



HOUSING AUTHORITY OF THE COUNTY OF DAUPHIN

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In the briefing, you will be provided with information on the Section 8 Housing Choice Voucher Program. You will be given a voucher to search for housing. The Housing Authority staff will answer any questions that you have about the Section 8 Program during the briefing session.

Included in the Briefing Packet:

- Briefing Handbook
- Income Limits
- Voucher
- Subsidy Standards
- Landlord List
- Landlord Packet
- Voucher Payment Standards
- Utility Allowance Schedule
- Maximum Subsidy & Rent Calculation Worksheet
- Maps of Dauphin County including information on School Districts, Transportation, and the concentration of poverty in the County
- Information on Portability
- Grounds for Termination
- Requests for Informal Hearings
- Information on FSS Program
- Housing Authority's Policy on Discrimination
- Fair Housing Booklet
- Fair Housing Complaint Form
- A Good Place to Live Booklet
- Lead-Based Paint Booklet

My signature certifies that I have received all of the above documentation and it has been explained to me by the Section 8 Representative.

X

Signature

Date

X

Signature

Date



TDD 1-800-545-1833, Ext. 304



If there is anyone with a disability which requires assistance, please let us know before we proceed

Briefing Handbook

Version: September 2023

Welcome to the Housing Authority of the County of Dauphin (HACD)

Section 8 Housing Choice Voucher (HCV) Program

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We are pleased to offer you Section 8 Rental Assistance. The Section 8 HCV Program is designed to assist you with rental assistance payments while assuring that you are in decent, safe and well-maintained housing. In this meeting, we explain important information about the Section 8 Program and answer questions before you begin your search for housing.

The Housing Authority (HA) will:

- Establish your portion of the rent, which is based on 30% of your income
- We will assure well-maintained and safe assisted housing by inspecting the unit initially and annually

You Will Be Responsible For:

- Searching for your housing
- Paying your security deposit
- Cleaning your unit
- Reporting needed repairs to the owner
- Paying your portion of the rent to the owner
- Keeping all tenant-paid utilities active

Income Limits

Families admitted to the Section 8 Program (at the time of lease-up) must be *extremely low* or *very low* income. Per program regulations, 75% of the families selected from the waiting list must meet the *extremely low* income guidelines. Verification of income will be required.

FY 2022 MFI: 94,300	1 person	2 person	3 person	4 person	5 person	6 person	7 person	8 person
Extremely Low Income 30% of Median	19,850	22,650	25,500	28,300	32,470	37,190	41,910	46,630
Very Low Income 50% of Median	33,050	37,750	42,450	47,150	50,950	54,700	58,500	62,250
Low-Income 80% of Median	52,850	60,400	67,950	75,450	81,500	87,550	93,600	99,600

General Information about Section 8

Here we have outlined your basic responsibilities, as well as those of the landlord and the HACD. Please make yourself familiar with this section.

HACD Responsibilities

To determine family's eligibility for the program

To inspect and approve your unit

To annually recertify the family income and composition

To issue payment to the landlord

Ensure the family and owner follow program rules

Tenant Responsibilities

To search for housing

To provide complete, accurate and truthful income/family information

To notify the Housing Authority of changes in income in a timely manner (within 14 days)

Tenant Responsibilities Continued

To pay the tenant portion of rent

Adhere to lease terms and conditions

Cooperate with annual inspection and recertification

To comply with the Family Obligations listed on the Voucher form itself

Supply any information that is necessary to comply with program requirements

Keep scheduled appointments

Landlord Responsibilities

Screen and select tenants (HACD only determines program eligibility)

Comply with HUD/PHA requirements

Comply with Fair Housing Laws

Maintain Property in compliance with HQS

Enforce the lease

Voucher

This document tells you:

- The number of bedrooms you are assigned, based on your family size (see "Subsidy Standards" for more information)
- The dates you can search for housing
- The Family Obligations - Listed on the Voucher form itself, the Family Obligations state the rules you must abide to continue participation on the Section 8 Program.

A family must submit a completed request for tenancy approval (RTFA) prior to the expiration of the voucher.

Once the RTFA has been submitted, the time on the voucher stops, or is suspended. If the unit is unacceptable for the program, the family will be given the remaining time on the voucher from when it was suspended to look for new housing, provided there is any time left.

HACD's policy on extensions:

All requests for extensions of the voucher time period must be received in this office in writing and prior to the expiration date of the voucher.

Extensions will be granted at the discretion of the PHA, in 30 day increments, for any of the following reasons:

The family needs and requests an extension as a reasonable accommodation to make the program accessible to and usable by a family member with a disability.

The family has extenuating circumstances which has affected the family's ability to find a unit with the initial sixty-day period. Verification is required.

The family was prevented from finding a unit due to a disability accessibility or large size [4 or more] bedroom unit requirement. A record of the family's search activity is required.

The HA is satisfied that the family has made a reasonable effort to locate a unit, including seeking the assistance of the PHA, throughout the initial sixty-day period. A record of the family's search activity is required.

Subsidy Standards

The HA has assigned the number of bedroom(s) based on your family size. To avoid overcrowding, vouchers are issued in accordance with the subsidy standards set forth below:

<u>No. of Bedrooms</u>	<u>Number of Persons</u>	
	Minimum	Maximum
0	1	1
1	1	2
2	2	4
3	3	6
4	4	8
5	6	10
6	8	12

Our general policy indicates that one bedroom will be generally be assigned for each two family members within the following guidelines:

- ◆ Separate bedrooms will be allocated to -
 - * Persons of different generations
 - * Persons of the opposite sex older than four (other than spouses)
 - * Children of the same sex with a six year age difference or more (when the older child is 16 years or older)
 - * Unrelated adults
- ◆ A biological parent may occupy the same bedroom as his/her child until the child reaches the age of two.
- ◆ Foster children will be included in determining unit size only if they will be in the unit for more than [6] months.
- ◆ Live-in attendants will generally be provided a separate bedroom. No additional bedrooms are provided for the attendant's family.
- ◆ Space may be provided for a child who is away at school or for a child who lives part of the time in the parent's assisted unit due to shared custody, provided that the child lives with the family generally at least 120 days each calendar year.

Exceptions to the occupancy standard :

Are considered when a physician or other qualified professional has provided documentation of the need for a separate bedroom.

Landlord Packet

The Landlord Packet contains documents that need to be completed by both the family and the owner before the HA can schedule an inspection or assist you with your housing payment.

The packet contains the following documents:

- Landlord Leasing Guide - information about the leasing process
- Request for Tenancy Approval - owner must complete and owner AND tenant must sign page
- Owner Information Sheet - owner must complete and sign
- Lead Paint Disclosure - owner and tenant must complete and sign
- Owner Certification - owner must complete and sign
- Tenancy Addendum - owner and tenant must sign

Incomplete and unsigned documents in the packet may delay your move-in.

Voucher Payment Standards

The Section 8 Voucher Payment Standard (VPS) is the most the Housing Authority can pay to help a family with rent.

The HA establishes VPS based on the Fair Market Rents (FMR), which are established at least annually by U.S. Department of Housing and Urban Development. The VPS is the maximum subsidy the Housing Authority can provide toward the gross rent (rent plus utility allowance for utilities paid by the tenant).

The HA must use the SMALLER of the number of bedrooms in the rental unit or the number of bedrooms on the voucher to determine the VPS. For example, if a family locates a two-bedroom unit with a three-bedroom voucher, the two-bedroom VPS must be used to calculate your tenant portion of the rent.

40% Rule:

If the gross rent exceeds the applicable payment standard for the family, the family must pay the amount in excess; however, the family share (total family contribution) must not be more than 40% of the family's monthly adjusted income. If the family share exceeds 40% of the family's adjusted income, the request to occupy the unit will be denied.

Rent Reasonableness:

Even if the rent of the unit selected is within the HA's VPS, the Authority must determine if the rent of the unit is be reasonable in comparison to rent for other comparable unassisted units in the market. The HA will not approve a lease until the Authority determines that the initial rent to owner is a reasonable rent. The VPS INCLUDES the amount of the utilities that the tenant is responsible for.

The following is a table of the VPS for the HACD:

	0 Bedroom	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom	5 Bedroom
Payment Standard (100% of FMR)	876	1071	1273	1634	1695	1,949

Utility Allowance Schedule

The Utility Allowance (UA) Schedule is used to determine the Gross Rent of a unit.
(Gross Rent = Contract Rent + tenant paid utilities)

The UA used to calculate the gross rent is based on the actual size of the unit the family selects, regardless of the size authorized on the family's Voucher.

The UA is intended to cover the cost of utilities not included in the rent and is 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.

Allowances are not based on an individual family's actual energy consumption.

The Authority does not provide any allowance for non-essential utility costs, such as costs of cable or satellite television.

The Authority will review the utility allowance schedule annually. If the review finds a utility rate

has changed by 10% or more since the last revision of the utility allowance schedule, the schedule will be revised to reflect the new rate. Revised utility allowances will be applied in a participant family's rent calculation at their next reexamination.

To determine the utility allowance for a particular unit:

- ◆ Determine the type of unit (apartment/walkup, rowhouse/semi-detached, detached home, mobile home). Select the appropriate sheet(s) from the schedule.
- ◆ Select the appropriate tenant-paid utilities (heat, hot water heating, cooking, other electric, water, sewer, trash).
- ◆ Determine the type of utility and the appropriate utility company for each tenant-paid utility (electric, gas, oil, propane)
- ◆ You must add a Customer Charge for PPL Electric, Middletown Electric, and Natural Gas (UGI).
- ◆ Add up all the allowances for each utility to arrive at a total utility allowance.

The current effective Utility Allowance Schedule is included in this packet.

Maximum Subsidy & Rent Calculation

Rent Calculations are determined by your Adjusted Annual Income. To determine your Adjusted Annual Income, subtract your allowable deductions from your family's GROSS anticipated annual income. Please refer to the HUD Fact Sheet "How your rent is determined" included with this packet. Once you have determined your Adjusted Annual Income, divide that figure by 12 to arrive at your Adjusted Monthly Income.

- **Total Tenant Payment (TTP)** represents the minimum amount a family must contribute toward rent and utilities regardless of the unit selected.

To determine the Total Tenant Payment:

$$\begin{array}{|c|} \hline \text{Adjusted} \\ \text{Monthly} \\ \text{Income} \\ \hline \end{array} \times \begin{array}{|c|} \hline 30\% \\ \hline \end{array} = \begin{array}{|c|} \hline \text{Total Tenant} \\ \text{Payment} \\ \hline \end{array}$$

(Minimum Rent is \$50, if TTP is less than \$50, use \$50.)

Standard deductions:

- *\$480 per child/dependent
- *\$400 for elderly or disabled household
- *Cost of childcare for children under 13
- *Medical Deduction: Total out of pocket medical expenses for elderly or disabled families less 3% of gross annual income

- **Maximum Subsidy** is the most that the PHA can pay

To determine the Maximum Subsidy:

$$\begin{array}{|c|} \hline \text{Payment} \\ \text{Standard} \\ \hline \end{array} - \begin{array}{|c|} \hline \text{Total Tenant} \\ \text{Payment} \\ \hline \end{array} = \begin{array}{|c|} \hline \text{Maximum} \\ \text{Subsidy} \\ \hline \end{array}$$

CALCULATIONS COMPLETED FOLLOWING UNIT SELECTION

- **Housing Assistance Payment** is the payment the Housing Authority will make to the owner. It can only be calculated after the unit is selected and the Gross Rent is known; however, the HAP cannot be greater than the maximum subsidy.

To determine the HAP:

$$\begin{array}{|c|} \hline \text{The lesser of} \\ \text{Payment Standard} \\ \text{OR} \\ \text{Gross Rent} \\ \hline \end{array} - \begin{array}{|c|} \hline \text{Total Tenant} \\ \text{Payment} \\ \hline \end{array} = \begin{array}{|c|} \hline \text{HAP} \\ \text{Payment} \\ \hline \end{array}$$

$$\begin{array}{|c|} \hline \text{Gross Rent} = \\ \text{Rent Owner is Asking} \\ + \\ \text{Utility Allowance} \\ \text{from Utility Schedule} \\ \hline \end{array}$$

- **Total Family Share** is the family's contribution toward the gross rent

To determine the Total Family Share:

$$\begin{array}{|c|} \hline \text{Gross} \\ \text{Rent} \\ \hline \end{array} - \begin{array}{|c|} \hline \text{HAP} \\ \text{Payment} \\ \hline \end{array} = \begin{array}{|c|} \hline \text{Total Family} \\ \text{Share} \\ \hline \end{array}$$

The Total Family Share cannot be more than 40% of the Family's Adjusted Annual Income (40% Rule).

- **Tenant Rent** to owner is the portion of the family share that the tenant is responsible to pay directly to the owner.

To determine the Tenant Rent:

$$\begin{array}{|c|} \hline \text{Rent to Owner} \\ \hline \end{array} - \begin{array}{|c|} \hline \text{HAP} \\ \text{Payment} \\ \hline \end{array} = \begin{array}{|c|} \hline \text{Tenant Rent} \\ \hline \end{array}$$

TO DETERMINE IF YOU ARE GOING TO QUALIFY FOR A PARTICULAR UNIT BASED ON THE 40% RULE:

- 1st Determine the GROSS RENT of the unit.
- 2nd If the gross rent of the unit is LESS than or EQUAL to the applicable payment standard, your Total Family Share will be 30% of your Adjusted Monthly Income and will pass the 40% Rule.
- 3rd If the gross rent of the unit is MORE than the applicable payment standard, determine your TOTAL FAMILY SHARE and 40% of your Adjusted Monthly Income (AMI).
- 4th The Total Family Share must be ≤ 40% of AMI. If it is not, your request to occupy this unit will be denied.

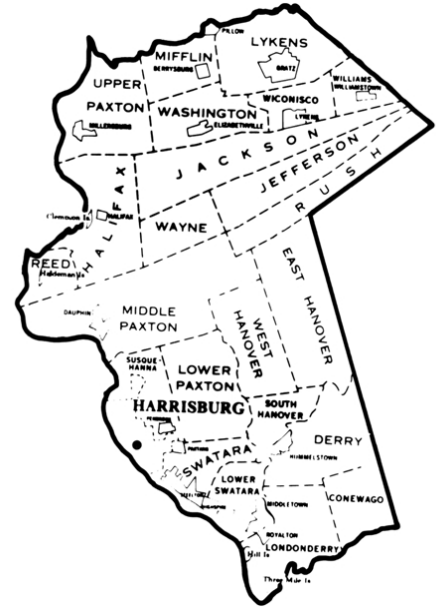
Search for Housing

The Housing Authority of the County of Dauphin encompasses all of Dauphin County EXCEPT for within the city limits of Harrisburg.

You can access a list of available rental units online at www.pahousingsearch.com. We refer all of our landlords to list available rental units on that site for free. For your convenience, we have also compiled a list of rental agents and apartment complexes that participate in the Section 8 Program. You may also use other resources, such as local newspaper ads, to find landlords who are willing to participate in the Section 8 Program.

EXPANDING HOUSING OPPORTUNITIES

By allowing families to select a safe, decent and sanitary unit in the neighborhood of their choice, the Section 8 Program also helps decrease the concentration of low-income families in high-poverty neighborhoods. Families may decide where to live based on individual needs and personal preferences, such as proximity to employment, schools, transportation, child care, churches, shopping, parks, hospitals, and other amenities. Maps of Dauphin County, including school districts, transit and information on the concentration of poverty within the county are included for your review.



Housing Quality Standards

Housing Quality Standards (HQS)

Before any Section 8 assistance can be provided, the unit must be physically inspected by the HA and must pass HUD's Housing Quality Standards (HQS) inspection to ensure that the unit is safe, decent and sanitary. A family or a prospective owner may request a copy of the HQS inspection form from the HA or online at <http://www.hud.gov/offices/adm/hudclips/forms/files/52580-a.pdf>

Lead-Based Paint

Effective September 15, 2001, HUD has issued a regulation to protect young children from Lead-Based Paint (LBP) hazards in federally assisted housing. The regulation sets hazard reduction requirements designed to reduce lead in household dust. Scientific research has found that exposure to lead dust is the most common way young children contract lead poisoning.

The new regulations require that HQS Inspectors visually inspect all painted surfaces, both interior and exterior during the HQS inspection if:

- The unit was built before January 1, 1978, and
- The unit is occupied by children under the age of 6 or by a pregnant woman.

The owner or property manager should provide the family with a Disclosure of Information on Lead-Based Paint and Lead-Based Paint Hazards. If the owner does not have this form, a copy has been included in the Landlord Packet. Also included is the booklet, *Protect Your Family From Lead In Your Home*.

Fair Housing

Both State and Federal laws exist which prohibit discrimination in housing. These laws prohibit discrimination of protected classes based on: Race, Color, National Origin, Religion, Sex, Handicap and Familial Status. Included in the Briefing Packet is information on Fair Housing and how to file a complaint.

For more information on Fair Housing, please contact PA Fair Housing at 717-238-9540 or the National Fair Housing Hotline at 1-800-896-7743.

Security Deposits

You must be prepared to pay the security deposit; the Housing Authority does not assist with the payment of security deposits or application fees. The HA does not set or establish the security deposit amount which the owner may charge. The rule states that the owner cannot charge any more than he would for a tenant on the open market.

Restrictions on Renting to Relatives

The Housing Authority cannot approve a unit if the owner is the parent, child, grandparent, grandchild, sister, or brother of any member of the family, unless the HA determines that approving the unit would provide reasonable accommodation for a family member who is a person with a disability.



Notice to Family with a Disabled Member

A family with a disabled member has a right to reasonable accommodation so that they may fully access and utilize the housing program and related services. Requests for accommodation should be submitted to the Housing Authority in writing.

If requested, the PHA will provide [assistance in locating accessible units and] a list of available accessible units known to the PHA.

Live-In-Aides:

The PHA will approve a live-in aide if needed as a reasonable accommodation to make the program accessible to and usable by the family member with a disability.

The aide must meet the following criteria:

- ◆ Must be essential to the care and well-being of an elderly person, a near-elderly person, or a person with disabilities
- ◆ Is not obligated for the support of the person, and would not be living in the unit except to provide needed care for the person.
- ◆ The live-in-aide will also be subject to a criminal check and must qualify under the same criteria as the assisted tenant.

Such needed care and the hours that the care will be provided must be documented by a physician or competent social worker. The Housing Authority will make the final determination of whether a person qualifies as a live-in-aide.

Privacy Reporting

We are required to provide information to prospective landlords about your previous and/or current tenancy if this information is requested by a prospective landlord.

The PHA may give the owner:

- ◆ The family's current and prior address as shown in the PHA's records
- ◆ The name and address (if known by the PHA) of the landlord at the family's current and prior address
- ◆ The PHA will offer the owner other information in the PHA's possession concerning the family, including:
 - * Information about the family's tenancy history
 - * Information about drug-trafficking by family members

Portability

You may consider searching for housing in areas outside of the HACD's jurisdiction. Under the portability provisions of the Section 8 program, you have the opportunity to relocate to anywhere in the United States where there is a Section 8 Program.

If you were a resident of Dauphin County, outside the City of Harrisburg, at the time you applied for assistance, your Section 8 Voucher may be transferred to another Housing Authority that administers the Section 8 program.

If you were not a resident of Dauphin County, outside the City of Harrisburg, at the time you applied for assistance, you must locate housing within HACD's jurisdiction for your first year of participation on the Section 8 HCV Program.

HOWEVER, if you choose to relocate under the portability provision of the program, you will be subject to the income limits, subsidy standards and payment standard applicable in the area in which you wish to reside.

Listing of Neighboring Housing Authorities:

Cumberland County Housing Authority
114 N. Hanover Street - Ste. 104
Carlisle, PA 17013
(717) 249-1315

Lebanon County Housing Authority
930 Willow Street
Lebanon, PA 17042
(717) 273-1639

Harrisburg Housing Authority
2101 N. Front Street, Bldg. 3-101
Harrisburg, PA 17110
(717) 234-9664

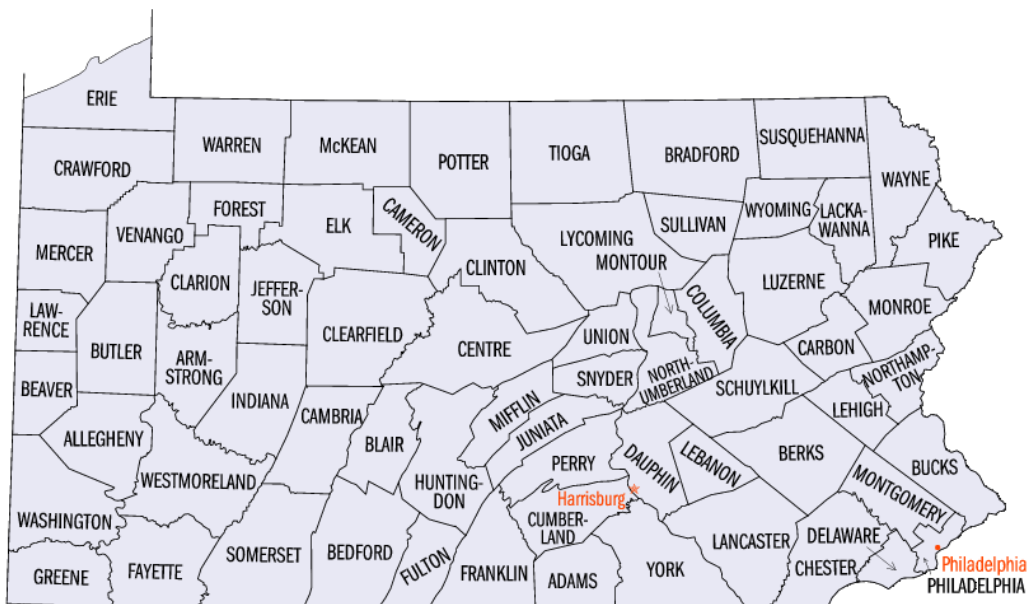
Perry County Housing Authority
114 N. Hanover Street
Carlisle, PA 17013
(717) 582-8853

Lancaster City Housing Authority
333 Church Street
Lancaster, PA 17061
(717) 397-2835

Housing Authority of the City of York
Post Office Box 1963
York, PA 17405
(717) 845-2601

Lancaster County Housing Authority
29 East King Street
Lancaster, PA 17602
(717) 394-0793

Housing Authority County of Berks
1803 Butter Lane
Reading, PA 19606
(610) 370-0822



Grounds For Termination

The Housing Authority (HA) may deny or terminate assistance to a family for reasons including the following:

- ◆ If a family violates any family obligation as stated on the voucher and/or federal regulations
- ◆ If any member of the family has ever been evicted from Public Housing/Section 8
- ◆ If any family member commits drug-related, violent or other serious (felony) criminal activity
- ◆ If the HA determines that any family member is illegally using a controlled substance
- ◆ If the HA determines that any family member's abuse of alcohol interferes with the health, safety, or right to peaceful enjoyment of the premises by other residents
- ◆ If any family member commits fraud, bribery, or another corrupt or criminal act regarding any federal housing program
- ◆ If the family has engaged in or threatened abusive or violent behavior towards personnel
- ◆ If the family currently owes rent or other amounts to another HA in connection with Section 8 or Public Housing Program(s)
- ◆ Missed appointments and deadlines
- ◆ If the family breaches an agreement with the HA to pay amounts due
- ◆ If the family violated program requirements or failed to meet family obligations while previously participating in the Section 8 HCVP with another HA
- ◆ If the family is under contract and 180 days have elapsed since the Authority's last housing assistance payment was made.
- ◆ If the family is evicted from housing assisted under the program for serious violation of the lease
- ◆ If the family fails to sign and submit consent forms for obtaining information
- ◆ Permanent ineligibility for any person subject to a registration requirement under a Federal or Pennsylvania State Sex Offender Registration Program
- ◆ Permanent ineligibility for any person convicted of producing/manufacturing a methamphetamine

Informal Hearings

The HA must provide program participants with the opportunity for an informal hearing to consider whether certain HA decisions are in accordance with the law, HUD regulations and HA policies.

An opportunity for a hearing is required for HA decisions regarding the following:

- Determination of annual adjusted income to compute the Housing Assistance Payment
- Determination of the Total Tenant Payment or Tenant Rent
- Determination of bedroom size under the HA subsidy standards or determination regarding an exception to the subsidy standards
- Determination to deny or terminate assistance for a participant family

Requesting an Informal Hearing:

The request for an informal hearing must be submitted in writing and must be received by the Housing Authority within 10(ten) days from the date of the notification of determination.

Family Self Sufficiency (FSS)

The FSS is a program offered by the HACD to assist participants to become financially independent and self-sufficient. FSS focuses on such areas as education, job training, job placement and addressing other family needs. All participants in the Housing Choice Voucher Program are eligible to participate in the FSS Program.

If you decide to join the FSS Program, the FSS staff will:

- *Review with you the (5-year) Contract of Participation
- *Help you develop your Individual Training and Services Plan based on your goals
- *Refer you to services and other agencies that can assist you
- *Open and maintain an FSS Escrow Account, if you become eligible
- *Provide other Supportive Services

What is the escrow account:

*A type of savings account for the participant which is opened when the participant has employment income.

*Once the participant's portion of the rent increases because of higher income, the Authority deposits an amount equivalent to the rental increase.

*The monthly amount increases as income and rent increase, but can also decrease with any decrease in income.

What is expected of you:

- *Have no lease violations
- *Pay rent on time
- *Complete the goals established in your Individual Training and Services Plan
- *Further your education or job training and obtain employment

For More Information:

If you are interested in the FSS Program, please call either Melany Alexis at 939-9301, Ext. 521.

Instructions for the Family

Begin your search for housing immediately. You may look for a house, duplex, apartment or mobile home. There is valuable information in the booklet entitled "A Good Place to Live".

When selecting your unit, consider the following:

- The condition of the unit
- Utility responsibilities
- The location of the unit
- Public transportation accessibility
- Convenience for employment, schools and doctors
- The security deposit

After you have found a unit you must:

1. Have the owner complete the landlord packet. Both you and the landlord must sign the Request for Tenancy Approval and Lead Paint Disclosure. Incomplete and unsigned packets will not be accepted.
2. Return the landlord packet to the Housing Authority office.
3. Once we receive your landlord packet, we will determine if the unit passes the 40% rule and rent reasonableness test.

After you have found a unit continued...

4. If it does, we will contact the owner to set up an inspection within 15 working days. At the time of inspection:
 - All utilities must be on and all routine maintenance must be complete.
 - The stove and refrigerator must be in the unit to pass inspection.
5. If the unit passes the inspection you may sign the lease and move in.
 - If the unit does not pass inspection, we will allow the owner 30 days to make the repairs. The lease and contract will not begin until the unit passes the inspection.
 - If the owner cannot make the needed repairs, you may contact the office and begin the process again, provided there is time remaining on your voucher.

Frequently Asked Questions

These are not all-inclusive solutions, but merely suggestions for how to handle various situations that may occur. The Section 8 staff is available to assist with additional concerns or problems.

Q: How much rent do I qualify for?

A: To figure out the maximum gross rent that you qualify for follow the figure below

$$\boxed{\text{Maximum Subsidy}} + \boxed{40\% \text{ of Adjusted Monthly Income}} = \boxed{\text{Maximum Gross Rent}}$$

See page 5 on how to calculate the Maximum Subsidy and your Adjusted Monthly Income.

Note: The GROSS Rent is the rent to owner + utility allowance from the utility allowance schedule

Q: What should I do before signing a lease?

A: Conduct a personal inspection of the unit; the inspector does not look for cosmetic beauty. Make sure you want to live there because the lease requires occupancy for one year. **Read the lease:** make sure you understand your obligations.

Q: May I move into the unit as soon as I find one?

A: The Housing Authority cannot tell you and the owner what date you may move in but we can tell you when we will begin the contract (i.e. payments on your behalf). We will begin the contract and payment on the first day of the month following the date the unit passes inspection (unless you and the owner agree to a later date). **If the unit has not passed this agency's inspection and you have moved into the unit, you are responsible for that rent.**

Q: What happens if I cannot pay my rent?

A: Always pay your rent. As much as we would like to end on that note, we realize there are times when situations may prevent you from complying. The decision as to what happens depends on the owner. Some owners choose to evict immediately. **Contact your landlord and resolve the problem.** Serious or repeated violation of the lease such as eviction for non-payment of rent or utilities that are shut off, or damages to a unit beyond normal wear and tear, can result in termination of the assistance.

Q: What procedure should I follow if repairs are needed?

A: Contact the owner. If the owner has not responded in a timely manner, write a letter to the landlord that explains the problem and send a copy of that same letter to the Housing Authority.

A word of caution: if you caused the damages, you are responsible for the repairs.

Q: What should I do if someone wants to move in with me?

