment standard will be 110% of the FMR without prior approval from HUD, or the exception payment standard approved by HUD.

For a voucher tenancy in an insured or noninsured 236 project, a 515 project of the Rural Development Administration, or a Section 221(d)(3) below market interest rate project the payment standard may not exceed the basic rent charged including the cost of tenant-paid utilities.

For manufactured home space rental, the maximum subsidy under any form of assistance is the Fair Market Rent for the space as outlined in 24 CFR 982.888.

11.4.1 Setting the Payment Standard

The Statute requires that the payment standard be set by the Housing Authority at between 90 and 110% of the FMR without HUD's prior approval. The Housing Authority of the County of Beaver will review its determination of the payment standard annually after publication of the FMRs. The Housing Authority of the County of Beaver will consider vacancy rates and rents in the market area, size and quality of units leased under the program, rents for units leased under the program, success rates of voucher holders in finding units, and the percentage of annual income families are paying for rent under the Voucher Program. If it is determined that success rates will suffer or that families are having to rent low quality units or pay over 40% of income for rent, the payment standard may be raised to the level judged necessary to alleviate these hardships.

The Housing Authority of the County of Beaver may establish a higher payment standard (although still within 110% of the published fair market rent) as a reasonable accommodation for a family that includes people with disabilities.

Payment standards will not be raised solely to allow the renting of luxury quality units.

If success levels are projected to be extremely high and rents are projected to be at or below 30% of income, the Housing Authority will reduce the payment standard. Payment standards for each bedroom size are evaluated separately so that the payment standard for one bedroom size may increase or decrease while another remains unchanged. The Housing Authority of the County of Beaver may consider adjusting payment standards at times other than the annual review when circumstances warrant.

Before increasing any payment standard, the Housing Authority will conduct a financial feasibility test to ensure that in using the higher standard, adequate funds will continue to be available to assist families in the program.

11.4.2 Selecting the Correct Payment Standard for a Family

A. For the voucher tenancy, the payment standard for a family is the lower of:

1. The payment standard for the family unit size; or

2. The payment standard for the unit size rented by the family.

B. If the unit rented by a family is located in an exception rent area, the Housing Authority will use the appropriate payment standard for the exception rent area.

C. During the HAP contract term for a unit, the amount of the payment standard for a family is the higher of:

1. The initial payment standard (at the beginning of the lease term) minus any amount by which the initial rent to owner exceeds the current rent to owner; or

2. The payment standard as determined at the most recent regular reexamination of family income and composition effective after the beginning of the HAP contract term.

D. At the next annual reexamination following a change in family size or composition during the HAP contract term and for any reexamination thereafter, paragraph C above does not apply.

E. If there is a change in family unit size resulting from a change in family size or composition, the new family unit size will be considered when determining the payment standard at the next annual reexamination.

11.4.3 Area Exception Rents

In order to help families find housing outside areas of high poverty or when voucher holders are having trouble finding housing for lease under the program, the Housing Authority may request that HUD approve an exception payment standard rent for certain areas within its jurisdiction. The areas may be of any size, though generally not smaller than a census tract. The Housing Authority may request one such exception payment standard area or many. Exception payment standard rent authority may be requested for all or some unit sizes, or for all or

some unit types. The exception payment standard area(s) may not contain more than 50% of the population of the FMR area.

When an exception payment standard rent has been approved and the FMR increases, the exception rent remains unchanged until such time as the Housing Authority requests and HUD approves a higher exception payment standard rent. If the FMR decreases, the exception payment standard rent authority automatically expires.

11.5 ASSISTANCE AND RENT FORMULAS

A. Total Tenant Payment

The total tenant payment is equal to the highest of:

1. 10% of monthly income
2. 30% of adjusted monthly income
3. Minimum rent
4. The welfare rent

Plus any rent above the payment standard.

B. Minimum Rent.

The Housing Authority of the County of Beaver has set the minimum rent as $50.00. However, if the family requests a hardship exemption, the Housing Authority of the County of Beaver will suspend the minimum rent for the family beginning the month following the family's hardship request. The suspension will continue until the Housing Authority can determine whether hardship exists and whether the hardship is of a temporary or long-term nature. During suspension, the family will not be required to pay a minimum rent and the Housing Assistance Payment will be increased accordingly.

1. A hardship exists in the following circumstances:

   a. When the family has lost eligibility for or is awaiting an eligibility determination for a Federal, State or local assistance program;

b. When the family would be evicted as a result of the imposition of the minimum rent requirement;

c. When the income of the family has decreased because of changed circumstances, including loss of employment;

d. When the family has an increase in expenses because of changed circumstances, for medical costs, childcare, transportation, education, or similar items;

e. When a death has occurred in the family.

2. No hardship. If the Housing Authority determines there is no qualifying hardship, the minimum rent will be reinstated, including requiring back payment of minimum rent to the Housing Authority for the time of suspension.

3. Temporary hardship. If the Housing Authority determines that there is a qualifying hardship but that it is of a temporary nature, the minimum rent will not be imposed for a period of 90 days from the date of the family's request. At the end of the 90-day period, the minimum rent will be imposed retroactively to the time of suspension. The Housing Authority will offer a reasonable repayment agreement for any minimum rent back payment paid by the Housing Authority on the family's behalf during the period of suspension.

4. Long-term hardship. If the Housing Authority determines there is a long-term hardship, the family will be exempt from the minimum rent requirement until the hardship no longer exists.

5. Appeals. The family may use the informal hearing procedure to appeal the Housing Authority's determination regarding the hardship. No escrow deposit will be required in order to access the informal hearing procedures.

C. Section 8 Merged Vouchers

1. The payment standard is set by the Housing Authority between 90% and 110% of the FMR or higher or lower with HUD approval.

2. The participant pays the greater of the Total Tenant Payment or the minimum rent, plus the amount by which the gross rent exceeds the payment standard.

2. No participant when initially receiving tenant-based assistance on a unit shall pay more than 40% of their monthly-adjusted income if the gross rent exceeds the applicable payment standard.

D. Section 8 Preservation Vouchers

1. Payment Standard

a. The payment standard is the lower of:

i. The payment standard amount for the appropriate family unit size; or

ii. The payment standard amount for the size of the dwelling unit actually rented by the family.

a. If the dwelling unit is located in an exception area, the Housing Authority of the County of Beaver will use the appropriate payment standard for the exception area.

b. During the HAP contract term, the payment standard for the family is the higher of :

i. The initial payment standard (at the beginning of the HAP contract term), as determined in accordance with paragraph (1)(a) or (1)(b) of this section, minus any amount by which the initial rent to the owner exceeds the current rent to the owner; or

ii. The payment standard as determined in accordance with paragraph (1)(a) or (1)(b) of this section, as determined at the most recent regular reexamination of family income and composition effective after the beginning of the HAP contract term.

a. At the next regular reexamination following a change in family composition that causes a change in family unit size during the HAP contract term, and for any examination thereafter during the term:

i. Paragraph (c)(i) of this section does not apply; and
ii. The new family unit size must be used to determine the payment standard.

1. The Housing Authority of the County of Beaver will pay a monthly housing assistance payment on behalf of the family that equals the lesser of:

   a. The payment standard minus the total tenant payment; or

   b. The gross rent minus the total tenant payment.

E. Manufactured Home Space Rental: Section 8 Vouchers

1. The payment standard for a participant renting a manufactured home space is the published FMR for rental of a manufactured home space.

2. The space rent is the sum of the following as determined by the Housing Authority:

   a. Rent to the owner for the manufactured home space;

   b. Owner maintenance and management charges for the space; and

   c. Utility allowance for tenant paid utilities.

   3. The participant pays the rent to owner less the HAP.

   4. HAP equals the lesser of:

   a. The payment standard minus the total tenant payment; or

   b. The rent paid for rental of the real property on which the manufactured home owned by the family is located.

F. Rent for Families under the Noncitizen Rule

A mixed family will receive full continuation of assistance if all of the following conditions are met:

1. The family was receiving assistance on June 19, 1995;

2. The family was granted continuation of assistance before November 29,1996;

3. The family's head or spouse has eligible immigration status; and

4. The family does not include any person who does not have eligible status other than the head of household, the spouse of the head of household, any parent of the head or spouse, or any child (under the age of 18) of the head or spouse.

If a mixed family qualifies for prorated assistance but decides not to accept it, or if the family has no eligible members, the family may be eligible for temporary deferral of termination of assistance to permit the family additional time for the orderly transition of some or all of its members to locate other affordable housing. Under this provision the family receives full assistance. If assistance is granted under this provision prior to November 29, 1996, it may last no longer than three years. If granted after that date, the maximum period of time for assistance under the provision is 18 months. The Housing Authority of the County of Beaver will grant each family a period of 6 months to find suitable affordable housing. If the family cannot find suitable affordable housing, the Housing Authority of the County of Beaver will provide additional search periods up to the maximum time allowable.

Suitable housing means housing that is not substandard and is of appropriate size for the family. Affordable housing means that it can be rented for an amount not exceeding the amount the family pays for rent, plus utilities, plus 25%.

The family's assistance is prorated in the following manner:

1. Find the prorated housing assistance payment (HAP) by dividing the HAP by the total number of family members, and then multiplying the result by the number of eligible family members.

2. Obtain the prorated family share by subtracting the prorated HAP from the gross rent (contract rent plus utility allowance).

3. The prorated tenant rent equals the prorated family share minus the full utility allowance.

11.6 UTILITY ALLOWANCE

The Housing Authority maintains a utility allowance schedule for all tenant-paid utilities (except telephone), for cost of tenant-supplied refrigerators and ranges, and for other tenant-paid housing services (e.g., trash collection (disposal of waste and refuse)).

The utility allowance schedule is determined based on the typical cost of utilities and services paid by energy-conservative households that occupy housing of similar size and type in the same locality. In developing the schedule, the Housing Authority uses normal patterns of consumption for the community as a whole and current utility rates.

The Housing Authority reviews the utility allowance schedule annually and revises any allowance for a utility category if there has been a change of 10% or more in the utility rate since the last time the utility allowance schedule was revised. The Housing Authority maintains information supporting the annual review of utility allowances and any revisions made in its utility allowance schedule. Participants may review this information at any time by making an appointment with the **Section 8 Department.**

The Housing Authority uses the appropriate utility allowance for the size of dwelling unit actually leased by the family (rather than the family unit size as determined under the Housing Authority subsidy standards).

At each reexamination, the Housing Authority applies the utility allowance from the most current utility allowance schedule.

The Housing Authority will approve a request for a utility allowance that is higher than the applicable amount on the utility allowance schedule if a higher utility allowance is needed as a reasonable accommodation to make the program accessible to and usable by the family member with a disability.

The utility allowance will be subtracted from the family's share to determine the amount of the Tenant Rent. The Tenant Rent is the amount the family owes each month to the owner. The amount of the utility allowance is then still available to the family to pay the cost of their utilities. Any utility cost above the allowance is the responsibility of the tenant. Any savings resulting from utility costs below the amount of the allowance belong to the tenant.

11.7 DISTRIBUTION OF HOUSING ASSISTANCE PAYMENT

The Housing Authority pays the owner the lesser of the housing assistance payment or the rent to owner. If payments are not made when due, the owner may charge the Housing Authority of the County of Beaver a late payment, agreed to in the Contract and in accordance with generally accepted practices in the Beaver County jurisdiction if the following conditions apply:

A. It is the owner's practice to charge such penalties for assisted and unassisted tenants; and

B. The owner also charges such penalties against the tenant for late payment of family rent to the owner.

Late charges will not be paid when the reason for the lateness is attributable to factors beyond the control of the Housing Authority of the County of Beaver.

11.8 CHANGE OF OWNERSHIP

The Housing Authority of the County of Beaver requires a written request by the owner who executed the HAP contract in order to make changes regarding who is to receive the Housing Authority of the County of Beaver's rent payment or the address as to where the rent payment should be sent.

In addition, the Housing Authority of the County of Beaver requires a written request from the new owner to process a change of ownership. The following documents must accompany the written request:

A. Deed of Trust showing the transfer of title; and

B. Tax Identification Number or Social Security Number.

New owners will be required to execute IRS form W-9. The Housing Authority of the County of Beaver may withhold the rent payment until the taxpayer identification number is received.

12.0 INSPECTION POLICIES, HOUSING QUALITY STANDARDS, AND DAMAGE CLAIMS

The Housing Authority of the County of Beaver will inspect all units to ensure that they meet Housing Quality Standards (HQS). No unit will be initially placed on the Section 8 Existing Program unless the HQS is met. Units will be inspected at least annually, and at other times as needed, to determine if the units meet HQS.

The Housing Authority of the County of Beaver must be allowed to inspect the dwelling unit at reasonable times with reasonable notice. The family and owner will be notified of the inspection appointment by first class mail. If the family cannot be at home for the scheduled inspection appointment, the family must call and reschedule the inspection or make arrangements to enable the Housing Authority to enter the unit and complete the inspection.

If the family misses the scheduled inspection and fails to reschedule the inspection, the Housing Authority of the County of Beaver will only schedule one more inspection. If the family misses two inspections, the Housing Authority of

the County of Beaver will consider the family to have violated a Family Obligation and their assistance will be terminated.

12.1 TYPES OF INSPECTIONS

There are seven types of inspections the Housing Authority of the County of Beaver will perform:

A. Initial Inspection - An inspection that must take place to insure that the unit passes HQS before assistance can begin.

B. Annual Inspection - An inspection to determine that the unit continues to meet HQS.

C. Complaint Inspection - An inspection caused by the Authority receiving a complaint on the unit by anyone.

D. Special Inspection - An inspection caused by a third party, i.e., HUD, needing to view the unit.

E. Emergency - An inspection that takes place in the event of a perceived emergency. These will take precedence over all other inspections.

F. Move Out Inspection (if applicable) - An inspection required for units in service before October 2, 1995, and optional after that date. These inspections document the condition of the unit at the time of the move-out.

G. Quality Control Inspection - Supervisory inspections on at least 5% of the total number of units that were under lease during the Housing Authority's previous fiscal year.

12.2 OWNER AND FAMILY RESPONSIBILITY

A. Owner Responsibility for HQS

1. The owner must maintain the unit in accordance with HQS.

2. If the owner fails to maintain the dwelling unit in accordance with HQS, the Housing Authority of the County of Beaver will take prompt and vigorous action to enforce the owner obligations. The Housing Authority of the County of Beaver's remedies for such breach of the HQS include termination, suspension or reduction of housing assistance payments and termination of the HAP contract.

3. The Housing Authority of the County of Beaver will not make any housing assistance payments for a dwelling unit that fails to meet the HQS, unless the owner corrects the defect within the period specified by the Housing Authority of the County of Beaver and the Housing Authority of the County of Beaver verifies the correction. If a defect is life threatening, the owner must correct the defect within no more than 24 hours. For other defects the owner must correct the defect within no more than 30 calendar days (or any Housing Authority of the County of Beaver approved extension).

4. The owner is not responsible for a breach of the HQS that is not caused by the owner, and for which the family is responsible. Furthermore, the Housing Authority of the County of Beaver may terminate assistance to a family because of the HQS breach caused by the family.

B. Family Responsibility for HQS

1. The family is responsible for a breach of the HQS that is caused by any of the following:

   a. The family fails to pay for any utilities that the owner is not required to pay for, but which are to be paid by the tenant;

   b. The family fails to provide and maintain any appliances that the owner is not required to provide, but which are to be provided by the tenant; or

   c. Any member of the household or a guest damages the dwelling unit or premises (damage beyond ordinary wear and tear).

2. If an HQS breach caused by the family is life threatening, the family must correct the defect within no more than 24 hours. For other family-caused defects, the family must correct the defect within no more than 30 calendar days (or any Housing Authority of the County of Beaver approved extension).
3. If the family has caused a breach of the HQS, the Housing Authority of the County of Beaver will take prompt and vigorous action to enforce the family obligations. The Housing Authority of the County of Beaver may terminate assistance for the family in accordance with 24 CFR 982.552.

12.3 HOUSING QUALITY STANDARDS (HQS) 24 CFR 982.401

This Section states performance and acceptability criteria for these key aspects of the following housing quality standards:

A. Sanitary Facilities

1. Performance Requirement

   The dwelling unit must include sanitary facilities located in the unit. The sanitary facilities must be in proper operating condition and adequate for personal cleanliness and the disposal of human waste. The sanitary facilities must be usable in privacy.

2. Acceptability Criteria

   a. The bathroom must be located in a separate private room and have a flush toilet in proper operating condition.

   b. The dwelling unit must have a fixed basin in proper operating condition, with a sink trap and hot and cold running water.

   c. The dwelling unit must have a shower or a tub in proper operating condition with hot and cold running water.

   d. The facilities must utilize an approvable public or private disposal system (including a locally approvable septic system).

B. Food Preparation and Refuse Disposal

1. Performance Requirements

   a. The dwelling unit must have suitable space and equipment to store, prepare, and serve foods in a sanitary manner.

   b. There must be adequate facilities and services for the sanitary disposal of food wastes and refuse, including facilities for temporary storage where necessary (e.g., garbage cans).

2. Acceptability Criteria

   a. The dwelling unit must have an oven, a stove or range, and a refrigerator of appropriate size for the family. All of the

equipment must be in proper operating condition. Either the owner or the family may supply the equipment. A microwave oven may be substituted for a tenant-supplied oven and stove or range. A microwave oven may be substituted for an owner-supplied oven and stove or range if the tenant agrees and microwave ovens are furnished instead of an oven and stove or range to both subsidized and unsubsidized tenants in the building or premises.

b. The dwelling unit must have a kitchen sink in proper operating condition, with a sink trap and hot and cold running water. The sink must drain into an approvable public or private system.

c. The dwelling unit must have space for the storage, preparation, and serving of food.

d. There must be facilities and services for the sanitary disposal of food waste and refuse, including temporary storage facilities where necessary (e.g., garbage cans).

C. Space and Security

1. Performance Requirement

The dwelling unit must provide adequate space and security for the family.

2. Acceptability Criteria

a. At a minimum, the dwelling unit must have a living room, a kitchen area, and a bathroom.

b. The dwelling unit must have at least one bedroom or living/ sleeping room for each two persons. Children of opposite sex, other than very young children, may not be required to occupy the same bedroom or living/sleeping room.

c. Dwelling unit windows that are accessible from the outside, such as basement, first floor, and fire escape windows, must be lockable (such as window units with sash pins or sash locks, and combination windows with latches). Windows that are nailed shut are acceptable only if these windows are not needed for ventilation or as an alternate exit in case of fire.

d. The exterior doors of the dwelling unit must be lockable. Exterior doors are doors by which someone can enter or exit the dwelling unit.

D. Thermal Environment

1. Performance Requirement
The dwelling unit must have and be capable of maintaining a thermal environment healthy for the human body.

2. Acceptability Criteria

a. There must be a safe system for heating the dwelling unit (and a safe cooling system, where present). The system must be in proper operating condition. The system must be able to provide adequate heat (and cooling, if applicable), either directly or indirectly, to each room, in order to assure a healthy living environment appropriate to the climate.

b. The dwelling unit must not contain unvented room heaters that burn gas, oil, or kerosene. Electric heaters are acceptable.

E. Illumination and Electricity

1. Performance Requirement

Each room must have adequate natural or artificial illumination to permit normal indoor activities and to support the health and safety of occupants. The dwelling unit must have sufficient electrical sources so occupants can use essential electrical appliances. The electrical fixtures and wiring must ensure safety from fire.

2. Acceptability Criteria

a. There must be at least one window in the living room and in each sleeping room.

b. The kitchen area and the bathroom must have a permanent ceiling or wall light fixture in proper operating condition. The kitchen area must also have at least one electrical outlet in proper operating condition.

c. The living room and each bedroom must have at least two electrical outlets in proper operating condition. Permanent overhead or wall-mounted light fixtures may count as one of the required electrical outlets.

F. Structure and Materials

1. Performance Requirement

The dwelling unit must be structurally sound. The structure must not present any threat to the health and safety of the occupants and must protect the occupants from the environment.

2. Acceptability Criteria

a. Ceilings, walls, and floors must not have any serious defects such as severe bulging or leaning, large holes, loose surface materials, severe buckling, missing parts, or other serious damage.

b. The roof must be structurally sound and weather tight.

c. The exterior wall structure and surface must not have any serious defects such as serious leaning, buckling, sagging, large holes, or defects that may result in air infiltration or vermin infestation.

d. The condition and equipment of interior and exterior stairs, halls, porches, walkways, etc., must not present a danger of tripping and falling. For example, broken or missing steps or loose boards are unacceptable.

e. Elevators must be working and safe.

G. Interior Air Quality

1. Performance Requirement

The dwelling unit must be free of pollutants in the air at levels that threaten the health of the occupants.

2. Acceptability Criteria

a. The dwelling unit must be free from dangerous levels of air pollution from carbon monoxide, sewer gas, fuel gas, dust, and other harmful pollutants.

b. There must be adequate air circulation in the dwelling unit.

c. Bathroom areas must have one window that can be opened or other adequate exhaust ventilation.

d. Any room used for sleeping must have at least one window. If the window is designed to be opened, the window must work.

H. Water Supply

1. Performance Requirement

The water supply must be free from contamination.

2. Acceptability Criteria

The dwelling unit must be served by an approvable public or private water supply that is sanitary and free from contamination.

I. Lead-based Paint

1. Definitions

a. Chewable surface: Protruding painted surfaces up to five feet from the floor or ground that are readily accessible to children under six years of age; for example, protruding corners, window sills and frames, doors and frames, and other protruding woodwork.

b. Component: An element of a residential structure identified by type and location, such as a bedroom wall, an exterior window sill, a baseboard in a living room, a kitchen floor,

an interior window sill in a bathroom, a porch floor, stair treads in a common stairwell, or an exterior wall.

c. Defective paint surface: A surface on which the paint is cracking, scaling, chipping, peeling, or loose.

d. Elevated blood level (EBL): Excessive absorption of lead. Excessive absorption is a confirmed concentration of lead in whole blood of 20 ug/dl (micrograms of lead per deciliter) for a single test or of 15-19 ug/dl in two consecutive tests 3-4 months apart.

e. HEPA: A high efficiency particle accumulator as used in lead abatement vacuum cleaners.

f. Lead-based paint: A paint surface, whether or not defective, identified as having a lead content greater than or equal to 1 milligram per centimeter squared (mg/cm^2), or 0.5 % by weight or 5000 parts per million (PPM).

