



Office of Housing and
Community Development
1234 Market Street, 17th Floor
Philadelphia, PA 19107

Together We Build: Housing Resources Beyond AACO

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Presented by
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Wednesday, June 15, 2011

NON HIV/AIDS Related Housing in Philadelphia

Office of Supportive Housing Shelters

Families and Single Women

Apple Tree Family Center

1430 Cherry St.

Philadelphia, PA 19102

215-686-7150/7152

Mon-Fri from 7:30- 3 pm

Does intake for placement in the homeless housing system.

After Hours Intake/Reception

Family intake/reception services weekdays after 3pm and on weekends is now at the **Red Shield Family Residence** located at **715 North Broad Street**. Their phone number is 215-787-2887.

Single Women intake/reception services weekdays after 3pm and on weekends is now at The **Sheila Dennis Housing** located at 2601 North Broad Street and Lehigh Avenue. Their phone number is 215-225-9232.

Eliza Shirley House

1320 Arch Street

Philadelphia, PA 19107

215-568-5111 After 4 pm

215-686-7151 Before 4 pm

The Salvation Army Eliza Shirley House provides emergency shelter services and meals for homeless single women and families. They are no longer the after hours/weekend intake site.

Single Adult Men

Ridge Avenue Center

1320 Arch Street

Philadelphia, PA 19123

215-236-0909

Single men must go through the central intake center for placement in the homeless housing system. 24 hour reception

Emergency Shelter Assistance Program (ESA)

801 Market St., 5th Floor

Philadelphia, PA 19107

215-560-1976 Mon - Fri from 8 a.m. - 4:30 p.m.

Assists families and individuals who are homeless or near homeless and need financial assistance to prevent eviction or foreclosure, obtain permanent housing or secure temporary shelter. Once

in a 12-month period the program may provide a one-time grant to prevent homelessness. Amount varies depending on circumstances. Income guidelines apply.

NOTE: OSH also operates transitional and long-term housing programs including Shelter Plus Care, Supportive Housing Program (SHP) and Transitional Housing Program. Participants need to meet the HUD Definition of Homelessness to be eligible for these programs.

Non-OSH funded Shelters

St. John's Hospice for Men

1221 Race Street, Philadelphia, PA 19107

(215) 563-7763 (for more information, go to www.saintjohnshospice.org)

For Men - Drug free program with 40 shelter beds and case management services.

Residents must be able to climb three flights of stairs and be able to get into a top bunk unassisted.

Good Shepherd Program (For Men)

1225 Race Street

Philadelphia, PA 19107

(215) 569-1101

A group residence for 12 medically needy homeless men, the majority of whom have HIV/AIDS.

Residents must be able to climb two flights of stairs.

Coffee House

The Coffee House allows homeless men to come into St. John's "yard" for the night. Men are provided beverages, snacks, restrooms from 10 pm to 6 am every day.

McAuley House (For Women)

1800 Morris Street

Philadelphia, PA 19145

(215) 271-5166/ FAX: (215) 271-1601

For Seniors with disabilities

Guild House East

(assisted living facility)

711 Spring Garden Street

Philadelphia, PA 19123

215-923-1539

Guild House West

(independent living)

1221 Fairmount Ave

Philadelphia, PA 19123

215-232-1924

Public Housing

Philadelphia Housing Authority (PHA)

12 S. 23rd St.

Philadelphia, PA 19103

215-684-4000 (follow prompts)

www.pha.phila.gov

Housing Choice Voucher (formerly Section 8) Offices:

Housing Choice Administration Office

2850 Germantown Avenue

Philadelphia, PA 19133

215-684-4370

South Philadelphia Office

1172-74 S. Broad Street

Philadelphia, PA 19146

215-684-4317 Fax: 215-684-3066

Zipcodes: 02, 03, 06, 07, 12, 13, 39, 42, 45, 46, 47, 48, 52

West Philadelphia Office

5207 Walnut Street

Philadelphia, PA 19139

215-684-4370 Fax: 215-684-3055

Zip Codes: 04, 31, 39, 43, 51

Northwest Philadelphia Office

5538 A Wayne Avenue

Philadelphia, PA 19144

215-684-3067 Fax 215-684-1023

Zip codes: 18, 19, 26, 27, 28, 38, 41, 44, 50

North Philadelphia Office

2850 Germantown Avenue

Philadelphia, PA 19133

215-684-5865 Fax: 215-684-1023

Zip Codes: 05, 06, 07, 08, 21, 22, 23, 25, 30, 32, 33, 34, 40

Northeast Philadelphia Office

4346 Frankford Avenue

Philadelphia, PA 19124

215-218-7979 ext. 25783 Fax: 215-684-1340

Zip Codes: 11, 14, 15, 16, 20, 24, 35, 36, 37, 49, 52, 54

Family Developments

<i>Name</i>	<i>Address</i>	<i>Zip Code</i>	<i>Phone</i>
8 Diamonds (AME)	2028 W. Norris St.	19121	215-236-6000
Abbottsford Homes	3226 McMichael St.	19129	215-684-3300
Arch Homes	56th & Arch St.	19139	215-684-5570
Bartram Village	5404 Gibson Dr.	19143	215-684-4973
Cambridge 1,2,3 (LP)	1100 Poplar St.	19123	215-684-3945
Richard Allen II	1100 Fairmount Ave.	19123	215-684-4630
Richard Allen III (LP)	1100 Poplar St.	19123	215-684-3948
Cecil B. Moore	34th & Huntington St.	19132	215-684-1091
Champlost Homes	5963 N. 20th St.	19138	215-684-2688
Fairhill Apts.	2443 N. 10th St.	19133	215-684-8136
Falls Ridge (AME)	4349 Ridge Avenue	19129	215-848-4116
Haddington Homes	5520 Vine St.	19139	215-684-5570
Harrison Plaza	1350 N. 10th St.	19122	215-684-4644
Haverford Homes	59th & Haverford Ave.	19151	215-684-5570
Hill Creek	528 Adams Ave	19120	215-684-5622
James W. Johnson Homes	2500 W. Norris St.	19121	215-684-4715
Lucien E. Blackwell (LP)	755 N. Markoe St.	19139	215-684-2715
Martin Luther King (LP)	1172 S. Broad Street	19145	215-684-2305
Norris Apts.	2037 N. 11th St.	19122	215-684-4670
Oxford Village	6150 Algon Ave.	19111	215-684-5997
Queen Lane Apts.	301 W. Queen Lane	19144	215-684-5650
Raymond Rosen	2301 W. Edgely St.	19121	215-684-4701
Sen. Herbert Arlene	18th & Jefferson St.	19122	215-684-1310
Spring Garden (AME)	1900 Spring Garden St.	19130	215-564-5393
Spring Garden Apts.	715 Brandywine St.	19123	215-684-4499
Westpark Apts.	300 N. Busti St.	19104	215-684-4950
Westpark Plaza	4600 Fairmount Ave.	19139	215-684-5560

Family & Seniors

<i>Name</i>	<i>Address</i>	<i>Zip Code</i>	<i>Phone</i>
Courtyard Apts. (AME)	1021 S. 4th St.	19147	215-551-7091
Ludlow Scattered Sites	1100 Poplar Street	19145	215-684-1090
Marshall Shepard Village	755 N. Markoe Street	19139	215-684-2715
Morton Homes	5920 Morton St.	19144	215-684-5885
Norman Blumberg Apts.	2311 W. Jefferson St.	19121	215-684-5550
Whitehall Apts	1923 Margaret St.	19124	215-684-5992
Wilson Park	2500 Jackson St.	19145	215-684-4808
GGFE (AME)	3001 Moore St.	19145	215-684-7088
Warnock Village	2862 Germantown Ave.	19133	215-684-3000

Seniors Only

<i>Name</i>	<i>Address</i>	<i>Zip Code</i>	<i>Phone</i>
Angela Court (AME)	4401 Haverford Ave.	19104	215-222-7000
Bentley Hall	1710 Croskey St.	19121	215-684-4656
Cassie L. Holly	2100 Dickinson St.	19146	215-684-4808
Collegeview	2732 W. Thompson St.	19121	215-684-1100
Emlen Arms	6733 Emlen St.	19119	215-684-5893
Germantown House (LP)	5457 Wayne Ave.	19144	215-684-4400
Gladys B. Jacobs	1100 Fairmount Ave.	19123	215-684-2325
Katie B. Jackson Plaza	400 N. 50th St.	19139	215-684-5560
Holmecrest Homes	8133 Erdrick Pl.	19136	215-684-5930
Mount Olivet (LP)	642 N. 41st Street.	19104	215-684-8036
Nellie Reynolds Gardens (LP)	2653 W. Glenwood Ave.	19121	215-684-8128
Neumann North	1741 Frankford Ave.	19130	215-739-8303
Parkview	33rd & Diamond St.	19121	215-684-1091

St. Anthony's (AME)	2309-33 Carpenter St.	19146	215-989-0040
Suffolk Manor (LP)	1416-24 Clearview St.	19141	215-684-2226

Admissions

Apply by filling out a housing application online or in any PHA Management Office or 712 N. 16th Street. Office hours are between 9 am- 2 pm, Monday through Friday.