A: You must request approval to add any member to your lease. The Housing Authority **and** the owner must give you permission before anyone moves into your unit. Promptly notify the HA in writing of the birth, adoption or court-awarded custody of a child.

Q: What should I do if someone moves out of the home?

A: Promptly notify the HA in writing if any family member no longer lives in the unit. Documentation of the former member's new residence will be required.

Q: What should I do when my income changes?

A: An increase or decrease in income should be reported, in writing, within 14 days of the change.

Q: What should I do if I want to move?

A: Check to see when your lease expires and for renewal provisions. The initial lease term is a minimum of one year. After the first year, the language in the lease dictates when you can move. A minimum 30 Day written notice from the first of the month is always required.

Q: What must I do to keep my Section 8 Housing?

A: **Follow the rules and regulations of the housing program and adhere to the lease.** Each year, the Housing Authority is required to complete an annual reexamination. This is simply a review of your income and family size to determine that you are in the appropriate sized unit and to determine that your rent is consistent with your income. **It is essential that you keep scheduled appointments with the Housing Authority and the inspector.**

Staff Listing

Main Number (717) 939-9301

Extension

Management Aides:

Amanda Burno533
Kristen Runion590
Thelma Washington518

Section 8 Supervisor:

Faith Brooks528

Housing Inspectors:

Warren Stoner 549
William Martini 534

Executive Director:

Leah Eppinger.....512

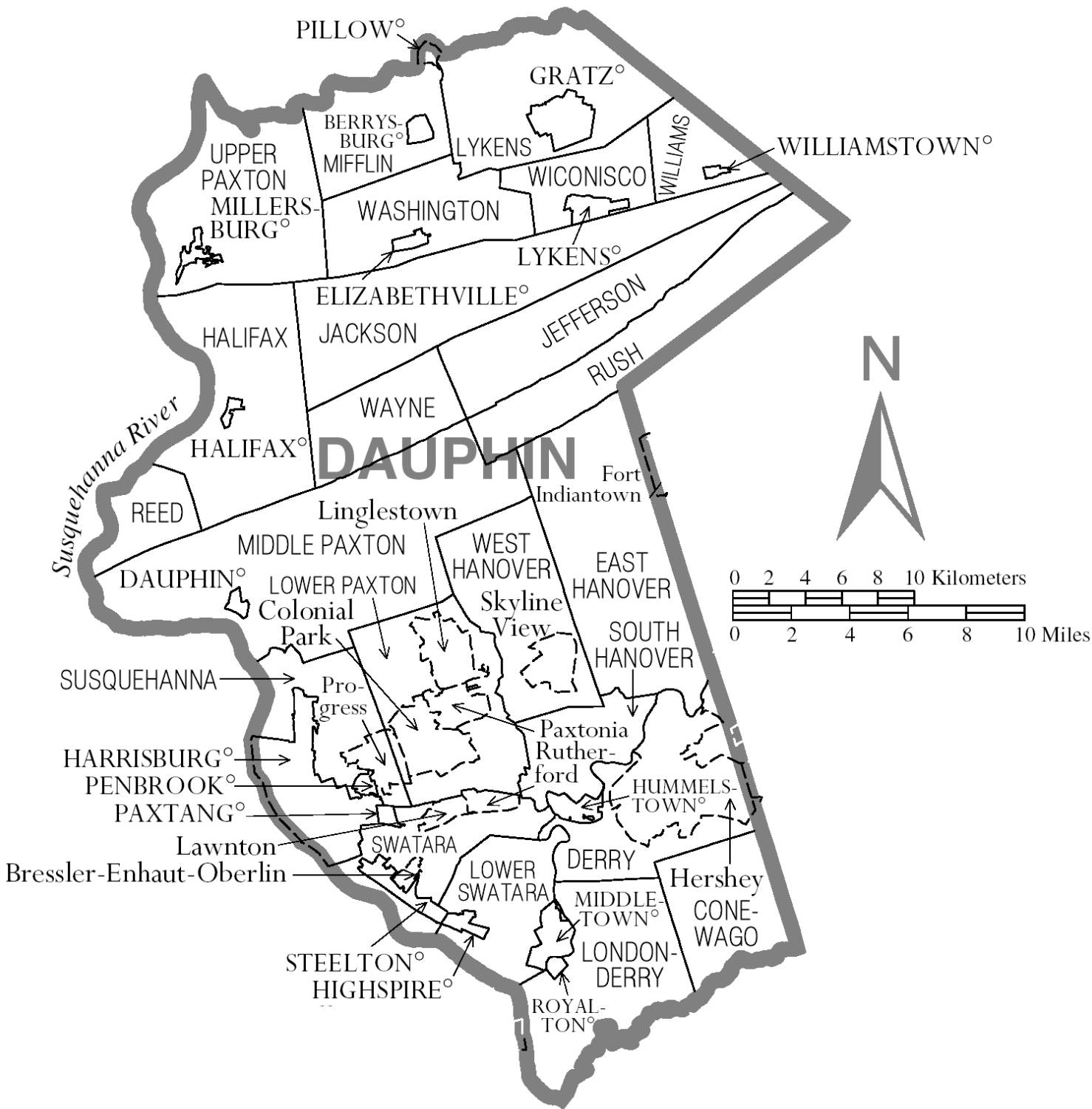
Homeownership Program Coordinator:

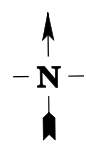
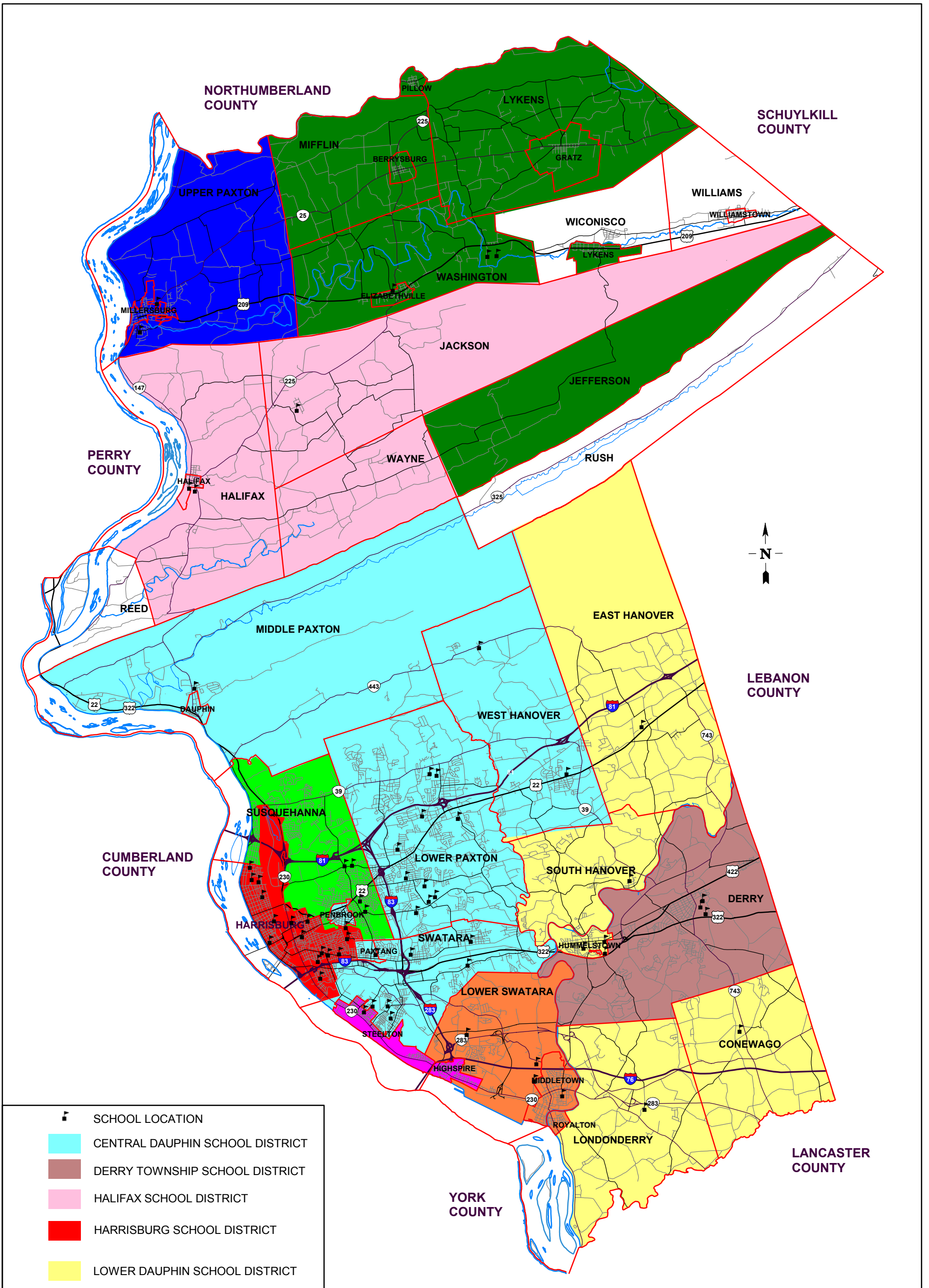
Thelma Washington..... 527













FSS Program Coordinator:


Melany Alexis.....527

We hope the Section 8 Rental Assistance Program will be a great benefit to you and your family and that your experience with us will be a pleasant one. If you have any questions, please do not hesitate to call our office.






-  SCHOOL LOCATION
-  CENTRAL DAUPHIN SCHOOL DISTRICT
-  DERRY TOWNSHIP SCHOOL DISTRICT
-  HALIFAX SCHOOL DISTRICT
-  HARRISBURG SCHOOL DISTRICT
-  LOWER DAUPHIN SCHOOL DISTRICT
-  MIDDLETOWN SCHOOL DISTRICT
-  SUSQUEHANNA SCHOOL DISTRICT
-  MILLERSBURG SCHOOL DISTRICT
-  STEELTON SCHOOL DISTRICT
-  UPPER DAUPHIN SCHOOL DISTRICT
-  SCHOOL DISTRICT OUTSIDE OF COUNTY



**DAUPHIN COUNTY
COMPREHENSIVE
PLAN 2008**



**TRI-COUNTY
REGIONAL
PLANNING
COMMISSION**

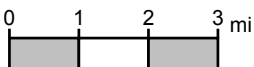
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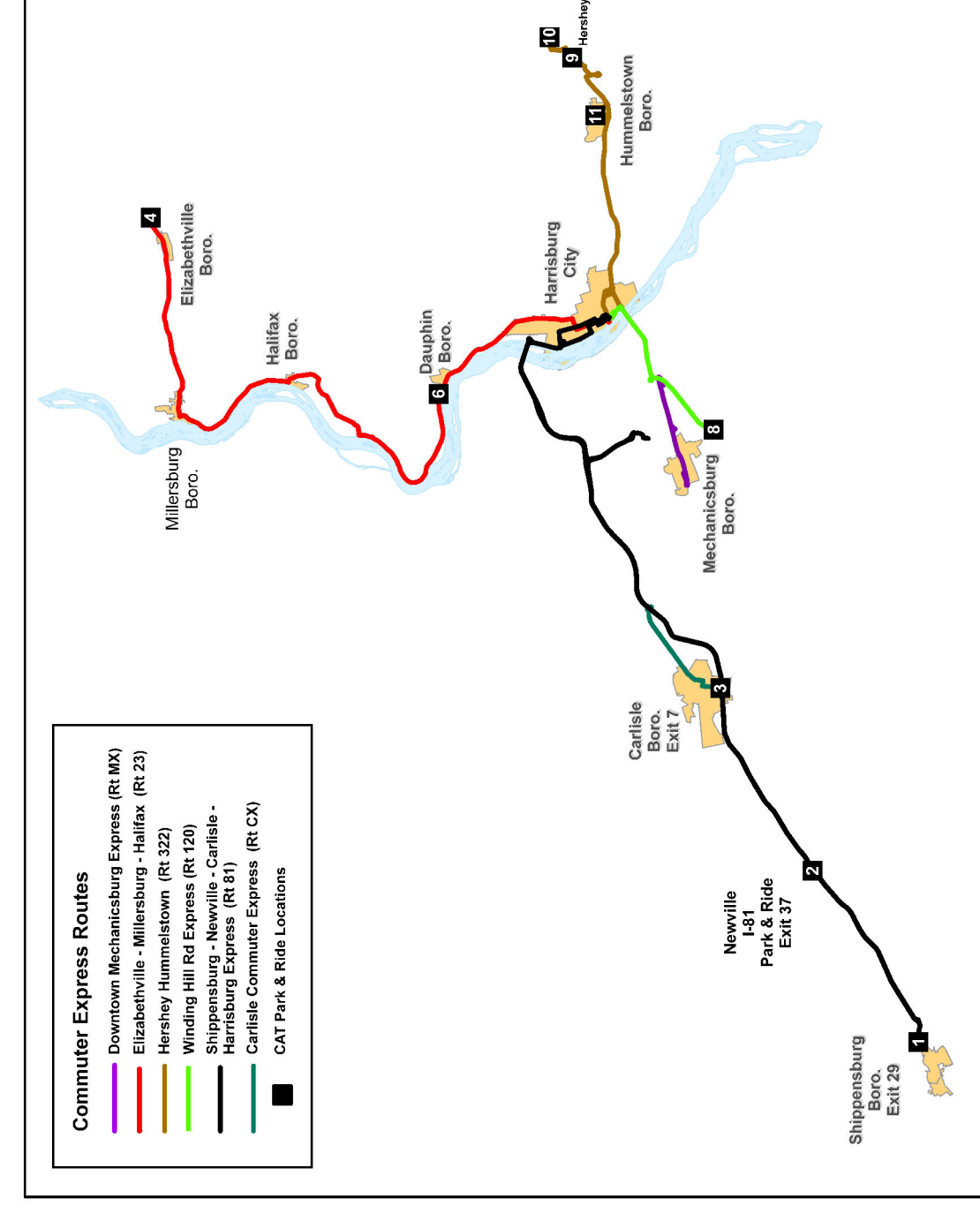
MAP 9-1

SCHOOL DISTRICTS

DAUPHIN COUNTY, PENNSYLVANIA

PREPARED BY TRI-COUNTY REGIONAL PLANNING COMMISSION
DATE: NOVEMBER 2003
SOURCE: PENN DOT& T.C.R.P.C.





Transfer Center T1

Routes: 1,3,6,7,8,9,12,13,14,15,16,19,20,21,39,81,322, A,B,C,CX,D,F,K,M,MX

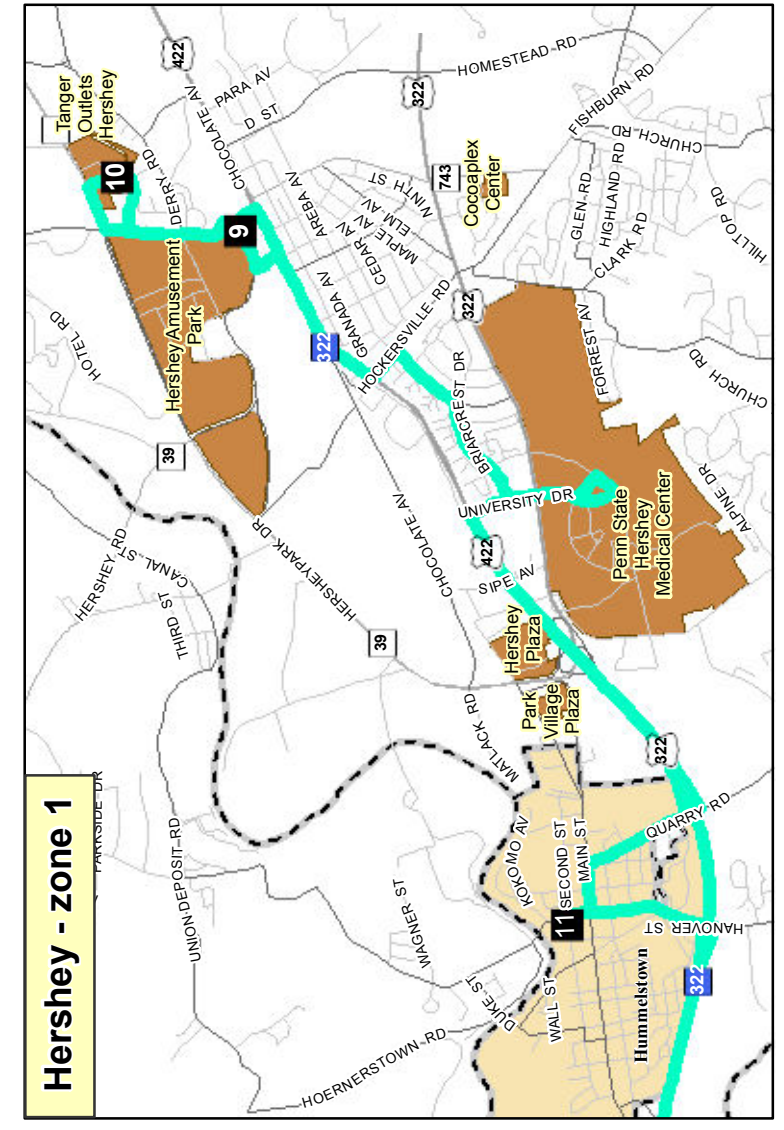
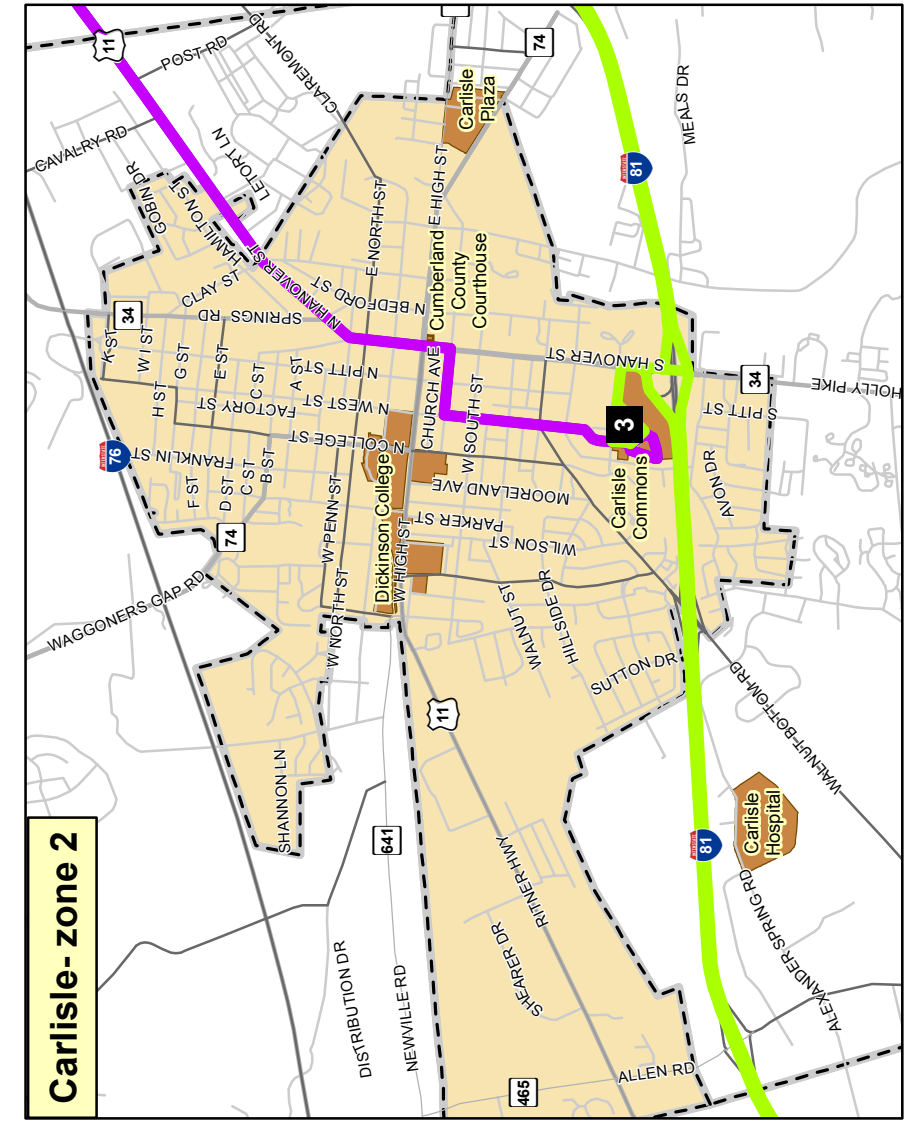
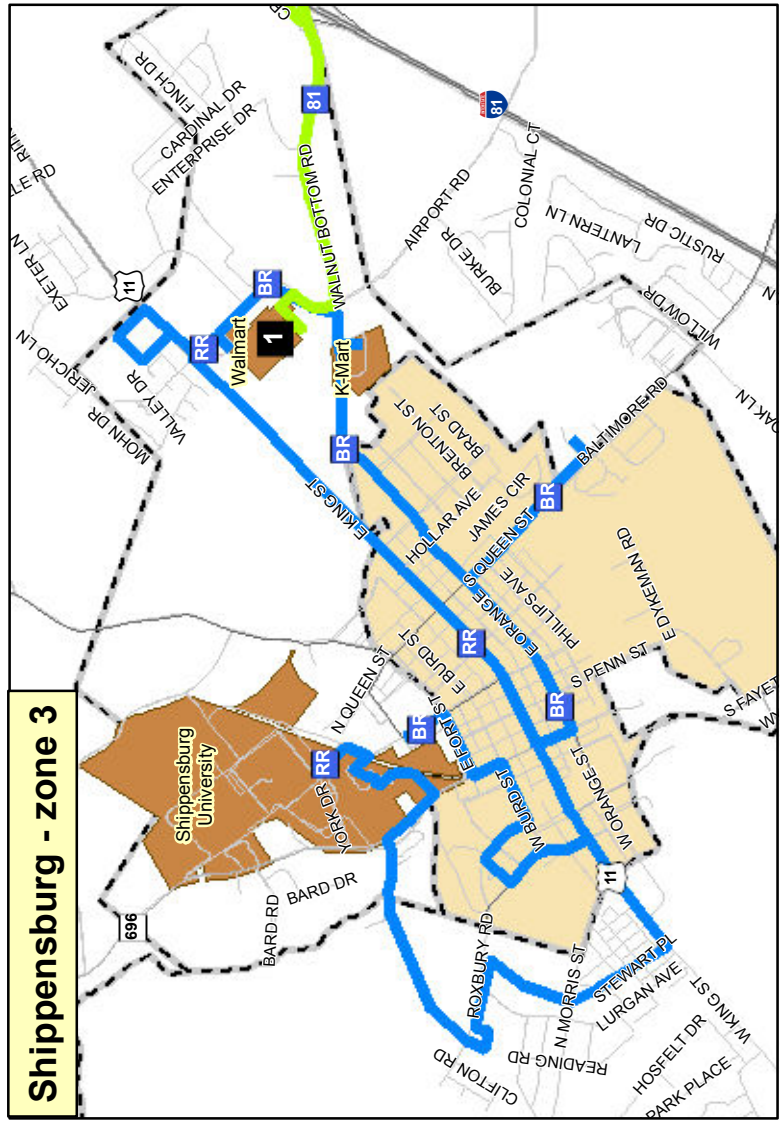
CAPITAL AREA TRANSIT SYSTEM MAP



717-238-8304
www.catransit.com
effective 2012



ALL ROUTES SHOWN ARE SUBJECT TO CHANGE



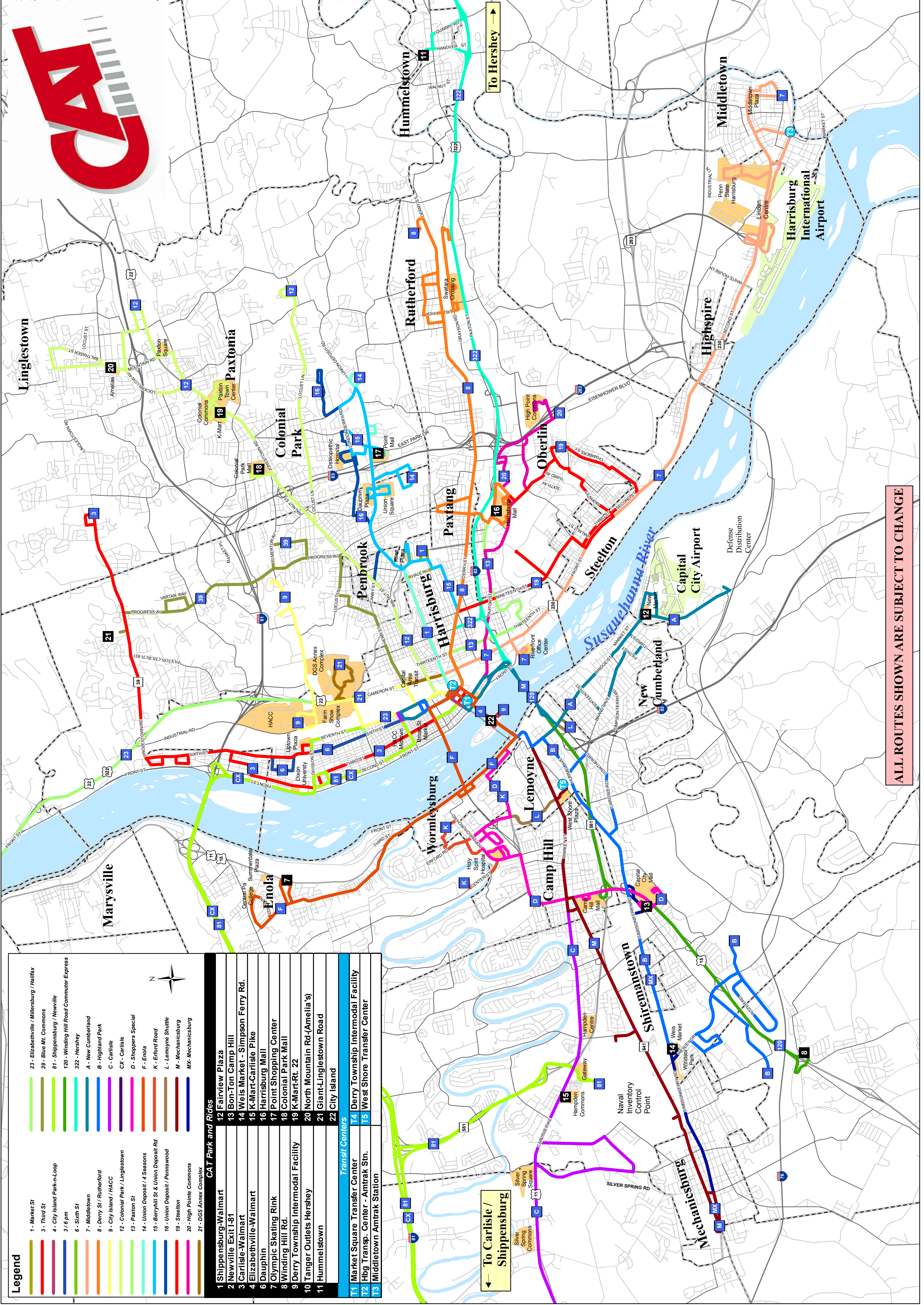
TRI-COUNTY REGIONAL PLANNING COMMISSION

find us on the web @ www.trcpc-pa.org

PREPARED DATE: 2012
PREPARED BY: TRI-COUNTY REGIONAL PLANNING COMMISSION
SOURCE DATA: PENNDOT & TCRPC

Tri-County Regional Planning Commission and County Planning Commission make no warranty or representation, either expressed or implied, with respect to the accuracy of the data represented for any particular purpose. The data is provided "as is" and the best estimate of risk of use.