2. Performance Requirements

a. The purpose of this paragraph of this Section is to implement Section 302 of the Lead-Based Paint Poisoning Prevention Act, 42 U.S.C. 4822, by establishing procedures to eliminate as far as practicable the hazards of lead-based paint poisoning for units assisted under this part. This paragraph is issued under 24 CFR 35.24(b)(4) and supersedes, for all housing to which it applies, the requirements of subpart C of 24 CFR part 35.

b. The requirements of this paragraph of this Section do not apply to 0-bedroom units, units that are certified by a qualified inspector to be free of lead-based paint, or units designated exclusively for the elderly. The requirements of subpart A of 24 CFR part 35 apply to all units constructed prior to 1978 covered by a HAP contract under part 982.

c. If a dwelling unit constructed before 1978 is occupied by a family that includes a child under the age of six years, the initial and each periodic inspection (as required under this part) must include a visual inspection for defective paint surfaces. If defective paint surfaces are found, such surfaces must be treated in accordance with paragraph k of this Section.

d. The Housing Authority may exempt from such treatment defective paint surfaces that are found in a report by a qualified lead-based paint inspector not to be lead-based paint, as defined in paragraph 1(f) of this Section. For purposes of this Section, a qualified lead-based paint inspector is a State or local health or housing agency, a lead-based paint inspector certified or regulated by a State or local health or housing agency, or an organization recognized by HUD.

e. Treatment of defective paint surfaces required under this Section must be completed within 30 calendar days of Housing Authority notification to the owner. When weather conditions prevent treatment of the defective paint conditions on exterior surfaces with in the 30-day period, treatment as required by paragraph k of this Section may be delayed for a reasonable time.

f. The requirements in this paragraph apply to:

   i. All painted interior surfaces within the unit (including ceilings but excluding furniture);

   ii. The entrance and hallway providing access to a unit in a multi-unit building; and

   iii. Exterior surfaces up to five feet from the floor or ground that are readily accessible to children under six years of age (including walls, stairs, decks, porches, railings, windows and doors, but excluding outbuildings such as garages and sheds).

g. In addition to the requirements of paragraph c of this Section, for a dwelling unit constructed before 1978 that is occupied by a family with a child under the age of six years with an identified EBL condition, the initial and each periodic inspection (as required under this part) must include a test for lead-based paint on chewable surfaces. Testing is not required if previous testing of chewable surfaces is negative for lead-based paint or if the chewable surfaces have already been treated.

h. Testing must be conducted by a State or local health or housing agency, an inspector certified or regulated by a State or local health or housing agency, or an organization recognized by HUD. Lead content must be tested by using an X-ray fluorescence analyzer (XRF) or by laboratory analysis of paint samples. Where lead-based paint on chewable surfaces is identified, treatment of the paint surface in accordance with paragraph k of this Section is required, and treatment shall be completed within the time limits in paragraph c of this Section.

i. The requirements in paragraph g of this Section apply to all protruding painted surfaces up to five feet from the floor or ground that are readily accessible to children under six years of age:

i. Within the unit;
ii. The entrance and hallway providing access to a unit in a multi-unit building; and

i. Exterior surfaces (including walls, stairs, decks, porches, railings, windows and doors, but excluding outbuildings such as garages and sheds).

j. In lieu of the procedures set forth in paragraph g of this Section, the Housing Authority may, at its discretion, waive the testing requirement and require the owner to treat all interior and exterior chewable surfaces in accordance with the methods set out in paragraph k of this Section.

k. Treatment of defective paint surfaces and chewable surfaces must consist of covering or removal of the paint in accordance with the following requirements:

i. A defective paint surface shall be treated if the total area of defective paint on a component is:

(1) More than 10 square feet on an exterior wall;

(2) More than 2 square feet on an interior or exterior component with a large surface area, excluding exterior walls and including,

but not limited to, ceilings, floors, doors, and interior walls;

(3) More than 10% of the total surface area on an interior or exterior component with a small surface area, including, but not limited to, windowsills, baseboards and trim.

ii. Acceptable methods of treatment are the following: removal by wet scraping, wet sanding, chemical stripping on or off site, replacing painted components, scraping with infra-red or coil type heat gun with temperatures below 1100 degrees, HEPA vacuum sanding, HEPA vacuum needle gun, contained hydroblasting or high pressure wash with HEPA vacuum, and abrasive sandblasting with HEPA vacuum. Surfaces must be covered with durable materials with joint edges sealed and caulked as needed to prevent the escape of lead contaminated dust.

iii. Prohibited methods of removal are the following: open flame burning or torching, machine sanding or grinding without a HEPA exhaust, uncontained hydroblasting or high pressure wash, and dry scraping except around electrical outlets or except when treating defective paint spots no more than two square feet in any one interior room or space (hallway, pantry, etc.) or totaling no more than twenty square feet on exterior surfaces.

iv. During exterior treatment soil and playground equipment must be protected from contamination.

v. All treatment procedures must be concluded with a thorough cleaning of all surfaces in the room or area of treatment to remove fine dust particles. Cleanup must be accomplished by wet washing surfaces with a lead solubilizing detergent such as trisodium phosphate or an equivalent solution.

vi. Waste and debris must be disposed of in accordance with all applicable Federal, State, and local laws.

l. The owner must take appropriate action to protect residents and their belongings from hazards associated with treatment procedures. Residents must not enter spaces undergoing treatment until cleanup is completed. Personal belongings that are in work areas must be relocated or otherwise protected from contamination.

m. Prior to execution of the HAP contract, the owner must inform the Housing Authority and the family of any knowledge of the presence of lead-based paint on the surfaces of the residential unit.

n. The Housing Authority must attempt to obtain annually from local health agencies the names and addresses of children with identified EBLs and must annually match this information with the names and addresses of participants under this part. If a match occurs, the Housing Authority must determine whether local health officials have tested the unit for lead-based paint. If the unit has lead-based paint, the Housing Authority must require the owner to treat the lead-based paint. If the owner does not complete the corrective actions required by this Section, the family must be issued a voucher to move.

o. The Housing Authority must keep a copy of each inspection report for at least three years. If a dwelling unit requires testing, or if the dwelling unit requires treatment of chewable surfaces based on the testing, the Housing Authority must keep the test results indefinitely and, if applicable, the owner certification and treatment. The records must indicate which chewable surfaces in the dwelling units have been tested and which chewable surfaces were tested or tested and treated in accordance with the standards prescribed in this Section, such chewable surfaces do not have to be tested or treated at any subsequent time.

p. The dwelling unit must be able to be used and maintained without unauthorized use of other private properties. The building must provide an alternate means of exit in case of fire (such as fire stairs or egress through windows).

J. Access

1. Performance Requirement

The dwelling unit must be able to be used and maintained without unauthorized use of other private properties. The building must provide an alternate means of exit in case of fire (such as fire stairs or egress through windows).

K. Site and Neighborhood

1. Performance Requirement

The site and neighborhood must be reasonably free from disturbing noises and reverberations and other dangers to the health, safety, and general welfare of the occupants.

2. Acceptability Criteria

The site and neighborhood may not be subject to serious adverse environmental conditions, natural or manmade, such as dangerous walks or steps; instability; flooding, poor drainage, septic tank back-ups or sewage hazards; mudslides; abnormal air pollution, smoke or dust; excessive noise, vibration or vehicular traffic; excessive accumulations of trash; vermin or rodent infestation; or fire hazards.

L. Sanitary Condition

1. Performance Requirement

The dwelling unit and its equipment must be in sanitary condition.

2. Acceptability Criteria

The dwelling unit and its equipment must be free of vermin and rodent infestation.

M. Smoke Detectors

1. Performance Requirements

a. Except as provided in paragraph b below of this Section, each dwelling unit must have at least one battery-operated

or hard-wired smoke detector, in proper operating condition, on each level of the dwelling unit, including basements but excepting crawl spaces and unfinished attics. Smoke detectors must be installed in accordance with and meet the requirements of the National Fire Protection Association Standard (NFPA) 74 (or its successor standards). If the dwelling unit is occupied by any hearing-impaired person, smoke detectors must have an alarm system, designed for hearing-impaired persons as specified in NFPA 74 (or successor standards).

b. For units assisted prior to April 24, 1993, owners who installed battery-operated or hard-wired smoke detectors prior to April 24, 1993, in compliance with HUD's smoke detector requirements, including the regulations published on July 30, 1992 (57 FR 33846), will not be required subsequently to comply with any additional requirements mandated by NFPA 74 (i.e., the owner would not be required to install a smoke detector in a basement not used for living purposes, nor would the owner be required to change the location of the smoke detectors that have already been installed on the other floors of the unit).

12.4 EXCEPTIONS TO THE HQS ACCEPTABILITY CRITERIA

The Housing Authority of the County of Beaver will utilize the acceptability criteria as outlined above with applicable State and local codes. Additionally, the Housing Authority of the County of Beaver has received HUD approval to require the following additional criteria:

A. Owner's will be required to scrape peeling paint and repaint all surfaces cited for peeling paint with two coats of non-lead paint. An extension may be granted as a severe weather

B. Adequate heat shall be considered to be 68 degrees.

C. In units where the tenant must pay for utilities, each unit must have separate metering device(s) for measuring utility consumption.

D. A ¾" overflow pipe must be present on the hot water heater safety valves and installed down to within 6 inches of the floor.

12.5 TIME FRAMES AND CORRECTIONS OF HQS FAIL ITEMS

A. Correcting Initial HQS Fail Items

The Housing Authority of the County of Beaver will schedule a timely inspection of the unit on the date the owner indicates that the unit will be ready for inspection, or as soon as possible thereafter (within 5 working days) upon receipt of a Request for Tenancy Approval. The owner and participant will be notified in writing of the results of the inspection. If the unit fails HQS again, the owner and the participant will be advised to notify the Housing Authority of the County of Beaver to reschedule a re-inspection when the repairs have been properly completed.

On an initial inspection, the owner will be given up to 30 days to correct the items noted as failed, depending on the extent of the repairs that are required to be made. No unit will be placed in the program until the unit meets the HQS requirements.

B. HQS Fail Items for Units under Contract

The owner or participant will be given time to correct the failed items cited on the inspection report for a unit already under contract. If the failed items endanger the family's health or safety (using the emergency item in Section 12.6), the owner or participant will be given 24 hours to correct the violations. For less serious failures, the owner or participant will be given up to 30 days to correct the failed item(s).

If the owner fails to correct the HQS failed items after proper notification has been given, the Housing Authority of the County of Beaver will abate payment and terminate the contract in accordance with Sections 12.7 and 17.0(B)(3).

If the participant fails to correct the HQS failed items that are family-caused after proper notification has been given, the Housing Authority of the County of Beaver will terminate assistance for the family in accordance with Sections 12.2(B) and 17.0(B)(3).

C. Time Frames for Corrections

1. Emergency repair items must be abated within 24 hours.

2. Repair of refrigerators, range and oven, or a major plumbing fixture supplied by the owner must be abated within 72 hours.

3. Non-emergency items must be completed within 10 days of the initial inspection.

4. For major repairs, the owner will have up to 30 days to complete.

D. Extensions

At the sole discretion of the Housing Authority of the County of Beaver, extensions of up to 30 days may be granted to permit an owner to complete repairs if the owner has made a good faith effort to initiate repairs. If repairs are not completed within 60 days after the initial inspection date, the Housing Authority of the County of Beaver will abate the rent and cancel the HAP contract for owner noncompliance. Appropriate extensions will be granted if a severe weather condition exists for such items as exterior painting and outside concrete work for porches, steps, and sidewalks.

12.6 EMERGENCY FAIL ITEMS

The following items are to be considered examples of emergency items that need to be abated within 24 hours:

A. No hot or cold water

B. No electricity

C. Inability to maintain adequate heat

D. Major plumbing leak

E. Natural gas leak

F. Broken lock(s) on first floor doors or windows

G. Broken windows that unduly allow weather elements into the unit

H. Electrical outlet smoking or sparking

G. Exposed electrical wires which could result in shock or fire

J. Unusable toilet when only one toilet is present in the unit

K. Security risks such as broken doors or windows that would allow intrusion

L. Other conditions which pose an immediate threat to health or safety

12.7 ABATEMENT

When a unit fails to meet HQS and the owner has been given an opportunity to correct the deficiencies, but has failed to do so within in the required timeframe, the rent for the dwelling unit will be abated.

The initial abatement period will not exceed 7 days. If the corrections of deficiencies are not made within the 7-day timeframe, the abatement will continue until the HAP contract is terminated. When the deficiencies are corrected, the Housing Authority of the County of Beaver will end the abatement the day the unit passes inspection. Rent will resume the following day and be paid the first day of the next month.

For tenant caused HQS deficiencies, the owner will not be held accountable and the rent will not be abated. The tenant is held to the same standard and timeframes for correction of deficiencies as owners. If repairs are not completed by the deadline, the Housing Authority of the County of Beaver will send a notice of termination to both the tenant and the owner. The tenant will be given the opportunity to request an informal hearing.

13.0 OWNER CLAIMS FOR DAMAGES, UNPAID RENT, AND VACANCY LOSS AND PARTICIPANT'S

14.0ENSUING RESPONSIBILITIES

This Section only applies to HAP contracts in effect before October 2, 1995. Certificates have a provision for damages, unpaid rent, and vacancy loss. Vouchers have a provision for damages and unpaid rent. No vacancy loss is paid on vouchers. No Damage Claims will be processed unless the Housing Authority of the County of Beaver has performed a move-out inspection. Either the tenant or the owner can request the move-out inspection. Ultimately, it is the owner's responsibility to request the move-out inspection if he/she believes there may be a claim.

Damage claims are limited in the following manner:

A. In the Certificate Program, owners are allowed to claim up to two (2) months contract rent minus greater of the security deposit collected or the security deposit that should have been collected under the lease.

B. In the Voucher Program, owners are allowed to claim up to one (1) month contract rent minus greater of the security deposit collected or the security deposit that should have been collected under the lease. There will be no payment for vacancy losses under the Voucher Program.

C. No damage claims will be paid under either program effective on or after October 2, 1995.

13.1 OWNER CLAIMS FOR PRE-OCTOBER 2, 1995, UNITS

In accordance with the HAP contract, owners can make special claims for damages, unpaid rent, and vacancy loss (vacancy loss can not be claimed for vouchers) after the tenant has vacated or a proper eviction proceeding has been conducted.

Owner claims for damages, unpaid rent, and vacancy loss are reviewed for accuracy and completeness. Claims are then compared to the move-in and move-out inspections to determine if an actual claim is warranted. No claim will be paid for normal wear and tear. Unpaid utility bills are not an eligible claim item.

The Housing Authority of the County of Beaver will make payments to owners for approved claims. It should be noted that the tenant is ultimately responsible for any damages, unpaid rent, and vacancy loss paid to the owner and will be held responsible to repay the Housing Authority of the County of Beaver to remain eligible for the Section 8 Program.

Actual bills and receipts for repairs, materials, and labor must support claims for damages. The Housing Authority of the County of Beaver will develop a list of reasonable costs and charges for items routinely included on damage claims. This list will be used as a guide.

Owners can claim unpaid rent owned by the tenant up to the date of HAP termination.

In the Certificate Program, owners can claim for a vacancy loss as outlined in the HAP contract. In order to claim a vacancy loss, the owner must notify the Housing Authority of the County of Beaver immediately upon learning of the vacancy or suspected vacancy. The owner must make a good faith effort to rent the unit as quickly as possible to another renter.

All claims and supporting documentation under this Section must be submitted to the Housing Authority of the County of Beaver within thirty (30) days of the move-out inspection. Any reimbursement shall be applied first towards any unpaid rent. No reimbursement may be claimed for unpaid rent for the period after the family vacates.

13.2 PARTICIPANT RESPONSIBILITIES

If a damage claim or unpaid rent claim has been paid to an owner, the participant is responsible for repaying the amount to the Housing Authority of the County of Beaver. This shall be done by either paying the full amount due immediately upon the Housing Authority of the County of Beaver requesting it or through a Repayment Agreement that is approved by the Housing Authority of the County of Beaver.

If the participant is not current on any Repayment Agreements or has unpaid claims on more than one unit, the participant shall be terminated from the program. The participant retains the right to request an informal hearing.

14.0 RECERTIFICATION

14.0.1 CHANGES IN LEASE OR RENT

If the participant and owner agree to any changes in the lease, all changes must be in writing, and the owner must immediately give the Housing Authority of the County of Beaver a copy of the changes. The lease, including any changes, must be in accordance with this Administrative Plan.

Owners must notify the Housing Authority of the County of Beaver of any changes in the amount of the rent at least sixty (60) days before the changes go into effect. Any such changes are subject to the Housing Authority of the County of Beaver determining them to be reasonable.

Assistance shall not be continued unless the Housing Authority of the County of Beaver has approved a new tenancy in accordance with program requirements and has executed a new HAP contract with the owner if any of the following changes are made:

A. Requirements governing participant or owner responsibilities for utilities or appliances;

B. In the lease terms governing the term of the lease;

C. If the participant moves to a new unit, even if the unit is in the same building or complex.

The approval of the Housing Authority of the County of Beaver is not required for changes other than those specified in A, B, or C above.

14.1 ANNUAL REEXAMINATION

At least annually the Housing Authority of the County of Beaver will conduct a reexamination of family income and circumstances. The results of the reexamination determine (1) the rent the family will pay, and (2) whether the family subsidy is correct based on the family unit size.

The Housing Authority of the County of Beaver will send a notification letter to the family letting them know that it is time for their annual reexamination and scheduling an appointment. The letter includes forms for the family to complete in preparation for the interview. The letter includes instructions permitting the family to reschedule the interview if necessary. The letter tells families who may need to make alternate arrangements due to a disability that they may contact staff to request an accommodation of their needs.

During the interview, the family will provide all information regarding income, assets, expenses, and other information necessary to determine the family's share

of rent. The family will sign the HUD consent form and other consent forms that later will be mailed to the sources that will verify the family circumstances.

Upon receipt of verification, the Housing Authority of the County of Beaver will determine the family's annual income and will calculate their family share.

14.1.1 Effective Date of Rent Changes for Annual Reexaminations

The new family share will generally be effective upon the anniversary date with 30 days notice of any rent increase to the family.

If the rent determination is delayed due to a reason beyond the control of the family, then any rent increase will be effective the first of the month after the month in which the family receives a 30-day notice of the amount. If the new rent is a reduction and the delay is beyond the control of the family, the reduction will be effective as scheduled on the anniversary date.

If the family caused the delay, then any increase will be effective on the anniversary date. Any reduction will be effective the first of the month after the rent amount is determined.

14.1.2 Missed Appointments

If the family fails to respond to the letter and fails to attend the interview, a second letter will be mailed. The second letter will advise of a new time and date for the interview, allowing for the same considerations for rescheduling and accommodation as above. The letter will also advise that failure by the family to attend the second scheduled interview will result in the Housing Authority of the County of Beaver taking action to terminate the family’s assistance.

14.2 INTERIM REEXAMINATIONS

During an interim reexamination only the information affected by the changes being reported will be reviewed and verified.

Families will not be required to report any increase in income or decreases in allowable expenses between annual reexaminations.

Families are required to report the following changes to the Housing Authority of the County of Beaver between regular reexaminations. These changes will trigger an interim reexamination.

A. A member has been added to the family through birth or adoption or court-awarded custody.

B. A household member is leaving or has left the family unit.

C. Family break-up

In circumstances of a family break-up, the Housing Authority of the County of Beaver will make a determination of which family member will retain the certificate or voucher, taking into consideration the following factors:

1. To whom the certificate or voucher was issued.

2. The interest of minor children or of ill, elderly, or disabled family members.

3. Whether the assistance should remain with the family members remaining in the unit.

4. Whether family members were forced to leave the unit as a result of actual or threatened physical violence by a spouse or other member(s) of the household.

If a court determines the disposition of property between members of the assisted family in a divorce or separation under a settlement of judicial decree, the Housing Authority of the County of Beaver will be bound by the court's determination of which family members continue to receive assistance in the program.

Because of the number of possible different circumstances in which a determination will have to be made, the Housing Authority of the County of Beaver will make determinations on a case by case basis.

The Housing Authority of the County of Beaver will issue a determination within 10 business days of the request for a determination. The family member requesting the determination may request an informal hearing in compliance with the informal hearings in Section 16.3.

In order to add a household member other than through birth or adoption (including a live-in aide) the family must request that the new member be added to the lease. Before adding the new member to the lease, the individual must complete an application form stating their income, assets, and all other information required of an applicant. The individual must provide their Social Security Number if they have one, and must verify their citizenship/eligible immigrant status (Their housing will not be delayed due to delays in verifying

eligible immigrant status other than delays caused by the family). The new family member will go through the screening process similar to the process for applicants. The Housing Authority of the County of Beaver will determine the eligibility of the individual before allowing them to be added to the lease. If the individual is found to be ineligible or does not pass the screening criteria, they will be advised in writing and given the opportunity for an informal review. If they are found to be eligible and do pass the screening criteria, the Housing Authority of the County of Beaver will grant approval to add their name to the lease. At the same time, the family's annual income will be recalculated taking into account the income and circumstances of the new family member. The effective date of the new rent will be in accordance with paragraph below 14.2.2.

Families are not required to, but may at any time, request an interim reexamination based on a decrease in income, an increase in allowable expenses, or other changes in family circumstances. Upon such request, the Housing Authority of the County of Beaver will take timely action to process the interim reexamination and recalculate the family share.

14.2.1 Special Reexaminations

If a family's income is too unstable to project for 12 months, including families that temporarily have no income or have a temporary decrease in income, the Housing Authority of the County of Beaver may schedule special reexaminations every 60 days until the income stabilizes and an annual income can be determined. For families who declare that they have no income, the family have to certify on a provided form that they have no income and will be required to make this certification on the provided form every sixty (60) days.

14.2.2 Effective Date of Rent Changes Due to Interim or Special Reexaminations

Unless there is a delay in reexamination processing caused by the family, any rent increase will be effective the first of the second month after the month in which the family receives notice of the new rent amount. If the family causes a delay, then the rent increase will be effective on the date it would have been effective had the process not been delayed (even if this means a retroactive increase).

If the new rent is a reduction and any delay is beyond the control of the family, the reduction will be effective the first of the month after the interim reexamination should have been completed.

If the new rent is a reduction and the family caused the delay or did not report the change in a timely manner, the change will be effective the first of the month after the rent amount is determined.

15.0 TERMINATION OF ASSISTANCE TO THE FAMILY BY THE HOUSING AUTHORITY OF THE COUNTY OF BEAVER

The Housing Authority may at any time terminate program assistance for a participant because of any of the following actions or inactions by the household:

A. If the family violates any family obligations under the program.

B. If a family member fails to sign and submit consent forms.

C. If a family fails to establish citizenship or eligible immigrant status and is not eligible for or does not elect continuation of assistance, pro-ration of assistance, or temporary deferral of assistance. If the Housing Authority of the County of Beaver determines that a family member has knowingly permitted an ineligible noncitizen (other than any ineligible noncitizens listed on the lease) to permanently reside in their Section 8 unit, the family's assistance will be terminated. Such family will not be eligible to be readmitted to Section 8 for a period of 24 months from the date of termination.

D. If any member of the family has ever been evicted from public housing.

E. If the Housing Authority has ever terminated assistance under the Certificate or Voucher Program for any member of the family.

F. If any member of the family commits drug-related or violent criminal activity.

G. If any member of the family commits fraud, bribery or any other corrupt or criminal act in connection with any Federal housing program.

H. If the family currently owes rent or other amounts to the Housing Authority or to another Housing Authority in connection with Section 8 or public housing assistance under the 1937 Act.

I. If the family has not reimbursed any Housing Authority for amounts paid to an owner under a HAP contract for rent, damages to the unit, or other amounts owed by the family under the lease.

J. If the family breaches an agreement with the Housing Authority to pay amounts owed to a Housing Authority or amounts paid to an owner by a Housing Authority. (The Housing Authority, at its discretion, may offer a

family the opportunity to enter an agreement to pay amounts owed to a Housing Authority or amounts paid to an owner by a Housing Authority. The Housing Authority may prescribe the terms of the agreement.)

K. If a family participating in the FSS program fails to comply, without good cause, with the family's FSS contract of participation.

L. If the family has engaged in or threatened abusive or violent behavior toward Housing Authority personnel.

M. If any household member is subject to a lifetime registration requirement under a State sex offender registration program.

N. If a household member's illegal use (or pattern of illegal use) of a controlled substance, or whose abuse (or pattern of abuse) of alcohol, is determined by the Housing Authority of the County of Beaver to interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents.