OHCD HOPWA Funded Housing Counseling

ActionAIDS

1216 Arch St., 6th Floor
 Philadelphia, PA 19107
 215-981-0088
www.actionaids.org

Congreso de Latinos Unidos

216 W. Somerset St.
 Philadelphia, PA 19133
 215-763-8870
www.congreso.net

OHCD CDBG Funded Agencies
(Housing Counseling)

(Not the complete list, which is available at OHCD's website at www.phila.gov/ohcd. These agencies target people with either disabilities, tenant/landlord issues or unemployment issues.)

Liberty Resources

714 Market St., Suite 100
 Philadelphia, PA 19106
 215-634-2000
www.libertyresources.org

Tenant Union Representative Network

1315 Walnut St., 3rd Floor
 Philadelphia, PA 19107
 215-940-3900
www.rturn.net

Unemployment Information Center

112 N. Broad St., 11th Floor
Philadelphia, PA 19102
215-557-0822
www.philaup.org

RECOVERY HOUSES

For information about the licensed recovery houses, please call the Office of Addiction Services @ (215) 790-4979.

12 Steps Ahead

5029 Frankford Avenue, Philadelphia, PA. 19124
Phone: (215) 743-2963 For Men

Acts

1428 N. 28th Street Philadelphia, PA. 19121
Phone: (215) 769-9799 For Women

AHAD (Always Had a Dream)

810 N. 7th Street, Philadelphia, PA. 19123
Phone: (215) 829-4080 For Men

A.R.T. House 1

4208 Girard Avenue, Philadelphia, PA. 19124
Phone: (215) 473-1966 For Men

A.R.T. House 2

4210 Girard Avenue, Philadelphia, PA. 19124
Phone: (215) 473-1936 For Men

Bridge Step Down

4128 Parkside Avenue, Philadelphia PA. 19104
Phone: (215) 871-5944 For Women

CARE

4727 Leiper Street, Philadelphia PA. 19124
Phone: (215) 535-2273 For Men and Women

Divine Light

2518 Cecil B. Moore Avenue, Philadelphia, PA 19121
Phone: 215-235-2222 For Men and Women

DRC (Diagnostic and Rehabilitation Center)

229 Arch Street, Philadelphia PA. 19106
Phone: (215) 625-8000 For Men and Women

Fresh Start I

2842 Frankford Avenue, Philadelphia PA. 19134
Phone: (215) 426-1420 For Men

Fresh Start II

3137-39 Frankford Avenue, Philadelphia PA. 19134
Phone: (215) 426-0993 For Men

Fresh Start III

2920 Frankford Avenue, Philadelphia PA. 19134
Phone: (215) 291-4484 For Men

Fresh Start IV Casa Latina

3017 Frankford Avenue, Philadelphia PA. 19134
Phone: (215) 425-5967 For Men

Fresh Start Now III

2067 Tioga Street, Philadelphia PA. 19134
Phone: (215) 425-4484 For Men

Fresh Start V

2868 Frankford Avenue, Philadelphia PA. 19135
Phone: (215) 739-0369 For Men

Fresh Start Now IV

2023 Frankford Avenue, Philadelphia PA. 19134
Phone: (215) 634-8160 For Men

Joy of living

5023 Frankford Avenue, Philadelphia, PA. 19124
Phone: (215) 447-0063 For Men and Women

Marcella's Hope

1731 Dyer Street, Philadelphia, PA. 19124
Phone: (215) 250-7943 For Women.

Mercy Hospice

334 S. 13th Street Philadelphia, PA. 19107
Phone: (215) 545-5153 For Women

Minute by Minute

2562 N. 18th Street, Philadelphia PA. 19103
Phone: (215) 223-8996 For Men and Women

(M.O.S.T.) Motivational Outreach Substance abuse Treatment

Frankford Avenue, Philadelphia PA. 19124
Phone: (215) 426-7916 For Men

My Sister's Place

5601 Kingsessing Avenue 19143

Phone: (215) 727-1640 For Pregnant Women

New Desires

4716 Leiper Street, Philadelphia PA. 19124

Phone: (215) 288-1003 For Men

New Way of Life

2237N. 22nd Street, Philadelphia, PA. 19132

Phone: (215) 763-6668 Intake: (215) 852-4681 For Men and Women.

(ODAAT) One Day AT A Time

1510 Chestnut Street, 5th Floor Philadelphia PA.19107

Phone: (215) 227-6648 Website: <http://www.odaat.usa/> For Men

(ODAAT) One Day AT A Time

2426 W. Lehigh Avenue, Philadelphia PA.19132

Phone: (215) 226-1620 Website: <http://www.odaat.usa/> For Men

Pastor Scott recovery houses (Two Addresses)

4728 N. 15th Street and 1913 West Westmorland Street, Philadelphia, PA

Phone (267) 266- 4326 For Men

Recovery King recovery house

113 West Berkley Street Phila 19144

Phone (215) 951-2223 For Men

Self Step Down

2326 N. Parkside Avenue, Philadelphia PA. 19132

Phone: (215) 228-3322 For Men

Self Inc.

1447 Cayuga Street, Philadelphia PA 19140

Phone: (215) 457-3907 For Women

Trinity Recovery Network

3319 Kensington Avenue, Philadelphia, PA.19134

Phone: (215) 423-0156/ Fax: (215) 426-4437

Email: reconet@verison.net For Men and Women

They are a Christian-based house, so residents are required to attend bible study and church.

Housing Related Web sites

Apartments for Rent:

South Philly Review www.southphillyreview.com (Rentals from Classified Section)

University of PA off-campus housing www.business-services.upenn.edu/offcampusliving

Craig list of Philadelphia www.craigslist.org (Then click on Philadelphia)

Philadelphia Weekly www.philaweekly.com (Rentals from Classified Section)

Philadelphia Inquirer and Daily News on the web www.phillynews.com

National On-line Apartment Guide www.apartments.com

Emergency Shelters and Services:

Blue Print to End Homelessness www.homeless.phila.org

Peoples Emergency Center www.pec-cares.org

Subsidized Housing Income-based/Disabled/Elderly:

Pennsylvania Housing Finance Agency www.PHFA.org

(Accessible Apartment List and Inventory of Assisted (Subsidized) Rental Housing

The Housing and Disability Technical Assistance Program (TAP) www.newsontap.org

(Homefinder for Accessible Units and the Philly Primer list of Resources and subsidized apartments for Seniors and Disabled People)

Licensed Personal Care Homes:

PA Dept. of Public Welfare www.dpw.state.pa.us

(enter site, click on office of social programs, scroll down on the left side to personal care homes.)

Other sites:

Census Tract Locator www.factfinder.census.gov

PA Tax Rebate www.revenue.state.pa.us/revenue

OHCD (Office of Housing and Community Development) www.phila.gov/ohcd

HUD (U. S. Department of Housing and Urban Development) www.hud.org

HUD Homeless Resource exchange/HOPWA www.hud.re.info

National Aids Housing Coalition <http://nationalaidshousing.org>

HIV/AIDS Housing Eligibility Screening Tool

Clients are AACO eligible if they meet both the **AIDS Diagnosis Criteria, Substance Abuse Recovery Criteria, Mental Health Criteria and current Section 8 Income Guidelines:**

AACO Housing Subsidy Eligibility Diagnosis Criteria:

1. Does the client have an **AIDS Diagnosis**? If yes, they are **AACO eligible**.
2. Does the client have an **HIV + diagnosis** and have they ever had an **Opportunistic Infection**? If yes, then they are **AACO eligible**.
3. Does the client have **200 or less T-cells (CD-4 count)** or lower than **14%** right now or at **ANY** time since they have been diagnosed HIV+? If yes, they **AACO eligible**.
4. Does the client **receive SSI or SSDI specifically for HIV or AIDS**? There must be proof of reason of diagnosis related to HIV and not for Mental Health or any other physical/health diagnosis. If yes, they are **AACO eligible**.
5. Does the client have has had within the last six months 1) oropharyngeal candidiasis (oral thrush); 2 oral hairy leukoplakia; or 3) herpes zoster (shingles).