- Legend**
- 1 - Market St
 - 3 - Third St
 - 4 - City Island Park-n-Loop
 - 3/6 pm
 - 6 - Sixth St
 - 7 - Middletown
 - 8 - Derry St / Rutherford
 - 9 - City Island / HACC
 - 12 - Colonial Park / Linglestown
 - 13 - Paxton St
 - 14 - Union Deposit / 4 Seasons
 - 15 - Berryhill St & Union Deposit Rd
 - 16 - Union Deposit / Pennswood
 - 19 - Steelton
 - 20 - High Pointe Commons
 - 21 - DGS Annex Complex
 - 23 - Elizabethtown / Millersburg / Halifax
 - 39 - Blue Mt. Commons
 - 81 - Shippensburg / Newville
 - 120 - Winding Hill Road Commuter Express
 - 322 - Hershey
 - A - New Cumberland
 - B - Highland Park
 - C - Carlisle
 - CX - Carlisle
 - D - Shoppers Special
 - F - Enola
 - K - Efford Road
 - L - Lemoyne Shuttle
 - M - Mechanicsburg
 - MX - Mechanicsburg

CAT Park and Rides

1	Shippensburg-Walmart
2	Newville Exit I-81
3	Carlisle-Walmart
4	Elizabethtown-Walmart
6	Dauphin
7	Olympic Skating Rink
8	Winding Hill Rd.
9	Derry Township Intermodal Facility
10	Tanger Outlets Hershey
11	Hummelstown
12	Fairview Plaza
13	Bon-Ton Camp Hill
14	Weis Market - Simpson Ferry Rd.
15	K-Mart-Carlisle Pike
16	Harrisburg Mall
17	Point Shopping Center
18	Colonial Park Mall
19	K-Mart-Rt. 22
20	North Mountain Rd-(Amelia's)
21	Giant-Linglestown Road
22	City Island

Transit Centers

T1	Market Square Transfer Center
T2	Hbg Transp. Center - Amtrak Stn.
T3	Middletown Amtrak Station
T4	Derry Township Intermodal Facility
T5	West Shore Transfer Center

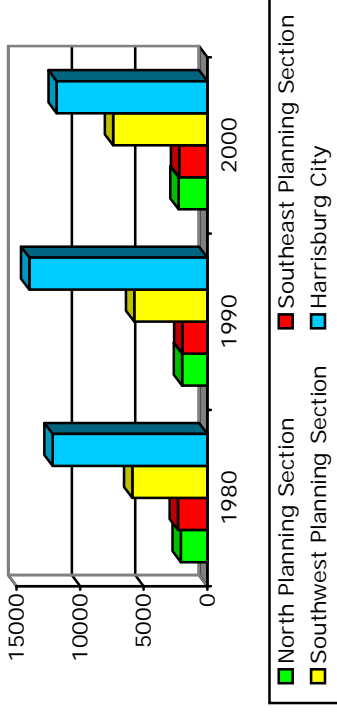
ALL ROUTES SHOWN ARE SUBJECT TO CHANGE

**TABLE 4-37
PERSONS & FAMILIES BELOW POVERTY LEVEL
1980 – 1990 – 2000
Dauphin County**

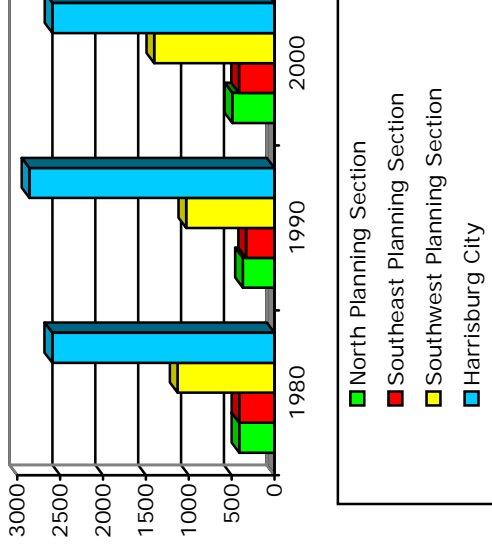
Area	Persons Below						Families Below					
	1980		1990		2000		1980		1990		2000	
	#	%	#	%	#	%	#	%	#	%	#	%
Dauphin County	22,438	9.9%	23,680	10.0%	23,706	9.7%	4,544	7.4%	4,533	7.2%	4,989	7.5%
NORTH SECTION	2,075	8.0%	1,980	7.4%	2,252	8.6%	411	5.7%	370	4.9%	491	6.6%
Berrysburg Boro.	49	10.9%	42	11.0%	28	8.6%	10	8.8%	7	6.8%	5	5.1%
Elizabethville Boro.	93	6.2%	115	7.8%	114	8.7%	18	4.2%	17	4.3%	23	6.6%
Gratz Boro.	26	3.9%	50	7.1%	93	14.3%	6	2.9%	8	4.0%	16	8.6%
Halifax Boro.	95	10.5%	103	11.7%	94	11.0%	17	6.7%	19	7.6%	19	7.7%
Hallifax Twp.	206	7.0%	90	2.6%	296	8.9%	47	5.7%	17	1.7%	64	6.8%
Jackson Twp.	119	7.6%	98	5.5%	86	5.1%	23	5.5%	19	3.7%	25	4.6%
Jefferson Twp.	4	1.1%	29	7.1%	19	5.5%	0	0.0%	8	8.2%	6	6.0%
Lykens Boro.	146	6.7%	207	10.4%	160	8.3%	17	2.8%	38	6.8%	32	6.2%
Lykens Twp.	129	11.2%	112	9.1%	81	7.4%	27	8.9%	22	6.6%	14	4.9%
Mifflin Twp.	38	7.0%	64	9.4%	80	11.9%	7	4.4%	9	4.9%	10	5.5%
Millersburg Boro.	292	10.5%	276	10.1%	174	6.8%	49	6.3%	56	7.4%	33	4.7%
Pillow Boro.	25	7.0%	8	2.5%	35	10.2%	5	5.0%	2	2.0%	8	7.8%
Reed Twp.	24	8.5%	15	6.3%	21	11.4%	7	9.2%	1	1.5%	6	10.5%
Upper Paxton Twp.	355	10.4%	229	6.2%	323	8.7%	71	7.4%	36	3.5%	78	7.1%
Washington Twp.	109	6.3%	124	6.8%	168	8.2%	27	5.4%	26	5.0%	38	6.3%
Wayne Twp.	52	7.6%	40	4.5%	58	4.8%	12	6.2%	8	3.1%	15	4.1%
Wisconsin Twp.	142	9.1%	116	8.5%	112	9.5%	26	5.8%	28	6.8%	24	7.1%
Williams Twp.	78	7.6%	115	10.0%	101	8.9%	23	7.7%	22	6.6%	27	7.6%
Williamstown Boro.	93	5.6%	147	9.7%	209	14.7%	19	4.0%	27	6.3%	48	11.9%
SOUTHEAST SECTION	2,300	5.3%	1,954	4.3%	2,211	4.4%	410	3.5%	332	2.6%	414	2.9%
Conewago Twp.	138	5.6%	43	1.5%	162	5.7%	31	4.5%	9	1.1%	36	4.3%
Derry Twp.	802	4.9%	877	4.8%	971	4.7%	97	2.1%	99	1.9%	163	2.8%
East Hanover Twp.	248	7.0%	133	2.9%	146	2.8%	51	5.3%	19	1.5%	32	2.1%
Hummelstown Boro.	292	6.8%	271	6.8%	291	6.7%	52	4.2%	60	5.3%	50	4.2%
Londonderry Twp.	393	7.7%	230	4.7%	364	7.0%	71	5.0%	60	4.3%	62	4.1%
South Hanover Twp.	154	3.8%	159	3.4%	74	1.5%	31	2.7%	45	3.4%	24	1.7%
West Hanover Twp.	273	4.5%	241	3.9%	203	3.1%	77	4.5%	40	2.1%	47	2.4%
SOUTHWEST SECTION	5,889	5.4%	5,744	5.1%	7,394	5.9%	1,131	3.8%	1,031	3.3%	1,494	4.4%
Dauphin Boro.	44	4.9%	62	7.4%	50	6.5%	10	4.3%	16	7.1%	11	5.1%
Highspire Boro.	230	7.8%	239	9.2%	282	10.4%	38	4.5%	28	4.1%	36	5.1%
Lower Paxton Twp.	1,121	3.3%	1,074	2.7%	1,797	4.1%	213	2.2%	192	1.8%	387	3.2%
Lower Swatara Twp.	492	7.7%	317	4.5%	389	5.1%	67	3.7%	48	2.5%	68	3.0%
Middle Paxton Twp.	356	7.5%	242	4.7%	250	5.2%	68	5.2%	44	2.9%	61	4.2%
Middletown Boro.	936	9.4%	906	9.8%	592	6.6%	213	7.9%	181	7.6%	109	4.6%
Paxtang Boro.	45	2.7%	57	3.6%	71	4.5%	9	1.9%	10	2.1%	15	3.4%
Penbrook Boro.	287	9.5%	161	5.8%	186	6.2%	45	5.5%	26	3.5%	34	4.4%
Royalton Boro.	90	9.3%	70	6.3%	74	7.8%	22	8.3%	10	3.4%	13	4.8%
Rush Twp.	22	10.1%	12	6.0%	0	0.0%	2	3.2%	3	5.8%	0	0.0%
Steelton Boro.	590	9.1%	442	8.4%	679	11.8%	125	7.1%	93	6.5%	139	9.1%
Susquehanna Twp.	702	4.1%	929	5.0%	1,245	5.9%	139	2.8%	128	2.5%	223	3.9%
Swatara Twp.	974	5.4%	1,233	6.3%	1,779	8.6%	180	3.5%	252	4.7%	398	6.9%
Harrisburg City	12,174	23.1%	14,002	26.7%	11,849	24.6%	2,592	20.4%	2,860	23.9%	2,590	23.4%

Source: U.S. Census, PA State Data Center

**CHART 4-12
PERSONS BELOW POVERTY LEVEL
1980 – 1990 – 2000
Dauphin County**



**CHART 4-13
FAMILIES BELOW POVERTY LEVEL
1980 – 1990 – 2000
Dauphin County**



**LABOR FORCE STATISTICS
2000
Dauphin County**

Area	Population 16 Years & Over			Age 16 & Over in Labor Force			Age 16 & Over Not in Labor Force			Civilian Labor Force			Employed Civilian Labor Force			Unemployed Civilian Labor Force			Armed Forces		
	Total	Male	Female	Total	Male	Female	Total	Male	Female	Total	Males	Females	Total	Male	Female	Total	Male	Female	Total	Male	Female
Dauphin County	197,683	93,369	104,314	128,945	67,126	61,819	68,738	26,243	42,495	128,611	66,872	61,739	122,805	63,733	59,072	5,806	3,139	2,667	334	254	80
SOUTHEAST PLANNING SECTION	20,792	10,143	10,649	13,175	7,240	5,935	7,617	2,903	4,714	13,141	7,220	5,921	12,597	6,919	5,678	544	301	243	34	20	14
Berrysburg Boro.	281	138	143	143	98	63	120	40	80	159	96	63	148	86	62	11	10	1	2	2	0
Elizabethville Boro.	1,076	493	583	688	346	342	388	147	241	686	344	342	652	329	323	34	15	19	2	2	0
Gratz Boro.	536	264	272	297	169	128	239	95	144	297	169	128	290	164	126	37	15	2	0	0	0
Halfax Boro.	680	301	379	444	223	221	236	78	158	444	223	221	420	206	214	24	17	7	0	0	0
Halfax Twp.	2,544	1,227	1,317	1,722	877	845	822	350	472	1,722	877	845	1,631	826	805	91	51	40	0	0	0
Jackson Twp.	1,410	725	685	1,003	542	461	407	183	224	1,003	542	461	974	529	445	29	13	16	0	0	0
Jefferson Twp.	290	149	141	199	121	78	91	28	63	199	121	78	197	119	78	2	2	0	0	0	0
Lykens Boro.	1,537	763	774	896	510	386	641	253	388	892	510	382	836	483	353	56	27	29	4	0	4
Lykens Twp.	811	417	394	507	316	191	304	101	203	507	316	191	492	306	186	15	10	5	0	0	0
Mifflin Twp.	508	246	262	347	201	146	161	45	116	347	201	146	341	197	144	6	4	2	0	0	0
Millersburg Boro.	2,104	973	1,131	1,354	699	655	750	274	476	1,348	693	655	1,306	672	634	42	21	21	6	6	0
Pillow Boro.	269	138	131	166	94	72	103	44	59	166	94	72	161	89	72	5	5	0	0	0	0
Reed Twp.	146	79	67	71	38	33	75	41	34	71	38	33	65	32	33	6	6	0	0	0	0
Upper Paxton Twp.	3,149	1,522	1,627	1,917	1,085	832	1,232	437	795	1,917	1,085	832	1,826	1,038	788	91	47	44	0	0	0
Washington Twp.	1,549	778	771	1,023	592	431	526	186	340	1,015	592	423	1,004	581	423	11	11	11	0	0	8
Wayne Twp.	917	490	427	640	382	258	277	108	169	636	378	258	616	365	251	20	13	7	4	4	0
Wilconisco Twp.	932	432	500	542	272	230	390	160	270	539	269	253	264	161	10	259	16	10	6	3	3
Williams Twp.	923	470	453	596	341	255	327	129	198	591	338	253	561	327	234	30	11	19	5	3	2
Williamstown Boro.	1,130	538	592	602	334	268	528	204	324	602	334	268	554	311	243	48	23	25	0	0	0
SOUTHEAST PLANNING SECTION	39,644	18,981	20,663	26,134	14,266	11,868	13,510	4,715	8,795	26,042	14,181	11,861	25,371	13,805	11,566	671	376	295	92	85	7
Conewago Twp.	2,176	1,085	1,091	1,557	855	702	619	230	389	1,552	850	702	1,516	836	680	36	14	22	5	5	0
Derry Twp.	17,028	7,893	9,135	10,349	5,573	4,776	6,679	2,320	4,359	10,334	5,558	4,776	10,098	5,449	4,649	236	109	127	15	15	0
East Hanover Twp.	4,064	1,968	2,096	3,053	1,609	1,444	1,011	359	652	3,042	1,598	1,444	2,957	1,526	1,431	85	72	13	11	11	0
Hummelstown Boro.	3,454	1,681	1,773	2,365	1,362	1,003	1,089	319	770	2,365	1,362	1,003	2,310	1,341	969	55	21	34	0	0	0
Londonderry Twp.	4,098	2,028	2,070	2,628	1,503	1,195	1,400	525	875	2,675	1,487	1,188	2,550	1,392	1,158	125	95	30	23	16	7
South Hanover Twp.	3,624	1,761	1,863	2,628	1,455	1,173	996	306	690	2,628	1,455	1,173	2,529	1,399	1,130	99	56	43	0	0	0
West Hanover Twp.	5,200	2,565	2,635	3,484	1,909	1,575	1,716	656	1,060	3,446	1,871	1,575	3,411	1,862	1,549	35	9	26	38	38	0
SOUTHWEST PLANNING SECTION	100,622	47,433	53,189	66,344	34,056	32,288	34,278	13,377	20,901	66,145	33,916	32,229	63,846	32,758	31,088	2,299	1,158	1,141	199	140	59
Dauphin Boro.	613	297	316	412	213	199	201	84	117	410	211	199	401	206	195	9	5	4	2	2	0
Highspire Boro.	2,226	1,072	1,154	1,433	756	677	793	316	477	1,433	756	677	1,388	734	654	45	22	23	0	0	0
Lower Paxton Twp.	35,653	16,827	18,826	24,627	12,878	11,749	11,026	3,949	7,077	24,480	12,780	11,700	23,697	12,397	11,300	783	383	400	147	98	49
Lower Swatara Twp.	6,473	3,078	3,395	4,308	2,220	2,088	2,165	858	1,307	4,308	2,220	2,088	4,186	2,182	2,004	122	38	84	0	0	0
Middle Paxton Twp.	3,917	1,929	1,988	2,626	1,367	1,259	1,291	562	729	2,626	1,367	1,259	2,536	1,334	1,202	90	33	57	0	0	0
Middletown Boro.	7,375	3,298	4,077	4,743	2,448	2,295	2,632	850	1,782	4,714	2,429	2,285	4,468	2,276	2,192	246	153	93	29	19	10
Paxtang Boro.	1,232	560	672	852	425	427	380	135	245	851	424	427	831	411	420	20	13	7	1	1	0
Penbrook Boro.	2,342	1,123	1,219	1,674	859	815	668	264	404	1,669	854	815	1,575	800	775	94	54	40	5	5	0
Royalton Boro.	727	343	384	512	258	254	215	85	130	512	254	254	503	253	250	9	5	4	0	0	0
Rush Twp.	146	86	60	101	55	46	45	31	14	101	55	46	94	50	44	7	5	2	0	0	0
Steelton Boro.	4,371	1,995	2,376	3,335	1,335	1,302	1,734	660	1,074	3,335	1,335	1,302	2,495	1,239	1,256	142	96	46	0	0	0
Susquehanna Twp.	17,513	8,059	9,454	11,624	5,799	5,825	5,889	2,260	3,629	11,620	5,795	5,825	11,275	5,675	5,600	345	120	225	4	4	0
Swatara Twp.	18,034	8,766	9,268	10,795	5,443	5,352	7,239	3,323	3,916	10,784	5,432	5,352	10,397	5,201	5,196	387	231	156	11	11	0
Harrisburg City	36,625	16,812	19,813	23,292	11,564	11,728	13,333	5,248	8,085	23,283	11,555	11,728	20,991	10,251	10,740	2,292	1,304	988	9	9	0

Source: U.S. Census

Housing Authority of the County of Dauphin
Section 8 Housing Choice Voucher Program

**Landlord Leasing Process
Guide**

Dauphin County Housing Authority has developed procedures to expedite the lease-up process for families participating in our Section 8 Housing Choice Voucher program. Please review the following procedure carefully and let us know if you need any additional information.

You may access our standard forms and additional information about the Section 8 Housing Choice Voucher Program online at www.dauphinhousing.org.

When a family with a Section 8 Housing Choice Voucher wishes to rent your unit, follow the procedure below.

Leasing Procedure

1. All families who apply for your unit should complete a rental application. This will help you gain information you will need to carefully screen the families such as income, names and ages of all household members, vehicles, type of pets, and references. You are solely responsible for the screening and selection of your own tenants.

Take an application from each person who applies for your unit to avoid fair housing issues.

2. Complete the Leasing Documents provided to you by the family:
 - Request for Tenancy Approval (RTA)
 - IRS Reporting Certification
 - Lead based paint certification
3. Submit the above Leasing Documents by the 15th of the month before the proposed move in date.

4. If all Leasing Documents are not received and completed correctly by the 15th of the month before the proposed move in date, the move may not be approved by the first of the month.
5. The Housing Office will inspect the unit. The inspector will notify you by phone in advance of the inspection so you may accompany the inspector.
6. The Housing Office will review the inspection and determine whether the proposed rent is reasonable and affordable for the family.

When the Housing Office determines the unit complies with Federal housing quality standards (HQS) and the rent is approved, you will be notified BY PHONE that the unit has been approved. You and your tenant should then sign the lease.

7. The Housing Office will advise you of the following:
 - Effective date of the lease
 - Contract rent amount
 - Tenant rent amount
 - Housing assistance payment (HAP) amount
8. Under no circumstances will the Housing Office authorize a family to move into a unit or begin payment on a unit BEFORE the unit is approved.
9. When the Housing Office approves the unit, a staff member will contact you within two weeks regarding the paperwork required to begin your Housing Assistance payments.

continued on reverse side

10. You will be given the option to come to the Housing Office to bring your signed lease and sign the Housing Assistance Payments Contracts, or we will conduct the process by mail.

11. In order to receive your payment promptly, the Housing Office must have:
- Original HAP Contract completed and signed by you.
 - A copy of your signed landlord/tenant lease. Effective date of lease and utility and appliance responsibility on both these documents must be the same.
 - A completed IRS Reporting Certification form.

12. When the Housing Office receives all the requested documents completed correctly, payment will be issued to you within two weeks.

Please note that after your initial payment is made, regular HAP checks are released the first BUSINESS DAY of the month.

This means that if the 1st of the month falls on a weekend or Holiday, HAP checks will not be mailed out until the first day that our offices reopen.

Reminder:

- The Housing Office must receive all Leasing Documents by the 15th of the month before the proposed move in date in order to complete the process by the first of the month.
- Federal Regulations require the Housing Office to decline new lease-ups if the family will pay more than 40% of their adjusted monthly income for rent and utilities.
- The Housing Office has no responsibility to screen the family for suitability.
- The Housing Office will not authorize a family to move into a unit or sign a lease until the rent is approved. You will be notified BY PHONE when the unit is approved.

Please call us with questions:

Housing Choice Voucher Supervisor
Faith Brooks
717-939-9301 extension 528
fbrooks@dauphinhousing.org

HCV Case Worker
Kristen Runion
717-939-9301 extension 538
krunion@dauphinhousing.org

HCV Case Worker
Amanda Burno
717-939-9301 extension 533
aburno@dauphinhousing.org

HCV Case Worker
Thelma Washington
717-939-9301 extension 518
twashington@dauphinhousing.org

HCV Case Worker
717-939-9301 extension 536

Request for Tenancy Approval

Housing Choice Voucher Program

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

OMB Approval No. 2577-0169
exp. 04/30/2026

When the participant selects a unit, the owner of the unit completes this form to provide the PHA with information about the unit. The information is used to determine if the unit is eligible for rental assistance.

1. Name of Public Housing Agency (PHA)			2. Address of Unit (street address, unit #, city, state, zip code)		
3. Requested Lease Start Date	4. Number of Bedrooms	5. Year Constructed	6. Proposed Rent	7. Security Deposit Amt	8. Date Unit Available for Inspection
9. Structure Type <input type="checkbox"/> Single Family Detached (one family under one roof) <input type="checkbox"/> Semi-Detached (duplex, attached on one side) <input type="checkbox"/> Rowhouse/Townhouse (attached on two sides) <input type="checkbox"/> Low-rise apartment building (4 stories or fewer) <input type="checkbox"/> High-rise apartment building (5+ stories) <input type="checkbox"/> Manufactured Home (mobile home)			10. If this unit is subsidized, indicate type of subsidy: <input type="checkbox"/> Section 202 <input type="checkbox"/> Section 221(d)(3)(BMIR) <input type="checkbox"/> Tax Credit <input type="checkbox"/> HOME <input type="checkbox"/> Section 236 (insured or uninsured) <input type="checkbox"/> Section 515 Rural Development <input type="checkbox"/> Other (Describe Other Subsidy, including any state or local subsidy) _____		

11. Utilities and Appliances

The owner shall provide or pay for the utilities/appliances indicated below by an "O". The tenant shall provide or pay for the utilities/appliances indicated below by a "T". Unless otherwise specified below, the owner shall pay for all utilities and provide the refrigerator and range/microwave.

Item	Specify fuel type	Paid by
Heating	<input type="checkbox"/> Natural gas <input type="checkbox"/> Bottled gas <input type="checkbox"/> Electric <input type="checkbox"/> Heat Pump <input type="checkbox"/> Oil <input type="checkbox"/> Other	
Cooking	<input type="checkbox"/> Natural gas <input type="checkbox"/> Bottled gas <input type="checkbox"/> Electric <input type="checkbox"/> Other	
Water Heating	<input type="checkbox"/> Natural gas <input type="checkbox"/> Bottled gas <input type="checkbox"/> Electric <input type="checkbox"/> Oil <input type="checkbox"/> Other	
Other Electric		
Water		
Sewer		
Trash Collection		
Air Conditioning		
Other (specify)		
		Provided by
Refrigerator		
Range/Microwave		

12. Owner’s Certifications

a. The program regulation requires the PHA to certify that the rent charged to the housing choice voucher tenant is not more than the rent charged for other unassisted comparable units. Owners of projects with more than 4 units must complete the following section for most recently leased comparable unassisted units within the premises.

Address and unit number	Date Rented	Rental Amount
1.		
2.		
3.		

b. The owner (including a principal or other interested party) is not the parent, child, grandparent, grandchild, sister or brother of any member of the family, unless the PHA has determined (and has notified the owner and the family of such determination) that approving leasing of the unit, notwithstanding such relationship, would provide reasonable accommodation for a family member who is a person with disabilities.

c. Check one of the following:

- Lead-based paint disclosure requirements do not apply because this property was built on or after January 1, 1978.
- The unit, common areas servicing the unit, and exterior painted surfaces associated with such unit or common areas have been found to be lead-based paint free by a lead-based paint inspector certified under the Federal certification program or under a federally accredited State certification program.
- A completed statement is attached containing disclosure of known information on lead-based paint and/or lead-based paint hazards in the unit, common areas or exterior painted surfaces, including a statement that the owner has provided the lead hazard information pamphlet to the family.

13. The PHA has not screened the family’s behavior or suitability for tenancy. Such screening is the owner’s responsibility.

14. The owner’s lease must include word-for-word all provisions of the HUD tenancy addendum.

15. The PHA will arrange for inspection of the unit and will notify the owner and family if the unit is not approved.

OMB Burden Statement: The public reporting burden for this information collection is estimated to be 0.5 hours, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Collection of information about the unit features, owner name, and tenant name is voluntary. The information sets provides the PHA with information required to approve tenancy. Assurances of confidentiality are not provided under this collection. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions to reduce this burden, to the Office of Public and Indian Housing, US Department of Housing and Urban Development, Washington, DC 20410. HUD may not conduct and sponsor, and a person is not required to respond to, a collection of information unless the collection displays a valid control number.

Privacy Notice: The Department of Housing and Urban Development (HUD) is authorized to collect the information required on this form by 24 CFR 982.302. The form provides the PHA with information required to approve tenancy. The Personally Identifiable Information (PII) data collected on this form are not stored or retrieved within a system of record.

I/We, the undersigned, certify under penalty of perjury that the information provided above is true and correct. WARNING: Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties. (18 U.S.C. §§ 287, 1001, 1010, 1012; 31 U.S.C. §3729, 3802).

Print or Type Name of Owner/Owner Representative		Print or Type Name of Household Head	
Owner/Owner Representative Signature		Head of Household Signature	
Business Address		Present Address	
Telephone Number	Date (mm/dd/yyyy)	Telephone Number	Date (mm/dd/yyyy)

HOUSING AUTHORITY OF THE COUNTY OF DAUPHIN
SECTION 8/HOUSING CHOICE VOUCHER PROGRAM

CERTIFICATION OF NAME AND SOCIAL SECURITY NUMBER OR
FEDERAL EMPLOYER IDENTIFICATION NUMBER FOR
INTERNAL REVENUE SERVICE REPORTING REQUIREMENTS

The Internal Revenue Service requires that the Housing Authority report to the IRS each year rent paid to Section 8 owners or agents on the IRS 1099 MISC form. Of course, a copy of this form is also sent to the owner or agent who actually receives the Housing Assistance payment.

The IRS requires that you provide to the Housing Authority your correct Social Security Number or Federal Employer Identification Number. Also, the name and Social Security Number or the Federal Employer Identification Number has on file for that particular tax number.

Please provide the correct information request below: *(Type or Print)*

NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

TELEPHONE NO.'s - HOME _____ WORK _____ CELL _____

SOCIAL SECURITY # _____ or FEDERAL EMPLOYER ID # _____

Indicate below the legal status of the person or entity for whom a tax number is provided above:

INDIVIDUAL _____ PARTNERSHIP _____ CORPORATION _____

If you have a manager, rental agent or other person who manages your property(ies), please indicate below:

Name _____ Telephone _____

Are rental assistance payments to be made payable to anyone other than Owner first named above? If so, to whom?

Name _____ Capacity _____

Under penalties of perjury, I certify that the information that I have provided on this form is true, correct and complete.

Signature _____

Name (printed) _____

Position _____ Date _____

Owner Number _____ Agent Number _____

Owner Email _____@_____



HOUSING AUTHORITY OF THE COUNTY OF DAUPHIN

501 MOHN STREET | STEELTON | PENNSYLVANIA | 17113
717-939-9301 | FAX 717-939-7947 | TDD 1-800-545-1833 EXT. 304
WWW.DAUPHINHOUSING.ORG

Management Agreement Documentation

This authorization is to be completed by the legal owner of the designated property when an individual or entity, other than the owner, will be managing the property. Please keep a copy of this authorization on file.

Unit/Property Address (please print, and include City, State, and Zip Code):

Tenant's Name (please print):

Authorization:

I, _____, hereby authorize _____,
Owner's Name Agent's Name Agent's Name
known as my Agent, to conduct the following business with the Housing Authority of the County of Dauphin on behalf for the above captioned unit.

Please indicate the agent's authorized responsibilities:

- | | | | | |
|---|-----|-------|----|-------|
| Contract with HACD and applicant (i.e., negotiate rent, execute applicant lease/HAP contract) | Yes | _____ | No | _____ |
| Receive Housing Assistance Payments (HAP) and applicant rental payments | Yes | _____ | No | _____ |
| Grant access to the rental unit | Yes | _____ | No | _____ |
| Access contract and payment information | Yes | _____ | No | _____ |
| Maintain the unit and is responsible for repairs and inspections | Yes | _____ | No | _____ |

Agent Contact Information:

Agent Name _____ Phone Number _____

Company Address (include City, State, and Zip Code)

**If the Agent's responsibilities are described in a separate agreement, I will provide a copy of that document and any amendments thereto to HACD. I acknowledge that the appointment of the Agent does not in any way abridge, negate, modify, or otherwise eliminate my/our responsibilities and requirements under the Housing Assistance Payment (HAP) Contract with HACD. I am responsible for ensuring that the Agent and Property comply in all respects with such responsibilities and requirements.