16.0 COMPLAINTS, INFORMAL REVIEWS FOR APPLICANTS, INFORMAL HEARINGS FOR PARTICIPANTS

16.1 COMPLAINTS

The Housing Authority of the County of Beaver will investigate and respond to complaints by participant families, owners, and the general public. The Housing Authority of the County of Beaver requires that complaints other than HQS violations be put in writing. Anonymous complaints are investigated whenever possible.

16.2 INFORMAL REVIEW FOR THE APPLICANT

A. Informal Review for the Applicant

The Housing Authority of the County of Beaver will give an applicant for participation in the Section 8 Existing Program prompt notice of a decision denying assistance to the applicant. The notice will contain a brief statement of the reasons for the Housing Authority of the County of Beaver decision. The notice will state that the applicant may request an informal review within 10 business days of the denial and will describe how to obtain the informal review.

B. When an Informal Review is not Required

The Housing Authority of the County of Beaver will not provide the applicant an opportunity for an informal review for any of the following reasons:

1. A determination of the family unit size under the Housing Authority of the County of Beaver subsidy standards.

2. A Housing Authority of the County of Beaver determination not to approve an extension or suspension of a certificate or voucher term.

3. A Housing Authority of the County of Beaver determination not to grant approval to lease a unit under the program or to approve a proposed lease.

4. A Housing Authority of the County of Beaver determination that a unit selected by the applicant is not in compliance with HQS.

5. A Housing Authority of the County of Beaver determination that the unit is not in accordance with HQS because of family size or composition.

6. General policy issues or class grievances.

7. Discretionary administrative determinations by the Housing Authority of the County of Beaver.

C. Informal Review Process

The Housing Authority of the County of Beaver will give an applicant an opportunity for an informal review of the Housing Authority of the County of Beaver decision denying assistance to the applicant. The procedure is as follows:

1. The review will be conducted by any person or persons designated by the Housing Authority of the County of Beaver other than the person who made or approved the decision under review or a subordinate of this person.

2. The applicant will be given an opportunity to present written or oral objections to the Housing Authority of the County of Beaver decision.

3. The Housing Authority of the County of Beaver will notify the applicant of the Housing Authority of the County of Beaver decision after the informal review within 14 calendar days. The notification will include a brief statement of the reasons for the final decision.

D. Considering Circumstances

In deciding whether to terminate assistance because of action or inaction by members of the family, the Housing Authority may consider all of the circumstances in each case, including the seriousness of the case, the extent of participation or culpability of individual family members, and the effects of denial or termination of assistance on other family members who were not involved in the action or failure.

The Housing Authority may impose, as a condition of continued assistance for other family members, a requirement that family members who participated in or were culpable for the action or failure will not reside in the unit. The Housing Authority may permit the other members of a participant family to continue receiving assistance.

If the Housing Authority seeks to terminate assistance because of illegal use, or possession for personal use, of a controlled substance, or pattern of abuse of alcohol, such use or possession or pattern of abuse must have occurred within one year before the date that the Housing Authority provides notice to the family of the Housing Authority determination to deny or terminate assistance. In determining whether to terminate assistance for these reasons the Housing Authority of the County of Beaver will consider evidence of whether the household member:

1. Has successfully completed a supervised drug or alcohol rehabilitation program (as applicable) and is no longer engaging in the illegal use of a controlled substance or abuse of alcohol;

2. Has otherwise been rehabilitated successfully and is no longer engaging in the illegal use of a controlled substance or abuse of alcohol; or

3. Is participating in a supervised drug or alcohol rehabilitation program and is no longer engaging in the illegal use of a controlled substance or abuse of alcohol.

E. Informal Review Procedures for Denial of Assistance on the Basis of Ineligible Immigration Status

The applicant family may request that the Housing Authority of the County of Beaver provide for an informal review after the family has notification of the INS decision on appeal, or in lieu of request of appeal to the INS. The applicant family must make this request within 30 days of receipt of the *Notice of Denial or Termination of Assistance*, or within 30 days of receipt of the INS appeal decision.

For applicant families, the Informal Review Process above will be utilized with the exception that the applicant family will have up to 30 days of receipt of the *Notice of Denial or Termination of Assistance*, or of the INS appeal decision to request the review.

16.3 INFORMAL HEARINGS FOR PARTICIPANTS

A. When a Hearing is Required

1. The Housing Authority of the County of Beaver will give a participant family an opportunity for an informal hearing to consider whether the following Housing Authority of the County of Beaver decisions relating to the individual circumstances of a participant family are in accordance with the law, HUD regulations, and Housing Authority of the County of Beaver policies:

   a. A determination of the family's annual or adjusted income, and the use of such income to compute the housing assistance payment.

   b. A determination of the appropriate utility allowance (if any) for tenant-paid utilities from the Housing Authority of the County of Beaver utility allowance schedule.

   c. A determination of the family unit size under the Housing Authority of the County of Beaver subsidy standards.

   d. A determination that a Certificate Program family is residing in a unit with a larger number of bedrooms than appropriate for the family unit size under the Housing Authority of the County of Beaver subsidy standards, or the Housing Authority of the County of Beaver determination to deny the family's request for an exception from the standards.

   e. A determination to terminate assistance for a participant family because of the family's action or failure to act.

   f. A determination to terminate assistance because the participant family has been absent from the assisted unit for longer than the maximum period permitted under the Housing Authority of the County of Beaver policy and HUD rules.

2. In cases described in paragraphs 16.3(A)(1)(d), (e), and (f) of this Section, the Housing Authority of the County of Beaver will give the opportunity for an informal hearing before the Housing Authority of the County of Beaver terminates housing assistance payments for the family under an outstanding HAP contract.

B. When a Hearing is not Required

The Housing Authority of the County of Beaver will not provide a participant family an opportunity for an informal hearing for any of the following reasons:

1. Discretionary administrative determinations by the Housing Authority of the County of Beaver.

2. General policy issues or class grievances.

3. Establishment of the Housing Authority of the County of Beaver schedule of utility allowances for families in the program.

4. A Housing Authority of the County of Beaver determination not to approve an extension or suspension of a certificate or voucher term.

5. A Housing Authority of the County of Beaver determination not to approve a unit or lease.

6. A Housing Authority of the County of Beaver determination that an assisted unit is not in compliance with HQS. (However, the Housing Authority of the County of Beaver will provide the opportunity for an informal hearing for a decision to terminate assistance for a breach of the HQS caused by the family.)

7. A Housing Authority of the County of Beaver determination that the unit is not in accordance with HQS because of the family size.

8. A determination by the Housing Authority of the County of Beaver to exercise or not exercise any right or remedy against the owner under a HAP contract.

C. Notice to the Family

1. In the cases described in paragraphs 16.3(A)(1)(a), (b), and (c) of this Section, the Housing Authority of the County of Beaver will

notify the family that the family may ask for an explanation of the basis of the Housing Authority of the County of Beaver's determination, and that if the family does not agree with the determination, the family may request an informal hearing on the decision.

2. In the cases described in paragraphs 16.3(A)(1)(d), (e), and (f) of this Section, the Housing Authority of the County of Beaver will give the family prompt written notice that the family may request a hearing within 10 business days of the notification. The notice will:

   a. Contain a brief statement of the reasons for the decision; and

   b. State if the family does not agree with the decision, the family may request an informal hearing on the decision within 10 business days of the notification.

D. Hearing Procedures

The Housing Authority of the County of Beaver and participants will adhere to the following procedures:

1. Discovery

   a. The family will be given the opportunity to examine before the hearing any Housing Authority of the County of Beaver documents that are directly relevant to the hearing. The family will be allowed to copy any such document at the family's expense. If the Housing Authority of the County of Beaver does not make the document(s) available for examination on request of the family, the Housing Authority of the County of Beaver may not rely on the document at the hearing.

   b. The Housing Authority of the County of Beaver will be given the opportunity to examine, at the Housing Authority of the County of Beaver's offices before the hearing, any family documents that are directly relevant to the hearing. The Housing Authority of the County of Beaver will be allowed to copy any such document at the Housing Authority of the County of Beaver's expense. If the family does not make the document(s) available for examination on request of the Housing Authority of the County of

Beaver, the family may not rely on the document(s) at the hearing.

Note: The term **document** includes records and regulations.

2. Representation of the Family

At its own expense, a lawyer or other representative may represent the family.

3. Hearing Officer

a. The hearing will be conducted by any person or persons designated by the Housing Authority of the County of Beaver, other than a person who made or approved the decision under review or a subordinate of this person.

b. The person who conducts the hearing will regulate the conduct of the hearing in accordance with the Housing Authority of the County of Beaver hearing procedures.

4. Evidence

The Housing Authority of the County of Beaver and the family must have the opportunity to present evidence and may question any witnesses. Evidence may be considered without regard to admissibility under the rules of evidence applicable to judicial proceedings.

5. Issuance of Decision

The person who conducts the hearing must issue a written decision within 14 calendar days from the date of the hearing, stating briefly the reasons for the decision. Factual determinations relating to the individual circumstances of the family shall be based on a preponderance of the evidence presented at the hearing.

6. Effect of the Decision

The Housing Authority of the County of Beaver is not bound by a hearing decision:

a. Concerning a matter for which the Housing Authority of the County of Beaver is not required to provide an opportunity for an informal hearing under this Section, or that otherwise exceeds the authority of the person conducting the hearing under the Housing Authority of the County of Beaver hearing procedures.

b. Contrary to HUD regulations or requirements, or otherwise contrary to Federal, State, or local law.

c. If the Housing Authority of the County of Beaver determines that it is not bound by a hearing decision, the Housing Authority of the County of Beaver will notify the family within 14 calendar days of the determination, and of the reasons for the determination.

E. Considering Circumstances

In deciding whether to terminate assistance because of action or inaction by members of the family, the Housing Authority may consider all of the circumstances in each case, including the seriousness of the case, the extent of participation or culpability of individual family members, and the effects of denial or termination of assistance on other family members who were not involved in the action or failure.

The Housing Authority may impose, as a condition of continued assistance for other family members, a requirement that family members who participated in or were culpable for the action or failure will not reside in the unit. The Housing Authority may permit the other members of a participant family to continue receiving assistance.

If the Housing Authority seeks to terminate assistance because of illegal use, or possession for personal use, of a controlled substance, or pattern of abuse of alcohol, such use or possession or pattern of abuse must have occurred within one year before the date that the Housing Authority provides notice to the family of the Housing Authority determination to deny or terminate assistance. In determining whether to terminate assistance for these reasons the Housing Authority of the County of Beaver will consider evidence of whether the household member:

1. Has successfully completed a supervised drug or alcohol rehabilitation program (as applicable) and is no longer engaging in the illegal use of a controlled substance or abuse of alcohol;

2. Has otherwise been rehabilitated successfully and is no longer engaging in the illegal use of a controlled substance or abuse of alcohol; or

3. Is participating in a supervised drug or alcohol rehabilitation program and is no longer engaging in the illegal use of a controlled substance or abuse of alcohol.

F. Informal Hearing Procedures for Denial of Assistance on the Basis of Ineligible Immigration Status

The participant family may request that the Housing Authority of the County of Beaver provide for an informal hearing after the family has notification of the INS decision on appeal, or in lieu of request of appeal to the INS. This request must be made by the participant family within 30 days of receipt of the *Notice of Denial or Termination of Assistance*, or within 30 days of receipt of the INS appeal decision.

For the participant families, the Informal Hearing Process above will be utilized with the exception that the participant family will have up to 30 days of receipt of the *Notice of Denial or Termination of Assistance*, or of the INS appeal decision.

17.0 TERMINATION OF THE LEASE AND CONTRACT

The term of the lease and the term of the HAP contract are the same. They begin on the same date and they end on the same date. The lease may be terminated by the owner, by the tenant, or by the mutual agreement of both. The owner may only terminate the contract by terminating the lease. The HAP contract may be terminated by the Housing Authority of the County of Beaver. Under some circumstances the contract automatically terminates.

A. Termination of the Lease

. By the family

The family may terminate the lease without cause upon proper notice to the owner and to the Housing Authority of the County of Beaver after the initial lease term. The length of the notice that is required is stated in the lease (generally 30 days).

2. By the owner

a. The owner may terminate the lease during its term on the following grounds:

i. Serious or repeated violations of the terms or conditions of the lease;

ii. Violation of Federal, State, or local law that imposes obligations on the tenant in connection with the occupancy or use of the unit and its premises;

iii. Criminal activity by the household, a guest, or another person under the control of the household that threatens the health, safety, or right to peaceful enjoyment of the premises by other persons residing in the immediate vicinity of the premises;

iv. Any drug-related or violent criminal activity on or near the premises;

v. Other good cause. Other good cause may include, but is not limited to:

(1) Failure by the family to accept the offer of a new lease;

(2) Family history of disturbances of neighbors or destruction of property, or living or housekeeping habits resulting in damage to the property or unit;

(3) The owner's desire to utilize the unit for personal or family use or for a purpose other than use as a residential rental unit;

(4) A business or economic reason such as sale of the property, renovation of the unit, desire to rent at a higher rental amount.

b. During the first year the owner may not terminate tenancy for other good cause unless the reason is because of something the household did or failed to do.

c. The owner may only evict the tenant by instituting court action after or simultaneously providing written notice to the participant specifying the grounds for termination. The owner must give the Housing Authority of the County of Beaver a copy of any owner eviction notice to the tenant at the same time that the owner gives the notice to the tenant.

d. The owner may terminate the contract at the end of the initial lease term or any extension of the lease term without cause by providing notice to the family that the lease term will not be renewed.

3. By mutual agreement

The family and the owner may at any time mutually agree to terminate the lease.

B. Termination of the Contract

1. Automatic termination of the contract

   a. If the Housing Authority of the County of Beaver terminates assistance to the family, the contract terminates automatically.

   b. If the family moves out of the unit, the contract terminates automatically.

   c. 180 calendar days after the last housing assistance payment to the owner.

2. Termination of the contract by the owner

   The owner may only terminate tenancy in accordance with lease and State and local law.

3. Termination of the HAP contract by the Housing Authority of the County of Beaver

   The Housing Authority may terminate the HAP contract because:

   a. The Housing Authority has terminated assistance to the family.

   b. The unit does not meet HQS space standards because of an increase in family size or change in family composition.

   c. The unit is larger than appropriate for the family size or composition under the regular Certificate Program.

   d. When the family breaks up and the Housing Authority of the County of Beaver determines that the family members who move from the unit will continue to receive the assistance.

   e. The Housing Authority of the County of Beaver determines that there is insufficient funding in their contract with HUD to support continued assistance for families in the program.

   f. The owner has breached the contract in any of the following ways:

i. If the owner has violated any obligation under the HAP contract for the dwelling unit, including the owner's obligation to maintain the unit in accordance with the HQS.

ii. If the owner has violated any obligation under any other housing assistance payments contract under Section 8 of the 1937 Act.

iii. If the owner has committed fraud, bribery, or any other corrupt or criminal act in connection with any Federal housing program.

iv. For projects with mortgages insured by HUD or loans made by HUD, if the owner has failed to comply with the regulations for the applicable mortgage insurance or loan program, with the mortgage or mortgage note, or with the regulatory agreement.

v. If the owner has engaged in drug-related criminal activity or any violent criminal activity.

g. If a welfare-to-work family fails to fulfill its obligations under the welfare-to-work voucher program.

4. Final HAP payment to owner

The HAP payment stops when the lease terminates. The owner may keep the payment for the month in which the family moves out. If the owner has begun eviction proceedings and the family continues to occupy the unit, the Housing Authority will continue to make payments until the owner obtains a judgment or the family moves out.

18.0 CHARGES AGAINST THE SECTION 8 ADMINISTRATIVE FEE RESERVE

Occasionally, it is necessary for the Housing Authority of the County of Beaver to spend money from its Section 8 Administrative Fee Reserve to meet unseen or extraordinary expenditures or for its other housing related purposes consistent with State law.

19.0 INTELLECTUAL PROPERTY RIGHTS

No program receipts may be used to indemnify contractors or subcontractors of the Housing Authority of the County of Beaver against costs associated with any judgement of infringement of intellectual property rights.

20.0 HOUSING AUTHORITY OF THE COUNTY OF BEAVER OWNED HOUSING

Units owned by the Housing Authority of the County of Beaver and not receiving subsidy under any other program are eligible housing units for Housing Choice Voucher holders. In order to comply with Federal regulation, the Housing Authority of the County of Beaver will do the following:

A. The Housing Authority of the County of Beaver will make available through the briefing process both orally and in writing the availability of Housing Authority of the County of Beaver owned units (notification will also include other properties owned/managed by the private sector available to Housing Choice Voucher holders).

B. The Housing Authority of the County of Beaver will obtain the services of an independent entity to perform the following Housing Authority of the County of Beaver functions:

1. Determine rent reasonableness for the unit. The independent entity will communicate the rent reasonableness determination to the family and the Housing Authority of the County of Beaver.

2. To assist the family in negotiating the rent.

3. To inspect the unit for compliance with HQS.

A. The Housing Authority of the County of Beaver will gain HUD approval for the independent agency/agencies utilized to perform the above functions.

B. The Housing Authority of the County of Beaver will compensate the independent agency/agencies from our ongoing administrative fee income.

E. The Housing Authority of the County of Beaver, or the independent agency/agencies, will not charge the family any fee or charge for the services provided by the independent agency.

21.0 QUALITY CONTROL OF SECTION 8 PROGRAM

In order to maintain the appropriate quality standards for the Section 8 program, the Housing Authority of the County of Beaver will annually review files and records to determine if the work documented in the files or records conforms to program requirements. This shall be accomplished by a supervisor or another qualified person other than the one originally responsible for the work or someone subordinate to that person. The number of files and/or records checked shall be at least equal to the number specified in the Section 8 Management Assessment Program for our size housing authority.

22.0 TRANSITION TO THE NEW HOUSING CHOICE VOUCHER PROGRAM

A. New HAP Contracts

On and after October 1, 1999, the Housing Authority of the County of Beaver will only enter into a HAP contract for a tenancy under the voucher program, and will not enter into a new HAP contract for a tenancy under the certificate program.

B. Over-FMR Tenancy

If the Housing Authority of the County of Beaver had entered into any HAP contract for an over-FMR tenancy under the certificate program prior to the merger date of October 1, 1999, on and after October 1, 1999, such tenancy shall be considered and treated as a tenancy under the voucher program and will be subject to the voucher program requirements under 24 CFR 982.502, including calculation of the voucher housing assistance payment in accordance with 24 CFR 982.505. However, 24 CFR 982.505(b)(2) will not be applicable for calculation of the housing assistance payment prior to the effective date of the second regular reexamination of family income and composition on or after the merger date of October 1, 1999.

C. Voucher Tenancy

If the Housing Authority of the County of Beaver had entered into any HAP contract for a voucher tenancy prior to the merger date of October 1, 1999, on and after October 1, 1999, such tenancy will continue to be considered and treated as a tenancy under the voucher program and will be subject to the voucher program requirements under 24 CFR 982.502, including calculation of the voucher housing assistance payment in accordance with 24 CFR 982.505. However, 24 CFR 982.505(b) (2) will not be applicable for calculation of the housing assistance payment prior to the effective date of the second regular reexamination of family income and composition on or after the merger date of October 1, 1999.

D. Regular Certificate Tenancy

The Housing Authority of the County of Beaver will terminate program assistance under any outstanding HAP contract for a regular tenancy under the certificate program entered into prior to the merger date of October 1, 1999, at the effective date of the second regular reexamination of family

income and composition on or after the merger date of October 1, 1999. Upon such termination of assistance, the HAP contract for such tenancy terminates automatically. The Housing Authority of the County of Beaver will give at least 120 days written notice of such termination to the family and the owner, and the Housing Authority of the County of Beaver will offer the family the opportunity for continued tenant-based assistance under the voucher program. The Housing Authority of the County of Beaver may deny the family the opportunity for continued assistance in accordance with 24 CFR 982.552 and 24 CFR 982.553. A Housing Choice Voucher will be issued sooner if requested jointly by the owner and the family.

23.0 HOMEOWNERSHIP OPTION

23.1 PURPOSE

The Beaver County Housing Authority's homeownership option is designed to promote and support homeownership by a first-time homeowner -- a family that meets the definition in this Plan. It allows one or more members of the family to purchase a home. Section 8 payments supplement the family s own income to facilitate the transition from rental to homeownership. The initial availability of these assistance payments helps the family pay the costs of homeownership, and may provide additional assurance for a lender, so that the family can finance purchase of the home.

Section 8 homeownership assistance for a cooperative homeowner is specifically authorized for both families that are first time cooperative homeowners and families that owned its cooperative unit prior to receiving Section 8 assistance.

23.2 FAMILY PARTICIPATION REQUIREMENTS

A. In order to assure a successful transition from rental to homeownership, this program shall be open only to those who have been assisted by the Section 8 rental assistance program for 12 months.

B. A maximum of 25 vouchers shall be utilized at any one time.

C. The family is qualified to participate as set forth in Section 23.3 of this policy.

D. The unit to be purchased is eligible as set forth in Section 23.4 of this policy.

E. The family has satisfactorily completed the required pre-assistance homeownership counseling.

F. If located in a special flood hazard area, the purchaser has obtained flood insurance on the home and agrees to maintain this insurance.

23.3 FAMILY ELIGIBILITY REQUIREMENTS

A. The family has been admitted to the Section 8 Housing Choice Voucher program and desires to participate in the homeownership program.

B. At the commencement of homeownership assistance the family must be one of the following:

1. A first-time homeowner;

2. A cooperative member; or

3. A family of which a family member is a person with disabilities, and the use of the homeownership option is needed as a reasonable accommodation so that the program is readily accessible to and usable by such person.

C. At commencement of homeownership assistance for the family, the family must demonstrate that its total annual income (gross income), as determined by the Beaver County Housing Authority, of all the adult family members who will own the home at commencement of homeownership assistance is not less than 60 percent of the Area Median income for Beaver County (Pittsburgh MSA).

Except in the case of an elderly family or a disabled family, the Beaver County Housing Authority shall not count any welfare assistance received by the family in determining annual income under this section.

The disregard of welfare assistance income under the preceding paragraph only affects the determination of minimum annual income used to determine if a family initially qualifies for commencement of homeownership assistance in accordance with this section, but does not affect:

1. The determination of income-eligibility for admission to the voucher program;

2. Calculation of the amount of the family's total tenant payment (gross family contribution); or

3. Calculation of the amount of homeownership assistance payments on behalf of the family.

In the case of an elderly family or a disabled family, welfare assistance shall be counted in determining annual income.

D. The family must demonstrate that one or more adult members of the family who will own the home at commencement of homeownership assistance:

1. Is currently employed on a full-time basis (the term full-time employment means not less than an average of 30 hours per week); and

2. Has been continuously so employed for 12 months before commencement of homeownership assistance for the family.

This requirement shall be considered fulfilled if:

1. The family member is self-employed and earning a net income (income after business expenses have been deducted) that equals the federal minimum hourly wage multiplied by 2000 hours; or

2. Any employment interruptions either were not the fault of the family member or were for less than 30 days and caused by an effort to improve the family s situation.

The employment requirement does not apply to an elderly family or a disabled family. Furthermore, if a family other than an elderly family or a disabled family, includes a person with disabilities, an exemption from the employment requirement shall be granted if the Beaver County Housing Authority determines that an exemption is needed as a reasonable accommodation so that the program is readily accessible to and usable by persons with disabilities.