If you cannot answer **yes** to at least one of the above four questions, then they are **NOT AACO Eligible**.

AACO Substance Abuse and Mental Health Eligibility Criteria:

- Applicants are **NOT** required to have six months clean time to access the Housing Services Program.
- If they have less than **6 months of recovery time**, they need to be in a drug and alcohol treatment program and will need a **drug and alcohol assessment** by a licensed substance abuse counselor. This assessment must say that client is in recovery, how much recovery time they have and that they are able to live independently. The assessment should list any supports that the client might need to maintain recovery and maintain housing.
- If they have **6 to 12 months of recovery time**, they must be active in a treatment program or provide documentation of recent completion of a treatment program.
- No documentation is required in cases of no history of D/A or more than one **year of recovery time**.

- It is NOT required that applicants with a serious mental health diagnosis be active in therapy for 6 months before applying for housing. However, they must be actively engaged in on-going therapy when applying for housing. The applicant must provide documentation from a licensed mental health professional. Homeless applicants with a serious mental health diagnosis also must complete the Referral for Residential Placement (RRP).

If they meet *both* **Medical and Substance abuse criteria**, then they are **AACO Eligible** and they meet the current **Section 8 Income Guidelines**, you can submit a **Housing Referral**.

The current **Section 8 Income Guidelines** are attached at the end of this packet.

When an eligible, complete **AACO application** client is submitted to the **AACO Housing Services Program Supervisor**, they are placed on a waiting list. Applications are prioritized at three levels. **Level One:** homeless individuals or families; those in a domestic violence situation, and those that have lost a leased home due to fire. **Level Two:** Households with a child under 12 years of age; those living in uninhabitable living conditions as per L&I; those contributing greater than 50% of their income to rent; and those who are on probation or parole. **Level Three:** All other low-income applications living with AIDS or HIV Disease.

Individuals or families that have a **more stable rental history** will probably be referred to a **Tenant Based Rental Assistance (TBRA) HOPWA Program** (HOPWA = Housing Opportunities for People With AIDS) housing subsidy, such as **PCRC, Mazzoni Center, or Congresso**.

Individuals or families that do not have a **stable rental history** (one recent continuous year of renting without an eviction, preferably with their name on the lease), and who meet the **McKinney Definition of Homelessness** can be referred to a **Shelter Plus Care Program** either TBRA or Project Based. The **Office of Supportive Housing (OSH)** manages the **Shelter Plus Care Program**. PCRC provides TBRA Shelter Plus Care subsidies. Project Based Shelter Plus Care Programs for individuals are **Single Room Occupancy (SROs)** like: *APM's Project Escalera*, or, a **Project Based Apartment building** such as: *1260 Housing* (for clients w/ MH History); *Friends Rehabilitation Program* (for Singles or Families with a substance abuse or MH history or dual diagnosis); or *High Street Apartments* for families, *APM's Hogar Esperanza*. Monthly Supportive Services forms will need to be submitted by the Case Manager to AACO for clients in **Shelter Plus Care**.

Frequently Asked Questions

What if my client has a baby and needs a larger apartment?

If the client or family, who was referred by AACO to subsidized housing, needs to move to a larger or smaller sized apartment, depending on the addition or subtraction of family members, the Case Manager can do the following:

- If it is a **TBRA HOPWA** or **HOME** subsidy, contact agency providing the housing subsidy to initiate the request. If it is a **project based apartment building** (High St.) contact the **apartment manager**.
- If it is a **TBRA Shelter Plus Care** you will have to contact OSH. It is much more difficult to change the unit size with Shelter Plus Care because the unit distribution is set for each program (i.e. a set number of one bedrooms, two bedrooms, etc.). subsidy, contact agency providing the housing subsidy to initiate the request.

What if my client with a housing subsidy passes away and has a spouse or family member living with them?

- If there is a family member or spouse with an **AIDS diagnosis** living with your client and their name is **already on the housing subsidy**, then there really is no change. You should just inform the housing counselor.
- If there is a family member or spouse who is **AACO eligible**, but they are **not already on the subsidy**, you need to submit a new housing application to AACO. Their housing referral will be prioritized. Once they are approved, they will then transfer the voucher from your client's name into the name of the spouse or family member.
- If no one in the household is AACO eligible, then the family members or spouses will be allowed to stay in the apartment while they secure alternate housing. The length of time that they can stay in a unit is determined on a case by case basis not to exceed six months.

What if my client's rental subsidy is in jeopardy for being terminated?

If a client receives a jeopardy (at risk for losing subsidy) letter, the client should contact their subsidy provider as soon as possible. They will have to write a **letter of appeal** to the provider so that they can meet with program staff to see if they may remain in the program. A client does not have their subsidy suspended overnight. It is usually after a few months of a client's non- payment of rent, or, failure to provide rent or utility receipts, or suspected illegal activity. Providers usually notify or attempts to notify clients in writing with "jeopardy letters".

If the outcome of the internal appeal results in a termination letter, the client can submit an termination appeal letter to the Office of Housing and Community Development (OHCD). The subsidy provider should tell the client to whom to address the appeal letter at OCHD.

Non-AACO Housing for people *with* AIDS

If the Client **does not have a stable rental history** or has a **history of homelessness**, and they are **Medically Fragile** (meeting the AACO eligibility criteria with an AIDS Diagnosis) they can be referred to:

- ***Good Shepherd Program*** (for Males)

- *McAuley House* (for Females).

These are structured **Shelter Based Transitional Housing** for people with AIDS that only require **90 days of recovery** for clients with substance abuse histories.

Non-AACO Housing for people *without* an AIDS Diagnosis

If a client is not AACO eligible, they might be eligible for an SRO. They do not have to be “Medically Fragile” and they do not need an AIDS diagnosis. All clients referred to a non-AACO SRO must have **6 Months of Recovery**.

Single Room Occupancy (SRO) Eligibility Criteria:

1. Is the client single, **without children** that will be living with them? If yes, they might be eligible for an SRO, move on to the next question. If no, they are **NOT** eligible for an SRO.
2. Is the client **homeless** and in a shelter, homeless on the street or **imminently homeless**, in a hospital, in a psychiatric facility, in an in-patient drug and alcohol treatment program, in a half-way house or sober living?

If yes and they are **Male**, they are eligible for: *Reed House* and *Station House* or *Bethesda Project*.

If yes and they are **Female**, they are eligible for: *Mid-City Apartments*, *Sarah Allen*, *Reed House*, *Station House*, or *Bethesda Project*.

Project Based Housing for People with HIV

These are apartment buildings for people who are **HIV positive**, but do not need an AIDS diagnosis. All of these programs or buildings require their own application.

- *Proyecto Escalera* is an SRO managed by APM (Asociacion de Puertorriqueos en Marcha). Though half of their beds are placed through AACO, and require an AIDS diagnosis, the other half of their beds you can apply to APM directly. They do not have to be HIV+ but their income must meet **Section 8 guidelines**. Applicants placed through AACO may request a transfer to a one-bedroom unit upon the successful completion of one year in this program.
- *Casa Nueva Vida* is managed by ActionAIDs. Clients must be homeless according to the HUD/McKinney Definition but they do not need an HIV Symptomatic or AIDS Diagnosis. Clients only need to be HIV+ and meet Section 8 income guidelines. There are twelve two bedroom units at Casa Nueva Vida. This is considered permanent, project based supportive housing. Residency requires on-going participation in supportive services.

- **Marlton Court** currently houses people living with HIV and is managed by Penrose Management but will be transitioning to market rate housing available to anyone. At this time, we are not sure when this will actually occur but they are no longer taking applications for clients with HIV. ActionAIDS provides Housing Counseling for residents and will be involved in clients transitioning into other housing resources.