Signature of Legal Owner _____ Date _____

Signature of Agent _____ Date _____



HOUSING AUTHORITY OF THE COUNTY OF DAUPHIN

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WWW.DAUPHINHOUSING.ORG

Attention Landlord:

Please be advised that after September 15, 2000, a dwelling unit constructed before 1978 and occupied by a family that includes a child under the age of six years, the initial and each periodic inspection must include a visual inspection for defective paint surfaces. If defective paint surfaces are found, such surfaces must be treated. Treatments of defective paint surfaces and chewable surfaces must consist of covering or removal of the paint in accordance with the following requirements:

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 exterior component with a large surface area, excluding exterior walls and including, but not limited, to ceilings, floors, doors and interior walls; or
3. More than 10% of total surface area on an interior or exterior components with a small surface area, including but not limited to, window sills, baseboards and trim.

Acceptable methods of treatment are: 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 hydro blasting or high pressure wash with HEPA vacuum and abrasive sandblasting with HEPA vacuum. Surfaces must be covered with durable materials with joints and edges sealed and caulked as needed to prevent the escape of lead contaminated dust.

Prohibited methods of removal are: open flame burning or torching, machine sanding or grinding without a HEPA exhaust, uncontained hydro blasting or high pressure wash and dry scraping except around electrical outlets or except when treating defective paint spots not more than two square feet in any one interior room or space (hallway, pantry, etc.) or totaling no more than 20 square feet on exterior surfaces.

During exterior treatment, soil and playground equipment must be protected from contamination.

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.

(See Reverse)

Waste and debris must be disposed of in accordance with all applicable federal, state and local laws.

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.

Prior to execution of the HAP contract, the owner must inform the PHA and the family of any knowledge of the presence of lead-based paint on the surfaces of the residential unit.

The PHA 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. For purposes of this section, a qualified lead-based paint inspector certified or regulated by a state or local health or housing agency, or an organization recognized by HUD.

Treatment of defective paint surfaces required under this section must be completed within 30 calendar days of PHA notification to the owner. When weather conditions prevent treatment of the defective paint conditions on exterior surfaces within the 30 day period, treatment as required may be delayed for a reasonable time. The requirements in this paragraph apply to:

1. All painted interior surfaces within the unit, including ceilings, but excluding furniture;
2. The entrance and hallway, providing access to a unit in a multi-unit building; and
3. 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.

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 (elevated blood level) condition of 20 $\mu\text{g}/\text{dl}$ (micrograms of lead per deciliter) for a single test or of 15-19 $\mu\text{g}/\text{de}$ in two consecutive tests three-four months apart, the initial and each periodic inspection 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.

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. When lead-based paint on chewable surfaces is identified, treatment of the paint surface is required and treatment shall be completed within 30 days.

Disclosure of Information on Lead-Based Paint and/or Lead-Based Paint Hazards

Lead Warning Statement

Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips and dust can pose health hazards if not managed properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, lessors must disclose the presence of known lead-based paint and/or lead-based paint hazards in the dwelling. Lessees must also receive a federally approved pamphlet on lead poisoning prevention.

Lessor's Disclosure

(a) Presence of lead-based paint and/or lead-based paint hazards (check one below):

Known lead-based paint and/or lead-based paint hazards are present in housing (explain).

Lessor has no knowledge of lead-based paint and/or lead-based paint hazards in the housing.

(b) Records and reports available to the lessor (check one below):

Lessor has provided the lessee with all available records and reports pertaining to lead-based paint and lead-based paint hazards in the housing (list documents below).

Lessor has no reports or records pertaining to lead-based paint and/or lead-based paint hazards in the housing.

Lessee's Acknowledgment (initial)

(c) _____ Lessee has received copies of all information listed above.

(d) _____ Lessee has received the pamphlet *Protect Your Family from Lead in Your Home*.

Agent's Acknowledgment (initial)

(e) _____ Agent has informed the lessor of the lessee's obligations under 42 U.S.C. 482(d) and is aware of his/her responsibility to ensure compliance.

Certification of Accuracy

The following parties have reviewed the information above and certify, to the best of their knowledge, that the information they have provided is true and accurate.

Lessor Date

Lessor Date

Lessee Date

Lessee Date

Agent Date

Agent Date

Housing Authority of the County of Dauphin
501 Mohn Street, Steelton, PA 17113

Owner Certification

Lead Paint

I, _____, as the legal Owner/Agent of the Leased dwelling unit located at _____ hereby certify that to the best of my knowledge, the unit is in compliance with HUD Lead Paint Regulations, 24 CFR, Part 35, which require that all interior and exterior surfaces, such as stairs, decks, porches, railings, windows and doors for households with children under six years of age, be free of cracking, scaling, peeling, chipping and loose paint or that such surfaces have been adequately either treated or covered to prevent the eating of lead based paint.

All surfaces to be treated have been thoroughly washed and/or scraped, so as to remove all cracking, scaling, peeling, chipping and loose paint before repainting with, at a minimum, at least two coats of suitable non-lead paint. All surfaces to be covered have had the paint removed or covered with materials such as hardboard, plywood, drywall, plaster or other suitable material.

Signed _____

Date _____

The Housing Authority of the County of Dauphin must obtain the above certification that the work has been done in accordance with the above requirements prior to execution or renewal of any Housing Assistance Payments Contract.

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.		
	2 Business name/disregarded entity name, if different from above		
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.		4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
	<input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate		Exempt payee code (if any) _____
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.		Exemption from FATCA reporting code (if any) _____
5 Address (number, street, and apt. or suite no.) See instructions.		Requester's name and address (optional)	
6 City, state, and ZIP code			
7 List account number(s) here (optional)			

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number													
				-					-				
or													
Employer identification number													
				-									

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶
------------------	----------------------------	--------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting*, later, for further information.

Note: If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the instructions for Part II for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships*, earlier.

What is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note: ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or “doing business as” (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C corporation, or S corporation.** Enter the entity’s name as shown on the entity’s tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a “disregarded entity.” See Regulations section 301.7701-2(c)(2)(iii). Enter the owner’s name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner’s name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity’s name on line 2, “Business name/disregarded entity name.” If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

Line 3

Check the appropriate box on line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3.

IF the entity/person on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation
• Individual • Sole proprietorship, or • Single-member limited liability company (LLC) owned by an individual and disregarded for U.S. federal tax purposes.	Individual/sole proprietor or single-member LLC
• LLC treated as a partnership for U.S. federal tax purposes, • LLC that has filed Form 8832 or 2553 to be taxed as a corporation, or • LLC that is disregarded as an entity separate from its owner but the owner is another LLC that is not disregarded for U.S. federal tax purposes.	Limited liability company and enter the appropriate tax classification. (P= Partnership; C= C corporation; or S= S corporation)
• Partnership	Partnership
• Trust/estate	Trust/estate

Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys’ fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 5 ²
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

Note: You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note: See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at www.SSA.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/Businesses and clicking on Employer Identification Number (EIN) under Starting a Business. Go to www.irs.gov/Forms to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to www.irs.gov/OrderForms to place an order and have Form W-7 and/or SS-4 mailed to you within 10 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note: Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.

You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.

You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions.

You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor ²
5. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee ¹
b. So-called trust account that is not a legal or valid trust under state law	The actual owner ¹
6. Sole proprietorship or disregarded entity owned by an individual	The owner ³
7. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor*
For this type of account:	Give name and EIN of:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity ⁴
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee

For this type of account:	Give name and EIN of:
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships*, earlier.

*Note: The grantor also must provide a Form W-9 to trustee of trust.

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes.

Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at spam@uce.gov or report them at www.ftc.gov/complaint. You can contact the FTC at www.ftc.gov/idtheft or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see www.IdentityTheft.gov and Pub. 5027.

Visit www.irs.gov/IdentityTheft to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

HOUSING AUTHORITY OF THE COUNTY OF DAUPHIN

Section 8 Utility Allowances - Effective July 1, 2023 Apartment Walk-Up High Rise

		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	
Space Heating	Natural Gas	23	25	29	32	36	39	
	Bottle Gas	53	58	66	72	80	89	
	Electric	PPL	20	32	44	55	67	78
	Electric	Middletown	17	27	37	47	57	67
	Electric	Royalton	18	28	39	50	60	71
	Electric	Med Ed	21	34	47	60	72	85
	Fuel Oil		45	53	57	64	72	79
Cooking	Natural Gas	5	7	9	11	13	15	
	Bottle Gas	17	21	34	38	47	51	
	Bottle Gas	w/Sp.Heat	11	14	22	25	30	33
	Electric	PPL	6	8	10	12	14	16
	Electric	Middletown	3	4	5	6	8	9
	Electric	Royalton	3	4	6	7	8	9
	Electric	Met Ed	4	5	7	8	10	11
Other Electric (L.R.S.A.)	PPL	22	32	42	52	63	73	
	Middletown	18	27	36	44	53	62	
	Royalton	23	32	41	50	60	69	
	Met Ed	23	34	45	57	68	79	
Water Heating	Natural Gas	9	13	19	24	28	33	
	Bottle Gas	24	33	46	61	70	82	
	Bottle Gas	w/Sp.Heat	22	30	41	55	64	75
	Electric	PPL	22	33	45	56	68	80
		Middletown	12	19	26	33	40	47
		Royalton	13	21	28	35	43	50
		Met Ed	16	25	34	42	51	60
	Fuel Oil		19	30	41	53	64	75
Water Sewer Trash	See Attached Sheet							
Range - Microwave Tenant Purchase		12	12	12	12	12	12	
Refrigerator - Tenant Purchase		13	13	13	13	13	13	
Customer Charges	UGI	15	15	15	15	15	15	
	PPL	16	16	16	16	16	16	
	Middletown	11	11	11	11	11	11	
	Royalton	3	3	3	3	3	3	
	Met Ed	11	11	11	11	11	11	
Actual Family Allowances								
<i>To be used by the family to compute allowance. Complete below for the actual unit rented.</i>					Utility or Service		Per Month Cost	
Name of Family					Space Heating			
					Cooking			
Address of Unit					Other Electric			
					Water Heating			
					Water			
Number of Bedrooms					Sewer			
					Trash Collection			
					Range/Microwave			
					Refrigerator			
					Customer Chrg.			
					Total			

HOUSING AUTHORITY OF THE COUNTY OF DAUPHIN

Section 8 Utility Allowances - Effective July 1, 2023 Row-Semi-Townhouse

			0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Space Heating	Natural Gas		32	46	60	75	90	103
	Bottle Gas		72	102	136	169	202	232
	Electric	PPL	28	42	55	69	82	96
	Electric	Middletown	24	35	47	58	70	82
	Electric	Royalton	25	38	50	62	74	87
	Electric	Med Ed	30	45	60	75	89	104
	Fuel Oil		38	79	117	158	196	234
Cooking	Natural Gas		5	7	9	11	13	15
	Bottle Gas		17	21	34	38	47	51
	Bottle Gas	w/Sp.Heat	11	14	22	25	30	33
	Electric	PPL	6	8	10	12	14	16
	Electric	Middletown	3	4	5	6	8	9
	Electric	Royalton	3	4	6	7	8	9
	Electric	Met Ed	4	5	7	8	10	11
Other Electric (L.R.S.A.)		PPL	22	35	48	66	79	92
		Middletown	18	29	40	56	67	78
		Royalton	23	34	46	63	74	86
		Met Ed	23	37	51	71	85	100
Water Heating	Natural Gas		9	13	19	24	28	33
	Bottle Gas		24	33	46	61	70	82
	Bottle Gas	wSp.Heat	22	30	41	55	64	75
	Electric	PPL	22	33	45	56	68	80
		Middletown	12	19	26	33	40	47
		Royalton	13	21	28	35	43	50
		Met Ed	16	25	34	42	51	60
	Fuel Oil		19	30	41	53	64	75
Water Sewer Trash	See Attached Sheet							
Range - Microwave Tenant Purchase			12	12	12	12	12	12
Refrigerator - Tenant Purchase			13	13	13	13	13	13
Customer Charges		UGI	15	15	15	15	15	15
		PPL	16	16	16	16	16	16
		Middletown	11	11	11	11	11	11
		Royalton	3	3	3	3	3	3
		Met Ed	11	11	11	11	11	11
Actual Family Allowances								
<i>To be used by the family to compute allowance. Complete below for the actual unit rented.</i>						Utility or Service		Per Month Cost
Name of Family						Space Heating		
						Cooking		
Address of Unit						Other Electric		
						Water Heating		
Number of Bedrooms						Water		
						Sewer		
						Trash Collection		
						Range/Microwave		
						Refrigerator		
						Customer Chrg.		
						Total		

HOUSING AUTHORITY OF THE COUNTY OF DAUPHIN

Section 8 Utility Allowances - Effective July 1, 2023 Mobile Homes

			0 BR	1 BR	2 BR	3 BR	4 BR
Space Heating	Natural Gas			55	56	59	62
	Bottle Gas			124	127	133	138
	Electric	PPL		101	104	106	109
	Electric	Middletown		60	61	63	65
	Electric	Royalton		64	65	67	69
	Electric	Med Ed		76	78	80	82
	Fuel Oil			143	158	170	181
Cooking	Natural Gas			7	9	11	13
	Bottle Gas			21	34	38	47
	Bottle Gas	w/Sp.Heat		14	22	25	30
	Electric	PPL		8	10	12	14
	Electric	Middletown		4	5	6	8
	Electric	Royalton		4	6	7	8
	Electric	Met Ed		5	7	8	10
Other Electric (L.R.S.A.)		PPL		39	53	67	81
		Middletown		32	45	57	69
		Royalton		38	51	64	77
		Met Ed		41	57	73	88
Water Heating	Natural Gas			13	19	24	28
	Bottle Gas			33	46	61	70
	Bottle Gas	w/Sp.Heat		30	41	55	64
	Electric	PPL		33	45	56	68
		Middletown		19	26	33	40
		Royalton		21	28	35	43
		Met Ed		25	34	42	51
	Fuel Oil		30	41	53	64	
Water Sewer Trash	See Attached Sheet						
Range - Microwave Tenant Purchase				12	12	12	12
Refrigerator - Tenant Purchase				13	13	13	13
Customer Charges		UGI	15	15	15	15	15
		PPL	16	16	16	16	16
		Middletown	11	11	11	11	11
		Royalton	3	3	3	3	3
		Met Ed	11	11	11	11	11
Actual Family Allowances							
<i>To be used by the family to compute allowance. Complete below for the actual unit rented.</i>						Utility or Service	
						Space Heating	
Name of Family						Cooking	
						Other Electric	
Address of Unit						Water Heating	
						Water	
						Sewer	
Number of Bedrooms						Trash Collection	
						Range/Microwave	
						Refrigerator	
						Customer Chrg.	
						Total	

HOUSING AUTHORITY OF THE COUNTY OF DAUPHIN

Section 8 Utility Allowances - Effective July 1, 2023 Detached

			0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Space Heating	Natural Gas		28	47	64	82	100	118
	Bottle Gas		64	105	144	185	227	266
	Electric	PPL	38	54	70	86	102	118
	Electric	Middletown	32	46	60	73	87	100
	Electric	Royalton	34	49	63	78	92	107
	Electric	Med Ed	41	59	76	93	111	128
	Fuel Oil		57	94	128	166	200	238
Cooking	Natural Gas		5	7	9	11	13	15
	Bottle Gas		17	21	34	38	47	51
	Bottle Gas	w/Sp.Heat	11	14	22	25	30	33
	Electric	PPL	6	8	10	12	14	16
	Electric	Middletown	3	4	5	6	8	9
	Electric	Royalton	3	4	6	7	8	9
	Electric	Met Ed	4	5	7	8	10	11
Other Electric (L.R.S.A.)		PPL	31	44	58	77	91	105
		Middletown	26	37	49	66	77	89
		Royalton	30	43	56	73	85	98
		Met Ed	33	48	63	84	99	114
Water Heating	Natural Gas		9	13	19	24	28	33
	Bottle Gas		24	33	46	61	70	82
	Bottle Gas	wSp.Heat	22	30	41	55	64	75
	Electric	PPL	22	33	45	56	68	80
		Middletown	12	19	26	33	40	47
		Royalton	13	21	28	35	43	50
		Met Ed	16	25	34	42	51	60
	Fuel Oil		19	30	41	53	64	75
Water Sewer Trash	See Attached Sheet							
Range - Microwave Tenant Purchase			12	12	12	12	12	12
Refrigerator - Tenant Purchase			13	13	13	13	13	13
Customer Charges		UGI	15	15	15	15	15	15
		PPL	16	16	16	16	16	16
		Middletown	11	11	11	11	11	11
		Royalton	3	3	3	3	3	3
		Met Ed	11	11	11	11	11	11
Actual Family Allowances								
<i>To be used by the family to compute allowance. Complete below for the actual unit rented.</i>						Utility or Service		Per Month Cost
Name of Family						Space Heating		
						Cooking		
Address of Unit						Other Electric		
						Water Heating		
Number of Bedrooms						Water		
						Sewer		
						Trash Collection		
						Range/Microwave		
						Refrigerator		
						Customer Chrg.		
						Total		

HOUSING AUTHORITY OF THE COUNTY OF DAUPIN

Water, Sewer and Trash Section 8 Utility Allowances - Effective July 1, 2023

Location		Monthly Dollar Allowances					
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Berrysburg Borough	Water	N/A	N/A	N/A	N/A	N/A	N/A
	Sewer	\$52	\$52	\$52	\$52	\$52	\$52
	Trash	\$28	\$28	\$28	\$28	\$28	\$28
Dauphin Borough	Water	\$26	\$38	\$49	\$72	\$84	\$107
	Sewer	\$82	\$82	\$82	\$82	\$82	\$82
	Trash	\$28	\$28	\$28	\$28	\$28	\$28
Derry Township	Water	\$38	\$58	\$79	\$120	\$140	\$181
	Sewer	\$21	\$28	\$36	\$51	\$59	\$74
	Wells	\$47	\$47	\$47	\$47	\$47	\$47
	Trash	\$22	\$22	\$22	\$22	\$22	\$22
Elizabethville Area Authority	Water	\$18	\$24	\$31	\$43	\$50	\$63
	Sewer	\$26	\$30	\$35	\$45	\$49	\$59
	Trash	\$28	\$28	\$28	\$28	\$28	\$28
Gratz Borough	Water	\$10	\$17	\$25	\$40	\$48	\$63
	Sewer	\$62	\$62	\$62	\$62	\$62	\$62
	Trash	\$28	\$28	\$28	\$28	\$28	\$28
Halifax Borough Authority	Water	\$15	\$25	\$35	\$55	\$65	\$86
	Sewer	\$55	\$55	\$55	\$55	\$55	\$55
	Trash	\$28	\$28	\$28	\$28	\$28	\$28
Highspire Borough	Water	\$26	\$38	\$49	\$72	\$84	\$107
	Sewer	\$83	\$83	\$83	\$83	\$83	\$83
	Trash	\$28	\$28	\$28	\$28	\$28	\$28
Hummelstown Borough	Water	\$26	\$38	\$49	\$72	\$84	\$107
	Sewer	\$42	\$42	\$46	\$64	\$73	\$92
	Trash	\$28	\$28	\$28	\$28	\$28	\$28
Lower Paxton Township	Water	\$26	\$38	\$49	\$72	\$84	\$107
	Sewer	\$51	\$51	\$51	\$51	\$51	\$51
	Trash	\$22	\$22	\$22	\$22	\$22	\$22
Lower Swatara Township	Water	\$26	\$38	\$49	\$72	\$84	\$107
	Sewer	\$60	\$60	\$60	\$60	\$60	\$60
	Trash	\$33	\$33	\$33	\$33	\$33	\$33
Lykens Borough	Water	\$30	\$39	\$48	\$65	\$74	\$92
	Sewer	\$44	\$44	\$44	\$44	\$44	\$44
	Trash	\$28	\$28	\$28	\$28	\$28	\$28
Middletown Borough	Water	\$41	\$56	\$71	\$102	\$117	\$147
	Sewer	\$60	\$93	\$125	\$190	\$222	\$286
	Trash	\$30	\$30	\$30	\$30	\$30	\$30
Millersburg	Water	\$16	\$20	\$30	\$51	\$61	\$81
	Sewer	\$20	\$26	\$39	\$64	\$77	\$103
	Trash	\$28	\$28	\$28	\$28	\$28	\$28

HOUSING AUTHORITY OF THE COUNTY OF DAUPIN

Water, Sewer and Trash Section 8 Utility Allowances - Effective July 1, 2023

Location	Monthly Dollar Allowances						
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Paxtang	Water	\$26	\$38	\$49	\$72	\$84	\$107
	Sewer	\$25	\$25	\$25	\$25	\$25	\$25
	Trash	\$24	\$24	\$24	\$24	\$24	\$24
Penbrook	Water	\$21	\$34	\$48	\$74	\$87	\$113
	Sewer	\$35	\$35	\$35	\$35	\$35	\$35
	Trash	\$24	\$24	\$24	\$24	\$24	\$24
Royalton	Water	\$40	\$40	\$46	\$59	\$66	\$79
	Sewer	\$63	\$63	\$67	\$80	\$86	\$99
	Trash	\$27	\$27	\$27	\$27	\$27	\$27
South Hanover	Water	\$26	\$38	\$49	\$72	\$84	\$107
	Sewer	\$58	\$58	\$58	\$58	\$58	\$58
	Trash	\$26	\$26	\$26	\$26	\$26	\$26
Steelton	Water	\$38	\$58	\$79	\$120	\$140	\$181
	Sewer	\$21	\$36	\$52	\$83	\$98	\$129
	Trash	\$29	\$29	\$29	\$29	\$29	\$29
Susquehanna	Water	\$26	\$38	\$49	\$72	\$84	\$107
	Sewer	\$41	\$41	\$41	\$41	\$41	\$41
	Trash	\$25	\$25	\$25	\$25	\$25	\$25
Edgemont	Water	\$21	\$34	\$48	\$74	\$87	\$113
	Sewer	\$41	\$41	\$41	\$41	\$41	\$41
	Trash	\$25	\$25	\$25	\$25	\$25	\$25
Swatara Township	Water	\$26	\$38	\$49	\$72	\$84	\$107
	Sewer	\$39	\$39	\$39	\$46	\$55	\$73
	Trash	\$33	\$33	\$33	\$33	\$33	\$33
Wiconisco	Water	\$30	\$39	\$48	\$65	\$74	\$92
	Sewer	\$52	\$52	\$52	\$52	\$52	\$52
	Trash	\$27	\$27	\$27	\$27	\$27	\$27
Williamstown	Water	\$27	\$27	\$27	\$34	\$40	\$53
	Sewer	\$60	\$60	\$60	\$60	\$60	\$60
	Trash	\$27	\$27	\$27	\$27	\$27	\$27

HAP and Gross Rent Worksheet Non-Resident

Family Name: _____

A. Estimate Housing Voucher Subsidy		
1. Applicable Voucher Payment Standard	110% Eligible?	
2. Monthly Adjusted Income (Gross income minus deductions divided by 12)		
3. Monthly Unadjusted Income (Gross income divided by 12)		
4. Minimum Total family share must be the greater of:		
a. Monthly Adjusted Income Times 30% (#2 times 30%)		
b. Monthly Unadjusted Income times 10% (#3 times 10%)		
c. Minimum Rent		
5. Estimated Housing Voucher Subsidy (#1 minus #4)		
B. Calculate HAP to Owner and Tenant Rent to Owner		
6. Rent to Owner		
7. Utility allowance, if any		
8. Gross rent: # 6 Plus #7		
9. Lower of payment standard or gross rent #1 or #8		
10. TTP: copy from #4		
11. Total HAP: #9 minus #10 (if #10 is larger, put 0)		
12. Total family share: #8 minus #11		
13. HAP to Owner: Lower of #6 or #11		
14. Tenant Rent to Owner: #6 minus #13		
15. Utility reimbursement: #11 minus #13		
C. Maximum Initial Rent Burden		
16. Forty Percent (40%) of Monthly Adjusted Income (#2)		
17. Forty Percent Rule		
a. Does the Gross Rent (#8) exceed the Payment Standard (#1)?		
b. Does Total Family Share (#12) exceed 40% of Adj. Income (#16)?		

If the answer to 17(b) is Yes, the unit will not qualify under the 40% Rule.

FACT SHEET

“How Your Rent Is Determined”

For Public Housing And Housing Choice Voucher Programs

Office of Public and Indian Housing

November, 2002

This Fact Sheet is a general guide to inform the Public Housing Agency (PHA) and HUD-assisted residents of the responsibilities and rights regarding income disclosure and verification. Since some of the requirements vary by program, residents should consult their PHA to determine the specific policies that apply.

Why Determining Income and Family Payment Correctly is Important

The Department of Housing and Urban Development’s studies show that many resident families pay the incorrect amount of rent. The main causes of this problem are:

- under-reporting of income by resident families, and
- PHAs not granting exclusions and deductions to which resident families are entitled.

PHAs and residents all have a responsibility in ensuring that the correct family payment is paid. Paying the correct amount eliminates fraud, waste, and abuse.

PHAs’ Responsibilities:

- Obtain accurate income information
- Verify residents’ income
- Ensure that residents receive the exclusions and deductions to which they are entitled
- Accurately calculate family payment
- Recalculate family payment when changes in family composition and income are reported between annual recertifications (in accordance with PHA policy)
- In Public Housing, execute a lease with the tenant
- In the Housing Choice Voucher program, provide a copy of the required lease language
- Provide tenant a copy of PHA determination of income and family payment
- Provide information on PHA policies upon request
- Notify residents of any changes in requirements or practices for reporting income or determining family payment
- Terminate tenancy for grounds allowed by federal law

Residents’ Responsibilities:

- Provide accurate information on family composition
- Report all income at admission and annually (or as required by PHA policy)
- Keep copies of papers, forms, and receipts which document income and expenses
- Report changes in family composition and income between annual recertifications (in accordance with Public Housing and Housing Choice Voucher PHA policy)
- Sign consent for income verification and criminal history checks
- Comply with lease and House Rules

What is Total Income?

A family’s income before any taxes or other exclusions or deductions have been taken out of it.

What is Annual Income?

Total Income – Income Exclusions = Annual Income

What is Adjusted Income?

Annual Income – Allowable Income Deductions = Adjusted Income

Family Payment (Total Tenant Payment)

The amount of rent a family will pay is the highest of the following amounts:

- 30% of the family's monthly adjusted income;
- 10% of the family's monthly income;
- Welfare rent (in States where applicable); or
- Minimum Rent (\$0 - \$50 set by the PHA)

Annualization of Income

If it is not feasible to anticipate a level of income over a 12-month period (as in the case of seasonal or cyclic income), or the PHA believes that past income is the best available indicator of expected future income, the PHA may annualize the income anticipated for a shorter period, subject to a re-determination at the end of the shorter period.

What Counts as Annual Income for Calculation of Family Payment?

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

- Go to, or on behalf of, the family head of household or spouse (even if temporarily absent) or to any other family member; or
- Are anticipated to be received from a source outside the family during the 12-month period following admission or annual reexamination effective date; and
- Which are not specifically excluded.
- Annual income also means amounts derived (during the 12-month period) from assets to which any member of the family has access.

Annual income includes, but is not limited to:

- The full amount, before any payroll deductions of wages and salaries, overtime pay, Commissions, fees, tips and bonuses, and other compensation for personal services;
- The net income from the operation of a business or profession. Expenditures for business expansion or amortization of capital indebtedness shall not be 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 will be included in income, except to the extent the withdrawal is

reimbursement of cash or assets invested in the operation by the family;

- Interest, dividends, and other net income of any kind from real or personal property. Expenditures for amortization of capital indebtedness shall not be used as deductions in determining net income. An allowance for depreciation is permitted only as authorized in above section. Any withdrawal of cash or assets from an investment will be 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 shall include 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;
- 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.
- Payments in place of earnings, such as unemployment and disability compensation, worker's compensation and severance pay.
- Welfare assistance. 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 shall consist 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.
- 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;
- All regular pay, special pay and allowances of a member of the Armed Forces.