E. The family is in good standing with the Beaver County Housing Authority, meaning that they have a record of timely rent payments, no lease violations and a history of cooperation with the Housing Authority.

F. The Beaver County Housing Authority shall not commence homeownership assistance for a family if any family member has previously received assistance under the homeownership option, and has defaulted on a mortgage securing debt incurred to purchase the home.

G. Except for cooperative members who have acquired cooperative membership shares prior to commencement of homeownership assistance, no family member has a present ownership interest in a residence at the commencement of homeownership assistance for the purchase of any home.

H. Except for cooperative members who have acquired cooperative membership shares prior to the commencement of homeownership assistance, the family has entered a contract of sale.

I. The family is capable of securing a written mortgage loan commitment from a reputable lender

J. The family can demonstrate its ability to make monthly payments of principal, interest, taxes and insurance.

23.4 ELIGIBLE UNITS

A. Any unit that is eligible under the Section 8 rental assistance program is eligible for this program except the restrictions against purchasing a unit owned by the housing authority or precluding a unit occupied by its owner or by a person with any interest in the dwelling unit are not applicable. The types of units eligible are:

1. Single family dwellings;

2. Condominiums;

3. Cooperatives; and

4. Manufactured Housing and their pads.

B. The unit must be either existing or under construction at the time the Beaver County Housing Authority determines that the family is eligible for homeownership assistance.

C. The unit must be either a one unit property or a single dwelling unit in a cooperative or condominium.

D. The unit must satisfy the housing quality standards (HQS) and have been inspected by an independent inspector designated and paid for by the family.

E. The seller cannot be someone who has been debarred, suspended, or is subject to a limited denial of participation by HUD.

23.5 SEARCHING FOR A NEW HOME

Once a suitable property has been identified and an agreement to purchase contract entered into, the Beaver County Housing Authority will determine a maximum time in which the closing must occur and the family to take occupancy of the property. This time frame will vary depending on market conditions**.** A rental voucher will be converted to a homeownership when the home purchased is closed.

Additional time will be grant to a disabled family as a reasonable accommodation if justified by the family's actions and/or marketplace conditions.

23.6 HOMEOWNERSHIP COUNSELING

Before the commencement of homeownership assistance for a family, the family must attend and satisfactorily complete a pre-assistance homeownership and housing counseling program required by the Beaver County Housing Authority (pre-assistance counseling). If possible, the counseling will be conducted by Housing Opportunities of Beaver County, Inc. or a HUD-approved counseling agency. If this is not available, the housing authority shall make other arrangements for the pre-assistance counseling.

Among the topics to be covered in the PHA-required pre-assistance counseling program are:

A. Home maintenance (including care of the grounds);

B. Budgeting and money management;

C. Credit counseling;

D. How to negotiate the purchase price of a home;

E. How to obtain homeownership financing and loan pre-approvals, including a description of types of financing that may be available, and the pros and cons of different types of financing;

F. How to find a home, including information about homeownership opportunities, schools, and transportation in the PHA jurisdiction;

G. Advantages of purchasing a home in an area that does not have a high concentration of low-income families and how to locate homes in such areas;

H. Information on fair housing, including fair housing lending and local fair housing enforcement agencies; and

I. Information about the Real Estate Settlement Procedures Act (RESPA), state and Federal truth-in-lending laws, and how to identify and avoid loans with oppressive terms and conditions.

The Beaver County Housing Authority will also offer additional counseling after commencement of homeownership assistance (ongoing counseling). This counseling will be voluntary for all homeownership assistance recipients except those requesting their second, fourteenth and fifteenth years of assistance. The reason for this mandatory counseling is to make sure the families are either off to a good start or preparing for the termination of their assistance.

23.7 HOME INSPECTIONS

The Beaver County Housing Authority will not commence homeownership assistance for a family until it has inspected the unit and has determined that the unit passes HQS.

The unit must also be inspected by an independent professional inspector selected by and paid by the family. The independent inspection must cover major building systems and components, including foundation and structure, housing interior and exterior, and the roofing, plumbing, electrical, and heating systems. The independent inspector must be qualified to report on property conditions, including major building systems and components. The Beaver County Housing Authority may not require the family to use an independent inspector selected by the housing authority. The independent inspector may not be a housing authority employee or contractor, or other person under control of the housing authority. The independent inspector shall be certified by the American Society of Home Inspectors or one whose inspections are accepted by three local lenders. It shall be the responsibility of the inspector to verify that the inspector meets this certification qualification.

The independent inspector must provide a copy of the inspection report both to the family and to the Beaver County Housing Authority. The housing authority will not commence homeownership assistance for the family until it has reviewed the inspection report of the independent inspector. Even if the unit otherwise complies with the HQS (and may qualify for assistance under the Beaver County Housing Authority's tenant-based rental voucher program), the housing authority shall have discretion to disapprove the unit for assistance under the homeownership option because of information in the inspection report.

23.8 CONTRACT OF SALE

Before commencement of homeownership assistance, a member or members of the family must enter into a contract of sale with the seller of the unit to be acquired by the family. The family must give the Beaver County Housing Authority a copy of the contract of sale.

The contract of sale must:

A. Specify the price and other terms of sale by the seller to the purchaser.

B. Provide that the purchaser will arrange for a pre-purchase inspection of the dwelling unit by an independent inspector selected by the purchaser.

C. Provide that the purchaser is not obligated to purchase the unit unless the inspection is satisfactory to the purchaser.

D. Provide that the purchaser is not obligated to pay for any necessary repairs.

E. Contain a certification from the seller that the seller has not been debarred, suspended, or subject to a limited denial of participation.

23.9 FINANCING THE PURCHASE OF THE HOME

A. A purchasing family must invest at least three percent of the purchase price of the home they are buying in the property. This can take the form of either a down payment, closing costs, or a combination of the two. Of this sum, at least one percent of the purchase price must come from the family's personal resources.

B. The family must qualify for the mortgage loan under a lender's normal lending criteria taking into account the fact that this is by definition a low-income family.

C. If the home is purchased using FHA mortgage insurance, it is subject to FHA mortgage insurance requirements.

D. If the loan is financed either by the seller or a non-traditional mortgage lending institution or individual, the loan shall be subject to the review of the Beaver County Housing Authority. The housing authority may verify that there are no unusual or onerous requirements in the loan documents and that the mortgage is affordable to the purchasing family. Also, the lender must require that an appraisal of the property is conducted and the appraiser must determine that the property is worth at least as much as the purchaser is paying.

E. Unless the purchaser can convince the Beaver County Housing Authority of unusual circumstances, no balloon payment mortgages or variable rate mortgages shall be allowed in the program.

F. All mortgage loans must close within the period of time established by the Beaver County Housing Authority at the time the purchaser and seller enter into their sale contract.

23.10 REQUIREMENTS FOR CONTINUING ASSISTANCE

Homeownership assistance will only be paid while the family is residing in the home. If the family moves out of the home, the Beaver County Housing Authority may not continue homeownership assistance after the month when the family moves out. The family or lender is not required to refund to the PHA the homeownership assistance for the month when the family moves out.

The family must comply with the following obligations:

A. The family must attend and complete ongoing homeownership and housing counseling before the end of the first, thirteenth and fourteenth years of assistance in order for assistance to continue.

B. The family must comply with the terms of any mortgage securing debt incurred to purchase the home (or any refinancing of such debt).

C. As long as the family is receiving homeownership assistance, use and occupancy of the home is subject to the following requirements:

1. The family must use the assisted unit for residence by the family. The unit must be the family's only residence.

2. The composition of the assisted family residing in the unit must be approved by the Beaver County Housing Authority. The family must promptly inform the housing authority of the birth, adoption or court-awarded custody of a child. The family must request housing authority approval to add any other family member as an occupant of the unit. No other person (i.e., nobody but members of the assisted family) may reside in the unit (except for a foster child or live-in aide).

3. The family must promptly notify the Beaver County Housing Authority if any family member no longer resides in the unit.

4. If the Beaver County Housing Authority has given approval, a foster child or a live-in-aide may reside in the unit.

5. Members of the household may engage in legal profit-making activities in the unit, but only if such activities are incidental to primary use of the unit for residence by members of the family.

6. The family must not sublease or let the unit.

7. The family must not assign the lease or transfer the unit.

8. The family must supply any information or certification requested by the housing authority to verify that the family is living in the unit, or relating to family absence from the unit, including any housing authority requested information or certification on the purposes of family absences. The family must cooperate with the housing authority for these purposes. The family must promptly notify the housing authority of their absence from the unit.

D. The family may grant a mortgage on the home for debt incurred to finance purchase of the home or any refinancing of such debt.

E. Upon death of a family member who holds, in whole or in part, title to the home or ownership of cooperative membership shares for the home, homeownership assistance may continue pending settlement of the decedent's estate, notwithstanding transfer of title by operation of law to the decedent's executor or legal representative, so long as the home is solely occupied by remaining family members in accordance with Paragraph C above. In the case of a divorce or family separation, the assistance shall follow what a court decrees.

F. The family shall supply the Beaver County Housing Authority with any required information requested by the housing authority. In particular this shall include information relating to the following:

1. Citizenship or related immigration matters;

2. Family income and composition;

3. Social security numbers;

4. Any mortgage or other debt placed on the property;

5. Any sale or other transfer of any interest in the home; and

6. The family's homeownership expenses.

G. The family must notify the housing authority before the family moves out of the home.

H. The family must notify the Beaver County Housing Authority if the family defaults on a mortgage securing any debt incurred to purchase the home.

I. During the time the family receives homeownership assistance under this program, no family member may have any ownership interest in any other residential property.

J. Before commencement of homeownership assistance, the family must execute a statement of family obligations in the form prescribed by HUD. In the statement, the family agrees to comply with all family obligations under the homeownership option.

K. The family must secure the written permission of the Beaver County Housing Authority before it refinances any debt secured by the home or places any additional secured debt on the property.

L. The family must assure the Beaver County Housing Authority that all real estate taxes were paid on a timely basis. If they are not paid, assistance shall be terminated.

23.11 MAXIMUM TERM OF HOMEOWNERSHIP ASSISTANCE

A. Except in the case of a family that qualifies as an elderly or disabled family, family members shall not receive homeownership assistance for more than fifteen years if the initial mortgage incurred to finance purchase of the home has a term of 20 years or longer; or ten years, in all other cases.

B. The maximum term described in the proceeding paragraph applies to any member of the family who has an ownership interest in the unit during the time the homeownership payments are made or is the spouse of any member of the household who has an ownership interest during the time the homeownership payments are made.

C. As noted in Paragraph A of this Section, the maximum homeownership assistance term does not apply to elderly and disabled families. In the case of an elderly family, the exception only applies if the family qualifies as an elderly family at the start of homeownership assistance. In the case of a disabled family, the exception applies if at any time during receipt of homeownership assistance the family qualifies as a disabled family. If, during the course of homeownership assistance, the family ceases to qualify as a disabled or elderly family, the maximum term becomes applicable from the date homeownership assistance commenced.

However, such a family must be provided at least 6 months of homeownership assistance after the maximum term becomes applicable (provided the family is otherwise eligible to receive homeownership assistance in accordance with this program).

D. If the family has received such assistance for different homes, or from different housing authorities, the total of such assistance terms is subject to the maximum term described in Paragraph A of this section.

23.12 AMOUNT AND DISTRIBUTION OF HOMEOWNERSHIP ASSISTANCE

A. While the family is residing in the home, the Beaver County Housing Authority shall pay a monthly homeownership assistance payment on behalf of the family that is equal to the lower of:

1. The payment standard minus the total tenant payment; or

2. The family's monthly homeownership expenses minus the total tenant payment.

B. The payment standard for a family is the lower of:

1. The payment standard for the family unit size; or

2. The payment standard for the size of the home.

If the home is located in an exception payment standard area, the Beaver County Housing Authority will use the appropriate payment standard for the exception payment standard area.

The payment standard for a family is the greater of:

1. The payment standard (as determined in accordance with Paragraph A of this section) at the commencement of homeownership assistance for occupancy of the home; or

2. The payment standard (as determined in accordance with Paragraph A of this section) at the most recent regular reexamination of family income and composition since the commencement of homeownership assistance for occupancy of the home.

The Beaver County Housing Authority will use the same payment standard schedule, payment standard amounts, and subsidy standards for the homeownership option as for the rental voucher program.

C. A family's homeownership expenses shall include the following items:

1. Principal and interest on initial mortgage debt, any refinancing of such debt, and any mortgage insurance premium incurred to finance purchase of the home;

2. Real estate taxes and public assessments on the home;
3. Home insurance;

4. Maintenance expenses of **$25.00** per month;

5. An allowance of $**50.00** a month for costs of major repairs and replacements;

6. The Beaver County Housing Authority's utility allowance for the home; and
7. Principal and interest on mortgage debt incurred to finance costs for major repairs, replacements or improvements for the home. If a member of the family is a person with disabilities, such debt may include debt incurred by the family to finance costs needed to make the home accessible for such person, if the housing authority determines that allowance of such costs as homeownership expenses is needed as a reasonable accommodation so that the homeownership option is readily accessible to and usable by such person.

D. Homeownership expenses for a cooperative member may only include amounts to cover:

1. The cooperative charge under the cooperative occupancy agreement including payment for real estate taxes and public assessments on the home;

2. Principal and interest on initial debt incurred to finance purchase of cooperative membership shares and any refinancing of such debt;

3. Home insurance;

4. The PHA allowance for maintenance expenses;

5. The PHA allowance for costs of major repairs and replacements;

6. The PHA utility allowance for the home; and

7. Principal and interest on debt incurred to finance major repairs, replacements or improvements for the home. If a member of the family is a person with disabilities, such debt may include debt incurred by the family to finance costs needed to make the home accessible for such person, if the housing authority determines that allowance of such costs as homeownership expenses is needed as a reasonable accommodation so that the homeownership option is readily accessible to and usable by such person.

E. If the home is a cooperative or condominium unit, homeownership expenses may also include cooperative or condominium operating charges or maintenance fees assessed by the condominium or cooperative homeowner association.

F. The Beaver County Housing Authority will pay homeownership assistance payments directly to the lender on behalf of the family unless the lender does not want the payment to be made directly to them. If there is any excess assistance, it will be paid to the family.

G. Homeownership assistance for a family terminates automatically 180 calendar days after the last housing assistance payment on behalf of the family. However, the Beaver County Housing Authority retains the discretion to grant relief from this requirement in those cases where automatic termination would result in extreme hardship for the family.

23.13 HOMEOWNERSHIP PORTABILITY

A. A family may qualify to move outside the initial Beaver County Housing Authority's jurisdiction with continued homeownership assistance under the voucher program. Families determined eligible for homeownership assistance by the Beaver County Housing Authority may purchase a unit outside our jurisdiction, if:

1. They meet our normal requirements for portability under the rental program;

2. The receiving housing authority is administering a voucher homeownership program and the family meets the receiving housing authority's eligibility requirements; and

3. The receiving housing authority is accepting new homeownership families.

B. Conversely, if the Beaver County Housing Authority has slots open in our homeownership program we will accept homeowners exercising portability from another program and absorb such families if possible.

C. In general, the portability procedures described previously in this Administrative Plan apply to the homeownership option. The administrative responsibilities of the initial and receiving housing authorities are not altered except that some administrative functions (e.g., issuance of a voucher or execution of a tenancy addendum) do not apply to the homeownership option.

D. The family must attend the briefing and counseling sessions required by the receiving housing authority. The receiving housing authority will determine whether the financing for, and the physical condition of the unit, are acceptable. The receiving housing authority must promptly notify the initial housing authority if the family has purchased an eligible unit under the program, or if the family is unable to purchase a home within the maximum time established by the housing authority.

E. Continued assistance under portability procedures is the next Section of this Administrative Plan.

23.14 MOVING WITH CONTINUED TENANT-BASED ASSISTANCE

A. A family receiving homeownership assistance may move to a new unit with continued tenant-based assistance. The family may move either with voucher rental assistance (in accordance with rental assistance program requirements) or with voucher homeownership assistance (in accordance with homeownership option program requirements). The Beaver County Housing Authority will not commence continued tenant-based assistance for occupancy of the new unit so long as any family member owns any title or other interest in the prior home. No more than one move per year may occur in the program.

B. The Beaver County Housing Authority must be able to determine that all initial requirements have been satisfied if a family that has received homeownership assistance wants to move to a new unit with continued homeownership assistance. However, the following requirements do not apply:

1. The requirement for pre-assistance counseling is not applicable.

2. The requirement that a family must be a first-time homeowner is not applicable.

C. The Beaver County Housing Authority may deny permission to move with continued assistance in the following circumstances:

1. The Beaver County Housing Authority may deny permission to move with continued rental or homeownership assistance if the housing authority determines that it does not have sufficient funding to provide continued assistance.

2. At any time, the Beaver County Housing Authority may deny permission to move with continued rental or homeownership assistance in accordance with the next Section.

23.15 DENIAL OR TERMINATION OF ASSISTANCE FOR FAMILIES

A. At any time, the Beaver County Housing Authority may deny or terminate homeownership assistance in accordance with the same rules at it utilizes for the rental program.

B. The same restrictions on admission or continued assistance in regards to criminal activities shall apply to the homeownership program as the rental program.

C. The Beaver County Housing Authority may deny or terminate assistance for violation of participant obligations as previously described for the rental program.

D. The PHA shall terminate voucher homeownership assistance for any member of family receiving homeownership assistance that is dispossessed from the home pursuant to a judgment or order of foreclosure on any mortgage (whether FHA-insured or non-FHA) securing debt incurred to purchase the home, or any refinancing of such debt. The Beaver County Housing Authority, in its discretion, may permit the family to move to a new unit with continued voucher rental assistance if the family can show that the default was for reasons beyond its control. However, the housing authority will deny such permission, if:

1. The family defaulted on an FHA-insured mortgage; and

2. The family fails to demonstrate that:

a. The family has conveyed title to the home, as required by HUD, to HUD or HUD's designee; and

b. The family has moved from the home within the period established or approved by HUD.

GLOSSARY

1937 Housing Act: The United States Housing Act of 1937 [42 U.S.C. 1437 et seq.]

Absorption: In portability, the point at which a receiving housing authority stops billing the initial housing authority for assistance on behalf of a portable family. [24 CFR 982.4]

Adjusted Annual Income: The amount of household income, after deductions for specified allowances, on which tenant rent is based.

Administrative fee: Fee paid by HUD to the housing authority for the administration of the program.

Administrative Plan: The plan that describes housing authority policies for the administration of the tenant-based programs.

Admission: The point when the family becomes a participant in the program. In a tenant-based program, the date used for this purpose is the effective date of the first HAP Contract for a family (first day of initial lease term).

Adult: A household member who is 18 years or older or who is the head of the household, or spouse, or co-head. An adult must have the legal capacity to enter a lease under State and local law.

Allowances: Amounts deducted from the household's annual income in determining adjusted annual income (the income amount used in the rent calculation). Allowances are given for elderly families, dependents, medical expenses for elderly families, disability expenses, and child care expenses for children under 13 years of age. Other allowances can be given at the discretion of the housing authority.

Amortization Payment: In a manufactured home space rental: The monthly debt service payment by the family to amortize the purchase price of the manufactured home. If furniture was included in the purchase price, the debt service must be reduced by 15% to exclude the cost of the furniture. The amortization cost is the initial financing, not refinancing. Set-up charges may be included in the monthly amortization payment.

Annual Contributions Contract (ACC): The written contract between HUD and a housing authority under which HUD agrees to provide funding for a program under the 1937 Act, and the housing authority agrees to comply with HUD requirements for the program.

Annual Income: All amounts, monetary or not, that:

a. Go to (or on behalf of) the family head or spouse (even if temporarily absent) or to any other family member, or

b. Are anticipated to be received from a source outside the family during the 12-month period following admission or annual reexamination effective date; and

c. Are not specifically excluded from Annual Income.

d. Annual Income also includes amounts derived (during the 12-month period) from assets to which any member of the family has access.

Applicant (applicant family): A family that has applied for admission to a program but is not yet a participant in the program.

Assets: see net family assets.

Asset Income: Income received from assets held by household members. If assets total more than $5,000, income from the assets is "imputed" and the greater of actual asset income and imputed asset income is counted in annual income.

Assisted lease (lease): A written agreement between an owner and a family for the leasing of a dwelling unit to the family. The lease establishes the conditions for occupancy of the dwelling unit by a family with housing assistance payments under a HAP contract between the owner and the housing authority.

Certificate: A document issued by a housing authority to a family selected for admission to the Certificate Program. The certificate describes the program and the procedures for housing authority approval of a unit selected by the family. The certificate also states the obligations of the family under the program.

Certification: The examination of a household's income, expenses, and family composition to determine the household's eligibility for program participation and to calculate the household's rent for the following 12 months.

Child: For purposes of citizenship regulations, a member of the family other than the family head or spouse who is under 18 years of age.

Child care expenses: Amounts anticipated to be paid by the family for the care of children under 13 years of age during the period for which annual income is computed, but only where such care is necessary to enable a family member to actively seek employment, be gainfully employed, or to further his or her education and only to the extent such amounts are not reimbursed. The amount deducted shall reflect reasonable charges for child care. In the case of childcare necessary to permit employment, the amount deducted shall not exceed the amount of employment income that is included in annual income.

Citizen: A citizen or national of the United States.

Common space: In shared housing: Space available for use by the assisted family and other occupants of the unit.

Congregate housing: Housing for elderly or persons with disabilities that meets the HQS for congregate housing.

Consent form: Any consent form approved by HUD to be signed by assistance applicants and participants for the purpose of obtaining income information from employers and SWICAs, return information from the Social Security Administration, and return information for unearned income from the Internal Revenue Service. The consent forms may authorize the collection of other information from assistance applicants or participants to determine eligibility or level of benefits.

Contiguous MSA: In portability, an MSA that shares a common boundary with the MSA in which the jurisdiction of the initial housing authority is located.

Continuously assisted: An applicant is continuously assisted under the 1937 Housing Act if the family is already receiving assistance under any 1937 Housing Act program when the family is admitted to the Voucher Program.

Cooperative: Housing owned by a non-profit corporation or association, and where a member of the corporation or association has the right to reside in a particular apartment, and to participate in management of the housing.

Domicile: The legal residence of the household head or spouse as determined in accordance with State and local law.

Decent, safe, and sanitary: Housing is decent, safe, and sanitary if it satisfies the applicable housing quality standards.

Department: The Department of Housing and Urban Development.

Dependent: A member of the family (except foster children and foster adults) other than the family head or spouse, who is under 18 years of age, or is a person with a disability, or is a full-time student.

Disability assistance expenses: Reasonable expenses that are anticipated, during the period for which annual income is computed, for attendant care and auxiliary apparatus for a disabled family member and that are necessary to enable a family member (including the disabled member) to be employed, provided that the expenses are neither paid to a member of the family nor reimbursed by an outside source.

Disabled family: A family whose head, spouse, or sole member is a person with disabilities; or two or more persons with disabilities living together; or one or more persons with disabilities living with one or more live-in aides.

Disabled person: See "person with disabilities."

Displaced family: A family in which each member, or whose sole member, is a person displaced by governmental action (such as urban renewal), or a person whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to Federal disaster relief laws.

Displaced person: A person displaced by governmental action (such as urban renewal), or a person whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to Federal disaster relief laws.

Drug-related criminal activity: Illegal use or personal use of a controlled substance, and the illegal manufacture, sale, distribution, use or possession with intent to manufacture, sell, distribute or use, of a controlled substance.