Mental Health Housing Subsidized Housing:

COMHAR CASSAH (AACO Eligible w/ Axis I Mental Health Diagnosis): This is a **Tenant-Based Housing Subsidy** like PCRC that individuals or families can apply to any apartment with a landlord willing to participate. This is a totally different housing application and you can submit a housing referral for any eligible clients. Applications are submitted directly to CO-MHAR and to request an application, you can contract Joe Friedman at 215-569-8414

COMHAR COMPASS (HIV+ w/ Axis I Mental Health Diagnosis): This is **Project- Based Transitional Subsidized Housing** that may be time limited. This is for single adults only. Residents are not guaranteed transition into **CASSAH**. This referral requires the completion and submission of the Access to Alternative Services (AAS) application packet from the Department of Behavioral Health (DBH). This consists of two forms the Case Manager completes, a Medical Evaluation the client's physician completes and the Psychiatric evaluation a psychiatrist must complete. These forms are available in the file drawers at Arch Street.

Transitional Housing for Families

For most of these programs, families need to be homeless or imminently homeless. At one time individuals or families could access these programs directly but now these programs can only be accessed through OSH. HIV or AIDS is a determining factor for some of these programs.

1. **HELP Philadelphia** is tenant-based assistance for homeless families with no more than 2 children who are not over 6 years of age. There must be one family member who is HIV+ for this program. They must participate in a supportive services program with the goal of obtaining self-sufficiency and permanent housing. They must be on the PHA Section 8 waiting list.
2. **Dignity Housing** is a project-based program for homeless families, with children, who have a substance abuse or domestic violence issue. They can have up to 3 children depending on the available space at the time of referral. They can self refer but they need a letter of homelessness. They do not have to be HIV+ but they need 1 year of recovery and need to be in substance abuse treatment.

3. ***Project Rainbow*** is for women with up to 3 children less than 12 years of age. They need to be homeless but they do not need to be HIV positive. They need to have 6 months of recovery and reference letters. They are usually full.
4. ***Trevor's Place*** is for women with up to 4 children younger than 16 years of age. The client must be in recovery. Intakes can be set up with the director and case manager. They also have shelter beds but they must be accessed through OSH.
5. ***Hogar Esperanza (APM)*** is a 20 unit Apt. Building for people with AIDS. This program is for families. There are 1 and 2 BR units. Up to 2 children of the same sex can be included. This might not have to be transitional housing and they tend to have a waiting list of 4 families. This is located near Proyecto Escalera.

Housing Resource Phone Directory

<u>Resource:</u>	<u>Phone:#</u>	<u>FAX#</u>
1260 Housing Corp.	215-557-8484	
AACO Housing Services Program Supervisor	215-685-5383	215-685-5388
AACO Housing Specialist	215-685-4883	215-685-5388
AIDS Law Project	215-587-9377	215-587-9902
APM	215-765-9566	215-765-9540
BEBASHI	215-769-3561	215-769-3860
Bethesda Project	215-985-1600	215-732-8214
Calcutta House	215-684-0480	215-684-0490
COMHAR (for CASSAH and COMPASS)	215-569-8414	215-569-4855
Congreso de Latinos Unidos	215-763-8870	215-763-7023
Dignity Housing	215-242-3140	215-242-3382
Friends Rehabilitation Program	215-232-6000	
Good Shepherd Program	215-569-1101	
Help Philadelphia	215-473-6454	215-473-6457
High Street Apartments	215-951-0300	
Hogar Esperanza (APM)	215-235-2851	
Marlton Court	215-877-3377	
McAuley House	215-271-5166	215-271-1601
Mid-City Apartments	215-988-5495	215-988-5497
Office of Housing and Community Development	215-686-9749	
OSH	215-686-7150	
OSH Eliza Shirley (after 4pm shelter for wom.& fam.)	215-568-5111	
OSH Ridge Ave (after 4 pm shelter for men)	215-236-0909	
MAZZONI CENTER Housing Coord:	215-563-0652 x 224	
PHA Conventional (Public) Housing Program	215-684-4453	
Proyecto Escalera	215-765-9566	215-765-9540
Project Rainbow / Drueding Center	215-769-1830	
Reed House	215-755-6789	215-755-4335
Sarah Allen	215-222-2700	
Section 8 program	215-684-4000	
Station House	215-227-4086	215-227-2297
Sunday Breakfast Association	215-922-6400	
PCRC/TURN Main number	215-575-0700	
PCRC/TURN Special Needs Program Manager	215-575-0700 x 248	
PCRC Asst. Exec. Director	215-575-0700 x 226	
Trevor's Place	215-236-4660	

Housing Related Web sites

Apartments for Rent:

South Philly Review www.southphillyreview.com (Rentals from Classified Section)
University of PA off-campus housing www.business-services.upenn.edu/offcampusliving
Craig list of Philadelphia www.craigslist.org (Then click on Philadelphia)
Philadelphia Weekly www.philaweekly.com (Rentals from Classified Section)
Philadelphia Inquirer and Daily News on the web www.phillynews.com
National On-line Apartment Guide www.apartments.com

Emergency Shelters and Services:

Blue Print to End Homelessness www.homeless.phila.org
Peoples Emergency Center www.pec-cares.org

Subsidized Housing Income-based/Disabled/Elderly:

Pennsylvania Housing Finance Agency www.PHFA.org
(Accessible Apartment List and Inventory of Assisted (Subsidized) Rental Housing)
The Housing and Disability Technical Assistance Program (TAP) www.newsontap.org
(Homefinder for Accessible Units and the Philly Primer list of Resources and subsidized apartments for Seniors and Disabled People)

Licensed Personal Care Homes:

PA Dept. of Public Welfare www.dpw.state.pa.us
(enter site, click on office of social programs, scroll down on the left side to personal care homes.)

Other sites:

Census Tract Locator www.factfinder.census.gov
PA Tax Rebate www.revenue.state.pa.us/revenue
OHCD (Office of Housing and Community Development) www.phila.gov/ohcd
HUD (U. S. Department of Housing and Urban Development) www.hud.org
HUD Homeless Resource exchange/HOPWA www.hud.re.info
National Aids Housing Coalition <http://nationalaidshousing.org>



Office of Housing and
Community Development
1234 Market Street, 17th Floor
Philadelphia, PA 19107

TENANT-BASED RENTAL ASSISTANCE (TBRA) PROGRAM HANDBOOK

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- 9. Disability Allowance / Disability Incentive**
- 10. Client File Documentation Form**
- 11. Budget Worksheet**
- 12. Housing Related Websites**



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TENANT-BASED RENTAL ASSISTANCE (TBRA) PROGRAM GUIDELINES

I. Program Overview

The Tenant Based Rental Assistance (TBRA) Program provides targeted, very low-income households with utility, deposit, and rent costs for two years or longer.

II. Eligibility for Assistance

A. Income-Eligibility

Participating households may have gross incomes up to 60% of median income for the area being served but in some cases incomes may go as high as 80% if there are other issues that may place a person or family at risk for homelessness. Incomes of participating households must be verified before assistance is provided and re-examined annually thereafter. Income limits are established by household size and revised annually by the Department of Housing and Urban Development (HUD). Current income limits can be found at www.hudclips.org.

B. Eligibility Verification and Documentation

1. Eligibility must be verified and documented by local program staff annually.
2. Eligibility requirements other than income may be verified using four acceptable methods, in order of preference:

III. Tenant Selection

- A. The Contractor's local policies and procedures must include a written tenant selection policy that clearly specifies how families to be assisted will be selected.

Local preferences cannot be administered in a manner that limits the opportunities of persons based on race, color, religion, sex, national origin, handicap, or familial status. A person given a preference for the TBRA program may not be prohibited from applying for or participating in other available programs or forms of assistance for which he or she might qualify.

IV. Unit Selection Approval

A. Unit Type

Tenants may select units that are publicly or privately-owned. However, TBRA may not be provided to a family who proposes to rent a unit that receives a project-based rental assistance through federal, state or local programs, if the TBRA assistance would lower the household's rent and utility costs to less than 30% of the household income.

B. Request for Unit Approval

Once the household has located a unit and the owner has agreed to participate, the household and the owner jointly submit the Request of Unit Approval. The Request for Unit Approval provides essential information about the property (bedroom size, utility combination, proposed rent, ownership information). The submission of this document triggers the contractor's inspection, rent negotiations, and review of the owner's lease.

C. Housing Quality Inspection

The TBRA Program regulation requires that all units assisted with TBRA funds meet Section 8 HQS. Each unit under contract must be inspected, at least annually, to assure that this requirement is met. Units may also be inspected as a result of housing quality complaints initiated by the owner or the tenant.