Annual income does not include the following:

- Income from employment of children (including foster children) under the age of 18 years;
- 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);
- 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.
- Amounts received by the family that are specifically for, or in reimbursement of, the cost of medical expenses for any family member;
- Income of a live-in aide, as defined in §5.403;
- The full amount of student financial assistance paid directly to the student or to the educational institution;
- The special pay to a family member serving in the Armed Forces who is exposed to hostile fire;
- Amounts received under training programs funded by HUD:
- Amounts received by a person with a disability that are disregarded for a limited time purposes of Supplemental Security Income eligibility and benefits because they are set aside for use under a Plan to Attain Self-Sufficiency (PASS);
- Amounts received by a participant in other publicly assisted programs which are specifically for or in reimbursement of out-of-pocket expenses incurred (special equipment, clothing, transportation, child care, etc.) and which are made solely to allow participation in a specific program;
- 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 PHA 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, resident initiatives coordination, and serving as a member of the PHA's governing board. No resident may receive more than one such stipend during the same period of time;
- Incremental earnings and benefits resulting to any family member from participation in quality 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;

- Temporary, nonrecurring or sporadic income (including gifts);
- 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;
- Earnings in excess of \$480 for each full-time student 18 years old or older (excluding the head of household and spouse);
- Adoption assistance payments in excess of \$480 per adopted child;
- Deferred periodic amounts from supplemental security benefits that are received in a lump sum amount or in prospective monthly amounts.
- Amounts received by the family in the form of refund or rebates under State or local law for property taxes paid on the dwelling unit;
- Amounts paid by a State agency to a family with a member who has a development 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
- Amounts specifically excluded by any other Federal statute from consideration as income for purposes of determining eligibility or benefits under a category of assistance programs that includes assistance under any program to which the exclusions are set forth.

Other Income Exclusions

Federally Mandated Income Exclusions --

The following statutory exclusions apply to HUD-assisted and other government programs:

- The value of the allotment provided under the Food Stamp Act of 1977.
- Payments to volunteers under the Domestic Volunteer Services Act of 1973
- Payments received under the Alaska Native Claims Settlement Act (cash including cash dividends on stock received from a Native Corporation and on bonds received from a Native

Corporation to the extent that it does not in the aggregate exceed \$2,000 per individual per year)

- Income derived from certain submarginal land of the United States that is held in trust for certain Indian tribes
- Income Home Energy Assistance Program
- Payments received under programs funded under the Job Training Partnership Act (Workforce Investment Act of 1998)
- Income derived from the disposition of funds to the Grand River Band of Ottawa Indians. The first \$2,000 of 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 \$2,000 per year of income received by individual Indians from funds derived from interests held in trust or restricted lands
- Amounts of scholarships funded under Title IV of the Higher Education Act of 1965 (including Federal Work Study program or Bureau of Indian Affairs (BIA) Student Assistance programs
- Payments received from programs funded under Title V of the Older Americans Act of 1985
- 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
- Payments received under the Maine Indian Claims Settlement Act of 1980
- The value of any child care provided or arranged under the Child Care and Development Block Grant Act of 1990
- Earned income tax credit (EITC) refund payments received on or after January 1, 1991
- Payments by the Indian Claims Commission to the Confederated Tribes and Bands of Yakima Indian Nation or the Apache Tribe of Mescalero Reservation
- Allowances, earnings and payments to AmeriCorps participants under the National and Community Service Act of 1990
- Any allowance paid to a child suffering from spina bifida who is the child of a Vietnam veteran
- Any amount of crime victim compensation under the Victims of Crime Act

- Allowances, earnings and payments to individuals participating in programs under the Workforce Investment Act of 1998

Earned Income Disallowance for certain Public Housing Residents and Housing Choice Voucher Family members with Disabilities

Certain amounts will not be counted in determining a qualifying family's rent for a specific period of time. A qualifying family is one whose annual income increases as a result of:

- Employment of a family member who was unemployed for at least 12 months prior to employment;
- New or increased earnings during participation in an economic self-sufficiency or other job training program;
- New or increased earnings during or within 6 months after receiving Temporary Assistance to Needy Families (TANF).

During the first 12 months after a qualified family member starts working, 100 percent of the incremental increase of that family member's income is disallowed. The incremental increase is the amount of earned income that exceeds that family member's income prior to starting work.

In the second cumulative 12-month period after the date of first employment, 50 percent of the incremental increase in income is disallowed.

Total time of benefit is limited to a lifetime 48-month period.

NOTE: For Public Housing Only, PHAs may offer to establish Individual Saving Accounts (ISA) for eligible families in place of the earned income disallowance. If offered, the family makes the choice whether or not to participate.

What are deductions from Income?

Deductions are amounts that are subtracted from a family's Annual Income to produce Adjusted Income. There are two types of deductions: mandatory and permissive.

Mandatory Deductions:

- \$480 for each member of the family (excluding head of household or spouse) who is less than 18 years of age or who is a student or person with a disability
- \$400 for any elderly family or disabled family
- The sum of the following to the extent the sum exceeds 3% of annual family income:
 - Unreimbursed medical expenses of any elderly family or disabled family
 - Unreimbursed reasonable attendant care and auxiliary apparatus expenses for disabled family member(s) to allow family member(s) to work. This deduction may not exceed the income received.
- Any reasonable childcare expenses (children under 13 years old) necessary to enable a member of the family to be employed or to further his or her education.

Permissive Deductions (Public Housing Only):

PHAs may establish other deductions as they wish but should understand that HUD **does not** provide any additional operating subsidy and the PHA must establish a written policy for the deductions.

Other Provisions

Hardship Exceptions: PHAs must waive the minimum monthly rent requirement for any family unable to pay due to financial hardships as described in the PHA's written policies.

HUD has specified some circumstances that would constitute hardship which are:

- Switch from flat rent to income-based rent because of hardship.
- A family that is paying a flat rent may at any time request a switch to payment of income-based rent (before the next annual option to select the type of rent) if the family is unable to pay flat rent because of financial hardship. The PHA must adopt written policies for determining when payment of flat rent is a financial hardship for the family.
- If the PHA determines that the family is unable to pay the flat rent because of financial hardship, the PHA must immediately allow the requested switch to income-based rent. The

PHA shall make the determination within a reasonable time after the family request.

- The PHA's policies for determining when payment of a flat rent is a financial hardship must provide that financial hardship include the following situation.
- The family has experienced a decrease in income because of changed circumstances including loss or reduction of employment, death in the family, or reduction in or loss of earnings or other assistance;
- The family has experienced an increase in expenses, because of changed circumstances, for medical costs, child care, transportation, education, or similar items; and
- Such other situations determined by the PHA to be appropriate.

Maximum Initial Rent Burden (Housing Choice Voucher Only):

The family's share may not exceed 40% of the family's monthly adjusted income when the family initially moves into the unit or signs the first assisted lease for a unit. The maximum initial rent burden applies only when the gross rent for the unit selected exceeds the applicable payment standard.

Flat Rent (Public Housing Only): Annually at recertification families must be offered a choice of a flat rent or an income-based rent. If a family elects to pay a flat rent a PHA can (if desired) recertify family income as infrequent as every three (3) years instead of annually. Family composition must be recertified annually. Flat rent is based on the market rent charged for comparable units in the private unassisted rental market and will not increase or decrease as changes in income occur. A family can request a switch to an income-based rent at any time due to a financial hardship.

Welfare Sanctions: If the welfare agency reduces the welfare payment because of fraud of a family member in connection with the welfare program or non-compliance with economic self-sufficiency requirements, the PHA must still include the amount of the reduction in the Annual Income that is used to calculate total tenant payment.

Reference Materials

Legislation:

- United States Housing Act of 1937, 42 USC 1437, et seq. as amended

Regulations:

- General HUD Program Requirements; Waivers, 24 CFR Part 5
- Admissions to, and Occupancy of, Public Housing, 24 CFR Part 960
- Section 8 Tenant-Based Assistance: Housing Choice Voucher Program, 24 CFR Part 982
- Determining Adjusted Income in HUD Programs Serving Persons with Disabilities: Requiring Mandatory Deductions for Certain Expenses; and Disallowance for Earned Income, 66 FR 6218, issued January 19, 2001; 24 CFR Parts 5, 92, et al. (effective April 20, 2001)

Notices:

- “Federally Mandated Income Exclusions” Notice 66 FR 4669, April 20, 2001
- “Improving Income Integrity in Public and Assisted Housing” Notice PIH 2001-15, issued May 2, 2001
- Frequently Asked Questions about the Admissions and Occupancy Rule:
http://www.hud.gov/offices/pih/phr/about/ao_faq2.cfm#2c

For Additional Information:

Contact your Public Housing Authority (PHA) in your area. In addition, you can find information about HUD’s programs on HUD’s Internet homepage at <http://www.hud.gov> or call the Public and Indian Housing Information Resource Center at 1-800-955-2232.

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

A Good Place to Live!

Introduction

Having a good place to live is important. Through your Public Housing Agency (or PHA) the Section 8 Certificate Program and the Housing Voucher Program help you to rent a good place. You are free to choose any house or apartment you like, as long as it meets certain requirements for quality. Under the Section 8 Certificate Program, the housing cannot cost more than the Fair Market Rent. However, under the Housing Voucher Program, a family may choose to rent an expensive house or apartment and pay the extra amount. Your PHA will give you other information about both programs and the way your part of the rent is determined.

Housing Quality Standards

Housing quality standards help to insure that your home will be safe, healthy, and comfortable. In the Section 8 Certificate Program and the Housing Voucher Program there are two kinds of housing quality standards.

Things that a home must have in order approved by the PHA, and

Additional things that you should think about for the special needs of your own family. These are items that you can decide.

The Section 8 Certificate Program and Housing Voucher Program

The Section 8 Certificate Program and Housing Voucher Program allow you to *choose* a house or apartment that you like. It may be where you are living now or somewhere else. The *must have* standards are very basic items that every apartment must have. But a home that has all of the *must have* standards may still not have everything you need or would like. With the help of Section 8 Certificate Program or Housing Voucher Program, you *should* be able to afford a good home, so you should think about what you would like your home to have. You may want a big kitchen or a lot of windows or a first floor apartment. Worn wallpaper or paint may bother you. Think of these things as you are looking for a home. Please take the time to read *A Good Place to Live*. If you would like to stay in your present home, use this booklet to see if your home meets the housing quality standards. If you want to move, use it each time you go to look for a new house or apartment, and good luck in finding your good place to live.

Read each section carefully. After you find a place to live, you can start the *Request for Lease Approval* process. You may find a place you like that has some problems with it. Check with your PHA about what to do, since it may be possible to correct the problems.

The Requirements

Every house or apartment must have at least a living room, kitchen, and bathroom. A one-room efficiency apartment with a kitchen area is all right. However, there must be a separate bathroom for the private use of your family. Generally there must be one living/sleeping room for every two family members.

1. Living Room

The Living Room must have:

Ceiling

A ceiling that is in good condition.

- Not acceptable are large cracks or holes that allow drafts, severe bulging, large amounts of loose or falling surface material such as plaster.

Walls

Walls that are in good condition.

- Not acceptable are large cracks or holes that allow drafts, severe bulging or leaning, large amounts of loose or falling surface material such as plaster.

Electricity

At least two electric outlets, or one outlet and one permanent overhead light fixture.

Do not count table or floor lamps, ceiling lamps plugged into a socket, and extension cords: they are not permanent.

- Not acceptable are broken or frayed wiring, light fixtures hanging from wires with no other firm support (such as a chain), missing cover plates on switches or outlets, badly cracked outlets.

Floor

A floor that is in good condition.

- Not acceptable are large cracks or holes, missing or warped floorboards or covering that could cause someone to trip.

Window

At least one window. Every window must be in good condition.

- Not acceptable are windows with badly cracked, broken or missing panes, and windows that do not shut or, when shut, do not keep out the weather.

Lock

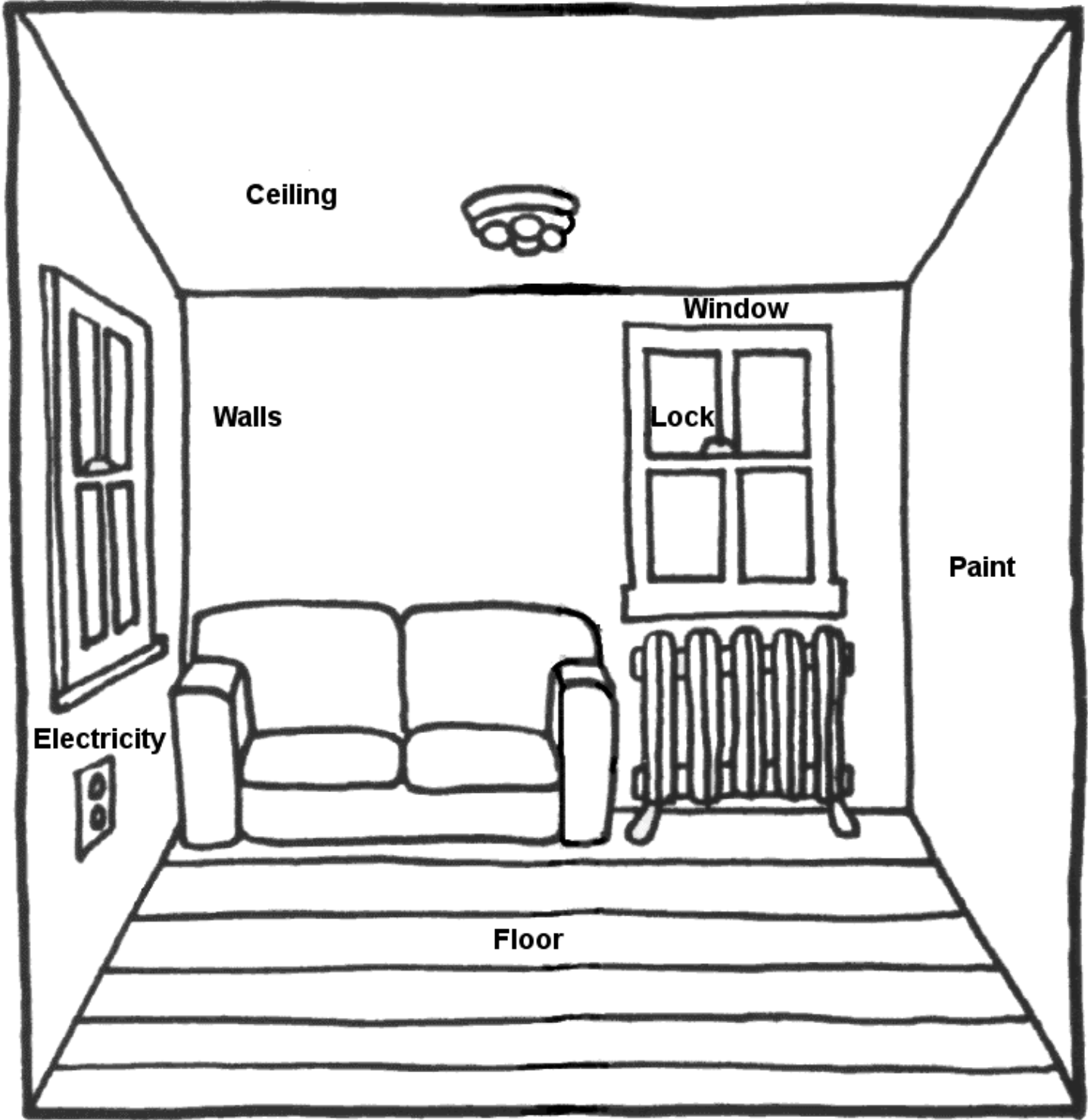
A lock that works on all windows and doors that can be reached from the outside, a common public hallway, a fire escape, porch or other outside place that cannot be reached from the ground. A window that cannot be opened is acceptable.

Paint

- No peeling or chipping paint if you have children under the age of seven and the house or apartment was built before 1978.

You should also think about:

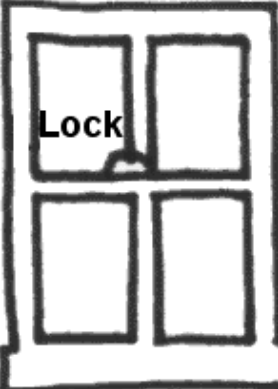
- The types of locks on windows and doors
 - Are they safe and secure?
 - Have windows that you might like to open been nailed shut?
- The condition of the windows.
 - Are there small cracks in the panes?
- The amount of weatherization around doors and windows.
 - Are there storm windows?
 - Is there weather stripping? If you pay your own utilities, this may be important.
- The location of electric outlets and light fixtures.
- The condition of the paint and wallpaper
 - Are they worn, faded, or dirty?
- The condition of the floor.
 - Is it scratched and worn?



Ceiling



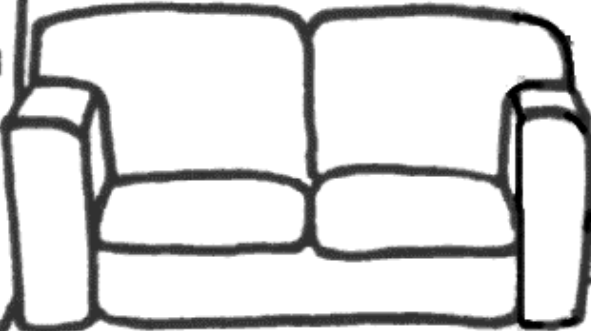
Window



Lock

Walls

Paint



Electricity



Floor

2. Kitchen

The Kitchen must have:

Ceiling

A ceiling that is in good condition.

- Not acceptable are large cracks or holes that allow drafts, severe bulging, large amounts of loose or falling surface material such as plaster.

Storage

Some space to store food.

Electricity

At least one electric outlet and one permanent light fixture.

Do not count table or floor lamps, ceiling lamps plugged into a socket, and extension cards; they are not permanent.

- Not acceptable are broken or frayed wiring, light fixtures hanging from wires with no other firm support (such as a chain), missing cover plates on switches or outlets, badly cracked outlets.

Stove and Oven

A stove (or range) and oven that works (This can be supplied by the tenant)

Floor

A floor that is in good condition.

Not acceptable are large cracks or holes, missing or warped floorboards or covering that could cause someone to trip.

Preparation Area

Some space to prepare food.

Paint

No peeling or chipping paint if you have children under the age of seven and the house or apartment was built before 1978.

Window

If there is a window, it must be in good condition.

Lock

A lock that works on all windows and doors that can be reached from the outside, a common public hallway, a fire escape, porch or other outside place that can be reached from the ground. A window that cannot be opened is acceptable.

Walls

Walls that are in good condition.

- Not acceptable are large cracks or holes that allow drafts, severe bulging or leaning, large amounts of loose or falling surface material such as plaster.

Serving Area

Some space to serve food.

- A separate dining room or dining area in the living room is all right.

Refrigerator

A refrigerator that keeps temperatures low enough so that food does not spoil. (This can be supplied by the tenant.)

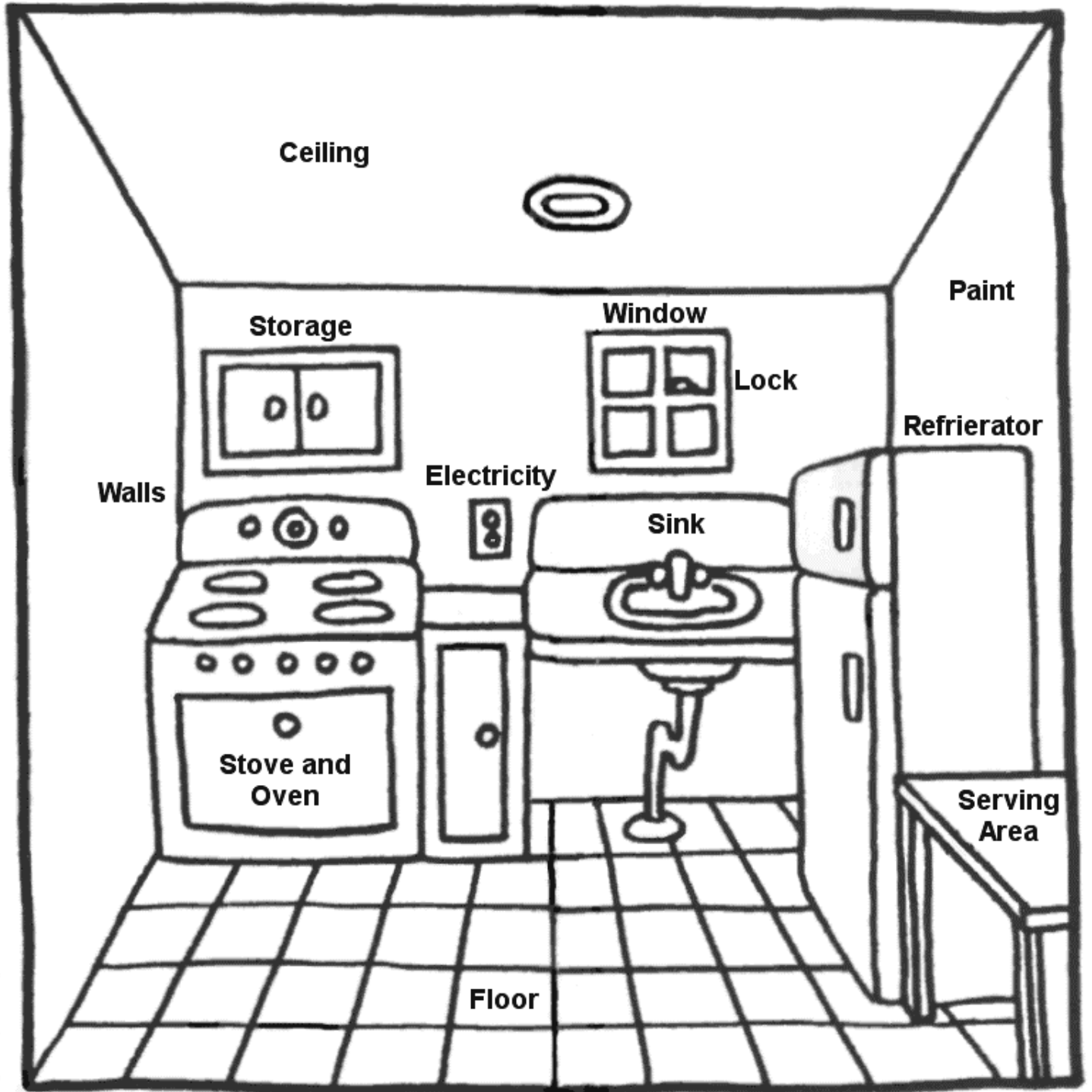
Sink

A sink with hot and cold running water.

- A bathroom sink will not satisfy this requirement.

You should also think about:

- The size of the kitchen.
- The amount, location, and condition of space to store, prepare, and serve food. Is it adequate for the size of your family?
- The size, condition, and location of the refrigerator. Is it adequate for the size of your family?
- The size, condition, and location of your sink.
- Other appliances you would like provided.
- Extra outlets.



3. Bathroom

The Bathroom must have:

Ceiling

A ceiling that is in good condition.

- Not acceptable are large cracks or holes that allow drafts, severe bulging, large amounts of loose or falling surface material such as plaster.

Window

A window that opens or a working exhaust fan.

Lock

A lock that works on all windows and doors that can be reached from the outside, a common public hallway, a fire escape, porch or other outside place that can be reached from the ground.

Toilet

A flush toilet that works.

Tub or Shower

A tub or shower with hot and cold running water.

Floor

A floor that is in good condition.

- Not acceptable are large cracks or holes, missing or warped floorboards or covering that could cause someone to trip.

Paint

- No chipping or peeling paint if you have children under the age of seven and the house or apartment was built before 1978.

Walls

Walls that are in good condition.

- Not acceptable are large cracks or holes that allow drafts, severe bulging or leaning, large amounts of loose or falling surface such as plaster.

Electricity

At least one permanent overhead or wall light fixture.

- Not acceptable are broken or frayed wiring, light fixtures hanging from wires with no other firm support (such as a chain), missing cover plates on switches or outlets, badly cracked outlets.

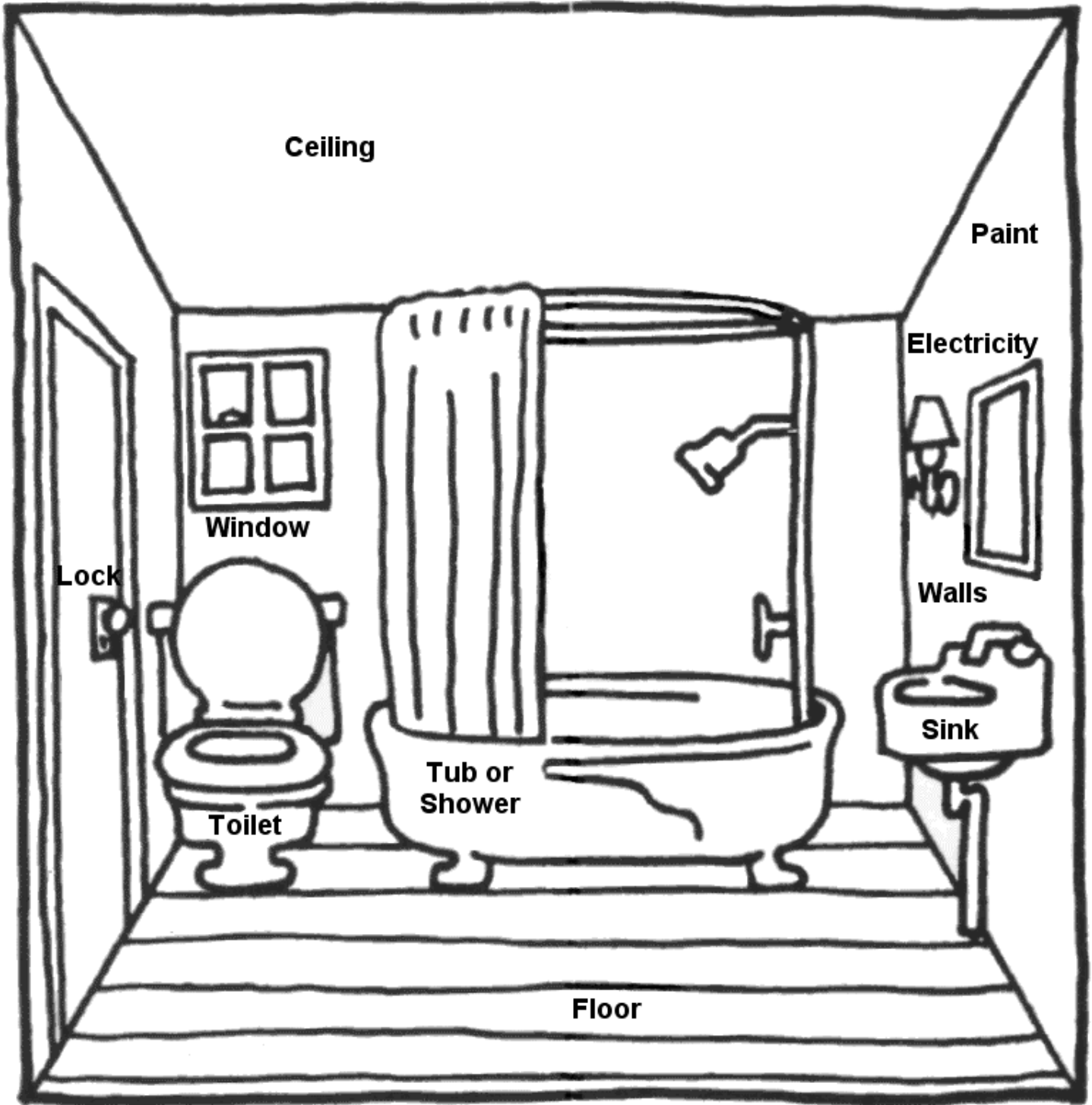
Sink

A sink with hot and cold running water.

- A kitchen sink will not satisfy this requirement.

You should also think about:

- The size of the bathroom and the amount of privacy.
- The appearances of the toilet, sink, and shower or tub.
- The appearance of the grout and seal along the floor and where the tub meets the wall.
- The appearance of the floor and walls.
- The size of the hot water heater.
- A cabinet with a mirror.



Ceiling

Paint

Electricity

Window

Lock

Walls

Toilet

Tub or Shower

Sink

Floor

4. Other Rooms

Other rooms that are lived in include: bedrooms, dens, halls, and finished basements or enclosed, heated porches. The requirements for other rooms that are lived in are similar to the requirements for the living room as explained below.

Other Rooms Used for Living must have:

Ceiling

A ceiling that is in good condition.

- Not acceptable are large cracks or holes that allow drafts, severe bulging, large amounts of loose or falling surface material such as plaster,

Walls

Walls that are in good condition.

- Not acceptable are large cracks or holes that allow drafts, severe bulging or leaning, large amounts of loose or falling surface material such as plaster.

Paint

- No chipping or peeling paint if you have children under the age of seven and the house or apartment was built before 1978.

Electricity in Bedrooms

Same requirement as for living room.

In All Other Rooms Used for Living: There is no specific standard for electricity, but there must be either natural illumination (a window) or an electric light fixture or outlet.

Floor

A floor that is in good condition.

- Not acceptable are large cracks or holes, missing or warped floorboards or covering that could cause someone to trip.

Lock

A lock that works on all windows and doors that can be reached from the outside, a common public hallway, a fire escape, porch or other outside place that can be reached from the ground.