Drug trafficking: The illegal manufacture, sale, or distribution, or the possession with intent to manufacture, sell, or distribute, of a controlled substance.

Elderly family: A family whose head, spouse, or sole member is a person who is at least 62 years of age; or two or more persons who are at least 62 years of age living together; or one or more persons who are at least 62 years of age living with one or more live-in aides.

Elderly person: A person who is at least 62 years of age.

Evidence of citizenship or eligible status: The documents that must be submitted to evidence citizenship or eligible immigration status.

Exception rent: An amount that exceeds the published fair market rent.

Extremely low-income families: Family whose income is between 0 and 30 percent of the median income for the area, as determined by HUD with adjustments for smaller and larger families, except that HUD may establish income ceilings higher or lower than 30 percent of the median for the area on the basis of HUD's findings that such variations are necessary because of prevailing levels of construction costs or fair market rents, or unusually high or low family incomes. HUD has set the one-person 30% of median income limit at least as high as the State SSI benefit level.

Fair Housing Act: Title VIII of the Civil Rights Act of 1968, as amended by the Fair Housing Amendments Act of 1988 (42 U.S.C. 3601 et seq.).

Fair market rent (FMR): The rent, including the cost of utilities (except telephone), as established by HUD for units of varying sizes (by number of bedrooms), that must be paid in the housing market area to rent privately-owned existing, decent, safe and sanitary rental housing of modest (non-luxury) nature with suitable amenities. FMRs are published periodically in the Federal Register.

Family includes but is not limited to**:**

a. A family with or without children (the temporary absence of a child from the home due to placement in foster care shall not be considered in determining family composition and family size);
b. An elderly family;
c. A near-elderly family;
d. A disabled family;
e. A displaced family;
f. The remaining member of a tenant family; and
g. A single person who is not an elderly or displaced person, or a person with disabilities, or the remaining member of a tenant family.

Family members: include all household members except live-in aides, foster children and foster adults. All family members permanently reside in the unit, though they may be temporarily absent. All family members are listed on the HUD-50058 form.

Family Rent to Owner: In the voucher program, the portion of rent to owner paid by the family.

Family self-sufficiency program (FSS program): The program established by a housing authority to promote self-sufficiency of assisted families, including the coordination of supportive services (42 U.S.C. 1437u).

Family share: The portion of rent and utilities paid by the family or the gross rent minus the amount of the housing assistance payment.

Family unit size: The appropriate number of bedrooms for a family as determined by the housing authority under the housing authority's subsidy standards.

50058 Form: The HUD form that housing authorities are required to complete for each assisted household in public housing to record information used in the certification and re-certification process, and, at the option of the housing authority, for interim reexaminations.

FMR/exception rent limit: The Section 8 existing housing fair market rent published by HUD headquarters, or any exception rent. For a tenancy in the Voucher Program, the housing authority may adopt a payment standard up to the FMR/exception rent limit.

Full-time student: A person who is carrying a subject load that is considered full-time for day students under the standards and practices of the educational institution attended. An educational institution includes a vocational school with a diploma or certificate program, as well as an institution offering a college degree.

Gross rent: The sum of the rent to the owner plus any utilities.

Group Home: A dwelling unit that is licensed by a State as a group home for the exclusive residential use of two to twelve persons who are elderly or persons with disabilities (including any live-in aide).

Head of household: The adult member of the family who is the head of the household for purposes of determining income eligibility and rent.

Household members: include all individuals who reside or will reside in the unit and who are listed on the lease, including live-in aides, foster children and foster adults.

Housing Assistance Payment (HAP): The monthly assistance by a housing authority, which includes (1) a payment to the owner for rent to the owner under the family's lease, and (2) an additional payment to the family if the total assistance payment exceeds the rent to owner.

Housing quality standards (HQS): The HUD minimum quality standards for housing assisted under the Section 8 program.

Housing voucher: A document issued by a housing authority to a family selected for admission to the Voucher Program. This document describes the program and the procedures for housing authority approval of a unit selected by the family. The voucher also states the obligations of the family under the program.

Housing voucher holder: A family that has an unexpired housing voucher.

Imputed income: For households with net family assets of more than $5,000, the amount calculated by multiplying net family assets by a HUD-specified percentage. If imputed income is more than actual income from assets, the imputed amount is used in determining annual income.

Income category: Designates a family's income range. There are three categories: low income, very low income and extremely low-income.

Incremental income: The increased portion of income between the total amount of welfare and earnings of a family member prior to enrollment in a training program and welfare and earnings of the family member after enrollment in the training program. All other amounts, increases and decreases, are treated in the usual manner in determining annual income.

Initial Housing Authority: In portability, both: (1) a housing authority that originally selected a family that later decides to move out of the jurisdiction of the selecting housing authority; and (2) a housing authority that absorbed a family that later decides to move out of the jurisdiction of the absorbing housing authority.

Initial payment standard: The payment standard at the beginning of the HAP contract term.

Initial rent to owner: The rent to owner at the beginning of the initial lease term.

Interim (examination): A reexamination of a household's income, expenses, and household status conducted between the annual recertifications when a change in a household's circumstances warrant such a reexamination.

Jurisdiction: The area in which the housing authority has authority under State and local law to administer the program.

Lease: A written agreement between an owner and tenant for the leasing of a dwelling unit to the tenant. The lease establishes the conditions for occupancy of the dwelling unit by a family with housing assistance payments under a HAP Contract between the owner and the housing authority.

Legal capacity: The participant is bound by the terms of the lease and may enforce the terms of the lease against the owner.

Live-in aide: A person who resides with one or more elderly persons, or near-elderly persons, or persons with disabilities, and who:

a. Is determined to be essential to the care and well-being of the persons;
b. Is not obligated for the support of the persons; and
c. Would not be living in the unit except to provide the necessary supportive services.

Low-income families: Those families whose incomes do not exceed 80% of the median income for the area, as determined by the Secretary with adjustments for smaller and larger families. [1937Act]

Manufactured home: A manufactured structure that is built on a permanent chassis, is designed for use as a principal place of residence, and meets the HQS.

Manufacture home space: In manufactured home space rental: A space leased by an owner to a family. A manufactured home owned and occupied by the family is located on the space.

Medical expenses: Medical expenses, including medical insurance premiums, that are anticipated during the period for which annual income is computed, and that are not covered by insurance.

Mixed family: A family whose members include those with citizenship or eligible immigration status, and those without citizenship or eligible immigration status.

Moderate rehabilitation: Rehabilitation involving a minimum expenditure of $1000 for a unit, including its prorated share of work to be accomplished on common areas or systems, to:

a. upgrade to decent, safe and sanitary condition to comply with the Housing Quality Standards or other standards approved by HUD, from a condition below these standards (improvements being of a modest nature and other than routine maintenance); or
b. repair or replace major building systems or components in danger of failure.

Monthly adjusted income: One twelfth of adjusted income.

Monthly income: One twelfth of annual income.

Mutual housing is included in the definition of "cooperative".

National: A person who owes permanent allegiance to the United States, for example, as a result of birth in a United States territory or possession.

Near-elderly family: A family whose head, spouse, or sole member is a person who is at least 50 years of age but below the age of 62; or two or more persons who are at least 50 years of age but below the age of 62 living together; or one or more persons who are at least 50 years of age but below the age of 62 living with one or more live-in aides.

Net family assets:

a. Net cash value after deducting reasonable costs that would be incurred in disposal of real property, savings, stocks, bonds, and other forms of capital investment, excluding interests in Indian trust land and excluding equity accounts in HUD homeownership programs. The value of necessary items of personal property such as furniture and automobiles shall be excluded.
b. In cases where a trust fund has been established and the trust is not revocable by, or under the control of, any member of the family or household, the value of the trust fund will not be considered an asset so long as the fund continues to be held in trust. Any income distributed from the trust fund shall be counted when determining annual income.
c. In determining net family assets, housing authorities or owners, as applicable, shall include the value of any business or family assets disposed of by an applicant or tenant for less than fair market value (including a disposition in trust, but not in a foreclosure or bankruptcy sale) during the two years preceding the date of application for the program or reexamination, as applicable, in excess of the consideration received therefor. In the case of a disposition as part of a separation or divorce settlement, the disposition will not be

considered to be for less than fair market value if the applicant or tenant receives important consideration not measurable in dollar terms.

Noncitizen: A person who is neither a citizen nor national of the United States.

Notice of Funding Availability (NOFA): For budget authority that HUD distributes by competitive process, the Federal Register document that invites applications for funding. This document explains how to apply for assistance and the criteria for awarding the funding.

Occupancy standards: The standards that the housing authority establishes for determining the appropriate number of bedrooms needed to house families of different sizes or composition.

Owner: Any person or entity, including a cooperative, having the legal right to lease or sublease existing housing.

Participant (participant family): A family that has been admitted to the housing authority's program and is currently assisted in the program. The family becomes a participant on the effective date of the first HAP contract executed by the housing authority for the family (first day of initial lease).

Payment standard: In a voucher tenancy, the maximum monthly assistance payment for a family (before deducting the total tenant payment by family contribution). For a voucher tenancy, the housing authority sets a payment standard in the range from 90% to 110% of the current FMR.

Person with disabilities: A person who:

a. Has a disability as defined in Section 223 of the Social Security Act,

   "Inability to engage in any substantial, gainful activity by reason of any medically determinable physical or mental impairment that can be expected to result in death or that has lasted or can be expected to last for a continuous period of not less than 12 months, or

   In the case of an individual who attained the age of 55 and is blind and unable by reason of such blindness to engage in substantial, gainful activity requiring skills or ability comparable to those of any gainful activity in which he has previously engaged with some regularity and over a substantial period of time."

b. Is determined, pursuant to regulations issued by the Secretary, to have a physical, mental, or emotional impairment that:

   (1) is expected to be of long-continued and indefinite duration,

(2) substantially impedes his or her ability to live independently, and

(3) is of such a nature that such ability could be improved by more suitable housing conditions, or

c. Has a developmental disability as defined in Section 102(7) of the Developmental Disabilities Assistance and Bill of Rights Act.

"Severe chronic disability that:

(1) is attributable to a mental or physical impairment or combination of mental and physical impairments;

(2) is manifested before the person attains age 22;

(3) is likely to continue indefinitely;

(4) results in substantial functional limitation in three or more of the following areas of major life activity: (1) self care, (2) receptive and responsive language, (3) learning, (4) mobility, (e) self-direction, (6) capacity for independent living, and (7) economic self-sufficiency; and

(5) reflects the person's need for a combination and sequence of special, interdisciplinary, or generic care, treatment, or other services that are of lifelong or extended duration and are individually planned and coordinated."

This definition does not exclude persons who have the disease of acquired immunodeficiency syndrome or any conditions arising from the etiologic agent for acquired immunodeficiency syndrome.

No individual shall be considered to be a person with disabilities for purposes of eligibility solely based on any drug or alcohol dependence.

Portability: Renting a dwelling unit with Section 8 tenant-based assistance outside the jurisdiction of the initial housing authority.

Premises: The building or complex in which the dwelling unit is located, including common areas and grounds.

Private space: In shared housing: The portion of a contract unit that is for the exclusive use of an assisted family.

Preservation: This program encourages owners of eligible multifamily housing projects to preserve low-income housing affordability and availability while reducing the long-term cost of providing rental assistance. The program offers several approaches to restructuring the debt of properties developed with project-based Section 8 assistance whose HAP contracts are about to expire.

Proration of assistance: The reduction in a family's housing assistance payment to reflect the proportion of family members in a mixed family who are eligible for assistance.

Public Housing Agency: A State, county, municipality or other governmental entity or public body (or agency or instrumentality thereof) authorized to engage in or assist in the development or operation of low-income housing.

Reasonable rent: A rent to owner that is not more than charged: (a) for comparable units in the private unassisted market; and (b) for a comparable unassisted unit in the premises.

Receiving Housing Authority: In portability, a housing authority that receives a family selected for participation in the tenant-based program of another housing authority. The receiving housing authority issues a voucher, and provides program assistance to the family.

Re-certification: A reexamination of a household's income, expenses, and family composition to determine the household's rent for the following 12 months.

Remaining member of a tenant family: A member of the family listed on the lease who continues to live in an assisted household after all other family members have left.

Rent to owner: The monthly rent payable to the owner under the lease. Rent to owner covers payment for any housing services, maintenance, and utilities that the owner is required to provide and pay for.

Set-up charges: In a manufactured home space rental, charges payable by the family for assembly, skirting and anchoring the manufactured home.

Shared housing: A unit occupied by two or more families. The unit consists of both common space for shared use by the occupants of the unit and separate private space for each assisted family.

Shelter allowance: That portion of a welfare benefit (e.g., TANF) that the welfare agency designates to be used for rent and utilities.

Single person: Someone living alone or intending to live alone who does not qualify as an elderly person, a person with disabilities, a displaced person, or the remaining member of a tenant family.

Single room occupancy housing (SRO): A unit for occupancy by a single eligible individual capable of independent living that contains no sanitary facilities or food preparation facilities, or contains either, but not both, types of facilities.

Special admission: Admission of an applicant that is not on the housing authority waiting list, or admission without considering the applicant's waiting list position.

Special housing types: Special housing types include: SRO housing, congregate housing, group homes, shared housing, cooperatives (including mutual housing), and manufactured homes (including manufactured home space rental).

State Wage Information Collection Agency (SWICA): The State agency receiving quarterly wage reports from employers in the State, or an alternative system that has been determined by the Secretary of Labor to be as effective and timely in providing employment-related income and eligibility information.

Statement of family responsibility: An agreement in the form prescribed by HUD, between the housing authority and a family to be assisted under the Moderate Rehabilitation Program, stating the obligations and responsibilities of the family.

Subsidy standards: Standards established by a housing authority to determine the appropriate number of bedrooms and amount of subsidy for families of different sizes and compositions.

Suspension: Stopping the clock on the term of a family's voucher, for such period as determined by the housing authority, from the time when the family submits a request for housing authority approval to lease a unit, until the time when the housing authority approves or denies the request. Also referred to as tolling.

Tenant: The person or persons (other than a live-in aide) who executes the lease as lessee of the dwelling unit.

Third-party (verification): Oral or written confirmation of a household's income, expenses, or household composition provided by a source outside the household, such as an employer, doctor, school official, etc.

Tolling: see suspension.

Total tenant payment (TTP):

(1) Total tenant payment is the amount calculated under Section 3(a)(1) of the 1937 Act which is the higher of :

a. 30% of the family's monthly adjusted income;

b. 10% of the family's monthly income;

c. Minimum rent; or

d. if the family is receiving payments for welfare assistance from a public agency and a part of such payments, adjusted in accordance with the family's actual housing costs, is specifically designated by such agency to meet the family's housing costs, the portion of such payments which is so designated.

(2) If the family's welfare assistance is ratably reduced from the standard of need by applying a percentage, the amount calculated under Section 3(a)(1) shall be the amount resulting from one application of the percentage.

Utility allowance: If the cost of utilities (except telephone) and other housing services for an assisted unit is not included in the tenant rent but is the responsibility of the family occupying the unit, an amount equal to the estimate made or approved by a housing authority or HUD of the monthly cost of a reasonable consumption of such utilities and other services for the unit by an energy-conservative household of modest circumstances consistent with the requirements of a safe, sanitary, and healthful living environment.

Utility hook-up charge: In a manufactured home space rental, costs payable by a family for connecting the manufactured home to utilities such as water, gas, electrical and sewer lines.

Utility reimbursement: In the voucher program, the portion of the housing assistance payment that exceeds the amount of the rent to owner. It is only paid when the housing assistance payment exceeds the rent to owner. In the certificate program, if the cost of utilities (except telephone) and other housing services for an assisted unit is not included in the tenant rent but is the responsibility of the family occupying the unit, an amount equal to the estimate made or approved by a PHA or HUD of the monthly cost of a reasonable consumption of such utilities and other services for the unit by an energy-conservative household of modest circumstances consistent with the requirements of a safe, sanitary, and healthful living environment.

Verification:

a. The process of obtaining statements from individuals who can attest to the accuracy of the amounts of income, expenses, or household member status (e.g., employers, public assistance agency staff, doctors).

b. The three types of verification are:

(1) Third-party verification, written or oral, obtained from employers, public assistance agencies, schools, etc.

(2) Documentation such as a copy of a birth certificate or bank statement

(3) Family certification or declaration (only used when third party or documentation verification is not available)

Very low-income families: Low-income families whose incomes do not exceed 50% of the median family income for the area, as determined by the Secretary with adjustments for smaller and larger families. [1937 Act]

Violent criminal activity: Any illegal criminal activity that has as one of its elements the use, attempted use, or threatened use of physical force against the person or property of another.

Voucher (rental voucher): A document issued by a housing authority to a family selected for admission to the Housing Choice Voucher Program. This document describes the program and the procedures for housing authority approval of a unit selected by the family and states the obligations of the family under the program.

Voucher holder: A family holding a voucher with unexpired search time.

Waiting list admission: An admission from the housing authority waiting list. [24 CFR 982.4]

Welfare assistance. Welfare or other payments to families or individuals, based on need, that are made under programs funded by Federal, State or local governments. [24 CFR 5.603(d)]

Welfare rent: In "as-paid" welfare programs, the amount of the welfare benefit designated for shelter and utilities.

Welfare -to-Work (MTW) families: Families assisted with voucher funding awarded under the HUD welfare-to-work voucher program.

ACRONYMS

ACC Annual Contributions Contract

CACC Consolidated Annual Contributions Contract

CFR Code of Federal Regulations

FMR Fair Market Rent

FSS Family Self Sufficiency (program)

HA Housing Authority

HAP Housing Assistance Payment

HCDA Housing and Community Development Act

HQS Housing Quality Standards

HUD Department of Housing and Urban Development

INS (U.S.) Immigration and Naturalization Service

NAHA (Cranston-Gonzalez) National Affordable Housing Act

NOFA Notice of Funding Availability

OMB (U.S.) Office of Management and Budget

PBC Project-Based Certificate (program)

QHWRA Quality Housing and Work Responsibility Act of 1998

PHA Public Housing Agency

TTP Total Tenant Payment

Housing Authority of the County of Beaver
James F. Tress Administration Building
300 State Street
Beaver, Pennsylvania 15009

SECTION 8 Administrative PLAN

Revised March 11, 2004
Revised March 14, 2005

Annual Statement /
Performance and Evaluation Report
Part I: Summary
Capital Funds Program (CFP)

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing

OMB Approval 2577-0157 (Exp. 3/31/2002)

HA Name	Capital Funds Project Number	FFY of Approval
HOUSING AUTHORITY OF THE COUNTY OF BEAVER	**CFFP Financing Proceeds**	**2005**

[ ] Original Annual Statement [ ] Reserve for Disasters/Emergencies [ ] Revised Annual Statement/Revision Number [X] Performance and Evaluation Report for Program Year Ending [12/31/2007/]
[ ] Final Performance and Evaluation Report

Line No.	Summary by Development Account		Total Estimated Cost		Total Actual Cost (2)	
			Original Revision #	Revised (2)	Obligated	Expended
1	Total Non-CFP Funds					
2	1406	Operations (May not exceed 20% of line 21 for PHAs with 250 or more Units)	$0	$0	$0	$0
3	1408	Management Improvements (May not exceed 20% of line 21)	$0	$0	$0	$0
4	1410	Administration (May not exceed 10% of line 21)	$0	$0	$0	$0
5	1411	Audit	$0	$0	$0	$0
6	1415	Liquidated Damages	$0	$0	$0	$0
7	1430	Fees and Costs	$904,703	$863,612	$863,612	$863,612
8	1440	Site Acquisition	$0	$0	$0	$0
9	1450	Site Improvement	$36,760	$0	$0	$0
10	1460	Dwelling Structures	$1,086,415	$655,226	$655,226	$655,226
11	1465.1	Dwelling Equipment - Nonexpendable	$0	$0	$0	$0
12	1470	Nondwelling Structures	$0	$0	$0	$0
13	1475	Nondwelling Equipment	$0	$0	$0	$0
14	1485	Demolition	$0	$0	$0	$0
15	1490	Replacement Reserve	$0	$0	$0	$0
16	1492	Moving to Work Demonstration	$0	$0	$0	$0
17	1495.1	Relocation Costs	$1,312	$1,313	$1,313	$1,313
18	1499	Mod Used for Development Activities	$6,031,124	$6,716,908	$6,716,908	$5,224,607
19	1501	Collaterization of Debt Service	$368,256	$368,256	$368,256	$368,256
20	1502	Contingency (may not exceed 8% of line 21)	$176,744	$0	$0	$0
21	Amount of CFFP Proceeds (Sum of lines 2 - 20)		$8,605,314.00	$8,605,314.00	$8,605,314.00	$7,113,013.05
22	Amount of line 21 Related to LBP Activities					
23	Amount of line 21 Related to Section 504 Compliance					
24	Amount of line 21 Related to Security					
25	Amount of line 21 Related to Energy Conservation Measures					

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
(2) To be completed for the Performance and Evaluation Report.