If a unit fails to pass in inspection, the owner may be given a reasonable period of time (e.g., 24 hours for emergency conditions or 30 days for less serious conditions) to correct the deficiencies. If the owner fails to make the needed corrections, the Contractor has several options. The Contractor may, with adequate notice to the owner and household, terminate the TBRA Rental Assistance Contract and require the household to move to another location in order to continue to receive assistance. The Contractor may also temporarily suspend its payments until the owner remedies the HQS deficiencies. (Note: If this second approach is taken, the household should be encouraged to continue to pay its share of the rent in order to prevent eviction.)

D. Rent Reasonableness

The rent for each unit must be determined to be reasonable when compared to comparable, unassisted units. The following issues should be considered when determining rent comparability:

- Location – in many markets location is the key determinant of housing price.
- Size – only units of comparable size (both in terms of number of bedrooms and square footage should be used.
- Utilities included – consider the type and fuel source of utilities.
- Condition – only units in similar condition should be compared.
- Amenities – consider such amenities as garage, appliances, and lot size.

E. Lead Based Paint

HUD Lead Regulation 24 CFR Part 35, Subpart M, applies to the TBRA program (www.hud.gov/offices/lead/leadsaferule/index.cfm). The regulation only applies to structures built before 1978 that house children under the age of six. Please consult the regulation itself to make sure that your agency implements this regulation fully and properly.

F. Occupancy Standards

Contractors should develop occupancy standards that specify how the number of bedrooms needed by a household is established. Section 8 Housing Quality Standards (HQS) include a basic occupancy standard of two persons per living/sleeping area. The basic standard can be modified to take into consideration specific household composition and circumstances, for example:

- Permitting/requiring/prohibiting young children of the opposite sex to share a bedroom;
- Not requiring different generations of the same sex to share a bedroom; or
- Providing for less than two persons per living/sleeping area in the case of medical necessity.

Occupancy standards are used to determine the unit size for which the household is eligible and thus, the amount of assistance to be provided. Fair housing rules permit a household to select smaller units that do not create seriously crowded conditions. Participants may also select larger units, but the contractor is not required to increase the subsidy to cover the increased costs of a larger unit.

In conjunction with the annual re-examination of income, the Contractor should re-examine the household's size and composition to determine whether the current unit is still suitable and appropriate.

V. Income, Payment Standards, and Rent

A. Annual Income is the gross amount of income that a household anticipates to receive during the coming year. Annual income is calculated using the Section 8 definition of annual income.

B. Adjusted Income is a household's annual income less mandatory deductions, as follows:

1. \$480 for each dependent [defined as a member of the family (except foster children and foster adults) other than the family head or spouse, who is under 18 years of age or is a full-time student].
2. \$400 for any elderly family or disabled family.
3. The sum of the following, to the extent the sum exceeds three percent of annual income:
 - Un-reimbursed medical expenses of any elderly family or disabled family; and
 - Un-reimbursed reasonable attendant care and auxiliary apparatus expenses of each member of the family who is a person with disabilities, to the extent necessary to enable any member of the family (including the person with disabilities) to be employed. This deduction may not exceed the earned income received by family members who are 18 years of age or older and who are able to work because of such attendant care or auxiliary apparatus.
4. Any reasonable childcare expenses necessary to enable a member of the family to be employed or to further his or her education.

C. Contract Rent is the rent charged by the owner.

D. Utility Allowance is the estimated average monthly cost of utilities to be paid by the tenant, separately from rent to the owner. A Contractor may use the utility allowance for the Section 8 program or establish its own schedule of allowances.

E. **Gross Rent** is the contract rent plus the applicable utility allowance.

VI. Calculating the Subsidy

A. Introduction

Funding regulations specify that the subsidy can be no greater than the difference between a Contractor-established payment standard and 30 percent of the household's adjusted monthly income. Generally, the minimum household contribution should be expressed in percentage terms. Establishing a flat dollar amount for the minimum payment is not recommended because this policy has the effect of imposing a hardship on families with the lowest incomes.

B. The Rental Certificate Model: A Predictable Tenant Share and Limit on Contract Rent

The Rental Certificate model assumes (1) a fixed tenant payment, and (2) a Contractor established maximum rent the owner can charge. In this model, the household's share of housing costs (called Total Tenant Payment or TTP) is calculated by formula. The household pays the greatest of 30 percent of monthly-adjusted income or 10 percent of monthly gross income. The Contractor pays the difference between the Total Tenant Payment and the approved gross rent and utilities for the unit. Exhibit 2 demonstrates this method.

The rent the owner may charge is limited by the Contractor in two ways. First, the Contractor must determine that the rent is reasonable in comparison to the rent charged for comparable, unassisted units. Second, the gross rent cannot exceed the Contractor's payment standard for the appropriate unit size.

If the household finds a unit that rents for more than the payment standard, the unit must be rejected unless an exception is approved. Under this option, households do not have the choice of paying an amount higher than is required by the formula in order to rent a more expensive unit.

C. Adjusting for Tenant-Paid Utilities

The Contractor must consider how utilities will be paid. The household's contribution is intended to cover both rent and utilities. If all utilities are included in the rent, the household's entire contribution goes to the owner. However, this is rarely the case. Most households pay separately for at least some utilities. In such cases, the Contractor must determine how much of the household's contribution should go to pay utilities and how much to the owner.

Contractors must use the local utility allowance schedule as published by the Philadelphia Housing Authority for use in the local Section 8 program. They list the average cost of utilities for typical types of housing (single family, row house, high rise, etc.) and for various utilities (natural gas, propane, electricity, etc.). Utilities included in the schedule generally are those required for water/sewer, cooking, heating, lighting, and trash collection. Telephone and cable TV are not considered utilities for this purpose.

Exhibit 5 – Using Utility Allowances

The Brown family's annual adjusted income is \$12,000; their monthly-required contribution is \$300 (12,000 divided by 12 months x .30). The family selects a unit that rents for \$575; the Contractor determines the rent for the unit is reasonable. Gas and electricity must be paid separately.

1. The Contractor utility allowance schedule shows the average cost of electricity and gas for the unit size and housing type selected as \$75.

2. The family makes its tenant contribution as follows:

\$300	30% of adjusted income
<u>-\$75</u>	<u>allowance for gas and electricity</u>
\$225	Total Tenant Contribution

3. The Contractor pays the difference between the rent the owner is charging and the amount paid by the tenant:

\$575	Rent to Owner
<u>-\$225</u>	<u>Paid by tenant</u>
\$350	Contractor subsidy

Sometimes Contractors must make a utility reimbursement to the household, as well as a payment to the owner. This occurs whenever the household's share of housing costs is insufficient to cover expected utility costs. Exhibit 6 illustrates this phenomenon.

Exhibit 6 – Utility Reimbursements

Sally Green's annual adjusted income is \$2,000; the monthly-required contribution is \$50 (2,000 divided by 12 months x .30). She selects a unit that rents for \$575; the Contractor determines the rent for the unit is reasonable. Gas and electricity must be paid separately.

The Contractor's utility allowance schedule shows the average cost of electricity and gas for the unit size and housing type selected as \$75.

The full tenant contribution is used to pay gas and electricity. The tenant makes no contribution to contract rent.

The Contractor pays:

\$575	Rent to owner
<u>\$ 25</u>	<u>Utility reimbursement to tenant (\$75 utility allowance-\$50 tenant contribution)</u>
\$600	Contractor subsidy

D. Limitations on the Amount of Subsidy Provided

1. The subsidy provided by the Contractor may not exceed the difference between a payment standard established by the Contractor and 30 percent of the household's monthly-adjusted income.
2. Contractors must establish the minimum household contribution, expressed as a percentage of either gross or adjusted income, or a flat rate.
3. Security and utility deposits must be "reasonable" (e.g. not more than two months rent) and consistent with local market practices.
4. Each subsidy contract cannot exceed two years. However, assistance on behalf of an individual household can be extended under subsequent contracts if the Contractor continues to administer a TBRA program and has funds available.

VII. Deposit Assistance

Security deposit payments may only be made to the owner/landlord. Returned funds are treated as program income, and must be reinvested in other TBRA-eligible activities. State or local laws governing deposits (e.g., with respect to paying or accruing interest) apply, as well as the TBRA program requirements.

A. Security Deposits

The amount of security deposit paid should be based upon local market practice. However, the maximum amount of a security deposit is the equivalent of two months' rent for the unit. Only the prospective tenant, not the owner, may apply for TBRA security deposit assistance.