Window

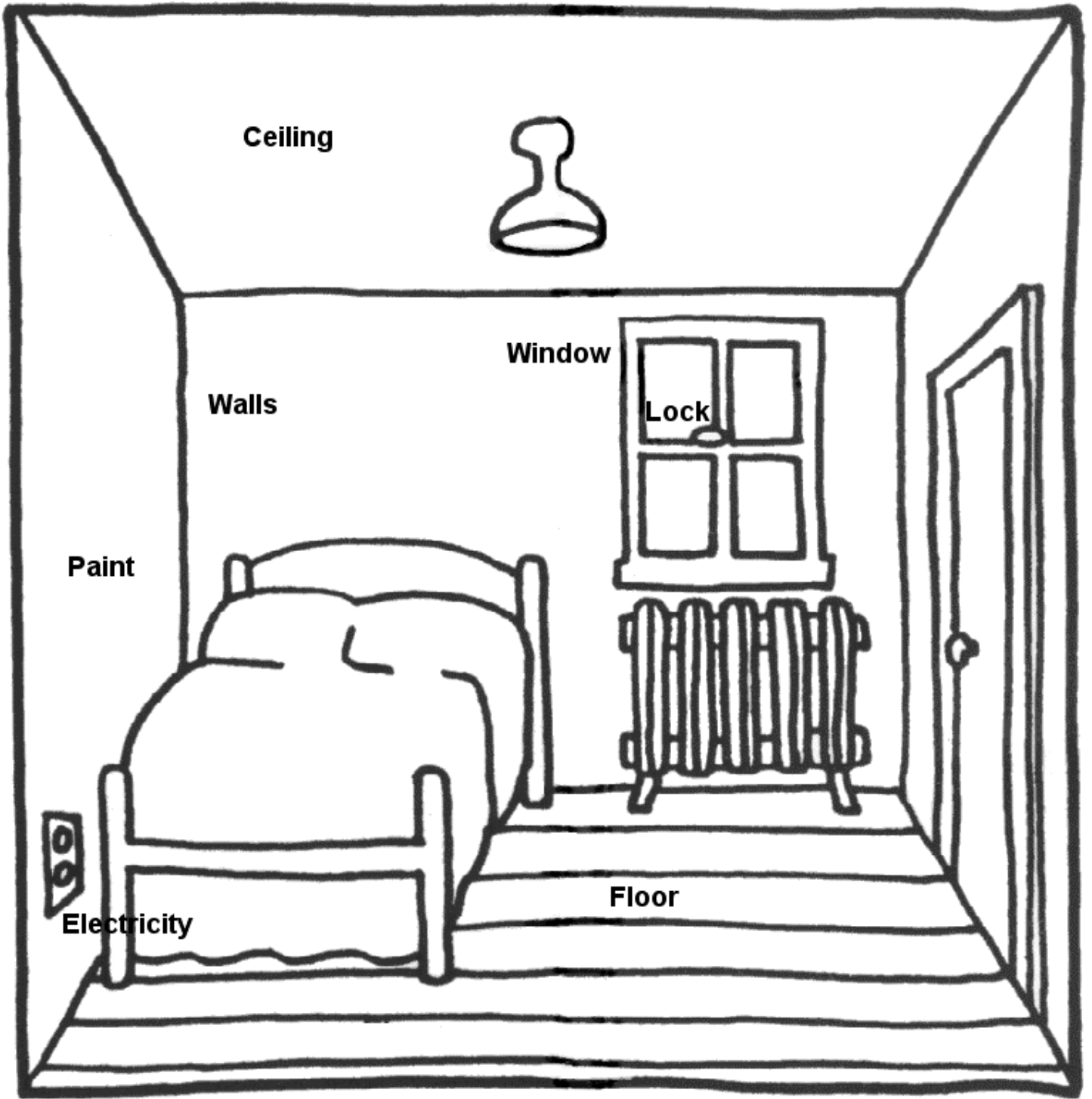
At least one window, which must be openable if it was designed to be opened, in every rooms used for sleeping. Every window must be in good condition.

- Not acceptable are windows with badly cracked, broken or missing panes, and windows that do not shut or, when shut, do not keep out the weather.

Other rooms that are not lived in may be: a utility room for washer and dryer, basement or porch. These must be checked for security and electrical hazards and other possible dangers (such as walls or ceilings in danger of falling), since these items are important for the safety of your entire apartment. You should also look for other possible dangers such as large holes in the walls, floors, or ceilings, and unsafe stairways. Make sure to look for these things in all other rooms not lived in.

You should also think about:

- What you would like to do with the other rooms.
 - Can you use them the way you want to?
- The type of locks on windows and doors.
 - Are they safe and secure?
 - Have windows that you might like to open been nailed shut?
- The condition of the windows.
 - Are there small cracks in the panes?
- The amount of weatherization windows.
 - Are there storm windows?
 - Is there weather-stripping? If you pay your own utilities, this may be important.
- The location of electric outlets and light fixtures.
- The condition of the paint and wallpaper
 - Are they worn, faded, or dirty?
- The condition of the floors.
 - Are they scratched and worn?



Ceiling

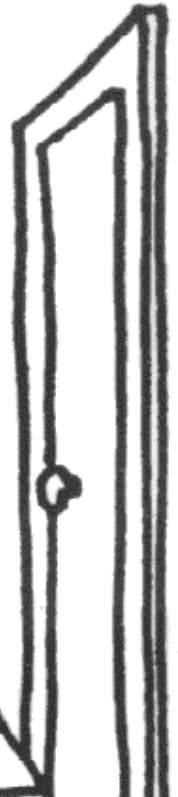
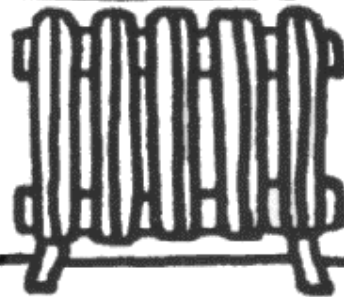
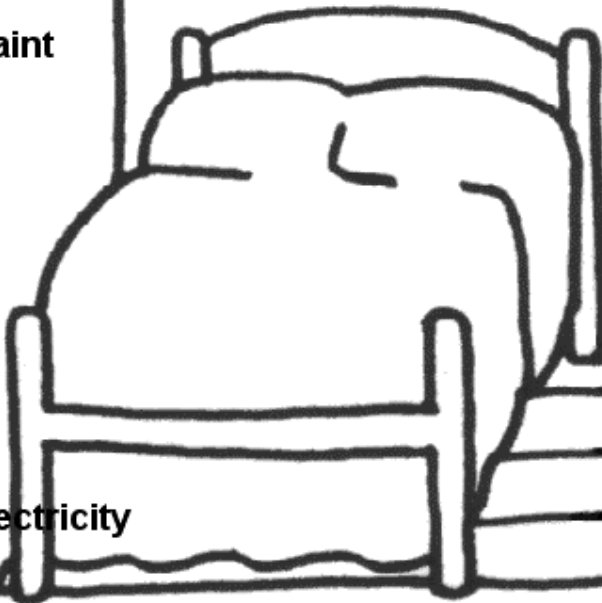


Window

Lock

Walls

Paint



Electricity

Floor

5. Building Exterior, Plumbing, and Heating

The Building must have:

Roof

A roof in good condition that does not leak, with gutters and downspouts, if present, in good condition and securely attached to the building.

- Evidence of leaks can usually be seen from stains on the ceiling inside the building.

Outside Handrails

Secure handrails on any extended length of stairs (e.g. generally four or more steps) and any porches, balconies, or decks that are 30 inches or more above the ground.

Walls

Exterior walls that are in good condition, with no large holes or cracks that would let a great amount of air get inside.

Foundation

A foundation in good condition that has no serious leaks.

Water Supply

A plumbing system that is served by an approvable public or private water supply system. Ask the manager or owner.

Sewage

A plumbing system that is connected to an approvable public or private sewage disposal system. Ask the manager or owner.

Chimneys

No serious leaning or defects (such as big cracks or many missing bricks) in any chimneys.

Paint

No cracking, peeling, or chipping paint if you have children under the age of seven and the house or apartment was built before 1978.

- This includes exterior walls, stairs, decks, porches, railings, windows, and doors.

Cooling

Some windows that open, or some working ventilation or cooling equipment that can provide air circulation during warm months.

Plumbing

Pipes that are in good condition, with no leaks and no serious rust that causes the water to be discolored.

Water Heater

A water heater located, equipped, and installed in a safe manner. Ask the manager.

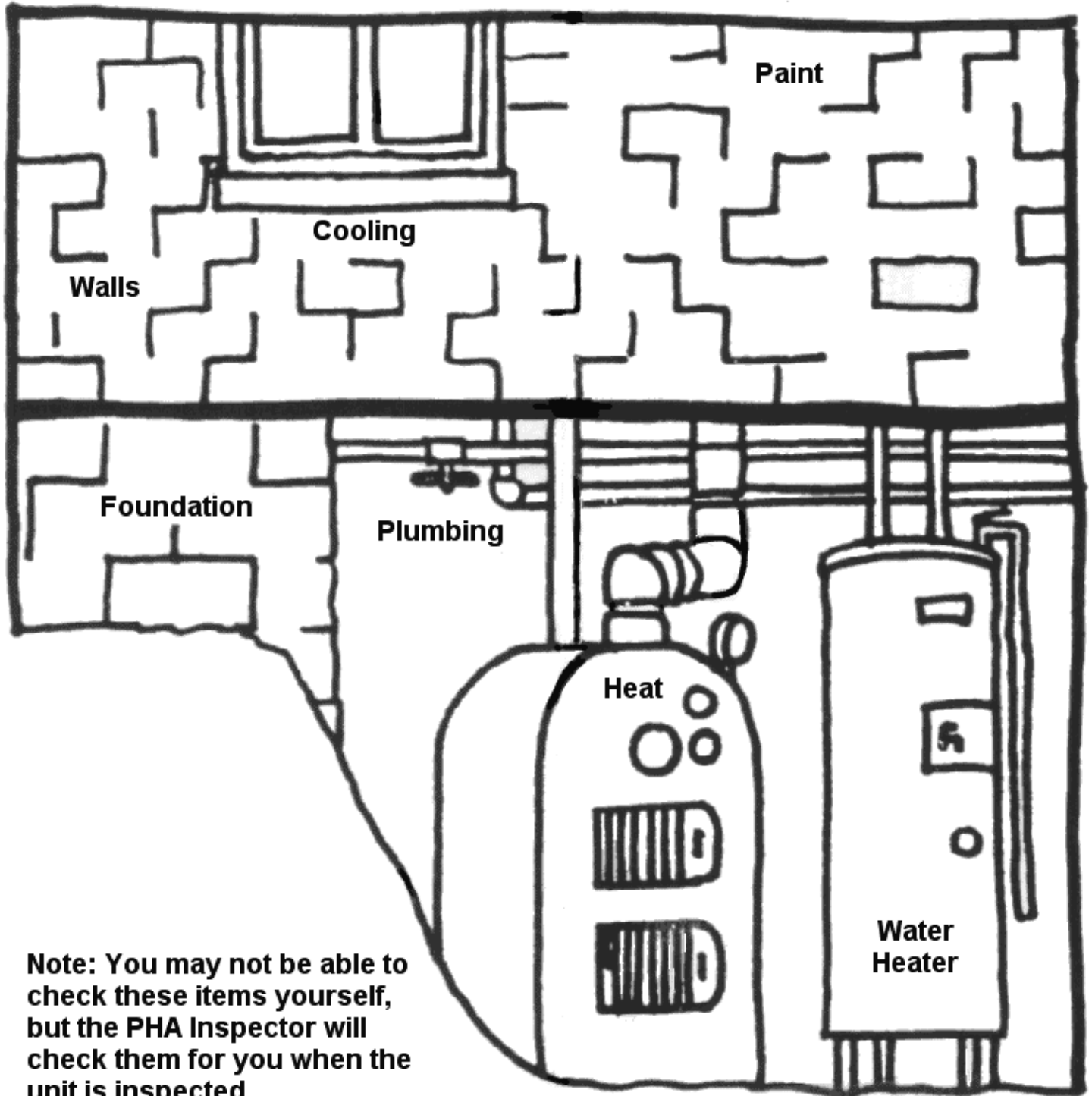
Heat

Enough heating equipment so that the unit can be made comfortably warm during cold months.

- Not acceptable are space heaters (or room heaters) that burn oil or gas and are not vented to a chimney. Space heaters that are vented may be acceptable if they can provide enough heat.

You should also think about:

- How well maintained the apartment is.
- The type of heating equipment.
 - Will it be able to supply enough heat for you in the winter, to all rooms used for living?
- The amount and type of weatherization and its affect on utility costs.
 - Is there insulation?
 - Are there storm windows?
 - Is there weather-stripping around the windows and doors?
- Air circulation or type of cooling equipment (if any).
 - Will the unit be cool enough for you in the summer?



Note: You may not be able to check these items yourself, but the PHA Inspector will check them for you when the unit is inspected.

6. Health and Safety

The Building and Site must have:

Smoke Detectors

At least one working smoke detector on each level of the unit, including the basement. If any member of your family is hearing-impaired, the smoke detector must have an alarm designed for hearing-impaired persons.

Fire Exits

The building must provide an alternate means of exit in case of fire (such as fire stairs or exit through windows, with the use of a ladder if windows are above the second floor).

Elevators

Make sure the elevators are safe and work properly.

Entrance

An entrance from the outside or from a public hall, so that it is not necessary to go through anyone else's private apartment to get into the unit.

Neighborhood

No dangerous places, spaces, or things in the neighborhood such as:

- Nearby buildings that are falling down
- Unprotected cliffs or quarries
- Fire hazards
- Evidence of flooding

Garbage

No large piles of trash and garbage inside or outside the unit, or in common areas such as hallways. There must be a space to store garbage (until pickup) that is covered tightly so that rats and other animals cannot get into it. Trash should be picked up regularly.

Lights

Lights that work in all common hallways and interior stairs.

Stairs and Hallways

Interior stairs with railings, and common hallways that are safe and in good condition. Minimal cracking, peeling or chipping in these areas.

Pollution

No serious air pollution, such as exhaust fumes or sewer gas.

Rodents and Vermin

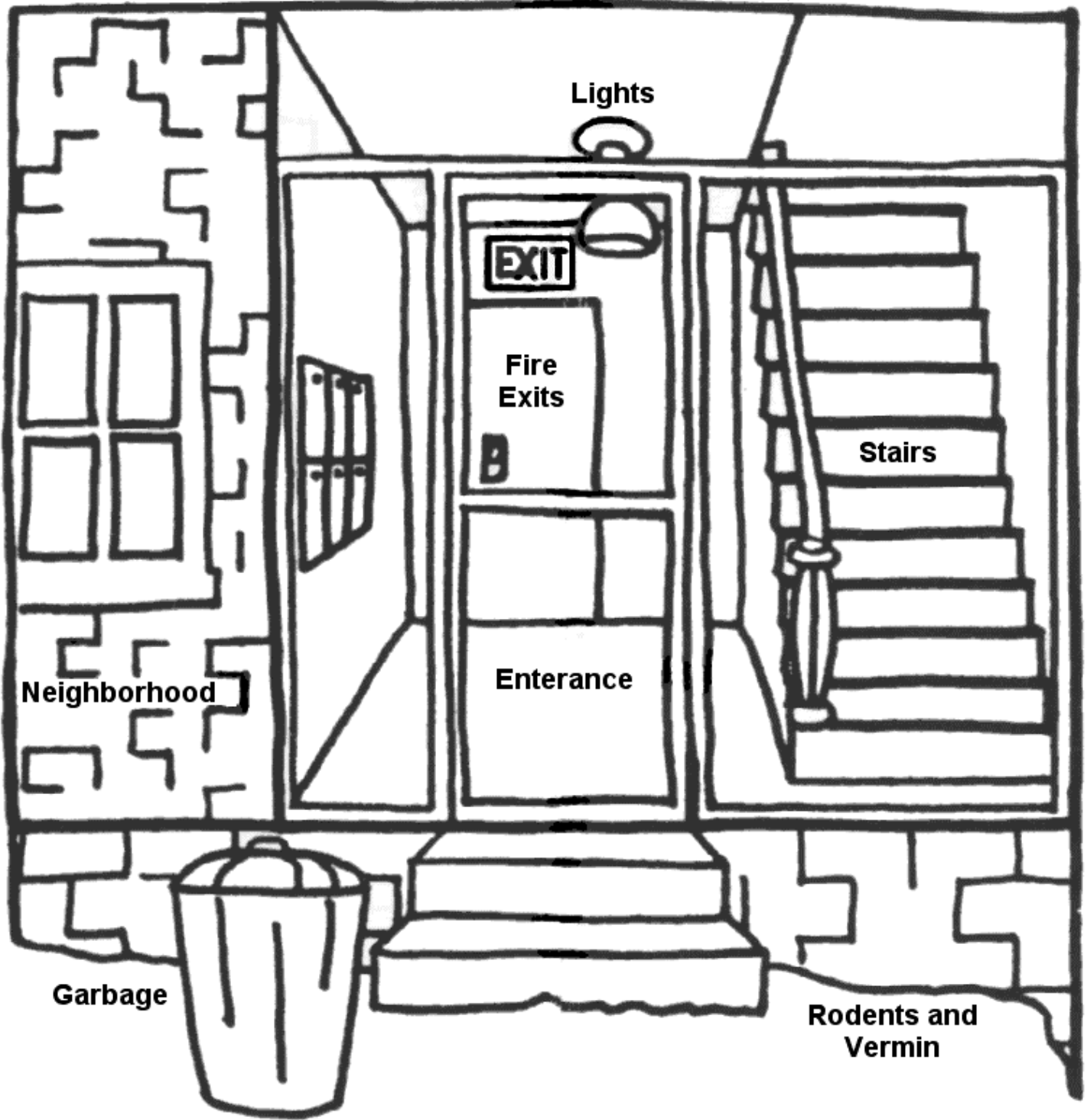
No sign of rats or large numbers of mice or vermin (like roaches).

For Manufactured Homes: Tie Downs

Manufactured homes must be placed on the site in a stable manner and be free from hazards such as sliding or wind damage.

You should also think about:

- The type of fire exit.
 - Is it suitable for your family?
- How safe the house or apartment is for your family.
- The presence of screens and storm windows.
- Services in the neighborhood.
 - Are there stores nearby?
 - Are there schools nearby?
 - Are there hospitals nearby?
 - Is there transportation nearby?
- Are there job opportunities nearby?
- Will the cost of tenant-paid utilities be affordable and is the unit energy-efficient?
- Be sure to read the lead-based paint brochure given to you by the PHA or owner, especially if the housing or apartment is older (built before 1978).



Note: You may not be able to check these items listed here yourself, but the PHA Inspector will check them for you when the unit is inspected.

Now that you have finished this booklet, you know that for a house or apartment to be a good place to live, it must meet two kinds of housing quality standards:

- Things it must have in order to be approved for the Section 8 Rental Certificate Program and the Rental Voucher Program.
- Additional things that you should think about for the special needs of your family.

You know that these standards apply in six areas of a house or apartment.

1. Living Room
2. Kitchen
3. Bathroom
4. Other Rooms
5. Building Exterior, Plumbing and Heating
6. Health and Safety

You know that when a house or apartment meets the housing quality standards, it will be safe, healthy, and comfortable home for your family. It will be a good place to live.

After you find a good place to live, you can begin the *Request for Lease Approval* process. When both you and the owner have signed the *Request for Lease Approval* and the PHA has received it, an official inspection will take place. The PHA will inform both you and the owner of the inspection results.

If the house or apartment passed, a lease can be signed. There may still be some items that you or the PHA would like improved. If so, you and your PHA may be able to bargain for the improvements when you sign the lease. If the owner is not willing to do the work, perhaps you can get him or her to pay for the materials and do it yourself.

If the house or apartment fails, you and/or your PHA may try to convince the owner to make the repairs so it will pass. The likelihood of the owner making the repairs may depend on how serious or costly they are.

If it fails, all repairs must be made, and the house or apartment must be re-inspected before any lease is signed. If the owner cannot or will not repair the house or apartment, even if the repairs are minor, you must look for another home. Make sure you understand why the house or apartment failed, so that you will be more successful in your next search.

Responsibilities of the Public Housing Authority:

- Ensure that all units in the Section 8 Certificate Program and the Housing Voucher Program meet the housing quality standards.
- Inspect unit in response to Request for Lease Approval. Inform potential tenant and owner of results and necessary actions.
- Encourage tenants and owners to maintain units up to standards.
- Make inspection in response to tenant or owner complaint or request. Inform the tenant and owner of the results, necessary actions, and time period for compliance.
- Make annual inspection of the unit to ensure that it still meets the housing quality standards. Inform the tenant and owner of the results, necessary actions, and time period for compliance.

Responsibilities of the tenant:

- Live up to the terms of your lease.
- Do your part to keep the unit safe and sanitary.
- Cooperate with the owner by informing him or her of any necessary repairs.
- Cooperate with the PHA for initial, annual, and complaint inspections.

Responsibilities of the owner:

- Comply with the terms of the lease.
- Generally maintain the unit and keep it up to the housing quality standards outlined in this booklet.
- Cooperate with the tenant by responding promptly to requests for needed repairs.
- Cooperate with the PHA on initial, annual, and complaint inspections, including making necessary repairs.



501 Mohn Street
Steelton, PA 17113

HOUSING AUTHORITY OF THE COUNTY OF DAUPHIN

**NOTICE REGARDING HARASSMENT
TO
ALL APPLICANTS FOR PUBLIC HOUSING
AND HOUSING CHOICE VOUCHER (HCV) ASSISTANCE**

Harassment of another employee and/or of a tenant because of that person's race, color, sex, sexual orientation, religion, age, disability, ancestry or nation of origin violates laws which protect on from discrimination. It also violates Housing Authority Policy and is strictly prohibited. Violators are subject to immediate discipline, which may include discharge. This applies to everyone – members, associates, staff and support personnel.

What harassment is prohibited? Remarks, gestures, jokes or comments relating to age, ethnic or racial background, or religion are examples of harassing behavior which may violate the Policy. Sexual harassment, which is a form of illegal harassment, includes such things as requests for sexual favors, sexual advances, comments which are sexually explicit, physical contact, vulgar remarks or jokes or any other words, pictures or actions of a sexual nature which are unwelcome and offensive to those who are subjected to them. Although isolated instances of offensive behavior may not violate the law, this policy prohibits all harassing behavior.

What should you do about it? If you believe that you are being harassed in violation of this policy, or if you observe someone else being harassed, you should immediately report the problem to the supervisor of the employee, the Deputy Executive Director, or the Executive Director. If any of those individuals are the subject of your complaint, you may submit your complaint to another one of them or to the Chairman of the Board of the Authority. You might consider, if you are comfortable doing so, telling the offender that his or her conduct or remarks offends you. That could end the problem without the need for further action.

What will happen if you report the harassment? Your report will be investigated promptly. The investigation will be kept as confidential as possible, consistent with the need to determine the facts. Retaliation against you for making a good faith report of harassment is prohibited by law and by this policy. If an investigation confirms a violation of the policy, appropriate corrective and remedial action will be taken to end the harassment and to discipline the violator.

Help us help you! We all need to increase our sensitivity to situations which offend others. If you hear someone make a thoughtless remark or tell an insensitive joke, or if you observe other conduct which may constitute harassment, help that person by reminding him or her of this policy, even if you personally are not offended. By working together we can and will improve the workplace environment for everyone.

Housing Authority of the County of Dauphin NON-DISCRIMINATION POLICY

It is the policy of the Housing Authority of the County of Dauphin, (hereinafter referred to as the Authority) to comply fully with the Title VI of the Civil Rights Act of 1964, Title VII and Section 3 of the Civil Rights Act of 1968 (as amended by the Community Development Act of 1974), Executive Order 11063, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and any legislation protecting the individual rights of tenants, applicants, or staff which may subsequently be enacted.

The Authority shall not discriminate because of race, color, sex, familial status (in non-elderly housing only), disability, handicap or national origin in the leasing, renting, or other disposition of housing or related facilities, including land, in the administration of any project or projects under its jurisdiction covered by a contract for annual contributions under the United States Housing Act of 1937, as amended, or in the use or occupancy thereof.

The Authority shall not, on the basis of race, color, sex, religion, age, disability, handicap, or national origin:

- * Deny to any family the opportunity to apply for housing, nor deny to any eligible applicant the opportunity to lease housing suitable to its needs;
- * Provide housing which is different from that provided others;
- * Subject a person to segregation or disparate treatment;
- * Restrict a person's access to any benefit enjoyed by others in connection with the Public Housing program or Housing Choice Voucher Program;
- * Treat a person differently in determining eligibility or other requirements for admission;
- * Deny a person access to the same level of services; or
- * Deny a person the opportunity to participate in a planning or advisory group, which is an integral part of the Public Housing or Housing Choice Voucher programs.

The Authority shall not automatically deny admission to a particular group or category of otherwise eligible applicants (e.g. families with children born to unmarried parents, elderly, pet owners or families whose head or spouse is a student.) Each applicant in a particular group or category will be treated on an individual basis in the normal processing routine.

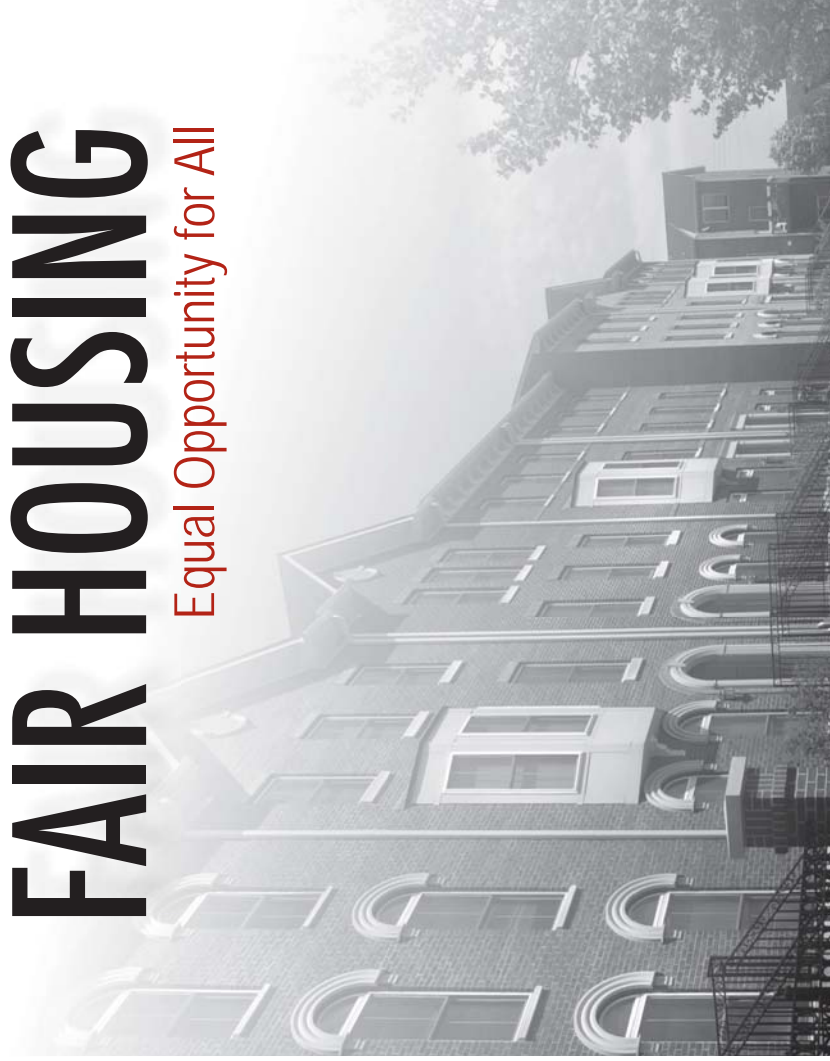
The Authority will seek to identify and eliminate situations or procedures which create barriers to equal housing opportunity for all. In accordance with Section 504, the Authority will make such physical or procedural changes as will reasonably accommodate people with disabilities.

Anyone who feels he or she has been discriminated against because of disability, should contact the Housing Authority at the address listed below to file a complaint.

Housing Authority of the County of Dauphin, Steelton, PA 17113
Voice: 717-939-9301 TDD: 800-545-1833, Ext 304

FAIR HOUSING

Equal Opportunity for All



U.S. Department of Housing and Urban Development
Office of Fair Housing and Equal Opportunity



Please visit our website: www.hud.gov/fairhousing





FAIR HOUSING – EQUAL OPPORTUNITY FOR ALL

America, in every way, represents equality of opportunity for all persons. The rich diversity of its citizens and the spirit of unity that binds us all symbolize the principles of freedom and justice upon which this nation was founded. That is why it is extremely disturbing when new immigrants, minorities, families with children, and persons with disabilities are denied the housing of their choice because of illegal discrimination.