Signature of Executive Director and Date

Signature of Public Housing Director/Office of Native American Programs Administrator and Date

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Part II: Supporting Pages
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U.S. Department of Housing
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Development Number / Name HA - Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
PHA Wide	1406 Operations	1406		$0.00	$0.00	$0.00	$0.00	
PHA Wide	1408 Management Improvements	1408		$0.00	$0.00	$0.00	$0.00	
PHA Wide	1410 Administration	1410		$0.00	$0.00	$0.00	$0.00	
PHA Wide	1411 Audits	1411		$0.00	$0.00	$0.00	$0.00	
PHA Wide	1415 Liquidated Damages	1415		$0.00	$0.00	$0.00	$0.00	
PHA Wide	1430 Fees and Cost	1430		$302,058.00	$302,058.00	$302,058.00	$302,058.00	
	Cost of Issuance			$168,526.00	$168,526.00	$168,526.00	$168,526.00	
	Underwriter's Discount			$62,269.00	$62,269.00	$62,269.00	$62,269.00	
	Bond Insurance & Surety Policy			$71,263.00	$71,263.00	$71,263.00	$71,263.00	
PHA Wide	1440 SITE ACQUISITION	1440		$0.00	$0.00	$0.00	$0.00	
PHA Wide	1490 REPLACEMENT RESERVE	1490		$0.00	$0.00	$0.00	$0.00	
PHA Wide	1501 COLLATERIZATION OF DEBT SERVICE	1501		$368,256.00	$368,256.00	$368,256.00	$368,256.00	
				$368,256.00	$368,256.00	$368,256.00	$368,256.00	
	SUBTOTAL			$670,314	$670,314	$670,314	$670,314	

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Development Number / Name HA - Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
PA28P014-001/009	Development #1							
	1430 Fees and Costs	1430		$108,900.00	$131,337.97	$131,337.97	$131,337.97	In Progress
	1450 Site Improvements	1450		$0.00	$0.00	$0.00	$0.00	
	1499 Mod Used for Development Activities	1499						
	Construct 10 Units (7 UFAS & 3 regular) & renovate 3 UFAS units			$1,128,805.00	$1,608,692.00	$1,608,692.00	$634,183.20	In Progress
	Total 1499			$1,128,805.00	$1,608,692.00	$1,608,692.00	$634,183.20	
	1465 Dwelling Equipment	1465		$0.00	$0.00	$0.00	$0.00	
	1470 Non-Dwelling Structures	1470		$0.00	$0.00	$0.00	$0.00	
	1475 Non-Dwelling Equipment	1475		$0.00	$0.00	$0.00	$0.00	
	1485 DEMOLITION COSTS	1485		$0.00	$0.00	$0.00	$0.00	
	1495 RELOCATION COST	1495		$0.00	$0.00	$0.00	$0.00	
	1502 CONTINGENCY	1502		$61,904.00	$0.00	$0.00	$0.00	
	Total Cost for Development #1			$1,299,609.00	$1,740,029.97	$1,740,029.97	$765,521.17	
PA28P014-002	Development #2							
	1430 Fees and Costs	1430		$0.00	$0.00	$0.00	$0.00	
	1450 Site Improvements	1450		$0.00	$0.00	$0.00	$0.00	
	1460 Dwelling Structure	1460						
	Construct 1 UFAS unit & renovate 2 UFAS units			$0.00	$0.00	$0.00	$0.00	
	Total 1460			$0.00	$0.00	$0.00	$0.00	
	1465 Dwelling Equipment	1465		$0.00	$0.00	$0.00	$0.00	
	1470 Non-Dwelling Structures	1470		$0.00	$0.00	$0.00	$0.00	
	1475 Non-Dwelling Equipment	1475		$0.00	$0.00	$0.00	$0.00	
	1485 DEMOLITION COSTS	1485		$0.00	$0.00	$0.00	$0.00	
	1495 RELOCATION COST	1495		$0.00	$0.00	$0.00	$0.00	
	1502 CONTINGENCY	1502		$0.00	$0.00	$0.00	$0.00	
	Total Cost for Development #2			$0.00	$0.00	$0.00	$0.00	

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Development Number / Name HA - Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
PA28P014-003	**Development #3**							
	1430 Fees and Costs	**1430**		**$125,754.00**	**$128,369.78**	**$128,369.78**	**$128,369.78**	Completed
	1450 Site Improvements	**1450**		**$0.00**	**$0.00**	**$0.00**	**$0.00**	
	1499 Mod Used for Development Activities	**1499**						
	Construct 12 units (8 UFAS & 4 regular)			**$1,616,445.00**	**$1,616,445.16**	**$1,616,445.16**	**$1,616,445.16**	Completed
	Total 1499			**$1,616,445.00**	**$1,616,445.16**	**$1,616,445.16**	**$1,616,445.16**	
	1465 Dwelling Equipment	**1465**		**$0.00**	**$0.00**	**$0.00**	**$0.00**	
	1470 Non-Dwelling Structures	**1470**		**$0.00**	**$0.00**	**$0.00**	**$0.00**	
	1475 Non-Dwelling Equipment	**1475**		**$0.00**	**$0.00**	**$0.00**	**$0.00**	
	1485 DEMOLITION COSTS	**1485**		**$0.00**	**$0.00**	**$0.00**	**$0.00**	
	1495 RELOCATION COST	**1495**		**$0.00**	**$0.00**	**$0.00**	**$0.00**	
	1502 CONTINGENCY	**1502**		**$0.00**	**$0.00**	**$0.00**	**$0.00**	
	Total Cost for Development #3			**$1,742,199.00**	**$1,744,814.94**	**$1,744,814.94**	**$1,744,814.94**	
PA28P014-005/008	**Development #4**							
	1430 Fees and Costs	**1430**		**$98,370.00**	**$112,584.41**	**$112,584.41**	**$112,584.41**	Completed
	1450 Site Improvements	**1450**		**$0.00**	**$0.00**	**$0.00**	**$0.00**	
	1499 Mod Used for Development Activities	**1499**						
	Construct 12 units (9 UFAS & 3 regular) & Day Care Center			**$1,174,906.00**	**$1,467,771.50**	**$1,467,771.50**	**$1,048,408.35**	In Progress
	Total 1499			**$1,174,906.00**	**$1,467,771.50**	**$1,467,771.50**	**$1,048,408.35**	
	1465 Dwelling Equipment	**1465**		**$0.00**	**$0.00**	**$0.00**	**$0.00**	
	1470 Non-Dwelling Structures	**1470**		**$0.00**	**$0.00**	**$0.00**	**$0.00**	
	1475 Non-Dwelling Equipment	**1475**		**$0.00**	**$0.00**	**$0.00**	**$0.00**	
	1485 DEMOLITION COSTS	**1485**		**$0.00**	**$0.00**	**$0.00**	**$0.00**	
	1495 RELOCATION COST	**1495**		**$0.00**	**$0.00**	**$0.00**	**$0.00**	
	1502 CONTINGENCY	**1502**		**$72,089.00**	**$0.00**	**$0.00**	**$0.00**	
	Total Cost for Development #4			**$1,345,365.00**	**$1,580,355.91**	**$1,580,355.91**	**$1,160,992.76**	

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Development Number / Name HA - Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
PA28P014-007	Development #5							
	1430 Fees and Costs	1430		$74,174.00	$81,932.92	$81,932.92	$81,932.92	Completed
	1450 Site Improvements	1450		$0.00	$0.00	$0.00	$0.00	
	1499 Mod Used for Development Activities	1499						
	Construct 4 Units (3 UFAS & 1 regular) and renovate 5 Units into 3 UFAS units & 4 regular units			$1,053,095.00	$1,047,994.76	$1,047,994.76	$1,047,994.76	Completed
	Total 1499			$1,053,095.00	$1,047,994.76	$1,047,994.76	$1,047,994.76	
	1465 Dwelling Equipment	1465		$0.00	$0.00	$0.00	$0.00	
	1470 Non-Dwelling Structures	1470		$0.00	$0.00	$0.00	$0.00	
	1475 Non-Dwelling Equipment	1475		$0.00	$0.00	$0.00	$0.00	
	1485 DEMOLITION COSTS	1485		$0.00	$0.00	$0.00	$0.00	
	1495 RELOCATION COST	1495		$1,312.00	$1,312.50	$1,312.50	$1,312.50	Completed
	1502 CONTINGENCY	1502		$0.00	$0.00	$0.00	$0.00	
	Total Cost for Development #5			$1,128,581.00	$1,131,240.18	$1,131,240.18	$1,131,240.18	
PA28P014-010	Development #6							
	1430 Fees and Costs	1430		$0.00	$0.00	$0.00	$0.00	
	1450 Site Improvements	1450		$0.00	$0.00	$0.00	$0.00	
	1460 Dwelling Structure	1460						
	Renovate 2 UFAS units			$244,015.00	$244,015.00	$244,015.00	$244,015.00	Completed
	Total 1460			$244,015.00	$244,015.00	$244,015.00	$244,015.00	
	1465 Dwelling Equipment	1465		$0.00	$0.00	$0.00	$0.00	
	1470 Non-Dwelling Structures	1470		$0.00	$0.00	$0.00	$0.00	
	1475 Non-Dwelling Equipment	1475		$0.00	$0.00	$0.00	$0.00	
	1485 DEMOLITION COSTS	1485		$0.00	$0.00	$0.00	$0.00	
	1495 RELOCATION COST	1495		$0.00	$0.00	$0.00	$0.00	
	1502 CONTINGENCY	1502		$0.00	$0.00	$0.00	$0.00	
	Total Cost for Development #6			$244,015.00	$244,015.00	$244,015.00	$244,015.00	

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Development Number / Name HA - Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
PA28P014-011	Development #7							
	1430 Fees and Costs	1430		$22,400.00	$0.00	$0.00	$0.00	Completed
	1450 Site Improvements	1450		$0.00	$0.00	$0.00	$0.00	
	1460 Dwelling Structure	1460						
	Renovate 3 UFAS units			$279,439.00	$214,810.00	$214,810.00	$214,810.00	Completed
	Total 1460			$279,439.00	$214,810.00	$214,810.00	$214,810.00	
	1465 Dwelling Equipment	1465		$0.00	$0.00	$0.00	$0.00	
	1470 Non-Dwelling Structures	1470		$0.00	$0.00	$0.00	$0.00	
	1475 Non-Dwelling Equipment	1475		$0.00	$0.00	$0.00	$0.00	
	1485 DEMOLITION COSTS	1485		$0.00	$0.00	$0.00	$0.00	
	1495 RELOCATION COST	1495		$0.00	$0.00	$0.00	$0.00	
	1502 CONTINGENCY	1502		$0.00	$0.00	$0.00	$0.00	
	Total Cost for Development #7			$301,839.00	$214,810.00	$214,810.00	$214,810.00	
PA28P014-012	Development #8							
	1430 Fees and Costs	1430		$0.00	$0.00	$0.00	$0.00	
	1450 Site Improvements	1450		$0.00	$0.00	$0.00	$0.00	
	1460 Dwelling Structure	1460						
	Renovate 2 UFAS units			$196,401.00	$196,401.00	$196,401.00	$196,401.00	Completed
	Total 1460			$196,401.00	$196,401.00	$196,401.00	$196,401.00	
	1465 Dwelling Equipment	1465		$0.00	$0.00	$0.00	$0.00	
	1470 Non-Dwelling Structures	1470		$0.00	$0.00	$0.00	$0.00	
	1475 Non-Dwelling Equipment	1475		$0.00	$0.00	$0.00	$0.00	
	1485 DEMOLITION COSTS	1485		$0.00	$0.00	$0.00	$0.00	
	1495 RELOCATION COST	1495		$0.00	$0.00	$0.00	$0.00	
	1502 CONTINGENCY	1502		$0.00	$0.00	$0.00	$0.00	
	Total Cost for Development #8			$196,401.00	$196,401.00	$196,401.00	$196,401.00	

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Development Number / Name HA - Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
PA28P014-013/017	Development #9							
	1430 Fees and Costs	1430		$40,700.00	$35,602.36	$35,602.36	$35,602.36	Completed
	1450 Site Improvements	1450		$0.00	$0.00	$0.00	$0.00	
	1499 Mod Used for Development Activities	1499						
	Construct 5 Units (3 UFAS & 2 regular)			$750,138.00	$759,575.29	$759,575.29	$759,575.29	Completed
	Total 1499			$750,138.00	$759,575.29	$759,575.29	$759,575.29	
	1465 Dwelling Equipment	1465		$0.00	$0.00	$0.00	$0.00	
	1470 Non-Dwelling Structures	1470		$0.00	$0.00	$0.00	$0.00	
	1475 Non-Dwelling Equipment	1475		$0.00	$0.00	$0.00	$0.00	
	1485 DEMOLITION COSTS	1485		$0.00	$0.00	$0.00	$0.00	
	1495 RELOCATION COST	1495		$0.00	$0.00	$0.00	$0.00	
	1502 CONTINGENCY	1502		$0.00	$0.00	$0.00	$0.00	
	Total Cost for Development #9			$790,838.00	$795,177.65	$795,177.65	$795,177.65	
PA28P014-015	Development #10							
	1430 Fees and Costs	1430		$63,945.00	$71,726.35	$71,726.35	$71,726.35	Completed
	1450 Site Improvements	1450		$36,760.00	$0.00	$0.00	$0.00	
	1499 Mod Used for Development Activities	1499						
	Construct 4 Units (2 UFAS & 2 regular) and Community Room			$307,735.00	$216,429.00	$216,429.00	$118,000.00	In Progress
	Total 1499			$307,735.00	$216,429.00	$216,429.00	$118,000.00	
	1465 Dwelling Equipment	1465		$0.00	$0.00	$0.00	$0.00	
	1470 Non-Dwelling Structures	1470		$0.00	$0.00	$0.00	$0.00	
	1475 Non-Dwelling Equipment	1475		$0.00	$0.00	$0.00	$0.00	
	1485 DEMOLITION COSTS	1485		$0.00	$0.00	$0.00	$0.00	
	1495 RELOCATION COST	1495		$0.00	$0.00	$0.00	$0.00	
	1502 CONTINGENCY	1502		$0.00	$0.00	$0.00	$0.00	
	Total Cost for Development #10			$408,440.00	$288,155.35	$288,155.35	$189,726.35	

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Development Number / Name HA - Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
PA28P014-024	Development #11							
	1430 Fees and Costs	1430		$68,402.00	$0.00	$0.00	$0.00	
	1450 Site Improvements	1450		$0.00	$0.00	$0.00	$0.00	
	1460 Dwelling Structure	1460						
	Convert 6 regular units into 4 UFAS units			$366,560.00	$0.00	$0.00	$0.00	
	Total 1460			$366,560.00	$0.00	$0.00	$0.00	
	1465 Dwelling Equipment	1465		$0.00	$0.00	$0.00	$0.00	
	1470 Non-Dwelling Structures	1470		$0.00	$0.00	$0.00	$0.00	
	1475 Non-Dwelling Equipment	1475		$0.00	$0.00	$0.00	$0.00	
	1485 DEMOLITION COSTS	1485		$0.00	$0.00	$0.00	$0.00	
	1495 RELOCATION COST	1495		$0.00	$0.00	$0.00	$0.00	
	1502 CONTINGENCY	1502		$42,751.00	$0.00	$0.00	$0.00	
	Total Cost for Development #11			$477,713.00	$0.00	$0.00	$0.00	

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U.S. Department of Housing
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Development Number / Name HA - Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates (2)
	Original	Revised (1)	Actual (2)	Original	Revised (1)	Actual (2)	
PA28P014-001/009	11/01/07			11/01/08			
PA28P014-002	11/01/07			11/01/08			
PA28P014-003	11/01/07			11/01/08			
PA28P014-005/008	11/01/07			11/01/08			
PA28P014-007	11/01/07			11/01/08			
PA28P014-010	11/01/07			11/01/08			
PA28P014-011	11/01/07			11/01/08			
PA28P014-012	11/01/07			11/01/08			
PA28P014-013/017	11/01/07			11/01/08			
PA28P014-015	11/01/07			11/01/08			
PA28P014-024	11/01/07			11/01/08			

To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

(2) To be completed for the Performance and Evaluation Report.

Signature of Executive Director and Date

Signature of Public Housing Director/Office of Native American Programs Administrator and Date

Housing Authority of the County of Beaver
FY 2008 Agency Plan

Component 3.A.(6) - Deconcentration and Income Mixing

a. ☒ Yes ☐ No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no,this section is complete. If yes, continue to the next question.

b. ☐ Yes ☒ No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete.

Housing Authority of the County of Beaver
FY 2008 Agency Plan

Component 10 (B) Voluntary Conversion Initial Assessment

a. How many of the PHA's developments are subject to the Required Initial Assessments? 24

b. How many of the PHA's developments are not subject to the Required Initial Assessments based on exemptions (e.g. elderly and/or disabled developments not general occupancy projects)? 0

c. How many Assessments were conducted for the PHA's covered developments? 24

d. Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments: 0

e. If the PHA has not completed the Required Initial Assessments, describe the status of these assessments: N/A

HOUSING AUTHORITY OF THE COUNTY OF BEAVER
PA28014028 MORADO DWELLINGS ADDITION
HOMEOWNERSHIP TERM SHEET
SECTION 32

A. Method Of Sale

Name of PHA:	Housing Authority of the County of Beaver
Name of Phase/Development:	Beaver Falls Homeownership Program – Phase I
Development Project No.:	PA28014028 (Morado Dwellings Addition)
Contact Name:	Mr. Carl DeChellis, Executive Director
Contact Phone No.:	(724) 775-1220 Ext. 22
Narrative:	The Housing Authority of Beaver County (BCHA) intends to acquire a total of two (2) single family detached homes under this program. The existing housing units were recently constructed in accordance with a Development Proposal submitted and approved by HUD in 2005. Both homes are along Second Avenue in the City of Beaver Falls, PA. This program will be operated as a lease-purchase project. As such, each participating household will initially occupy the dwelling as a tenant for up to twenty-four (24) months. Within this window of the 24 months, the resident is expected to become qualified to purchase the home and secure a first mortgage. Once the tenant secures a mortgage loan commitment, a loan closing will be scheduled. The Housing Authority of Beaver County will pass fee simple title to the buyer at closing. A more complete description of the lease-purchase guidelines for this program are included in Section E of this document. The sources of funding for the program include BCHA Replacement Housing Factor funds, BCHA homeownership program (Family Savings Plan), County Affordable Housing Trust funds (Act 137) and matching funds from the prospective buyer.

B. Property description

Existing ACC Units	2
New ACC Units	0
HA Acquired Non ACC units	0
Financing Assistance Only	0
Total	2

The two existing dwelling units to be acquired under this program are located on 2nd Avenue in Beaver Falls, PA. The addresses of the units are 1321 and 1323 2nd Avenue. Listed below is a more detailed overview of each property.

Property #C:	1321 2nd Avenue Beaver Falls, PA 15010-4239 Tax Parcel ID: 03-002-0308.000	
	Lot Size: Floor area: Configuration: Construction: Estimated fair market value:	.24 acres 1,165 square feet Three bedrooms, 1 bathroom Paved driveway/Storage areas Single story Wood frame construction $75,000
Property #D:	1323 2nd Avenue Beaver Falls, PA 15010-4239 Tax Parcel ID: 03-002-0308.001	
	Lot Size: Floor area: Configuration: Construction: Estimated fair market value	.24 acres 1,183 square feet Three bedrooms, 1 bathroom Paved driveway/ storage areas Single Story Wood frame construction $75,000

C. PHA performance in homeownership.

Goals and Objectives: The goal of this program is to create a successful Section 32 Homeownership Program that provides affordable housing opportunities in Beaver County and specifically the City of Beaver Falls, PA. The overall objective is to provide the opportunity for low-income families to own a home.

Experience: BCHA is in the process of developing 42 new units of public housing at seven public housing sites throughout Beaver County. HUD recently approved BCHA's development proposal for this project. The Authority and/or its related nonprofit entities have been highly active in the development and operation of affordable rental housing. The Authority has also carried out an acquisition/rehab/resale homeownership program. Exemplary projects include:

- **Whipple Court** – substantial rehabilitation of 15 townhouse units in West Mayfield
- **Beaver Village** – new construction of 24 units of tax credit housing for the elderly located adjacent to the King Beaver public housing facility located on Fifth Street in the Borough of Beaver
- **Dawes Manor** – substantial rehabilitation and new construction of 24 units of elderly tax credit housing located on Third Avenue in the Borough of New Brighton
- **Westbridge Apartments** – management of 24 units of elderly tax credit units located on Riverside Drive in the Borough of Bridgewater
- **Koppel Terrace** – management of 19 units of family tax credit housing in the Borough of Koppel
- **Seventh Avenue Hotel** – management of 20 units of tax credit housing for special populations located on Seventh Avenue in the City of Beaver Falls
- **Beaver County Homeownership Program** – acquisition and rehabilitation of 25 single family homes in various locations for resale to moderate income households, of which 21 are sold and 4 are under lease to purchase agreements.

BCHA began by building these two, three-bedroom single-family homes in the Beaver Falls. BCHA utilized RHF funding to construct these homes. HUD approved a Development Proposal for this project in 2005. In accordance with the Authority's homeownership plan, the houses were leased to qualified low-income, public housing families. The residents were provided with homeownership and budget counseling from Housing Opportunities, Inc. Participants must be gainfully employed (with the exception of disabled/handicapped which had to have an established source of income) and a gross annual income of at least $28,950 (50% of AMI). They also had to have a good rental history and pass a criminal record check and a credit check. Participants were selected by the BCHA to participate in the Section 32 program. Participants had to be motivated and agree to an action plan, which, if followed, would take them from renter to homeowner within 24 months.

The houses are sold to the residents within a 24 -month lease period. Prospective buyers are required to participate in a program provided by Housing Opportunities, Inc. of Beaver County. The program provides credit repair, clean up and mortgage readiness training to the buyers. The prospective buyers participate in this program during the 24-month lease period and upon completion work with a local bank to secure a first mortgage on the property. Downpayment and closing cost assistance are provided with funds from the Beaver County Affordable Housing Trust Fund (Act 137), escrow of a portion of rent proceeds, and the Beaver County Housing Authority's Family Savings Plan Program. Property taxes and homeowner's insurance are escrowed into the mortgage payment.

The homes that will be purchased under this program were constructed by the BCHA and are currently part of the Authority's public housing inventory. The homes are 2 three-bedroom single-family homes on Second Avenue in Beaver Falls, PA. The Authority's lease permits a participant to purchase within 24- months of rental provided that they had met all of the requirements of the program. This offered more flexibility to the program, but allowed participants the ability to establish a goal to become homeowners.

In addition, the County's Act 137 funds will be provided to prospective buyers for downpayment and closing cost assistance in an amount up to $6,000 per unit. Prospective buyers will also be eligible to participate in the Authority's Family Savings Plan Program. This program with will provide the buyers with a dollar for every dollar saved by the household towards the purchase of the home up to $2,000. Therefore, a total of $4,000 would be available to households to use toward the purchase of the home. Households will also have access to funds set aside from each month's rent by the BCHA. Each month, $50 of the rent will be escrowed toward downpayment and closing costs for that family. The maximum amount available will be $1,200 per family. In summary, this program will provide a total of $11,200 to reduce the overall first mortgage requirements and thus make the units more affordable.

D. Repair or rehabilitation

BCHA does not intend to sell existing public housing units that are in need of repair. The units to be sold under this program were newly constructed within the last 2 years. Each dwelling unit will comply with local code requirements, as evidenced by a certificate of occupancy.

E. Purchaser eligibility and selection (24 CFR 906.11)

This program involves a lease-purchase feature. Participation in the homeownership program will be based on the ability of the prospective buyer to manage current debt obligations. The purpose of the initial lease period is to provide participants with an opportunity to establish credit and/or correct prior credit deficiencies through the Housing Opportunities, Inc. program. Housing Opportunities, Inc. will provide both pre and post housing counseling to participants in this program. The cost of the homebuyer counseling will be paid using County HOME funds through the downpayment and closing cost assistance program associated with this project. In order to participate in this program, the buyer will be expected to secure a first mortgage loan commitment in the amount of the home sales price. within the first 24 months of occupancy. BCHA may, at its discretion, extend the lease term for a participant if it is determined that additional time is needed to enable the family to secure a mortgage loan commitment.

Participants without savings or checking accounts are encouraged to participate in the Authority's Family Savings Plan to begin saving money towards the homes downpayment and closing costs. Participants with prior credit difficulties will be required to attend additional credit counseling offered by Housing Opportunities, Inc.

In order to participate in the homeownership program, prospective applicants must meet certain guidelines:

1. Each participant must complete a program application.
2. Participants must agree to occupy the dwelling as their principal residence.
3. At least one family member must be gainfully employed or have an established source of continuing homeownership appropriate income which has existed for a period of time.
4. Participants will be selected in the following order:
    a) Current residents of BCHA public housing units and individuals on the public housing waiting list
    b) BCHA Section 8 residents and individuals on the Section 8 waiting list
    c) Individuals who are not residents of the BCHA (general public residing in Beaver County)
    d) Individuals residing outside of Beaver County

    <u>Participants who are BCHA residents:</u>

    a) Resident must be current in all rent obligations.
    b) Resident must not have any outstanding charges for damages to their, or any, apartment.
    c) Resident must be current in any and all utility payments to their, or any, apartment.
    d) Resident must not be in violation of any clause of their lease.

    <u>Participants who are not residents of the Beaver County Housing Authority:</u>

    a) Resident must be current in all rent obligations, which will be verified through their existing landlord.
    b) Resident must not have any outstanding charges for damages to their, or any, apartment.
    c) Resident must be current in any and all utility payments owed to either the landlord or local utility provider.

d) Resident must not be in violation of any clause of their existing lease.

5. Acceptance as a participant will be conditioned upon receipt of an acceptable credit report and a criminal record check free of any relevant criminal activity.

6. Participant must have a minimum gross annual income of at least $28,950 (50% of AMI). Eligible purchasers may, after admission to the Program, earn up to, but not exceed, 80% of Area Median Family Income at the time the sales agreement to purchase the property is executed.