VIII. Program Implementation

A. Key Program Forms (see TBRA Forms on the CTED website)

- Application
- Rental Assistance Coupon
- Request for Unit Approval
- Rent Reasonableness Checklist/Certification
- HQS Inspection Form
- Lead-Based Paint Pamphlet
- Rental Assistance Contract
- Lease Addendum

B. Outreach to Prospective Owners

The willingness of owners to participate in the TBRA program significantly affects the options and opportunities available to coupon holders. Contractors should conduct outreach to owners of rental property to stimulate their interest in the program. Mailing program notices to owners using tax or PHA records as sources, and participating in meetings of owner and realtor associations are often effective outreach methods.

Many owners will use the Section 8 program as their frame of reference. Contractor staff should be prepared to describe how the TBRA program is similar to and different from Section 8. Key differences that are likely to be of concern to owners are summarized below:

- Rent limitations. Both the Section 8 and TBRA programs require the rent to be “reasonable” in comparison to comparable, unassisted units. Fair Market Rent limitations apply to Certificates but not to Vouchers. Contractors must explain whether rents for TBRA units also will be limited by the Fair Market Rent limitations of the contractor’s payment standard.
- Prompt payment. Providing checks regularly and on time is essential.
- Lease Provisions. The prohibited lease provisions are the same as Section 8.
- Annual Income and Rent Determinations. Like the Section 8 program, the TBRA program requires annual re-examination of household income and permits owners to request rent increases on an annual basis.
- Evictions and Tenant Disputes. Like Section 8, the TBRA program assumes a private relationship between owner and tenant. The courts, not the Contractor, determine evictions.

E. Tenant Lease, Owner Contract, and TBRA Rental Assistance Contract

a. The Lease

The TBRA household and the rental unit owner or designee must enter into a lease that shall continue until: (1) the lease is terminated by the landlord in accordance with state landlord/tenant laws; (2) the lease is terminated by the tenant in accordance with the lease or by mutual agreement; or (3) termination of the HOME Rental Assistance Contract by the program administrator. The term of the lease between the household and the owner must be for not less than one year.

The Contractor must assure that the owner’s lease does not include any of the HUD-prohibited lease provisions (24 CFR 92.253). Program Staff should review every property owner’s lease for compliance with TBRA program rules and HUD requirements.

The contractor must disapprove a lease if the rent is not reasonable, based on rents that are charged for comparable unassisted rental units.

b. The Contract

The property owner or designee and the TBRA Contractor must enter into a HOME Rental Assistance Contract. The Contract will begin on the first day of the lease between the owner and the tenant and will terminate on the last day of the lease. The Contract may be renewed, depending on the availability of TBRA funds from CTED.

F. Processing Requests for Rent Increases

Typically, owners offer leases that specify the rent for one year. This means that, unless the Contractor has negotiated a two-year rent, most owners will request a rent increase at the end of the

first year of the contract. The Contractor must again determine that the proposed rent is reasonable in comparison to rents charged for comparable, unassisted units, and also that it is within any other limitations established in the Contractor's program.

For the Section 8 program, HUD publishes annually an Annual Adjustment Factor that is used to adjust contract rents. Contractors may use this Annual Adjustment Factor, available from most housing authorities, to determine the maximum allowable contract rent increase or develop its own standard for rent increases based upon a market analysis.

G. Moves and Termination of Tenancy

Each Contractor must develop standards outlining when owners participating in the TBRA program may terminate tenancy or refuse to renew a lease. These standards must be established in writing and be included in the lease agreement and, if applicable, the agreement between the Contractor and the owner. If a coupon holder is evicted for cause, the Contractor must determine whether the household may receive assistance in another unit.

Tenants may elect to move to another unit, as permitted by the lease. The TBRA Rental Assistance Contract contains provisions that terminate the Contractor's agreement with the owner when the household moves out. To assure that subsidy is not paid on units no longer occupied by an eligible household, the Contractor should require households to give advance notice of their plans to move out, and owners to inform the Contractor when tenants move out.

INCOME ELIGIBILITY CALCULATION WORKSHEET

HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS

This worksheet will determine income eligibility for the HOPWA program.
Note income exclusions on see pages 2 and 3.

HOPWA Regulation 24CFR574.3 Definitions states that an person is eligible for HOPWA housing and services if they are "low-income" as defined in the AIDS Housing Opportunity Act Section 853(3) which reads: "The term low-income individual means any individual or family whose incomes do not exceed 80 percent of the median income for the area (AMt), as determined by the Secretary of HUD." Local jurisdictions may impose an eligibility threshold of 50% or 30% AMI with HUD Field Office approval.

*The total income of the household (Annual Gross Income) is from all sources anticipated to be received in the 12-month period following the effective date of the income certification. Therefore, income must be ANNUALIZED, e.g. payment amount X number of payment periods/yr., for all income sources.

1. The full amount, before payroll deductions, of wages and salaries, overtime pay, commissions, fees, tips and bonuses, other compensation for personal services prior to payroll deductions. (Applies to client and all household members 18 and older. For full-time students 18 and over, only \$480 of annual earned income should be included here). \$ _____
 2. Periodic payments from Social Security, annuities, insurance policies, retirement funds, pensions, disability or death benefits, excluding lump sum payments for the delayed start of a periodic payment. (Except as provided in (c)(14)). \$ _____
 3. Payments in lieu of earnings, such as unemployment, disability, worker's compensation, and severance pay. (Except as provided in (c)(3)). \$ _____
 4. Welfare Assistance, including payments made under other programs funded, separately or jointly, by federal, state, or local governments which are not excluded by Federal Statutes (see Income Exclusions). \$ _____
 5. Periodic allowances including alimony and child support payments, and regular contributions or gifts received from organizations or persons not residing in the residence. \$ _____
 6. Net income from operation of a business or profession.
Interest, dividends, and other net income of any kind from real or personal property.
Where net family assets are in excess of \$5,000, annual income shall include the greater of actual income derived from net family assets or a percentage of the value of such assets based on the current passbook savings rate, as determined by HUD. \$ _____
 7. All regular pay, special pay and allowances of a member of the Armed Forces (Except Hostile Fire Pay). \$ _____
 8. **ANNUAL GROSS INCOME* TOTAL OF LINES 1-7**
Note: Annual income must be reassessed at least annually. However, if there is substantial change in the household's income during the year, an adjustment must be made to the resident rent to reflect the change in income. \$ _____
 9. Select Area Median Income used for this HOPWA jurisdiction's eligibility threshold:
80% AREA MEDIAN INCOME FOR THIS HOUSEHOLD SIZE \$ _____
50% AREA MEDIAN INCOME FOR THIS HOUSEHOLD SIZE \$ _____
30% AREA MEDIAN INCOME FOR THIS HOUSEHOLD SIZE \$ _____
- Note: If # 8 is above applicable Area Median Income (AMI) the applicant is not eligible for HOPWA assistance.
10. Is applicant eligible for the HOPWA program? YES _____ NO _____

INCOME EXCLUSIONS
HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS
For complete regulations, refer to 24CFR5.609(c)

Annual Gross Income Does Not Include:

- t. Income from employment of children (including foster children) under the age of 18 years;
2. 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);
3. 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;
4. Amounts received by the family that are specifically for, or in reimbursement of, the cost of medical expenses for any family member;
5. Income of a live-in aide;
6. The full amount of student financial assistance paid directly to the student or to the educational institution;
7. The special pay to a family member serving in the Armed Forces who is exposed to hostile fire;
8. (a) Amounts received under training programs funded by HUD;
(b) Amounts received by a person with a disability that are disregarded for a limited time for purposes of Supplemental Security Income (SSI) eligibility and benefits because they are set aside for use under a Plan to Attain Self-Sufficiency (PASS);
(c) 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;
(d) 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 Public Housing Authority (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;
(e) Incremental earnings and benefits resulting to any family member from participation in qualifying State or local employment training programs (including training programs not affiliated with a local government) and training of a family member as resident management staff. Amounts excluded by this provision must be received under employment-training programs with clearly defined goals and objectives, and are excluded only for the period during which the family member participates in the employment-training program;
9. Temporary, nonrecurring or sporadic income (including gifts);

Continued on next page...