The Department of Housing and Urban Development (HUD) enforces the Fair Housing Act, which prohibits discrimination and the intimidation of people in their homes, apartment buildings, and condominium developments – in nearly all housing transactions, including the rental and sale of housing and the provision of mortgage loans.

Equal access to rental housing and homeownership opportunities is the cornerstone of this nation’s federal housing policy. Housing providers who refuse to rent or sell homes to people based on race, color, national origin, religion, sex, familial status, or disability are violating federal law, and HUD will vigorously pursue enforcement actions against them.

Housing discrimination is not only illegal, it contradicts in every way the principles of freedom and opportunity we treasure as Americans. HUD is committed to ensuring that everyone is treated equally when searching for a place to call home.

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THE FAIR HOUSING ACT

The Fair Housing Act prohibits discrimination in housing because of:

- Race or color
- National Origin
- Religion
- Sex
- Familial status (including children under the age of 18 living with parents or legal custodians; pregnant women and people securing custody of children under 18)
- Disability

WHAT HOUSING IS COVERED?

The Fair Housing Act covers most housing. In some circumstances, the Act exempts owner-occupied buildings with no more than four units, single-family housing sold or rented without the use of a broker and housing operated by organizations and private clubs that limit occupancy to members.

WHAT IS PROHIBITED?

In the Sale and Rental of Housing: No one may take any of the following actions based on race, color, religion, sex, disability, familial status, or national origin:

- Refuse to rent or sell housing
- Refuse to negotiate for housing
- Make housing unavailable
- Otherwise deny a dwelling
- Set different terms, conditions or privileges for sale or rental of a dwelling
- Provide different housing services or facilities
- Falsely deny that housing is available for inspection, sale or rental

- For profit, persuade, or try to persuade homeowners to sell or rent dwellings by suggesting that people of a particular race, etc. have moved, or are about to move into the neighborhood (blockbusting) or
- Deny any person access to, membership or participation in, any organization, facility or service (such as a multiple listing service) related to the sale or rental of dwellings, or discriminate against any person in the terms or conditions of such access, membership or participation.

In Mortgage Lending: No one may take any of the following actions based on race, color, religion, sex, disability, familial status, or national origin:

- Refuse to make a mortgage loan
- Refuse to provide information regarding loans
- Impose different terms or conditions on a loan, such as different interest rates, points, or fees
- Discriminate in appraising property
- Refuse to purchase a loan or
- Set different terms or conditions for purchasing a loan.
- In addition, it is a violation of the Fair Housing Act to:
- Threaten, coerce, intimidate or interfere with anyone exercising a fair housing right or assisting others who exercise the right
- Make, print, or publish any statement, in connection with the sale or rental of a dwelling, which indicates a preference, limitation, or discrimination based on race, color, religion, sex, disability, familial status, or national origin. This prohibition against discriminatory advertising applies to single-family and owner-occupied housing that is otherwise exempt from the Fair Housing Act
- Refuse to provide homeowners insurance coverage for a dwelling because of the race, color, religion, sex, disability, familial status, or national origin of the owner and/or occupants of a dwelling
- Discriminate in the terms or conditions of homeowners insurance coverage because of the race, color, religion, sex, disability, familial status, or national origin of the owner and/or occupants of a dwelling

ARE YOU A VICTIM OF HOUSING DISCRIMINATION?

"The American Dream of having a safe and decent place to call 'home' reflects our shared belief that in this nation, opportunity and success are within everyone's reach.

Under our Fair Housing laws, every citizen is assured the opportunity to build a better life in the home or apartment of their choice — regardless of their race, color, religion, sex, national origin, family status or disability."

Alphonso Jackson
Secretary

HOW DO YOU RECOGNIZE HOUSING DISCRIMINATION?

Under the Fair Housing Act, it is Against the Law to:

- Refuse to rent to you or sell you housing
- Tell you housing is unavailable when in fact it is available
- Show you apartments or homes only in certain neighborhoods
- Set different terms, conditions, or privileges for sale or rental of a dwelling
- Provide different housing services or facilities
- Advertise housing to preferred groups of people only
- Refuse to provide you with information regarding mortgage loans, deny you a mortgage loan, or impose different terms or conditions on a mortgage loan
- Deny you property insurance
- Conduct property appraisals in a discriminatory manner
- Refuse to make reasonable accommodations for persons with a disability if the accommodation may be necessary to afford such person a reasonable and equal opportunity to use and enjoy a dwelling.
- Fail to design and construct housing in an accessible manner
- Harass, coerce, intimidate, or interfere with anyone exercising or assisting someone else with his/her fair housing rights



It is Unlawful to Discriminate in Housing Based on These Factors...

- Race
- Color
- National origin
- Religion
- Sex
- Familial status (families with children under the age of 18, or who are expecting a child)
- Handicap (if you or someone close to you has a disability)

If You Believe Your Rights Have Been Violated...

- HUD or a State or local fair housing agency is ready to help you file a complaint.
- After your information is received, HUD or a State or local fair housing agency will contact you to discuss the concerns you raise.

Detach here. Fold and close with glue or tape (no staples)

Keep this information for your records.

Date you mailed your information to HUD: _____ / _____ / _____
 Address to which you sent the information:

Office _____ Telephone _____
 Street _____
 City _____ State _____ Zip Code _____

If you have not heard from HUD or a State or local fair housing agency within three weeks from the date you mailed this form, you may call to inquire about the status of your complaint. See address and telephone listings on back page.

- Refuse to provide available information on the full range of homeowners insurance coverage options available because of the race, etc. of the owner and/or occupants of a dwelling
- Make print or publish any statement, in connection with the provision of homeowners insurance coverage, that indicates a preference, limitation or discrimination based on race, color, religion, sex, disability, familial status or national origin.

ADDITIONAL PROTECTION IF YOU HAVE A DISABILITY

If you or someone associated with you:

- Have a physical or mental disability (including hearing, mobility and visual impairments, cancer, chronic mental illness, HIV/AIDS, or mental retardation) that substantially limits one or more major life activities
- Have a record of such a disability or
- Are regarded as having such a disability, a housing provider may not:
 - Refuse to let you make reasonable modifications to your dwelling or common use areas, at your expense, if it may be necessary for you to fully use the housing. (Where reasonable, a landlord may permit changes only if you agree to restore the property to its original condition when you move.)
 - Refuse to make reasonable accommodations in rules, policies, practices or services if it may be necessary for you to use the housing on an equal basis with nondisabled persons.

Example: A building with a “no pets” policy must allow a visually impaired tenant to keep a guide dog.

Example: An apartment complex that offers tenants ample, unassigned parking must honor a request from a mobility-impaired tenant for a reserved space near her apartment if it may be necessary to assure that she can have access to her apartment.

However, the Fair Housing Act does not protect a person who is a direct threat to the health or safety of others or who currently uses illegal drugs.

Accessibility Requirements for New Multifamily Buildings: In buildings with four or more units that were first occupied after March 13, 1991, and that have an elevator:

- Public and common use areas must be accessible to persons with disabilities
- All doors and hallways must be wide enough for wheelchairs
- All units must have:
 - An accessible route into and through the unit
 - Accessible light switches, electrical outlets, thermostats and other environmental controls
 - Reinforced bathroom walls to allow later installation of grab bars and
 - Kitchens and bathrooms that can be used by people in wheelchairs.

If a building with four or more units has no elevator and was first occupied after March 13, 1991, these standards apply to ground floor units only.

These accessibility requirements for new multifamily buildings do not replace more stringent accessibility standards required under State or local law.

HOUSING DISCRIMINATION INFORMATION

Departamento de Vivienda y Desarrollo Urbano Oficina de Derecho Equitativo a la Vivienda
 U.S. Department of Housing and Urban Development Office of Fair Housing and Equal Opportunity

2 Why do you think you are a victim of housing discrimination?

Is it because of your:

- race - color - religion - sex - national origin - familial status (families with children under 18) - disability?

For example: were you denied housing because of your race? Were you denied a mortgage loan because of your religion? Or turned down for an apartment because you have children?

Briefly explain why you think your housing rights were denied and circle the factor(s) listed above that you believe apply.

3 Who do you believe discriminated against you?

For example: was it a landlord, owner, bank, real estate agent, broker, company, or organization?

Identify who you believe discriminated against you.

Name _____

Address _____

4 Where did the alleged act of discrimination occur?

For example: Was it at a rental unit? Single family home? Public or Assisted Housing? A Mobile Home?

Did it occur at a bank or other lending institution?

Provide the address.

Address _____

City _____

State _____

Zip Code _____

5 When did the last act of discrimination occur?

Enter the date

____/____/____

Is the alleged discrimination continuing or ongoing?

Yes No

Signature _____

Date _____

Send this form to HUD or to the fair housing agency nearest you. If you are unable to complete this form, you may call that office directly. See address and telephone listings on back page.

HOUSING DISCRIMINATION INFORMATION

Departamento de Vivienda y Desarrollo Urbano Oficina de Derecho Equitativo a la Vivienda
U.S. Department of Housing and Urban Development Office of Fair Housing and Equal Opportunity

Instructions: (Please type or print) Read this form carefully. Try to answer all questions. If you do not know the answer or a question does not apply to you, leave the space blank. You have one year from the date of the alleged discrimination to file a complaint. Your form should be signed and dated.

Your Name _____

Your Address _____

City _____ State _____ Zip Code _____

Best time to call _____ Your Daytime Phone No _____ Evening Phone No _____

Who else can we call if we cannot reach you?

Contact's Name _____ Best time to call _____

Daytime Phone No _____ Evening Phone No _____

Contact's Name _____ Best time to call _____

Daytime Phone No _____ Evening Phone No _____

What happened to you?

How were you discriminated against?
For example: were you refused an opportunity to rent or buy housing? Denied a loan? Told that housing was not available when in fact it was? Treated differently from others seeking housing?
State briefly what happened.

Form HUD-903.1 (1/02)

OMB Approval No. 2529-0011 (exp. 1/31/2011)

The Fair Housing Act makes it unlawful to discriminate against a person whose household includes one or more children who are under 18 years of age (familial status). Familial status protection covers households in which one or more minor children live with:

- A parent;
- A person who has legal custody (including guardianship) of a minor child or children; or
- The designee of a parent or legal custodian, with the written permission of the parent or legal custodian.

Familial status protection also extends to pregnant women and any person in the process of securing legal custody of a minor child (including adoptive or foster parents).

The "Housing for Older Persons" Exemption: The Fair Housing Act specifically exempts some senior housing facilities and communities from liability for familial status discrimination. Exempt senior housing facilities or communities can lawfully refuse to sell or rent dwellings to families with minor children. In order to qualify for the "housing for older persons" exemption, a facility or community must prove that its housing is:

- Provided under any State or Federal program that HUD has determined to be specifically designed and operated to assist elderly persons (as defined in the State or Federal program); or
- Intended for, and solely occupied by persons 62 years of age or older; or
- Intended and operated for occupancy by persons 55 years of age or older.

In order to qualify for the "55 or older" housing exemption, a facility or community must satisfy each of the following requirements:

- at least 80 percent of the units must have at least one occupant who is 55 years of age or older; and

- the facility or community must publish and adhere to policies and procedures that demonstrate the intent to operate as “55 or older” housing; and
- the facility or community must comply with HUD’s regulatory requirements for age verification of residents.

The “housing for older persons” exemption does not protect senior housing facilities or communities from liability for housing discrimination based on race, color, religion, sex, disability, or national origin.

HUD is ready to help with any problem of housing discrimination. If you think your rights have been violated, you may file a complaint online, write a letter or telephone the HUD office nearest you. You have one year after the alleged discrimination occurred or ended to file a complaint with HUD, but you should file it as soon as possible.

IF YOU THINK YOUR RIGHTS HAVE BEEN VIOLATED

What to Tell HUD:

- Your name and address
- The name and address of the person your complaint is against (the respondent)
- The address or other identification of the housing involved
- A short description of the alleged violation (the event that caused you to believe your rights were violated)
- The date(s) of the alleged violation.

Where to Write or Call: File a complaint online, send a letter to the HUD office nearest you, or if you wish, you may call that office directly. Persons who are deaf or hard of hearing and use a TTY, may call those offices through the toll-free Federal Information Relay Service at 1-800-877-8339.

For Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island and Vermont:

PLACE
POSTAGE
HERE

MAIL TO:

Public Reporting Burden for this collection of information is estimated to average 20 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

The Department of Housing and Urban Development is authorized to collect this information by Title VIII of the Civil Rights Act of 1968, as amended by the Fair Housing Amendments Act of 1988, (P.L. 100-430); Title VI of the Civil Rights Act of 1964, (P.L. 88-352); Section 504 of the Rehabilitation Act of 1973, as amended, (P.L. 93-112); Section 109 of Title I- Housing and Community Development Act of 1974, as amended, (P.L. 97-35); Americans with Disabilities Act of 1990, (P.L. 101-336); and by the Age Discrimination Act of 1975, as amended, (42 U.S.C. 6103).

The information will be used to investigate and to process housing discrimination complaints. The information may be disclosed to the United States Department of Justice for its use in the filing of pattern and practice suits of housing discrimination or the prosecution of the person(s) who committed that discrimination where violence is involved; and to State or local fair housing agencies that administer substantially equivalent fair housing laws for complaint processing. Failure to provide some or all of the requested information will result in delay or denial of HUD assistance.

Disclosure of this information is voluntary.



WHERE TO MAIL YOUR FORM OR
INQUIRE ABOUT YOUR CLAIM

For Connecticut, Maine, Massachusetts,
New Hampshire, Rhode Island, and Vermont:
NEW ENGLAND OFFICE
Fair Housing Hub
U.S. Dept. of Housing and Urban Development
100 North Capitol Street, 20th Floor
Washington, DC 20548
10 Causeway Street, Room 321
Boston, MA 02222-1092
Telephone (617) 994-8320 or 1-800-827-5005
Fax (617) 565-7313 • TTY (617) 565-5453
E-mail: Complaints_office_01@hud.gov

For New Jersey and New York:
NEW JERSEY OFFICE
Fair Housing Hub
U.S. Dept. of Housing and Urban Development
26 Federal Plaza, Room 3532
New York, NY 10278-0068
Telephone (212) 264-1290 or 1-800-496-4294
Fax (212) 264-9829 • TTY (212) 264-0927
E-mail: Complaints_office_02@hud.gov

For Delaware, District of Columbia, Maryland,
Pennsylvania, Virginia, and West Virginia:
MID-ATLANTIC OFFICE
Fair Housing Hub
U.S. Dept. of Housing and Urban Development
The Wanamaker Building
Philadelphia, PA 19107
Telephone (215) 656-0663 or 1-888-799-2085
Fax (212) 656-3419 • TTY (212) 656-3450
E-mail: Complaints_office_03@hud.gov

For Alabama, the Caribbean, Florida, Georgia, Kentucky, Missis-
sippi, North Carolina, South Carolina, and Tennessee:
SOUTHEAST/CARIBBEAN OFFICE
Fair Housing Hub
U.S. Dept. of Housing and Urban Development
Five Points Plaza
Atlanta, GA 30303-2608
Telephone (404) 331-5140 or 1-800-440-9091
Fax (404) 331-1021 • TTY (404) 730-2654
E-mail: Complaints_office_04@hud.gov

For Illinois, Indiana, Michigan, Minnesota,
Ohio, and Wisconsin:
MIDWEST OFFICE
Fair Housing Hub
U.S. Dept. of Housing and Urban Development
Ralph H. Metcalfe Federal Building
77 West Jackson Boulevard, Room 2101
Chicago, IL 60604-3307
Telephone (312) 353-7776 or 1-800-765-9372
Fax (312) 886-2837 • TTY (312) 353-7143
E-mail: Complaints_office_05@hud.gov

For Arkansas, Louisiana, New Mexico, Oklahoma, and Texas:
SOUTHWEST OFFICE
Fair Housing Hub
U.S. Dept. of Housing and Urban Development
100 North Capitol Street, 20th Floor
Washington, DC 20548
Telephone (817) 978-5900 or 1-888-560-8913
Fax (817) 978-5876 or 5851 • TTY (817) 978-5595
E-mail: Complaints_office_06@hud.gov

For Iowa, Kansas, Missouri and Nebraska:
GREAT PLAINS OFFICE
Fair Housing Hub
U.S. Dept. of Housing and Urban Development
400 State Avenue, Room 2100, 4th Floor
Kansas City, KS 66101-2406
Telephone (913) 551-6958 or 1-800-743-5323
Fax (913) 551-6856 • TTY (913) 551-6972
E-mail: Complaints_office_07@hud.gov

For Colorado, Montana, North Dakota, South Dakota,
Utah, and Wyoming:
ROCKY MOUNTAIN OFFICE
Fair Housing Hub
U.S. Dept. of Housing and Urban Development
1670 Broadway
Denver, CO 80202-4801
Telephone (303) 672-5437 or 1-800-877-7353
Fax (303) 672-5026 • TTY (303) 672-5248
E-mail: Complaints_office_08@hud.gov

For Arizona, California, Hawaii, and Nevada:
PACIFIC/HAWAII OFFICE
Fair Housing Hub
U.S. Dept. of Housing and Urban Development
600 Harrison Street, Third Floor
San Francisco, CA 94107-1300
Telephone (415) 489-6524 or 1-800-347-3739
Fax (415) 489-6558 • TTY (415) 436-6594
E-mail: Complaints_office_09@hud.gov

For Alaska, Idaho, Oregon, and Washington:
NORTHWEST/ALASKA OFFICE
Fair Housing Hub
U.S. Dept. of Housing and Urban Development
Seattle Federal Office Building
909 First Avenue, Room 205
Seattle, WA 98104-1000
Telephone (206) 220-5170 or 1-800-877-0246
Fax (206) 220-5170 • TTY (206) 220-5145
E-mail: Complaints_office_10@hud.gov

If after contacting the local office nearest you, you still have ques-
tions – you may contact HUD further at:
U.S. Dept. of Housing and Urban Development
Office of Fair Housing and Equal Opportunity
451 7th Street, S.W., Room 5204
Washington, DC 20416-2000
Telephone (202) 726-8800
Fax (202) 708-1425 • TTY 1-800-927-9275

To file electronically, visit: www.hud.gov

BOSTON REGIONAL OFFICE
(Complaints_office_01@hud.gov)
U.S. Department of Housing and Urban Development
Thomas P. O'Neill Jr. Federal Building
10 Causeway Street, Room 321
Boston, MA 02222-1092
Telephone (617) 994-8300 or 1-800-827-5005
Fax (617) 565-7313 * TTY (617) 565-5453

For New Jersey, New York, Puerto Rico and the U.S. Virgin Islands:
NEW YORK REGIONAL OFFICE
(Complaints_office_02@hud.gov)
U.S. Department of Housing and Urban Development
26 Federal Plaza, Room 3532
New York, NY 10278-0068
Telephone (212) 542-7519 or 1-800-496-4294
Fax (212) 264-9829 * TTY (212) 264-0927

For Delaware, District of Columbia, Maryland, Pennsylvania, Virginia and
West Virginia:
PHILADELPHIA REGIONAL OFFICE
(Complaints_office_03@hud.gov)
U.S. Department of Housing and Urban Development
The Wanamaker Building
100 Penn Square East
Philadelphia, PA 19107-9344
Telephone (215) 861-7646 or 1-888-799-2085
Fax (215) 656-3449 * TTY (215) 656-3450

For Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina,
South Carolina, and Tennessee:

ATLANTA REGIONAL OFFICE

(Complaints_office_04@hud.gov)
U.S. Department of Housing and Urban Development
Five Points Plaza
40 Marietta Street, 16th Floor
Atlanta, GA 30303-2808
Telephone (404) 331-5140 or 1-800-440-8091 x2493
Fax (404) 331-1021 * TTY (404) 730-2654

For Illinois, Indiana, Michigan, Minnesota, Ohio and Wisconsin:

CHICAGO REGIONAL OFFICE

(Complaints_office_05@hud.gov)
U.S. Department of Housing and Urban Development
Ralph H. Metcalfe Federal Building
77 West Jackson Boulevard, Room 2101
Chicago, IL 60604-3507
Telephone 1-800-765-9372
Fax (312) 886-2837 * TTY (312) 353-7143

For Arkansas, Louisiana, New Mexico, Oklahoma and Texas:

FORT WORTH REGIONAL OFFICE

(Complaints_office_06@hud.gov)
U.S. Department of Housing and Urban Development
801 Cherry Street
Suite 2500, Unit #45
Fort Worth, TX 76102-6803
Telephone (817) 978-5900 or 1-888-560-8913
Fax (817) 978-5876/5851 * TTY (817) 978-5595

For Iowa, Kansas, Missouri and Nebraska:

KANSAS CITY REGIONAL OFFICE

Are You a Victim of Housing Discrimination?

Fair Housing is Your Right!

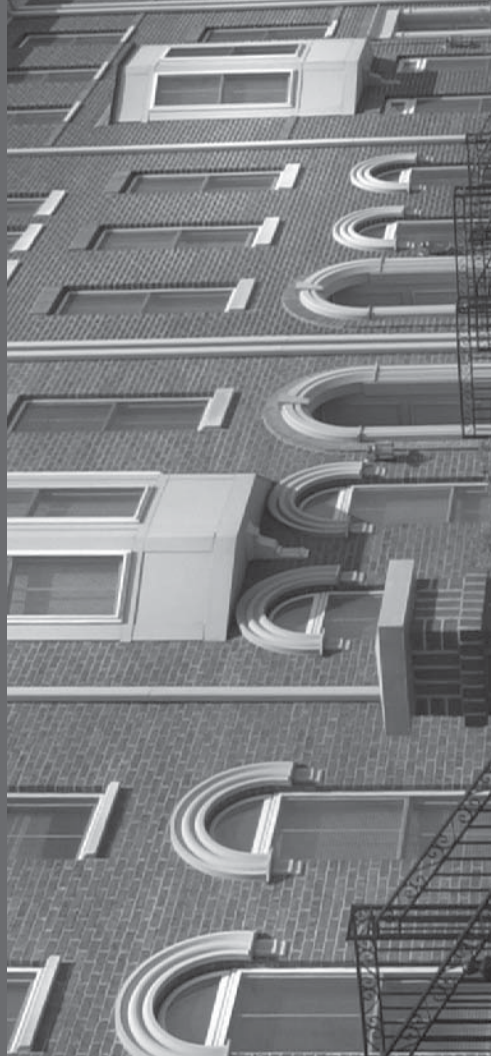
If you have been denied your housing rights...you may have experienced unlawful discrimination.



U.S. Department of Housing and Urban Development

For Further Information

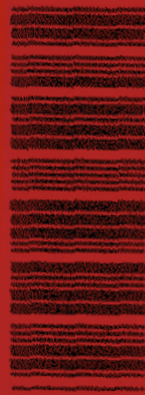
The purpose of this brochure is to summarize your right to fair housing. The Fair Housing Act and HUD's regulations contain more detail and technical information. If you need a copy of the law or regulations, contact the HUD Fair Housing Office nearest you. See the list of HUD Fair Housing Offices on pages 7-10.



CONNECT WITH HUD



Department of Housing and Urban Development
Room 5204
Washington, DC 20410-2000



02305



Please visit our website: www.hud.gov/fairhousing

HUD-1686-1-FHEO
2011

(Complaints_office_07@hud.gov)
U.S. Department of Housing and Urban Development
Gateway Tower II
400 State Avenue, Room 200, 4th Floor
Kansas City, KS 66101-2406
Telephone (913) 551-6958 or 1-800-743-5323
Fax (913) 551-6856 * TTY (913) 551-6972

For Colorado, Montana, North Dakota, South Dakota, Utah and Wyoming:
DENVER REGIONAL OFFICE
(Complaints_office_08@hud.gov)
U.S. Department of Housing and Urban Development
1670 Broadway
Denver, CO 80202-4801
Telephone (303) 672-5437 or 1-800-877-7353
Fax (303) 672-5026 * TTY (303) 672-5248

For Arizona, California, Hawaii and Nevada:
SAN FRANCISCO REGIONAL OFFICE
(Complaints_office_09@hud.gov)
U.S. Department of Housing and Urban Development
600 Harrison Street, Third Floor
San Francisco, CA 94107-1387
Telephone 1-800-347-3739
Fax (415) 489-6558 * TTY (415) 489-6564

For Alaska, Idaho, Oregon and Washington:
SEATTLE REGIONAL OFFICE
(Complaints_office_10@hud.gov)
U.S. Department of Housing and Urban Development
Seattle Federal Office Building
909 First Avenue, Room 205
Seattle, WA 98104-1000
Telephone (206) 220-5170 or 1-800-877-0246
Fax (206) 220-5447 * TTY (206) 220-5185

If after contacting the local office nearest you, you still have questions – you may contact HUD further at:

U.S. Department of Housing and Urban Development
Office of Fair Housing and Equal Opportunity
451 7th Street, S.W., Room 5204
Washington, DC 20410-2000
Telephone 1-800-669-9777
Fax (202) 708-1425 * TTY 1-800-927-9275
www.hud.gov/fairhousing

If You Are Disabled: HUD also provides:

- A TTY phone for the deaf/hard of hearing users (see above list for the nearest HUD office)
- Interpreters, Tapes and Braille materials
- Assistance in reading and completing forms

WHAT HAPPENS WHEN YOU FILE A COMPLAINT?

HUD will notify you in writing when your complaint is accepted for filing under the Fair Housing Act. HUD also will:

- Notify the alleged violator (respondent) of the filing of your complaint, and allow the respondent time to submit a written answer to the complaint.
- Investigate your complaint, and determine whether or not there is reasonable cause to believe that the respondent violated the Fair Housing Act.
- Notify you and the respondent if HUD cannot complete its investigation within 100 days of filing your complaint, and provide reason for the delay.

Fair Housing Act Conciliation: During the complaint investigation, HUD is required to offer you and the respondent the opportunity to voluntarily resolve your complaint with a Conciliation Agreement.

Other Tools to Combat Housing Discrimination:

- If there is noncompliance with the order of an Administrative Law Judge, HUD may seek temporary relief, enforcement of the order or a restraining order in a United States Court of Appeals.
- The Attorney General may file a suit in Federal District Court if there is reasonable cause to believe a pattern or practice of housing discrimination is occurring.

Determination of No Reasonable Cause and Dismissal: If HUD finds that there is no reasonable cause to believe that the respondent(s) violated the Act, HUD will dismiss your complaint with a Determination of No Reasonable Cause. HUD will notify you and the respondent(s) of the dismissal by mail, and you may request a copy of the Final Investigative Report.

Reconsiderations of No Reasonable Cause Determinations: The Fair Housing Act provides no formal appeal process for complaints dismissed by HUD. However, if your complaint is dismissed with a Determination of No Reasonable Cause, you may submit a written request for a reconsideration review to: Director, FHEO Office of Enforcement, U.S. Department of Housing and Urban Development, 451 7th Street, SW, Room 5206, Washington, DC 20410-2000.

IN ADDITION

You May File a Private Lawsuit: You may file a private civil lawsuit without first filing a complaint with HUD. You must file your lawsuit within two (2) years of the most recent date of alleged discriminatory action.

If you do file a complaint with HUD and even if HUD dismisses your complaint, the Fair Housing Act gives you the right to file a private civil lawsuit against the respondent(s) in Federal District Court. The time during which HUD was processing your complaint is not counted in the 2-year filing period. You must file your lawsuit at your own expense; however, if you cannot afford an attorney, the Court may appoint one for you.

Even if HUD is still processing your complaint, you may file a private civil lawsuit against the respondent, unless (1) you have already signed a HUD Conciliation Agreement to resolve your HUD complaint; or (2) a HUD Administrative Law Judge has commenced an Administrative Hearing for your complaint.

A Conciliation Agreement provides individual relief to you, and protects the public interest by deterring future discrimination by the respondent. Once you and the respondent sign a Conciliation Agreement, and HUD approves the Agreement, HUD will cease investigating your complaint. If you believe that the respondent has violated breached your Conciliation Agreement, you should promptly notify the HUD Office that investigated your complaint. If HUD determines that there is reasonable cause to believe that the respondent violated the Agreement, HUD will ask the U.S. Department of Justice to file suit against the respondent in Federal District Court to enforce the terms of the Agreement.

Complaint Referrals to State or Local Public Fair Housing Agencies:

If HUD has certified that your State or local public fair housing agency enforces a civil rights law or ordinance that provides rights, remedies and protections that are “substantially equivalent” to the Fair Housing Act, HUD must promptly refer your complaint to that agency for investigation, and must promptly notify you of the referral. The State or local agency will investigate your complaint under the “substantially equivalent” State or local civil rights law or ordinance. The State or local public fair housing agency must start investigating your complaint within 30 days of HUD’s referral, or HUD may retrieve (“reactivate”) the complaint for investigation under the Fair Housing Act.