7. Participant must have a good rental history with either the Beaver County Housing Authority or private landlord.

8. Participant must be able to pay 30 percent of adjusted income towards the rent. Rent is not to exceed the Fair Market Rents, per bedroom size, which are established annually by HUD. Also, participant will be liable for the payment of cable, electric, and telephone during the participant's lease term or the Flat Rent Schedule established by BCHA. The tenant will be responsible for all utilities, during the initial lease term. The Authority will pay insurance on the dwelling unit during the initial lease period and a payment in lieu of taxes (PILOT) will be paid by BCHA to the local real estate taxing authorities. Participants will be encouraged to maintain renter's insurance on their personal property during the initial lease term.

9. Participants will not be able to utilize Section 8 certificates or vouchers to meet their lease obligations.

10. Participants will agree to purchase the house during the first 24 months of occupancy. BCHA may, at its discretion, extend the lease period if the participating family requires additional time to secure a mortgage loan.

11. Participants will be required to contribute a downpayment equal to at least one percent (1%) of the purchase price of the property and contribute its own resources, other than grants, gifts, contributions, or similar amounts, to the amount of the downpayment. The proceeds obtained by participating in the Authority's Family Savings Program are eligible to be used to meet this requirement.

12. The participant's monthly payment for mortgage and housing expenses (i.e., principal, interest, taxes, insurance, maintenance, utilities, and other recurring costs) may not exceed 35% of the applicant's adjusted income.

For prospective participants who are not BCHA residents or included on BCHA waiting lists, the Authority's fair housing marketing strategy is as follows:

- Advertisements in local newspapers
- Placement of flyers in local real estate offices
- Placement of flyers in local lending institutions that sponsor homeownership seminars
- Placement of flyers at the offices of local neighborhood organizations
- Coordination with the Beaver County HOME-funded homeownership program

Additional information on BCHA's outreach efforts is included in Section G of this document.

Interested parties will be provided with an application form. Applicants will be required to provide the following documentation at the time of initial application:

- Current address
- Name and contact information for current landlord

- Birth dates and social security numbers for all family members
- Employer for all family members
- Names and addresses of all income sources and assets
- Signed release forms that permits BCHA to verify applicant information
- At the time that the applicant's name reaches the top of the waiting list, BCHA will contact the applicant to obtain additional information, as follows:
- Birth certificates, social security cards, medical cards and driver's licenses for all family members
- Vehicle registrations
- Proof of income and assets
- Evidence of child care expenses
- A copy of BCHA's application form, special needs determination questionnaire, emergency information sheet and release form is included in Appendix "V" of this document.

*Please note that the applicant's monthly payments for mortgage and housing expenses (i.e., principal and interest, taxes, insurance, maintenance, utilities and other regularly recurring homeownership costs) may not exceed 35% of the applicants adjusted income plus any other subsidy used for monthly payments.

Minimum purchaser income amount and percentage of AMI:	$ 28,950 = 50 %
Maximum purchaser income amount and percentage of AMI:	$ 46,320 = 80 %
Minimum downpayment amount or percentage of purchase price from purchaser's own funds:	$ 750 or 1 % of sales price

Does the plan allow for participation by families not currently residing in public housing or receiving Section 8 assistance? Yes ☒ No ☐

For prospective participants who are not BCHA residents or included on BCHA waiting lists, the Authority's fair housing marketing strategy is as follows:

- Advertisements in local newspapers
- Placement of flyers in local real estate offices
- Placement of flyers in local lending institutions that sponsor homeownership seminars
- Placement of flyers at the offices of local neighborhood organizations
- Coordination with the Beaver County HOME-funded homeownership program

F. Consultation with residents and purchasers

A general announcement, including resident participation criteria, will be made to all current residents and those families currently on the BCHA waiting lists. A meeting will be scheduled at public housing sites and with Section 8 residents (if necessary) and with persons on the BCHA waiting lists (if necessary) to explain the program.

Applications will be made available to interested residents and potential participants in the program. The applications will be evaluated and placed in the order they were received, by date and time of application. A credit report and a criminal record check will be completed for all eligible applicants. After the initial screening, each eligible applicant will be interviewed at the time they reach the number one position on the applicant waiting list. The purpose of the interview will be to make a final determination of eligibility based upon the credit history, criminal record report, and a subjective evaluation of the participant's previous rental history.

A ranking of eligible applicants will then be made according to the following criteria:

1. Residency in Beaver County Housing Authority-managed property
2. Prior rental history
3. Length of current employment
4. Successful completion of a recognized self-sufficiency or job training program
5. Potential for successful completion of lease-purchase program
6. Prior credit history.

Applicants will be selected for participation based on the above criteria. Applicants who are approved for participation in the lease-purchase program will be given the choice of one of the available properties.

Participants will have three days to choose a property and inform the Beaver County Housing Authority of their selection.

G. Counseling

The properties will be appraised and sold at its appraised fair market value. Both properties to be sold under this program were appraised at $75,000 and will be sold for this amount. All participants will be required to take a homebuyer counseling class offered by Housing Opportunities, Inc. This class will emphasis credit repair, budging, the home buying process, and responsibilities of homeownership.

During the initial lease period, the resident will contribute 30% of its adjusted household income towards rent. Rent is not to exceed the Fair Market Rents for the area, per bedroom size, which are established by HUD or the Flat Rent Schedule established by BCHA. A portion of the lease payment (proposed at $50) will accumulate in an escrow account. The participant's escrowed amount will be used to pay any deposits that are required for the utilities to be activated, the cost of the usage of utilities, maintenance on the home, and the BCHA management fee. These funds will be disbursed at closing.

During the initial lease period, the resident will accumulate personal savings, through the BCHA's Family Savings Program or similar program, to meet the downpayment requirement of the Program. The required downpayment is equal to at least one percent (1%) of the purchase price of the property (lot and dwelling). Once the participant has accumulated the required downpayment and has secured a mortgage commitment, a closing will be scheduled.

There will be various sources of public subsidy involved in the proposed homeownership program, as follows:

- Each homebuyer will be eligible to receive up to $6,000 in downpayment and closing cost assistance from the Beaver County Affordable Housing Trust Fund (Act 137). Regardless of the source, the closing cost assistance is provided in the form of a deferred loan. No payments will be due on this loan as long as the family continues to live in the unit. Twenty percent (20%) of the loan will be forgiven each year until the family reaches 100% forgiveness after five years. If the family moves or sells the unit, or defaults on the mortgage prior to the 5 year affordability period, a portion of the loan will be due and payable if net proceeds remain after the outstanding mortgage debt is satisfied.

- Each homebuyer will also be eligible to participate in the Authority's Family Savings Plan. Under this program, the Family Savings Plan will match, on a dollar for dollar basis, the amount of funds saved by the buyer up to $2,000. Therefore, if a buyer is able to save $2,000 of their own funds, the Family Savings Plan would match those funds with an additional $2,000 which would provide the buyer with at total of up to $4,000 to be used for downpayment and closing costs assistance thus making the unit more affordable.

- Each homebuyer will also be eligible for funding set aside by the BCHA from each month's rental proceeds. Each month, the Authority will escrow $50 to be used by the homebuyer for downpayment and closing cost assistance. The maximum amount to be available will be $1,200 ($50 x 12 months x 2 years).

Deed restrictions and/or restrictive covenants will be recorded by BCHA to enforce the various loan conditions described above. This will ensure compliance with the requirements of 24 CFR 906.207 and 906.15(b).

If the homeowner wishes to sell the property within five years from the date of initial ownership (i.e., closing date), written approval of BCHA must be obtained. BCHA will retain the option to re-purchase the property for the amount of the mortgage loan balance. If it elects to exercise its option to re-purchase the property, BCHA will satisfy any and all liens and encumbrances against the property. BCHA will then re-sell the property to a qualified buyer. Proceeds from the resale of the property will be returned to the Authority's Homeownership Program and will be used to carry out additional homeownership activities.

The following chart demonstrates how a hypothetical purchase transaction in the amount of $75,000 is affordable to households in various income tiers.

	50% of Median Household Income	60% of Median Household Income	80% of Median Household Income
Sales price	75,000	75,000	75,000
Closing costs	3,000	3,000	3,000
Total cash required of buyer	78,000	78,000	78,000
Sources:			
Buyer downpayment/closing costs	10,000	10,000	10,000
First mortgage loan	66,800	66,800	66,800
BCHA – escrowed rent proceeds	1,200	1,200	1,200
Total sources	78,000	78,000	78,000
Maximum household income (family of four)	28,950	34,740	46,320
Monthly household income	2,412	2,895	3,860
Monthly principal and interest *	456	456	456
Taxes and insurance	150	150	150
Proposed PITI	606	606	606
Debt to income ratio	25.12%	20.93%	15.70 %

- Assumes a 30 year repayment term and an interest rate of 7%.
- Downpayment and closing costs sources are buyers savings, BCHA Family Savings Program, and Beaver County Act 137 program.

In addition, all program participants will be required to participate in homebuyer counseling provided by Housing Opportunities, Inc. This counseling services to be offered will be both pre and post purchase and will be designed to insure the home buyers will remain home owners following the purchase of the home. The cost for this aspect of the program has already been budgeted and is included in the downpayment and closing assistance that is being provided to the buyers as part of this project. Information related to Housing Opportunities, Inc. may be found in Appendix VIII.

H. Sale via Purchase and Resale Entity (PRE) (24 CFR 906.19)

Is a PRE to be used for the sale of units? Yes ☐ No ☒

There is no PRE involvement in this program. The land is already owned by BCHA and part of the Authority's public housing inventory. The property will be conveyed from BCHA to the homebuyer. The homebuyer must live in the unit and the unit shall be the family's principal residence.

I. Non-purchasing residents

This program involves the purchase of an existing home already occupied by a public housing resident who will purchase the property. The program is not expected to generate displacement of existing residents. All residents will be offered the right of first refusal on the unit they are living in and intend to purchase. Residents not interested in purchasing their unit or who are not eligible to purchase their unit will be provided a 90 day notice to vacate, counseling, relocation expense coverage and comparable housing.

Is the PHA selling ACC Units? Yes ☒ No ☐

J. Sale proceeds

If and when the homebuyer decides to sell the property, the proceeds from the sale will be used to pay off the first mortgage loan. During the period of affordability, any net proceeds that remain after the first mortgage loan and second mortgage deferred loan is paid off will be shared equally by BCHA and the original homeowner. Upon expiration of the period of affordability, none of the net proceeds will be recaptured by BCHA. Any sale proceeds recaptured by BCHA will be used to perpetuate the Authority's homeownership program. The terms of the sharing of net proceeds will be included in the note and mortgage which will be recorded following the financial closing with each buyer.

Type of Fee/Description	Amount
BCHA rental management fee during the initial lease period	$ 5%
	$
	$

K. Records, Accounts, and Reports

The Housing Authority of Beaver County will be responsible for the maintenance of records and reports of all activities associated with the program. BCHA will be responsible for maintaining copies of minutes, agendas, and sign-in sheets from resident meetings conducted as part of its homeownership program. BCHA will likewise maintain files for each purchaser that includes income verifications, credit report, log of consultations, inspection/compliance, downpayment and closing costs. BCHA will retain copies of all closing documents in the applicant's file. An independent audit will be conducted on an annual basis. This program will be under the direction of the Beaver County Housing Authority's Executive Director.

L. Timetable

Activity		Date Range
Resident meetings and other consultations	N/A ☐	01-1-08 to 06-30-08
When each source of funding will be secured	N/A ☐	07-1-09 to 06-30-09
Units to be acquired	N/A ☒	
Units to be rehabilitated	N/A ☒	
Units to be sold	N/A ☐	10-1-09 to 12-31-09
Marketing and outreach process	N/A ☐	01-1-08 to 12-31-08
Duration of counseling and training	N/A ☐	01-1-08 to 12-31-09

M. Description of the deed or title restrictions.

Recapture Provisions

The downpayment and closing cost assistance is provided in the form of a deferred loan. No payments will be due on this loan as long as the family continues to live in the unit. Twenty percent (20%) of the loan will be forgiven each year until the family reaches 100% forgiveness after five years. If the family moves or sells the unit, or defaults on the mortgage prior to the 5 year affordability period, a portion of the loan will be due and payable if net proceeds remain after the outstanding mortgage debt is satisfied. The terms outlined above will be incorporated into the note and mortgage which will be recorded at the County Courthouse.

Appendix

I. **Feasibility Analysis**

II. **Nondiscrimination certification**

III. **Legal opinion**

IV. **Board resolution**

V. **BCHA Application Forms**

VI. **Environmental Clearance**

VII. **Sources and Uses of Funds**

VIII. **HUD Approval of Housing Counseling Agency**

Housing Authority of the County of Beaver
FY 2008 Agency Plan

Description of Activities, Services or Programs provided or offered Pursuant to the Violence Against Women Act

The Housing Authority of the County of Beaver (HACB) responded to the requirements as prescribed in PIH Notice 2006-42 issued December 27, 2006 in respects to notifying public housing tenants and Section 8 Housing Choice Voucher recipients of their rights, as well as, HACB staff and Section 8 Housing Choice Voucher property owners of their responsibilities, under the Violence Against Women Act. Upon receipt of PIH Notice 2006-42, the following was accomplished:

1. The formulation of HACB's Violence Against Women Act Policy. See attached referenced Document 1.
2. Notification of both public housing tenants and Section 8 HCV recipients of the components of VAWA and their rights thereof. See attached referenced Document 2.
3. Notified public housing tenants of a lease amendment effective January 1, 2007 incorporating the requirements of VAWA within the public housing lease agreement. See attached referenced Document 3.
4. In concert with the notification of the VAWA lease amendment, a notification of rights and obligations under VAWA was transmitted to both public housing tenants and Section 8 HCV recipients. See attached referenced Document 4.
5. After the notification of public housing tenants of the VAWA lease amendment, the public housing lease agreement incorporated the language of this lease amendment within the body of the lease agreement as Section 18. This lease was made effective January 1, 2007 for all newly housed public housing tenants. See attached referenced Document 5.
6. When notifying existing or newly housed public housing tenants or existing or new Section 8 HCV recipients, instructions were formulated so that public housing tenants or Section 8 HCV recipients would understand the process by which to notify HACB that they are a victim of domestic violence, dating violence and/or stalking. See attached referenced Document 6.
7. In reference to the instructions stated in step 6, Form HUD-50066, Certification of Domestic Violence, Dating Violence or Stalking would be provided to the victim to complete. See attached referenced Document 7.

The Housing Authority of the County of Beaver through its SHARES Program has provided various activities to educate its resident population concerning domestic violence, dating violence and stalking through partnerships with other service providers as follows:

1. The Prevention Network conducted community safety awareness meetings with residents and representatives of local police departments.
2. Gateway Rehabilitation Center, a local drug and alcohol treatment center, conducted meetings with residents on the topics of decision making, communication, team building and conflict resolution. Also, if the situation warranted it, drug and alcohol treatment services were offered to the victim of domestic violence.
3. The Housing Authority of the County of Beaver through its Public Housing Neighborhood Networks grant offered Internet Safety Classes to educate computer users of the dangers of sexual predators using the internet.
4. The Women's Center of Beaver County, the agency within Beaver County that provides services to victims of domestic violence, provided seminars on domestic violence, self esteem, recognizing positive and negative relationships, finding your voice, and stress management.

Also, the Housing Authority of the County of Beaver, in recognition of the need to provide housing to the victims of domestic violence, when federal admission preferences were abolished, established a housingpreference to applicants for both our public housing and Section 8 HCV programs who declare and certify that they are a victim of domestic violence.

Document 1

HOUSING AUTHORITY OF THE COUNTY OF BEAVER (HACB) VIOLENCE AGAINST WOMEN ACT (VAWA) POLICY

I. Purpose and Applicability

The purpose of this policy (herein called "Policy") is to implement the applicable provisions of the Violence Against Women and Department of Justice Reauthorization Act of 2005 (Pub. L. 109-162) and more generally to set forth HACB's policies and procedures regarding domestic violence, dating violence, and stalking, as hereinafter defined.

This Policy shall be applicable to the administration by HACB of all federally subsidized public housing and Section 8 rental assistance under the United States Housing Act of 1937 (42 U.S.C. §1437 *et seq.*). Notwithstanding its title, this policy is gender-neutral, and its protections are available to males who are victims of domestic violence, dating violence, or stalking as well as female victims of such violence.

II. Goals and Objectives

This Policy has the following principal goals and objectives:

A. Maintaining compliance with all applicable legal requirements imposed by VAWA;

B. Ensuring the physical safety of victims of actual or threatened domestic violence, dating violence, or stalking, who are assisted by HACB;

C. Providing and maintaining housing opportunities for victims of domestic violence dating violence, or stalking;

D. Creating and maintaining collaborative arrangements between HACB, law enforcement authorities, victim service providers, and others to promote the safety and well-being of victims of actual and threatened domestic violence, dating violence and stalking, who are assisted by HACB; and

E. Taking appropriate action in response to an incident or incidents of domestic violence, dating violence, or stalking, affecting individuals assisted by HACB.

III. Other HACB Policies and Procedures

This Policy shall be referenced in and attached to HACB's Five-Year Public Housing Agency Plan and shall be incorporated in and made a part of HACB's Admissions and Continued Occupancy Policy. HACB's annual public housing agency plan shall also contain information

concerning HACB's activities, services or programs relating to domestic violence, dating violence, and stalking.

To the extent any provision of this policy shall vary or contradict any previously adopted policy or procedure of HACB, the provisions of this Policy shall prevail.

IV. Definitions

As used in this Policy:

A. *Domestic Violence* – The term 'domestic violence' includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with or has cohabited with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction."

B. *Dating Violence* – means violence committed by a person—

(A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and

(B) where the existence of such a relationship shall be determined based on a consideration of the following factors:

(i) The length of the relationship.
(ii) The type of relationship.
(iii) The frequency of interaction between the persons involved in the relationship.

C. *Stalking* – means –

(A) (i) to follow, pursue, or repeatedly commit acts with the intent to kill, injure, harass, or intimidate another person; and (ii) to place under surveillance with the intent to kill, injure, harass or intimidate another person; and

(B) in the course of, or as a result of, such following, pursuit, surveillance or repeatedly committed acts, to place a person in reasonable fear of the death of, or serious bodily injury to, or to cause substantial emotional harm to –

(i) that person;
(ii) a member of the immediate family of that person; or
(iii) the spouse or intimate partner of that person;

D. *Immediate Family Member* - means, with respect to a person –

(A) a spouse, parent, brother, sister, or child of that person, or an individual to whom that person stands in loco parentis; or

(B) any other person living in the household of that person and related to that person by blood or marriage.

E. *Perpetrator* – means person who commits an act of domestic violence, dating violence or stalking against a victim.

V. Admissions and Screening

A. *Non-Denial of Assistance*. HACB will not deny admission to public housing or to the Section 8 rental assistance program to any person because that person is or has been a victim of domestic violence, dating violence, or stalking, provided that such person is otherwise qualified for such admission.

B. *Admissions Preference.* Applicants for housing assistance from HACB will receive a preference in admissions by virtue of their status as victims of domestic violence [dating violence, stalking]. This preference is particularly described in Section 9.1 of the Housing Authority of the County of Beaver's Public Housing Admission and Occupancy Policy.

VI. Termination of Tenancy or Assistance

A. *VAWA Protections.* Under VAWA, public housing residents and persons assisted under the Section 8 rental assistance program have the following specific protections, which will be observed by HACB:

1. An incident or incidents of actual or threatened domestic violence, dating violence, or stalking will not be considered to be a "serious or repeated" violation of the lease by the victim or threatened victim of that violence and will not be good cause for terminating the tenancy or occupancy rights of or assistance to the victim of that violence.

2. In addition to the foregoing, tenancy or assistance will not be terminated by HACB as a

result of criminal activity, if that criminal activity is directly related to domestic violence, dating violence or stalking engaged in by a member of the assisted household, a guest or another person under the tenant's control, and the tenant or an immediate family member is the victim or threatened victim of this criminal activity. However, the protection against termination of tenancy or assistance described in this paragraph is subject to the following limitations:

(a) Nothing contained in this paragraph shall limit any otherwise available authority of HACB' or a Section 8 owner or manager to terminate tenancy, evict, or to terminate assistance, as the case may be, for any violation of a lease or program requirement not premised on the act or acts of domestic violence, dating violence, or stalking in question against the tenant or a member of the tenant's household. However, in taking any such action, neither HACB nor a Section 8 manager or owner may apply a more demanding standard to the victim of domestic violence dating violence or stalking than that applied to other tenants.

(b) Nothing contained in this paragraph shall be construed to limit the authority of HACB or a Section 8 owner or manager to evict or terminate from assistance any tenant or lawful applicant if the owner, manager or HACB, as the case may be, can demonstrate an actual and imminent threat to other tenants or to those employed at or providing service to the property, if the tenant is not evicted or terminated from assistance.

B. *Removal of Perpetrator.* Further, notwithstanding anything in paragraph VI.A.2. or Federal, State or local law to the contrary, HACB or a Setion 8 owner or manager, as the case may be, may bifurcate a lease, or remove a tenant or household member from a lease, without regard to whether the tenant or household member is a signatory to a lease, in order to evict, remove, terminate occupancy rights, or terminate assistance to any individual who is a tenant or lawful occupant and who engages in acts of physical violence against family members or others. Such action against the perpetrator of such physical violence may be taken without evicting, removing, terminating assistance to, or otherwise penalizing the victim of such violence who is also the tenant or a lawful occupant. Such eviction, removal, termination of occupancy rights, or termination of assistance shall be effected in accordance with the procedures prescribed by law applicable to terminations of tenancy and evictions by HACB. Leases used for all public housing operated by HACB and, at the option of Section 8 owners or managers, leases for dwelling units occupied by families assisted with Section 8 rental assistance administered by HACB, shall contain provisions setting forth the substance of this paragraph. No such bifurcation will be done by HACB or a Section 8 owner or manager until the tenant has proceeded under state law to obtain a Protection from Abuse Order.

VII. Verification of Domestic Violence, Dating Violence or Stalking

A. *Requirement for Verification.* The law allows, but does not require, HACB or a section 8 owner or manager to verify that an incident or incidents of actual or threatened domestic violence, dating violence, or stalking claimed by a tenant or other lawful occupant is bona fide and meets the requirements of the applicable definitions set forth in this policy. Subject only to waiver as provided in paragraph VII. C., HACB shall require verification in all cases where an individual claims protection against an action involving such individual proposed to be taken by HACB. Section 8 owners or managers receiving rental assistance administered by HACB may elect to require verification, or not to require it as permitted under applicable law.

Verification of a claimed incident or incidents of actual or threatened domestic violence, dating violence or stalking may be accomplished in one ofthe following three ways:

1. *HUD-approved form* - by providing to HACB or to the requesting Section 8 owner or manager a written certification, on a form approved by the U.S. Department of Housing and Urban Development (HUD), that the individual is a victim of domestic violence, dating violence or stalking that the incident or incidents in question are bona fide incidents of actual or threatened abuse meeting the requirements of the applicable definition(s) set forth in this policy. The incident or incidents in question must be described in reasonable detail as required in the HUD-approved form, and the completed certification must include the name of the perpetrator.