10. 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;
11. Earnings in excess of \$480 for each full-time student 18 years or older (excluding the head of household and spouse);
12. Adoption assistance payments in excess of \$480 per adopted child;
13. Deferred periodic amounts from Supplemental Security Income (SSI) and Social Security benefits that are received in a lump sum amount or in prospective monthly amounts.
14. Amounts received by the family in the form of refunds or rebates under State or local law for property taxes paid on the dwelling unit;
15. Amounts paid by a State agency to a family with a member who has a developmental disability and is living at home to offset the cost of services and equipment needed to keep the developmentally disabled family member at home; or
16. 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 set forth in 24CFR5.609(c) apply. A notice will be published in the Federal Register and distributed to PHAs and housing owners identifying the benefits that qualify for this exclusion. Updates will be published and distributed when necessary.
17. **EARNED INCOME DISREGARD/SELF-SUFFICIENCY INCENTIVES FOR PERSONS WITH DISABILITIES.** In addition to deductions mandated in 24 CFR 5.611(a), HUD requires disregard for income to previously unemployed persons with disabilities who have earned income as described in 24 CFR 5.617(a)(b)(c)(d).

Checklist of Common Errors in Rent Calculations

1. Determining the Gross Household Income
 - ✓ Review the frequency of payments carefully for all sources of income (wages, benefits, child support, etc.)
 - ✓ Check to ensure sporadic income and one-time payments are NOT included
 - ✓ Watch out for SSA benefit adjustments in the form of lump sum payments for retroactive benefit increases OR overpayment amounts being withheld
 - ✓ Garnishments by the IRS or state Dept. of Revenue are NOT excluded from gross
2. Elderly/Disabled Household Deduction
 - ✓ Each household is only eligible for one \$400 deduction
 - ✓ Head of household, spouse, or co-head must have a disability
3. Allowances for Medical Expenses
 - ✓ Only applies to Elderly/Disabled households - watch out for situations where the HOPWA eligible individual is not the head of household, spouse, or co-head
 - ✓ Make sure deduction is given for any Medicare premiums being withheld from SSDI checks (this amount is stated on the SSA award letter)
 - ✓ Include any additional verified medical expenses that exceed 3% of gross income for ALL household members
4. Disability Assistance Allowance
 - ✓ Deduction applies to verifiable, self-paid expenses for adaptive equipment or other special needs that allow a person with a disability to work
 - ✓ Costs for the adaptive equipment must not exceed 3% of the household gross and must not be greater than the income earned
4. Childcare Allowance
 - ✓ Only one parent/guardian of the child must be working to be eligible
 - ✓ Childcare costs may not exceed the income earned by the working individual
5. Earned Income Disregard
 - ✓ Applicable only to earned income of disabled individuals who were not previously working for at least one year OR received at least \$500 of welfare benefits in the past 6 months and have increased their income through wages
 - ✓ Periods of 100% and 50% disregard should not exceed 12 months each
 - ✓ The 48-month eligible exclusion period is correctly documented
 - ✓ Only the increase in gross income that results from wage income is to be excluded (not necessarily ALL earned income)
6. Other Income Properly Excluded
 - Do NOT include in the gross household income calculation:
 - ✓ Income of minors under the age of 18
 - ✓ Income of full-time students over the age of 18 in excess of \$480
 - ✓ Income provided for the care of foster children
 - ✓ Income from a household member approved as a live-in aide

WORKSHEET FOR COMPUTING ANNUAL INCOME AND TENANT RENT

Date Prepared _____

Prepared By _____

Program Participant _____

SS# _____

Program Participant _____

SS# _____

No. Persons in Family _____

Program _____

Income Limit _____

A. INCOME

1. List all household members with income.

<u>Name</u>	<u>Periodic Income</u>	<u>Annual Income</u>
a. _____	_____	_____
b. _____	_____	_____
c. _____	_____	_____
d. _____	_____	_____
e. _____	_____	_____
f. _____	_____	_____
g. _____	_____	_____
h. _____	_____	_____

2. Total Family Income (add lines 1a thru 1h) _____

a. Actual income from assets _____

b. Imputed income from assets (if over \$5,000) _____

3. Income from Assets (greater of lines 2a or 2b) _____

4. Annual Income (lines 2 plus 3 - cannot exceed income limits) _____

5. 3% of line 4 _____

B. ALLOWANCES

- 6. Number of dependents _____
- 7. Dependent allowance (line 6 x \$480) _____
- 8. Elderly Household Deduction (\$400, if applicable) _____
- 9. Total handicapped assistance expense _____
- 10. Allowable handicapped assistance expense (line 9 minus line 5; zero if negative; cannot exceed income generated) _____
- 11. Total medical expenses _____
- 12. Allowable medical expense (if line 9 is greater than line 5, allow all expenses; otherwise enter line 9 plus line 11 minus line 5; if negative enter "0") _____
- 13. Allowable child care expenses _____
- 14. Total allowances (add lines 7, 8, 10, 12 and 13) _____
- 15. Adjusted Income (line 4 minus line 14) _____

C. RENT CALCULATION

- 16. Monthly Gross Income (line 4 divided by 12 months) _____
- 17. Monthly Adjusted Income (line 15 divided by 12 months) _____
- 18. 10% of Monthly Income (line 16 x .10) _____
- 19. 30% of Monthly Adjust. Income (line 17 x .30) _____
- 20. Total Tenant Payment (greater of line 18 or 19) _____
- 21. Utility Allowance (from applicable schedule) _____
- 22. Tenant Rent (line 20 minus line 21; if less than zero enter "U") _____
- 23. Utility Reimbursement (if line 22 is zero, enter line 21 minus line 20) _____

2011 SECTION 8 INCOME GUIDELINES

Based on Median Income for the 9 County Philadelphia Metropolitan Area

	Family Size	*Very Low 25%	30%	S+C	HOME	HOPWA	Median 100%	115%	Middle 120%	150% of Poverty Effective 01/23/09
				*Low 50%	60%	*Moderate 80%				
Annual Income	1	\$14,075	\$16,900	\$28,150	\$33,780	\$44,950	\$56,300	\$64,745	\$67,560	\$16,335
	2	\$16,100	\$19,300	\$32,200	\$38,640	\$51,400	\$64,400	\$74,060	\$77,280	\$22,065
	3	\$18,100	\$21,700	\$36,200	\$43,400	\$57,800	\$72,400	\$83,260	\$86,880	\$27,795
	4	\$20,100	\$24,100	\$40,200	\$48,240	\$64,200	\$80,400	\$92,460	\$96,480	\$33,525
	5	\$21,725	\$26,050	\$43,450	\$52,140	\$69,350	\$86,900	\$99,935	\$104,280	\$39,255
	6	\$23,325	\$28,000	\$46,650	\$55,980	\$74,500	\$93,300	\$107,295	\$111,960	\$44,985
	7	\$24,295	\$29,900	\$49,850	\$59,820	\$79,650	\$99,700	\$114,655	\$119,640	\$50,715
	8	\$26,550	\$31,850	\$53,100	\$63,720	\$84,750	\$106,200	\$122,130	\$127,440	\$56,445
Monthly Income	1	\$1,173	\$1,408	\$2,346	\$2,815	\$3,746	\$4,692	\$5,395	\$5,630	\$1,361
	2	\$1,342	\$1,608	\$2,683	\$3,220	\$4,283	\$5,367	\$6,172	\$6,440	\$1,839
	3	\$1,508	\$1,808	\$3,017	\$3,620	\$4,817	\$6,033	\$6,938	\$7,240	\$2,316
	4	\$1,675	\$2,008	\$3,350	\$4,020	\$5,350	\$6,700	\$7,705	\$8,040	\$2,794
	5	\$1,810	\$2,171	\$3,621	\$4,345	\$5,779	\$7,242	\$8,328	\$8,690	\$3,271
	6	\$1,944	\$2,333	\$3,888	\$4,665	\$6,208	\$7,775	\$8,941	\$9,330	\$3,749
	7	\$2,077	\$2,492	\$4,154	\$4,985	\$6,638	\$8,308	\$9,555	\$9,970	\$4,226
	8	\$2,213	\$2,654	\$4,425	\$5,310	\$7,063	\$8,850	\$10,178	\$10,620	\$4,704
Weekly Income	1	\$271	\$325	\$541	\$650	\$864	\$1,083	\$1,245	\$1,299	\$314
	2	\$310	\$371	\$619	\$743	\$988	\$1,238	\$1,424	\$1,486	\$424
	3	\$348	\$417	\$696	\$835	\$1,112	\$1,392	\$1,601	\$1,671	\$535
	4	\$387	\$463	\$773	\$928	\$1,235	\$1,546	\$1,778	\$1,855	\$645
	5	\$418	\$501	\$836	\$1,003	\$1,334	\$1,671	\$1,922	\$2,005	\$755
	6	\$449	\$538	\$897	\$1,077	\$1,433	\$1,794	\$2,063	\$2,153	\$865
	7	\$479	\$575	\$959	\$1,150	\$1,532	\$1,917	\$2,205	\$2,301	\$975
	8	\$511	\$613	\$1,021	\$1,225	\$1,630	\$2,042	\$2,349	\$2,451	\$1,085
In households larger than 8, for each person add:										
Annual		\$1,608	\$1,928	\$3,216	\$3,859	\$5,136	\$6,432	\$7,397	\$7,718	\$5,730
Monthly		\$134	\$161	\$268	\$322	\$428	\$536	\$616	\$643	\$478
Weekly		\$31	\$37	\$62	\$74	\$99	\$124	\$142	\$148	\$110

NOTE: 150% of the poverty level guidelines apply to the Weatherization Assistance, Basic Systems, Emergency Repair and the Heater Hotline programs.