WHAT HAPPENS IF I’M GOING TO LOSE MY HOUSING THROUGH EVICTION OR SALE?

If you need immediate help to stop or prevent a severe problem caused by a Fair Housing Act violation, HUD may be able to assist you as soon as you file a complaint. HUD may authorize the U.S. Department of Justice to file a Motion in Federal District Court for a Temporary Restraining Order (TRO) against the respondent, followed by a Preliminary Injunction pending the outcome of HUD’s investigation. A Federal Judge may grant a TRO or a Preliminary Injunction against a respondent in cases where:

- Irreparable (irreversible) harm or injury to housing rights is likely to occur without HUD's intervention; and
- There is substantial evidence that the respondent has violated the Fair Housing Act.

Example: An owner agrees to sell a house, but, after discovering that the buyers are black, pulls the house off the market, then promptly lists it for sale again. The buyers file a discrimination complaint with HUD. HUD may authorize the U.S. Department of Justice to seek an injunction in Federal District Court to prevent the owner from selling the house to anyone else until HUD investigates the complaint.

WHAT HAPPENS AFTER A COMPLAINT INVESTIGATION?

Determination of Reasonable Cause, Charge of Discrimination, and Election: When your complaint investigation is complete, HUD will prepare a Final Investigative Report summarizing the evidence gathered during the investigation. If HUD determines that there is reasonable cause to believe that the respondent(s) discriminated against you, HUD will issue a Determination of Reasonable Cause and a Charge of Discrimination against the respondent(s). You and the respondent(s) have twenty (20) days after receiving notice of the Charge to decide whether to have your case heard by a HUD Administrative Law Judge (ALJ) or to have a civil trial in Federal District Court.

HUD Administrative Law Judge Hearing: If neither you nor the respondent elects to have a Federal civil trial before the 20-day Election Period expires, HUD will promptly schedule a Hearing for your case before a HUD ALJ. The ALJ Hearing will be conducted in the locality where the discrimination allegedly occurred. During the ALJ Hearing, you and the respondent(s) have the right to appear in person, to be represented by legal counsel, to present evidence, to cross-examine witnesses and to request subpoenas in aid of discovery of evidence. HUD attorneys will represent you during the ALJ Hearing at no cost to you; however, you may also

choose to intervene in the case and retain your own attorney. At the conclusion of the Hearing, the HUD ALJ will issue a Decision based on findings of fact and conclusions of law. If the HUD ALJ concludes that the respondent(s) violated the Fair Housing Act, the respondent(s) can be ordered to:

- Compensate you for actual damages, including out-of-pocket expenses and emotional distress damages
- Provide permanent injunctive relief.
- Provide appropriate equitable relief (for example, make the housing available to you).
- Pay your reasonable attorney's fees.
- Pay a civil penalty to HUD to vindicate the public interest. The maximum civil penalties are: \$16,000, for a first violation of the Act; \$37,500 if a previous violation has occurred within the preceding five-year period; and \$65,000 if two or more previous violations have occurred within the preceding seven-year period.

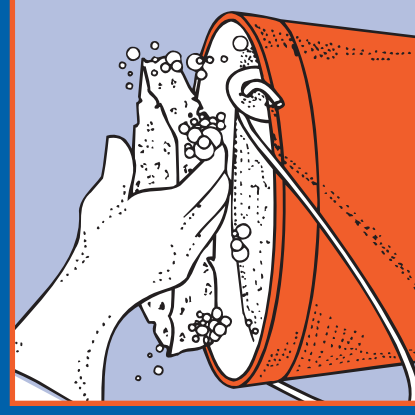
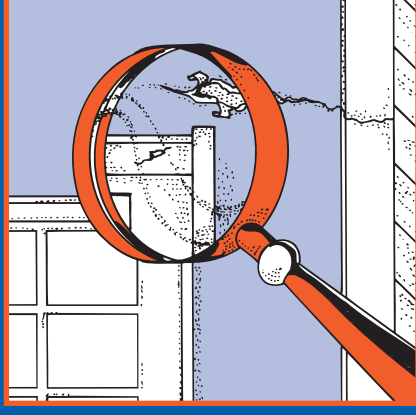
Civil Trial in Federal District Court: If either you or the respondent elects to have a Federal civil trial for your complaint, HUD must refer your case to the U.S. Department of Justice for enforcement. The U.S. Department of Justice will file a civil lawsuit on your behalf in the U.S. District Court in the district in which the discrimination allegedly occurred. You also may choose to intervene in the case and retain your own attorney. Either you or the respondent may request a jury trial, and you each have the right to appear in person, to be represented by legal counsel, to present evidence, to cross-examine witnesses, and to request subpoenas in aid of discovery of evidence. If the Federal Court decides in your favor, a Judge or jury may order the respondent(s) to:

- Compensate you for actual damages, including out-of-pocket expenses and emotional distress damages
- Provide permanent injunctive relief.
- Provide appropriate equitable relief (for example, make the housing available to you).
- Pay your reasonable attorney's fees.
- Pay punitive damages to you.

Simple Steps To Protect Your Family From Lead Hazards

If you think your home has high levels of lead:

- ◆ Get your young children tested for lead, even if they seem healthy.
- ◆ Wash children's hands, bottles, pacifiers, and toys often.
- ◆ Make sure children eat healthy, low-fat foods.
- ◆ Get your home checked for lead hazards.
- ◆ Regularly clean floors, window sills, and other surfaces.
- ◆ Wipe soil off shoes before entering house.
- ◆ Talk to your landlord about fixing surfaces with peeling or chipping paint.
- ◆ Take precautions to avoid exposure to lead dust when remodeling or renovating (call 1-800-424-LEAD for guidelines).
- ◆ Don't use a belt-sander, propane torch, high temperature heat gun, scraper, or sandpaper on painted surfaces that may contain lead.
- ◆ Don't try to remove lead-based paint yourself.



Protect Your Family From Lead In Your Home



United States
Environmental
Protection Agency



United States
Consumer Product
Safety Commission



United States
Department of Housing
and Urban Development

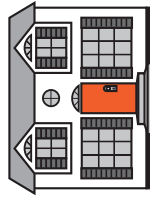


Recycled/Recyclable

Printed with vegetable oil based inks on recycled paper
(minimum 50% postconsumer) process chlorine free.

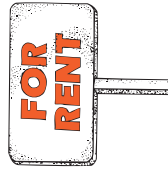
Are You Planning To Buy, Rent, or Renovate a Home Built Before 1978?

Many houses and apartments built before 1978 have paint that contains high levels of lead (called lead-based paint). Lead from paint, chips, and dust can pose serious health hazards if not taken care of properly.

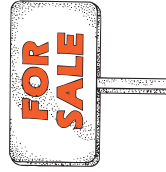


OWNERS, BUYERS, and RENTERS are encouraged to check for lead (see page 6) before renting, buying or renovating pre-1978 housing.

Federal law requires that individuals receive certain information before renting, buying, or renovating pre-1978 housing:



LANDLORDS have to disclose known information on lead-based paint and lead-based paint hazards before leases take effect. Leases must include a disclosure about lead-based paint.



SELLERS have to disclose known information on lead-based paint and lead-based paint hazards before selling a house. Sales contracts must include a disclosure about lead-based paint. Buyers have up to 10 days to check for lead.



RENOVATORS disturbing more than 2 square feet of painted surfaces have to give you this pamphlet before starting work.

CPSC Regional Offices

Your Regional CPSC Office can provide further information regarding regulations and consumer product safety.

Eastern Regional Center
Consumer Product Safety Commission
201 Varick Street, Room 903
New York, NY 10014
(212) 620-4120

Western Regional Center
Consumer Product Safety Commission
1301 Clay Street, Suite 610-N
Oakland, CA 94612
(510) 637-4050

Central Regional Center
Consumer Product Safety Commission
230 South Dearborn Street, Room 2944
Chicago, IL 60604
(312) 353-8260

HUD Lead Office

Please contact HUD's Office of Healthy Homes and Lead Hazard Control for information on lead regulations, outreach efforts, and lead hazard control and research grant programs.

U.S. Department of Housing and Urban Development
Office of Healthy Homes and Lead Hazard Control
451 Seventh Street, SW, P-3206
Washington, DC 20410
(202) 755-1785

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U.S. EPA Washington DC 20460
U.S. CPSC Washington DC 20207
U.S. HUD Washington DC 20410

EPA747-K-99-001
June 2003

IMPORTANT!

Lead From Paint, Dust, and Soil Can Be Dangerous If Not Managed Properly

FACT: Lead exposure can harm young children and babies even before they are born.

FACT: Even children who seem healthy can have high levels of lead in their bodies.

FACT: People can get lead in their bodies by breathing or swallowing lead dust, or by eating soil or paint chips containing lead.

FACT: People have many options for reducing lead hazards. In most cases, lead-based paint that is in good condition is not a hazard.

FACT: Removing lead-based paint improperly can increase the danger to your family.

If you think your home might have lead hazards, read this pamphlet to learn some simple steps to protect your family.

EPA Regional Offices

Your Regional EPA Office can provide further information regarding regulations and lead protection programs.

EPA Regional Offices

Region 1 (Connecticut, Massachusetts, Maine, New Hampshire, Rhode Island, Vermont)

Regional Lead Contact
U.S. EPA Region 1
Suite 1100 (CPT)
One Congress Street
Boston, MA 02114-2023
1 (888) 372-7341

Region 6 (Arkansas, Louisiana, New Mexico, Oklahoma, Texas)

Regional Lead Contact
U.S. EPA Region 6
1445 Ross Avenue, 12th Floor
Dallas, TX 75202-2733
(214) 665-7577

Region 2 (New Jersey, New York, Puerto Rico, Virgin Islands)

Regional Lead Contact
U.S. EPA Region 2
2890 Woodbridge Avenue
Building 209, Mail Stop 225
Edison, NJ 08837-3679
(732) 321-6671

Region 7 (Iowa, Kansas, Missouri, Nebraska)

Regional Lead Contact
U.S. EPA Region 7
(ARTD-RALI)
901 N. 5th Street
Kansas City, KS 66101
(913) 551-7020

Region 3 (Delaware, Maryland, Pennsylvania, Virginia, Washington DC, West Virginia)

Regional Lead Contact
U.S. EPA Region 3 (3WC33)
1650 Arch Street
Philadelphia, PA 19103
(215) 814-5000

Region 8 (Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming)

Regional Lead Contact
U.S. EPA Region 8
999 18th Street, Suite 500
Denver, CO 80202-2466
(303) 312-6021

Region 4 (Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee)

Regional Lead Contact
U.S. EPA Region 4
61 Forsyth Street, SW
Atlanta, GA 30303
(404) 562-8998

Region 9 (Arizona, California, Hawaii, Nevada)

Regional Lead Contact
U.S. Region 9
75 Hawthorne Street
San Francisco, CA 94105
(415) 947-4164

Region 5 (Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin)

Regional Lead Contact
U.S. EPA Region 5 (DT-81)
77 West Jackson Boulevard
Chicago, IL 60604-3666
(312) 886-6003

Region 10 (Alaska, Idaho, Oregon, Washington)

Regional Lead Contact
U.S. EPA Region 10
Toxics Section WCM-128
1200 Sixth Avenue
Seattle, WA 98101-1128
(206) 553-1985

Lead Gets in the Body in Many Ways

Childhood lead poisoning remains a major environmental health problem in the U.S.

People can get lead in their body if they:

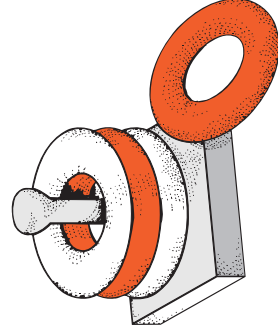
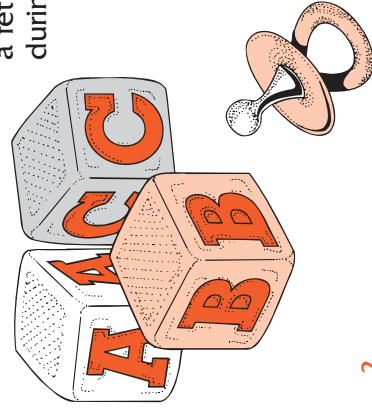
- ◆ Breathe in lead dust (especially during renovations that disturb painted surfaces).
- ◆ Put their hands or other objects covered with lead dust in their mouths.
- ◆ Eat paint chips or soil that contains lead.

Lead is even more dangerous to children under the age of 6:

- ◆ At this age children's brains and nervous systems are more sensitive to the damaging effects of lead.
- ◆ Children's growing bodies absorb more lead.
- ◆ Babies and young children often put their hands and other objects in their mouths. These objects can have lead dust on them.

Lead is also dangerous to women of childbearing age:

- ◆ Women with a high lead level in their system prior to pregnancy would expose a fetus to lead through the placenta during fetal development.



For More Information

The National Lead Information Center

Call **1-800-424-LEAD (424-5323)** to learn how to protect children from lead poisoning and for other information on lead hazards. To access lead information via the web, visit www.epa.gov/lead and www.hud.gov/offices/lead/.

EPA's Safe Drinking Water Hotline

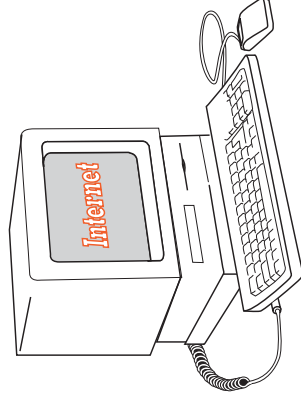
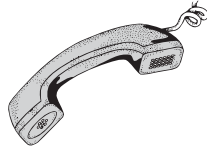
Call **1-800-426-4791** for information about lead in drinking water.

Consumer Product Safety Commission (CPSC) Hotline

To request information on lead in consumer products, or to report an unsafe consumer product or a product-related injury call **1-800-638-2772**, or visit CPSC's Web site at: www.cpsc.gov.

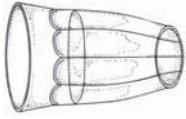
Health and Environmental Agencies

Some cities, states, and tribes have their own rules for lead-based paint activities. Check with your local agency to see which laws apply to you. Most agencies can also provide information on finding a lead abatement firm in your area, and on possible sources of financial aid for reducing lead hazards. Receive up-to-date address and phone information for your local contacts on the Internet at www.epa.gov/lead or contact the National Lead Information Center at **1-800-424-LEAD**.



For the hearing impaired, call the Federal Information Relay Service at **1-800-877-8339** to access any of the phone numbers in this brochure.

Other Sources of Lead



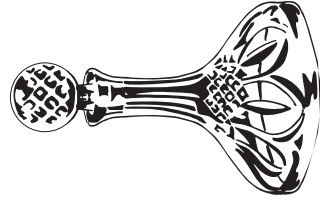
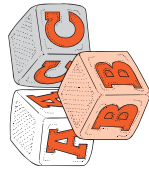
- ◆ **Drinking water.** Your home might have plumbing with lead or lead solder. Call your local health department or water supplier to find out about testing your water. You cannot see, smell, or taste lead, and boiling your water will not get rid of lead. If you think your plumbing might have lead in it:

- Use only cold water for drinking and cooking.
- Run water for 15 to 30 seconds before drinking it, especially if you have not used your water for a few hours.

While paint, dust, and soil are the most common sources of lead, other lead sources also exist.

- ◆ **The job.** If you work with lead, you could bring it home on your hands or clothes. Shower and change clothes before coming home. Launder your work clothes separately from the rest of your family's clothes.

- ◆ Old painted **toys** and **furniture**.
- ◆ Food and liquids stored in **lead crystal** or **lead-glazed pottery or porcelain**.
- ◆ **Lead smelters** or other industries that release lead into the air.
- ◆ **Hobbies** that use lead, such as making pottery or stained glass, or refinishing furniture.
- ◆ **Folk remedies** that contain lead, such as “greta” and “azarcon” used to treat an upset stomach.



Lead's Effects

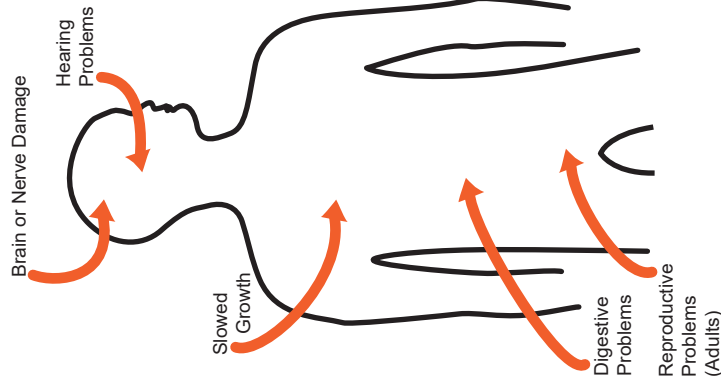
It is important to know that even exposure to low levels of lead can severely harm children.

- ◆ **In children, lead can cause:**
- ◆ Nervous system and kidney damage.
- ◆ Learning disabilities, attention deficit disorder, and decreased intelligence.
- ◆ Speech, language, and behavior problems.
- ◆ Poor muscle coordination.
- ◆ Decreased muscle and bone growth.
- ◆ Hearing damage.

While low-lead exposure is most common, exposure to high levels of lead can have devastating effects on children, including seizures, unconsciousness, and, in some cases, death. Although children are especially susceptible to lead exposure, lead can be dangerous for adults too.

In adults, lead can cause:

- ◆ Increased chance of illness during pregnancy.
- ◆ Harm to a fetus, including brain damage or death.
- ◆ Fertility problems (in men and women).
- ◆ High blood pressure.
- ◆ Digestive problems.
- ◆ Nerve disorders.
- ◆ Memory and concentration problems.
- ◆ Muscle and joint pain.



Lead affects the body in many ways.

Where Lead-Based Paint Is Found

In general, the older your home, the more likely it has lead-based paint.

Many homes built before 1978 have lead-based paint. The federal government banned lead-based paint from housing in 1978. Some states stopped its use even earlier. Lead can be found:

- ◆ In homes in the city, country, or suburbs.
- ◆ In apartments, single-family homes, and both private and public housing.
- ◆ Inside and outside of the house.
- ◆ In soil around a home. (Soil can pick up lead from exterior paint or other sources such as past use of leaded gas in cars.)

Checking Your Family for Lead

Get your children and home tested if you think your home has high levels of lead.

To reduce your child's exposure to lead, get your child checked, have your home tested (especially if your home has paint in poor condition and was built before 1978), and fix any hazards you may have.

Children's blood lead levels tend to increase rapidly from 6 to 12 months of age, and tend to peak at 18 to 24 months of age.

Consult your doctor for advice on testing your children. A simple blood test can detect high levels of lead. Blood tests are usually recommended for:

- ◆ Children at ages 1 and 2.
- ◆ Children or other family members who have been exposed to high levels of lead.
- ◆ Children who should be tested under your state or local health screening plan.

Your doctor can explain what the test results mean and if more testing will be needed.

Remodeling or Renovating a Home With Lead-Based Paint

Take precautions before your contractor or you begin remodeling or renovating anything that disturbs painted surfaces (such as scraping off paint or tearing out walls):

- ◆ **Have the area tested for lead-based paint.**
- ◆ **Do not use a belt-sander, propane torch, high temperature heat gun, dry scraper, or dry sandpaper** to remove lead-based paint. These actions create large amounts of lead dust and fumes. Lead dust can remain in your home long after the work is done.
- ◆ **Temporarily move your family** (especially children and pregnant women) out of the apartment or house until the work is done and the area is properly cleaned. If you can't move your family, at least completely seal off the work area.

- ◆ **Follow other safety measures to reduce lead hazards.** You can find out about other safety measures by calling 1-800-424-LEAD. Ask for the brochure "Reducing Lead Hazards When Remodeling Your Home." This brochure explains what to do before, during, and after renovations.

If you have already completed renovations or remodeling that could have released lead-based paint or dust, get your young children tested and follow the steps outlined on page 7 of this brochure.



If not conducted properly, certain types of renovations can release lead from paint and dust into the air.



Reducing Lead Hazards In The Home

In addition to day-to-day cleaning and good nutrition:

- ◆ You can **temporarily** reduce lead hazards by taking actions such as repairing damaged painted surfaces and planting grass to cover soil with high lead levels. These actions (called “interim controls”) are not permanent solutions and will need ongoing attention.
- ◆ To **permanently** remove lead hazards, you should hire a certified lead “abatement” contractor. Abatement (or permanent hazard elimination) methods include removing, sealing, or enclosing lead-based paint with special materials. Just painting over the hazard with regular paint is not permanent removal.

Always hire a person with special training for correcting lead problems—someone who knows how to do this work safely and has the proper equipment to clean up thoroughly. Certified contractors will employ qualified workers and follow strict safety rules as set by their state or by the federal government.

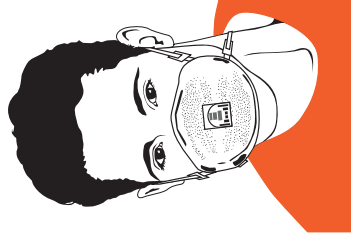
Once the work is completed, dust cleanup activities must be repeated until testing indicates that lead dust levels are below the following:

- ◆ 40 micrograms per square foot ($\mu\text{g}/\text{ft}^2$) for floors, including carpeted floors;
- ◆ 250 $\mu\text{g}/\text{ft}^2$ for interior windows sills; and
- ◆ 400 $\mu\text{g}/\text{ft}^2$ for window troughs.

Call your state or local agency (see bottom of page 11) for help in locating certified professionals in your area and to see if financial assistance is available.

Removing lead improperly can increase the hazard to your family by spreading even more lead dust around the house.

Always use a professional who is trained to remove lead hazards safely.



Identifying Lead Hazards

Lead-based paint is usually not a hazard if it is in good condition, and it is not on an impact or friction surface, like a window. It is defined by the federal government as paint with lead levels greater than or equal to 1.0 milligram per square centimeter, or more than 0.5% by weight.

Deteriorating lead-based paint (peeling, chipping, chalking, cracking or damaged) is a hazard and needs immediate attention. It may also be a hazard when found on surfaces that children can chew or that get a lot of wear-and-tear, such as:

- ◆ Windows and window sills.
- ◆ Doors and door frames.
- ◆ Stairs, railings, banisters, and porches.

Lead dust can form when lead-based paint is scraped, sanded, or heated. Dust also forms when painted surfaces bump or rub together. Lead chips and dust can get on surfaces and objects that people touch. Settled lead dust can re-enter the air when people vacuum, sweep, or walk through it. The following two federal standards have been set for lead hazards in dust:

- ◆ 40 micrograms per square foot ($\mu\text{g}/\text{ft}^2$) and higher for floors, including carpeted floors.
- ◆ 250 $\mu\text{g}/\text{ft}^2$ and higher for interior window sills.

Lead in soil can be a hazard when children play in bare soil or when people bring soil into the house on their shoes. The following two federal standards have been set for lead hazards in residential soil:

- ◆ 400 parts per million (ppm) and higher in play areas of bare soil.
- ◆ 1,200 ppm (average) and higher in bare soil in the remainder of the yard.

The only way to find out if paint, dust and soil lead hazards exist is to test for them. The next page describes the most common methods used.

Lead from paint chips, which you can see, and lead dust, which you can't always see, can both be serious hazards.

Checking Your Home for Lead

Just knowing that a home has lead-based paint may not tell you if there is a hazard.

- You can get your home tested for lead in several different ways:
- ◆ A **paint inspection** tells you whether your home has lead-based paint and where it is located. It won't tell you whether or not your home currently has lead hazards.
 - ◆ A **risk assessment** tells you if your home currently has any lead hazards from lead in paint, dust, or soil. It also tells you what actions to take to address any hazards.
 - ◆ A combination risk assessment and inspection tells you if your home has any lead hazards and if your home has any lead-based paint, and where the lead-based paint is located.
- Hire a trained and certified testing professional who will use a range of reliable methods when testing your home.
- ◆ Visual inspection of paint condition and location.
 - ◆ A portable x-ray fluorescence (XRF) machine.
 - ◆ Lab tests of paint, dust, and soil samples.

There are state and federal programs in place to ensure that testing is done safely, reliably, and effectively. Contact your state or local agency (see bottom of page 11) for more information, or call **1-800-424-LEAD (5323)** for a list of contacts in your area.

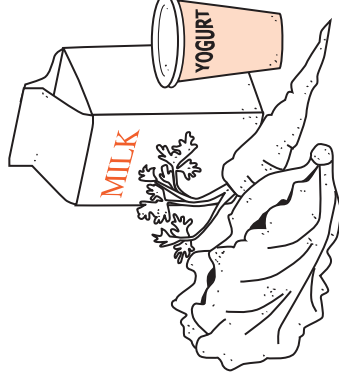
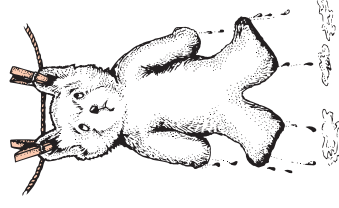
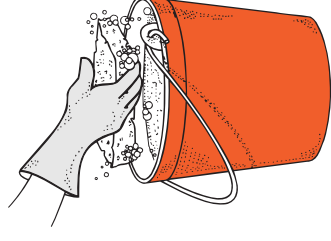
Home test kits for lead are available, but may not always be accurate. Consumers should not rely on these kits before doing renovations or to assure safety.



What You Can Do Now To Protect Your Family

If you suspect that your house has lead hazards, you can take some immediate steps to reduce your family's risk:

- ◆ If you rent, notify your landlord of peeling or chipping paint.
- ◆ Clean up paint chips immediately.
- ◆ Clean floors, window frames, window sills, and other surfaces weekly. Use a mop or sponge with warm water and a general all-purpose cleaner or a cleaner made specifically for lead. **REMEMBER: NEVER MIX AMMONIA AND BLEACH PRODUCTS TOGETHER SINCE THEY CAN FORM A DANGEROUS GAS.**
- ◆ Thoroughly rinse sponges and mop heads after cleaning dirty or dusty areas.
- ◆ Wash children's hands often, especially before they eat and before nap time and bed time.
- ◆ Keep play areas clean. Wash bottles, pacifiers, toys, and stuffed animals regularly.
- ◆ Keep children from chewing window sills or other painted surfaces.
- ◆ Clean or remove shoes before entering your home to avoid tracking in lead from soil.
- ◆ Make sure children eat nutritious, low-fat meals high in iron and calcium, such as spinach and dairy products. Children with good diets absorb less lead.



Is FSS Right For Me?

- I want to become economically independent.
- I want to further my education by earning a GED or college degree.
- I want to establish or repair my credit.
- I want to find better employment.
- I want to start a savings account.
- I want to purchase a home.
- I want a better future for myself and my family.

If you checked any of the boxes above, FSS may be the program for you. Get started on your plan for a better future today!

To learn more about the FSS Program,
or to apply, call 717-939-9301.



HOUSING AUTHORITY OF THE COUNTY OF DAUPHIN

Family Self-Sufficiency

Linking you to helpful
resources and information



Family Self-Sufficiency Program

APPLY TODAY

Call:

717-939-9301

Or visit:

Housing Authority of the County of Dauphin
501 Mohn Street
Steelton, PA 17113

www.dauphinhousing.org

What is the FSS Program?



The Family Self-Sufficiency (FSS) Program is designed to assist families and individuals in becoming financially independent. Participation in the program requires a

personal commitment by each individual. In exchange, you will receive supportive services and the opportunity to earn an escrow savings account. These services are available to assist you in transitioning from dependence on government benefits, to an improved level of financial self-sufficiency.

The FSS Program is up to five (5) years in length and is available to all Section 8 subsidized housing residents.

THE KEYS To Your Success

What are the benefits of the FSS Program?

As an FSS participant you will establish short- and long-term goals to help:

- Increase your income
- Complete your educational goals
- Establish or repair credit
- Establish a savings plan
- Improve your financial well-being

You will receive case management services to help you overcome barriers to self-sufficiency. Your FSS caseworker can assist in arranging supportive services including educational training, job training and preparation, transportation, counseling, life skills training,

homeownership opportunities and budgeting and money management.

In addition, the FSS Program also offers a unique opportunity to earn an escrow savings account. The Housing Authority opens a savings account for each FSS participant when there is an increase in the family's rent due to an increase in earned income. Escrow account savings, based on a participant's employment success, are awarded to participants upon completion of the program.

Call today to learn more about the FSS Program, and begin your journey to financial independence!



We are with you every step of the way

The FSS Program assists participants with the following services:

- Case management services including case planning and coordination, supportive counseling and referral and advocacy
- Access to educational resources, vocational training and employment opportunities
- Assistance with budgeting, homeownership preparation, transportation and referrals to resources available in the community

A motivating factor of the FSS Program is that a portion of your rent increase is paid back to you at the end of your successful program completion!