2. *Other documentation* - by providing to HACB or to the requesting Section 8 owner or manager documentation signed by an employee, agent, or volunteer of a victim service provider, an attorney, or a medical professional, from whom the victim has sought assistance in addressing the domestic violence, dating violence or stalking, or the effects of the abuse, described in such documentation. The professional providing the documentation must sign and attest under penalty of perjury (28 U.S.C. 1746) to the professional's belief that the incident or incidents in question are bona fide incidents of abuse meeting the requirements of the applicable definition(s) set forth in this policy. The victim of the incident or incidents of domestic violence, dating violence or stalking described in the documentation must also sign and attest to the documentation under penalty of perjury.

3. *Police or court record* – by providing to HACB or to the requesting Section 8 owner or manager a Federal, State, or local police or court record describing the incident or incidents in question.

B. *Time allowed to provide verification/ failure to provide.* An individual who claims protection against adverse action based on an incident or incidents of actual or threatened domestic violence, dating violence or stalking, and who is requested by HACB, or a Section 8 owner or manager to provide verification, must provide such verification within 14 business days (*i.e.*, 14 calendar days, excluding Saturdays, Sundays, and federally-recognized holidays) after receipt of the request for verification. Failure to provide verification, in proper form within such time will result in loss of protection under VAWA and this policy against a proposed adverse action.

C. *Waiver of verification requirement*. The Executive Director of HACB, or a Section 8 owner or manager, may, with respect to any specific case, waive the above-stated requirements for verification and provide the benefits of this policy based on the victim's statement or other corroborating evidence. Such waiver may be granted in the sole discretion of the Executive Director, owner or manager. Any such waiver must be in writing. A waiver in a particular instance or instances shall not operate as precedent for, or create any right to, waiver in any other case or cases, regardless of similarity in circumstances.

VIII. Confidentiality

A. *Right of confidentiality.* All information (including the fact that an individual is a victim of domestic violence, dating violence or stalking) provided to HACB or to a Section 8 owner or manager in connection with a verification required under section VII of this policy or provided in lieu of such verification where a waiver of verification is granted, shall be retained by the receiving party in confidence and shall neither be entered in any shared database nor provided to any related entity, except where disclosure is:

1. requested or consented to by the individual in writing, or

2. required for use in a public housing eviction proceeding or in connection with termination of Section 8 assistance, as permitted in VAWA, or

3. otherwise required by applicable law.

B. *Notification of rights.* All tenants of public housing and tenants participating in the Section 8 rental assistance program administered by HACB shall be notified in writing concerning their right to confidentiality and the limits on such rights to confidentiality.

VIII. Transfer to New Residence

A. *Application for transfer*. In situations that involve significant risk of violent harm to an individual as a result of previous incidents or threats of domestic violence, dating violence, or stalking, HACB will, if an approved unit size is available at a location that may reduce the risk of harm, approve transfer by a public housing or Section 8 tenant to a different unit in order to reduce the level of risk to the individual. A tenant who requests transfer must attest in such application that the requested transfer is necessary to protect the health or safety of the tenant or another member of the household who is or was the victim of domestic violence dating violence or stalking and who reasonably believes that the tenant or other household member will be imminently threatened by harm from further violence if the individual remains in the present dwelling unit.

B. *Action on applications.* HACB will act upon such an application promptly.

C. *No right to transfer*. HACB will make every effort to accommodate requests for transfer when suitable alternative vacant units are available and the circumstances warrant such action. However, except with respect to portability of Section 8 assistance as provided in paragraph IX. E. below the decision to grant or refuse to grant a transfer shall lie within the sole discretion of HACB, and this policy does not create any right on the part of any applicant to be granted a transfer.

D. *Family rent obligations*. If a family occupying HACB public housing moves before the expiration of the lease term in order to protect the health or safety of a household member, the family will remain liable for the rent during the remainder of the lease term unless released by HACB. In cases where HACB determines that the family's decision to move was reasonable under the circumstances, HACB may wholly or partially waive rent payments and any rent owed shall be reduced by the amounts of rent collected for the remaining lease term from a tenant subsequently occupying the unit.

E. *Portability*. Notwithstanding the foregoing, a Section 8-assisted tenant will not be denied portability to a unit located in another jurisdiction (notwithstanding the term of the tenant's existing lease has not expired, or the family has not occupied the unit for 12 months) so long as the tenant has complied with all other requirements of the Section 8 program and has moved from the unit in order to protect a health or safety of an individual member of the household who is or has been the victim of domestic violence dating violence or stalking and who reasonably believes that the tenant or other household member will be imminently threatened by harm from further violence if the individual remains in the present dwelling unit.

X. Court Orders/Family Break-up

A. *Court orders*. It is HACB's policy to honor orders entered by courts of competent jurisdiction affecting individuals assisted by HACB and their property. This includes cooperating with law enforcement authorities to enforce civil protection orders issued for the protection of victims and addressing the distribution of personal property among household members in cases where a family breaks up.

B. *Family break-up*. Other HACB policies regarding family break-up are contained in HACB's Public Housing Admissions and Continuing Occupancy Plan (ACOP) and its Section 8 Administrative Plan.

XI. Relationships with Service Providers

It is the policy of HACB to cooperate with organizations and entities, both private and governmental, that provide shelter and/or services to victims of domestic violence. If HACB staff become aware that an individual assisted by HACB is a victim of domestic violence, dating violence or stalking, HACB will refer the victim to such providers of shelter or services as appropriate. Notwithstanding the foregoing, this Policy does not create any legal obligation requiring HACB either to maintain a relationship with any particular provider of shelter or services to victims or domestic violence or to make a referral in any particular case. HACB's annual public housing agency plan shall describe providers of shelter or services to victims of domestic violence with which HACB has referral or other cooperative relationships.

XII. Notification

HACB shall provide written notification to applicants, tenants, and Section 8 owners and managers, concerning the rights and obligations created under VAWA relating to confidentiality, denial of assistance and, termination of tenancy or assistance.

XIII. Relationship with Other Applicable Laws

Neither VAWA nor this Policy implementing it shall preempt or supersede any provision of Federal, State or local law that provides greater protection than that provided under VAWA for victims of domestic violence, dating violence or stalking.

XIV. Amendment

This policy may be amended from time to time by HACB as approved by the HACB Board of Commissioners.

Document 2

Violence Against Women Act (VAWA)
Housing Authority of the County of Beaver

On January 5, 2006, President Bush signed into law the Violence Against Women Act (VAWA). VAWA was designed to protect victims of domestic violence, dating violence, or stalking, and their household members, from being evicted from public housing or having their Section 8 voucher terminated based on acts of such violence against any member of the household. This Act prohibits public housing agencies and owners participating in the Section 8 tenant and project based voucher programs from evicting or terminating the lease of any household containing a victim of domestic violence unless the incident in question presents an actual or imminent threat to other tenants, employees, or others providing services to the property. Most importantly, VAWA does not protect perpetrators from eviction from the residence. If an individual is claiming to be a victim of domestic violence, dating violence or stalking, the Housing Authority or Section 8 landlord will request that the victim certify, via a HUD-approved certification form, that he/she is a victim of actual or threatened abuse. The certification must name the perpetrator and must certify that the incident in question is an authentic incident of actual or threatened abuse. As per VAWA, the certification must be provided within 14 business days and must be accompanied by a federal, state, or local police or court record; or documentation signed under penalties of perjury by an employee, agency, or volunteer of a victim service provider, an attorney, or a medical professional from whom the victim has sought assistance in addressing the domestic violence, dating violence or stalking. Except in specific circumstances, all information provided by the victim will be maintained as confidential. The consequence of the tenant/victim not providing the certification in a timely manner is that the Housing Authority or Section 8 landlord may evict or terminate the lease of the tenant or any lawful occupant that commits violations of the lease. If you have any questions pertaining to VAWA, please contact your development manager.

Document 3

HOUSING AUTHORITY OF THE COUNTY OF BEAVER

James F. Tress Administration Building
300 State Street
Beaver, Pennsylvania 15009

Residents of Low Rent Public Housing

Residential Lease Agreement Amendment

Pertaining to the

Violence Against Women Act (VAWA)

The following section is added to your residential dwelling lease effective January 1, 2007:

21. Domestic Violence, Dating Violence, Stalking. The following provisions are applicable to situations involving incidents involving actual or threatened domestic violence, dating violence, or stalking, as those terms are defined in Section 6(u)(3) of the United States Housing Act of 1937, as amended, (42 U.S.C. §1437d(u)(3)) and in Landlord's Violence Against Women Act (VAWA) Policy. To the extent any provision of this section shall vary from or contradict any other provision of this lease, the provisions of this section shall prevail.

A. Termination of tenancy.

1. An incident or incidents of actual or threatened domestic violence, dating violence, or stalking shall not constitute a serious or repeated violation of the lease by the victim of such violence; and

2. Criminal activity directly relating to domestic violence, dating violence or stalking, engaged in by a member of the tenant's household, a guest, or other person under the tenant's control, shall not be cause for termination of tenancy or occupancy rights, if the Tenant or any member of the Tenant's family is a victim of that domestic violence, dating violence, or stalking.

3. Notwithstanding anything to the contrary contained in paragraphs 21 A.1. and 21 A.2. above, LANDLORD may terminate Tenant's tenancy under this lease if it can demonstrate an actual and imminent threat to other tenants or to those employed at or providing service to the development in which the unit is located, if the tenant's tenancy is not terminated.

4. Further, nothing in this section shall prohibit LANDLORD from terminating tenancy under this lease based on a violation of this lease not premised on an act or acts of domestic violence, dating violence, or stalking against the tenant or a member of the tenant's household for which protection against termination of tenancy is given in paragraphs 21 A.1. and 21 A.2. above. However, in taking any such action to terminate tenancy, LANDLORD shall not apply a more demanding standard to you than to other tenants.

B. Bifurcation of Lease. Under the authority provided in Section 6(*l*) (6) (B) of the United States Housing Act of 1937, as amended (42 U.S.C. §1437d (l) (6) (B)), LANDLORD may bifurcate this lease in order to evict, remove, or terminate assistance to any individual who is a Tenant or a lawful occupant under this lease and who engages in criminal acts of physical violence against family members or others. LANDLORD may take such action without evicting, removing, terminating assistance to, or otherwise penalizing a victim of such violence who is the Tenant or a lawful occupant under this lease.

C. Certification. If the Tenant or a lawful occupant, as a defense to termination of tenancy or an action to evict, claims protection under this section against such action, LANDLORD may (but is not required to) request the individual to deliver to LANDLORD a certification. The certification may be delivered in one of the following forms:

1. a HUD-approved form (supplied by LANDLORD) attesting that the individual is a victim of domestic violence, dating violence, or stalking and that the incident or incidents in question are bona fide incidents of such actual or threatened abuse and meet the requirements of this section, or

2. documentation signed by an employee, agent or volunteer of a victim service provider, an attorney, or a medical professional, from whom the victim has sought assistance in addressing domestic violence, dating violence, or stalking or the effects of the abuse, in which the professional attests under penalty of perjury to the professional's belief that the incident or incidents in question are bona fide incidents of abuse, and the victim has signed or attested to the documentation, or

3. a federal, State, tribal, or local police report or court record, describing the incident or incidents in question.

The certification must be delivered to LANDLORD within 14 days after the request for certification is received from LANDLORD. If the certification is not delivered to LANDLORD within the 14-day period allowed, the provisions of this section will not apply and LANDLORD may elect to terminate tenancy and evict without regard to the protections provided in this section.

D. Confidentiality. The law requires that information provided to LANDLORD concerning an incident of incidents of domestic violence, dating violence, or stalking be retained in confidence, not placed in any shared data base nor provided to a related entity, except to the extent disclosure requested or consented to by the individual supplying such information, or required for use in an eviction proceeding, or otherwise required by applicable law.

TENANT'S INTIALS_____

Document 4

NOTIFICATION OF RIGHTS AND OBLIGATIONS
VIOLENCE AGAINST WOMEN ACT (VAWA)

To: Public Housing tenant

From: Housing Authority of the County of Beaver

In January 2006, President Bush signed a law known as the Violence Against Women and Department of Justice Reauthorization Act of 2005. Portions of this law create new protections for victims of domestic violence, dating violence and stalking who are residents in public housing or who are assisted with section 8 rental assistance.

The following is a brief summary of the principal provisions of the new law, which is known as "VAWA". Additional details are set forth in the [brochure/housing authority VAWA policy] delivered with this notice.

You should know that:

1. **Admissions**: The housing authority may not deny admission to a public housing project to any applicant on the basis that the applicant is or has been the victim of domestic violence, dating violence, or stalking (see attached brochure for definitions of these terms), if the applicant otherwise qualifies for assistance or admission.

2. **Lease terms:**

- **An incident or incidents of actual or threatened domestic violence, dating violence, or stalking will not be considered to be a "serious or repeated" violation of the lease by the victim or threatened victim of that violence and will not be good cause for terminating the tenancy or occupancy rights of the victim of that violence.**

- **Additionally, your tenancy will not be terminated as a result of criminal activity, if that criminal activity is directly related to domestic violence, dating violence or stalking engaged in by a member of your household, a guest or another person under your control, and you or an immediate family member is the victim.**

You should also know that there are some limitations to these protections:

- **Your tenancy *may be* terminated if the housing authority can demonstrate "an actual and imminent threat" to other tenants or to persons employed at or providing services to the development.**

- **So long as the housing authority does not apply a more demanding standard to you than to other tenants, your tenancy *may be* terminated for lease violations that are**

not based on an incident or incidents of domestic violence, dating violence or stalking for which VAWA provides protections.

- **If you claim protection under VAWA against termination of your tenancy, the housing authority may require you to deliver a certification concerning the incident or incidents that you believe raises the VAWA protections. If you do not deliver this certification within the time allowed, you will lose your legal protections under VAWA.**

3. **Certification:** There are three way to certify if the housing authority requests you to do so. The law allows you to fill out a HUD-approved form, which will be delivered to you by the housing authority, or you may provide a police report or court record, or you may have a professional person whom you consulted about the domestic violence, dating violence or stalking provide documentation as described more fully in the attached brochure. *You must deliver the certification in one of these three ways within 14 business days after your receipt of the housing authority's request for certification*.

4. **Confidentiality:** Information provided by you about an incident or incidents of domestic violence, dating violence or stalking involving you or a member of your household will be held by the housing authority in confidence and not shared without your consent, *except that this information may be disclosed in an eviction proceeding or otherwise as necessary to meet the requirements of law*.

5. Removal of Perpetrator of Physical Violence: VAWA contains a new provision of federal law that allows the housing authority to terminate the tenancy of, and evict, an individual tenant or other lawful occupant who engages in criminal acts of physical violence against family members. This action may be taken against the individual alone, without evicting, terminating the tenancy of, removing or otherwise penalizing other household members.

For additional information, please consult the attached Housing Authority VAWA policy or you may contact your Development Manager.

I certify that I have received a copy of the Notification of Rights and Obligations of the Violence Against Women Act (VAWA) and the attached Housing Authority VAWA policy this date.

_____

_____
Print Name

Date: _____

Document 5

VAWA Section of Public Housing Lease

18. Domestic Violence, Dating Violence, Stalking. The following provisions are applicable to situations involving incidents involving actual or threatened domestic violence, dating violence, or stalking, as those terms are defined in Section 6(u)(3) of the United States Housing Act of 1937, as amended, (42 U.S.C. §1437d(u)(3)) and in LANDLORD's Violence Against Women Act (VAWA) Policy. To the extent any provision of this section shall vary from or contradict any other provision of this lease, the provisions of this section shall prevail.

TENANT'S INITIALS_____

A. Termination of tenancy.

1. An incident or incidents of actual or threatened domestic violence, dating violence, or stalking shall not constitute a serious or repeated violation of the lease by the victim of such violence; and

TENANT'S INITIALS_____

2. Criminal activity directly relating to domestic violence, dating violence or stalking,
engaged in by a member of the tenant's household, a guest, or other person under the tenant's control, shall not be cause for termination of tenancy or occupancy rights, if the Tenant or any member of the Tenant's family is a victim of that domestic violence, dating violence, or stalking.

TENANT'S INITIALS_____

3. Notwithstanding anything to the contrary contained in paragraphs 21 A.1. and 21 A.2. above, LANDLORD may terminate Tenant's tenancy under this lease if it can demonstrate an actual and imminent threat to other tenants or to those employed at or providing service to the development in which the unit is located, if the tenant's tenancy is not terminated.

TENANT'S INITIALS_____

4. Further, nothing in this section shall prohibit LANDLORD from terminating tenancy under this lease based on a violation of this lease not premised on an act or acts of domestic violence, dating violence, or stalking against the tenant or a member of the tenant's household for which protection against termination of tenancy is given in paragraphs 21 A.1. and 21 A.2. above. However, in taking any such action to terminate tenancy, LANDLORD shall not apply a more demanding standard to you than to other tenants.

TENANT'S INITIALS_____

B. Bifurcation of Lease. Under the authority provided in Section 6(*l*)(6)(B) of the United States Housing Act of 1937, as amended (42 U.S.C. §1437d(l)(6)(B)), LANDLORD may bifurcate this lease in order to evict, remove, or terminate assistance to any individual who is a Tenant or a lawful occupant under this lease and who engages in criminal acts of physical violence against family members or others. LANDLORD may take such action without evicting, removing, terminating assistance to, or otherwise penalizing a victim of such violence who is the Tenant or a lawful occupant under this lease.

TENANT'S INITIALS_____

C. Certification. If the Tenant or a lawful occupant, as a defense to termination of tenancy or an action to evict, claims protection under this section against such action, LANDLORD may (but is not required to) request the individual to deliver to LANDLORD a certification. The certification may be delivered in one of the following forms:

TENANT'S INITIALS_____

1. a HUD-approved form (supplied by LANDLORD) attesting that the individual is a victim of domestic violence, dating violence, or stalking and that the incident or incidents in question are bona fide incidents of such actual or threatened abuse and meet the requirements of this section, or

TENANT'S INITIALS_____

2. documentation signed by an employee, agent or volunteer of a victim service provider, an attorney, or a medical professional, from whom the victim has sought assistance in addressing domestic violence, dating violence, or stalking or the effects of the abuse, in which the professional attests under penalty of perjury to the professional's belief that the incident or incidents in question are bona fide incidents of abuse, and the victim has signed or attested to the documentation, or

TENANT'S INITIALS_____

3. a federal, State, tribal, or local police report or court record, describing the incident or incidents in question.

4. The certification must be delivered to LANDLORD within 14 days after the request for certification is received from LANDLORD. If the certification is not delivered to LANDLORD within the 14-day period allowed, the provisions of this section will not apply and LANDLORD may elect to terminate tenancy and evict without regard to the protections provided in this section.

TENANT'S INITIALS_____

D. Confidentiality. The law requires that information provided to LANDLORD concerning an incident of incidents of domestic violence, dating violence, or stalking be retained in confidence, not placed in any shared data base nor provided to a related entity, except to the extent disclosure requested or consented to by the individual supplying such information, or required for use in an eviction proceeding, or otherwise required by applicable law.

TENANT'S INITIALS_____

Document 6

HOUSING AUTHORITY OF THE COUNTY OF BEAVER
CERTIFICATION FORM FOR TENANTS
FOR DOMESTIC VIOLENCE, DATING VIOLENCE OR STALKING UNDER THE VIOLENCE AGAINST WOMEN ACT

1. The Violence Against Women Act, 42 U. S. C. 13701, requires a Housing Authority of the County of Beaver (HACB) tenant who is claiming that they are a victim of domestic violence, dating violence or stalking (abuse) to certify that the incident or incidents are bona fide incidents of actual or threatened abuse.

2. Attached is Form HUD-50066, Certification of Domestic Violence, Dating Violence, or Stalking

3. The certification may be a federal, state, or local police or court record.

4. The certification may also be a document signed by an employee, agent or volunteer of victim service provider, an attorney or a medical professional (professional) from whom the victim has sought assistance in addressing the abuse or the effects of abuse. The victim and the professional must sign the certification.

5. The professional must attest to the certification under penalty of perjury (26 U. S. C. 1746) that the incident or incidents are bona fide incidents of actual or threatened abuse. The professional should identify their name, title, address and phone number and the name of the perpetrator.

6. You must return a complete and fully signed certification document or the police or court record to HACB within 14 business days from the date of HACB's Notice of Lease Termination.

7. If you do not certify the incident or incidents of abuse within the 14 business days, the Violence Against Women Act does not limit HACB from taking action to terminate your lease.

8. HACB will not disclose the information you provide on the certification form without your written consent except for use in an eviction process or as required by law.

9. Please return the certification to your Development Manager

10. If you have any questions, please contact your Development Manager

Document 7

CERTIFICATION OF DOMESTIC VIOLENCE, DATING VIOLENCE, OR STALKING

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-0249
Exp. (05/31/2007)

Public reporting burden for this collection of information is estimated to average 1 hour per response. This includes the time for collecting, reviewing, and reporting the data. Information provided is to be used by PHAs and Section 8 owners or managers to request a tenant to certify that the individual is a victim of domestic violence, dating violence or stalking. The information is subject to the confidentiality requirements of the HUD Reform Legislation. This agency may not collect this information, and you are not required to complete this form unless it displays a currently valid OMB control number.

Purpose of Form: The Violence Against Women and Justice Department Reauthorization Act of 2005 protects qualified tenants and family members of tenants who are victims of domestic violence, dating violence, or stalking from being evicted or terminated from housing assistance based on acts of such violence against them.

Use of Form: A family member must complete and submit this certification, or the information that may be provided in lieu of the certification, within 14 business days of receiving the written request for this certification by the PHA, owner or manager. The certification or alternate documentation must be returned to the person and address specified in the written request for the certification. If the family member has not provided the requested certification or the information that may be provided in lieu of the certification by the 14th business day or any extension of the date provided by the PHA, manager and owner, none of the protections afforded to victims of domestic violence, dating violence or stalking (collectively "domestic violence") under the Section 8 or public housing programs apply.

Note that a family member may provide, in lieu of this certification (or in addition to it):
(1) A Federal, State, tribal, territorial, or local police or court record; or
(2) Documentation signed by an employee, agent or volunteer of a victim service provider, an attorney or a medical professional, from whom the victim has sought assistance in addressing domestic violence, dating violence or stalking, or the effects of abuse, in which the professional attest under penalty of perjury (28 U.S.C. 1746) to the professional's belief that the incident or incidents in question are bona fide incidents of abuse, and the victim of domestic violence, dating violence, or stalking has signed or attested to the documentation.

TO BE COMPLETED BY THE VICTIM OF DOMESTIC VIOLENCE:

Date Written Request Received By Family Member: _____

Name of the Victim of Domestic Violence: _____

Name(s) of other family members listed on the lease _____

_____

Name of the abuser: _____

Relationship to Victim: _____

Date the incident of domestic violence occurred: _____

Time: _____

Location of Incident: _____

Name of victim:

_____

Description of Incident:

[INSERT TEXT LINES HERE]

I hereby certify that the information that I have provided is true and correct and I believe that, based on the information I have provided, that I am a victim of domestic violence, dating violence or stalking and that the incident(s) in question are bona fide incidents of such actual or threatened abuse. I acknowledge that submission of false information relating to program eligibility is a basis for termination of assistance or eviction.

Signature _____ Executed on (Date) _____

All information provided to a PHA, owner or manager relating to the incident(s) of domestic violence, including the fact that an individual is a victim of domestic violence shall be retained in confidence by an owner and shall neither be entered into any shared database nor provided to any related entity, except to the extent that such disclosure is (i) requested or consented to by the individual in writing; (ii) required for use in an eviction proceeding or termination of assistance; or (iii) otherwise required by applicable law.