*HUD Section 8 Income Guidelines define low income as 80% of area median and very low as 50%. Since incomes are lower in the city than in the PMSA, OHCO Programs define moderate income as 80%, low as 50% and very low as 25% of area median.

Effective: 5/31/2011

FAIR MARKET RENTS – October 1, 2010

Philadelphia, PA – NJ PMSA Also Including Bucks, Chester, Delaware & Montgomery Counties
Effective: October 1, 2010 for all HOPWA, HOME and THP rental subsidy programs

SRO	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
\$592	\$789	\$900	\$1,077	\$1,317	\$1,589	\$1,825

PHILADELPHIA PHA

UTILITIES JANUARY 04 *HY PROPERTY*

REVISED UTILITY ALLOWANCE SCHEDULE

GAS HEAT --INNER ROW AND LOW RISE

	OBR	1BR	2BR	3BR	4BR	5BR	6BR	7BR	8BR
GAS HEAT	46	58	72	85	106	119	125	132	139
GAS COOK	5	6	9	11	14	15	16	18	19
ELECT	31	41	51	62	77	87	92	98	103
GAS HW	13	16	21	26	34	38	40	43	45
SUB TOTAL	95	121	153	184	231	259	273	291	306
WATER	32	38	47	53	61	67	70	76	81
TOTAL	127	159	200	237	292	326	343	367	387

GAS HEAT--END OF ROW AND SEMI-DETACHED

	O BR	1BR	2BR	3BR	4BR	5BR	6BR	7BR	8BR
GAS HEAT	51	66	82	97	121	136	144	152	160
GAS COOK	5	6	9	11	14	15	16	18	19
ELECT	31	41	51	62	77	87	92	98	103
GAS HW	13	16	21	26	34	38	40	43	45
SUB TOTAL	100	129	163	196	246	276	292	311	327
WATER	32	38	47	53	61	67	70	76	81
TOTAL	132	167	210	249	307	343	362	387	408

GAS HEAT--DETACHED

	OBR	1BR	2BR	3BR	4BR	5BR	6BR	7BR	8BR
GAS HEAT	57	75	93	111	139	156	165	175	184
GAS COOK	5	6	9	11	14	15	16	18	19
ELECT	31	41	51	62	77	87	92	98	103
GAS HW	13	16	21	26	34	38	40	43	45
SUB TOTAL	106	138	174	210	264	296	313	334	351
WATER	32	38	47	53	61	67	70	76	81
TOTAL	138	176	221	263	325	363	383	410	432

AIR COND	15	20	26	32	41	47	50	52	55
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REVISED 6/29/2007

UTILITIES JANUARY 04

OIL HEAT-INNER ROW AND LOW RISE

	OBR	1BR	2BR	3BR	4BR	5BR	6BR	7BR	8BR
OIL HEA	34	48	61	75	96	109	115	123	129
GAS CK	5	6	9	11	14	15	16	18	19
ELECT	31	41	51	62	77	67	92	98	103
GAS HW	13	16	21	26	34	38	40	43	45
SUB TO	83	111	142	174	221	249	263	282	296
WATER	32	38	47	53	61	67	70	76	81
TOTAL	115	149	189	227	282	316	333	358	377

OIL HEAT-END OF ROW SEMI-DETACHED

	OBR	1BR	2BR	3BR	4BR	5BR	6BR	7BR	8BR
OIL HEA	40	55	72	87	111	127	135	142	160
GAS CK	5	6	9	11	14	15	16	18	19
ELECT	31	41	51	62	77	87	92	98	103
GAS HW	13	16	21	26	34	38	40	43	45
SUB TO	89	118	153	186	236	267	283	301	317
WATER	32	38	47	53	61	67	70	76	81
TOTAL	121	156	200	239	297	334	353	377	398

OIL HEAT DETACHED

	OBR	1BR	2BR	3BR	4BR	5BR	6BR	7BR	8BR
OIL HEA	46	64	84	100	129	148	156	165	174
GAS CK	5	6	9	11	14	15	16	18	19
ELECT	31	41	51	62	77	87	92	98	103
GAS HW	13	16	21	26	34	38	40	43	45
SUB TO	95	127	165	199	254	288	304	324	341
WATER	32	38	47	53	61	67	70	76	81
TOTAL	127	165	212	252	315	355	374	400	422

AIR CON	15	20	26	32	41	47	50	52	55
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UTILITIES JANUARY 04

REVISED UTILITY ALLOWANCE SCHEDULE

ELECTRIC HEAT--INNER ROW

	OBR	1BR	2BR	3BR	4BR	5BR	6BR	7BR	8BR
ELEC HEAT	24	34	44	54	68	78	83	88	93
ELEC CK	5	7	9	11	14	16	17	18	19
ELECT	31	41	51	62	77	87	92	98	103
ELECT HW	15	21	27	33	41	47	50	55	59
SUB TOTAL	75	103	131	160	200	228	242	260	274
WATER	32	38	47	53	61	67	70	76	81
TOTAL	107	141	178	213	261	295	312	336	355

END OF ROW--SEMI-DETACHED

	OBR	1BR	2BR	3BR	4BR	5BR	6BR	7BR	8BR
ELECT HEAT	28	40	51	62	79	91	96	102	108
ELECT CK	5	7	9	11	14	16	17	18	19
ELECT	31	41	51	62	77	87	92	98	103
ELECT HW	15	21	27	33	41	47	50	55	59
SUB TOTAL	79	109	138	168	211	241	255	274	290
WATER	32	38	47	53	61	67	70	76	81
TOTAL	111	147	185	221	272	308	325	350	371

DETACHED

	OBR	1BR	2BR	3BR	4BR	5BR	6BR	7BR	8BR
ELECT HEAT	33	46	59	72	92	105	112	118	125
ELECT CK	5	7	9	11	14	16	17	18	19
ELECT	31	41	51	62	77	87	92	98	103
ELECT HW	15	21	27	33	41	47	50	56	59
SUB TOTAL	84	115	146	178	224	255	271	290	306
WATER	32	38	47	53	61	67	70	76	81
TOTAL	116	153	193	231	285	322	341	366	387

AIR COND	15	20	26	32	41	47	50	52	55
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**CITY OF PHILADELPHIA
OFFICE OF SUPPORTIVE HOUSING**

REQUEST FOR RENT REASONABLENESS CERTIFICATION

PROGRAM INFORMATION

Request Date:	Housing Counselor:
Agency:	Phone #:
Program:	Program-Allowed FMR / Unit Size (# BRs):

UNIT INFORMATION

Unit Zip Code:	Owner / Agent:
Street Address / Apt. #:	Requested Gross Rent:
City / State:	Annual Renewal?
# BRs:	If yes, Current Rent:

Unit Type:	<input type="checkbox"/> Inner Row	<input type="checkbox"/> End of Row	<input type="checkbox"/> Semi-detached	<input type="checkbox"/> High Rise
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UTILITIES

Insert "O" if furnished by Owner, and "F" if furnished by family / participant, and compute total allowance.

	GAS	OIL	ELECTRIC	OTHER	MONTHLY UTILITY ALLOWANCE
Heat					\$
Cooking					\$
Water Heating					\$
Electricity					\$
Water Usage					\$
Water Service					\$
Refrigerator					\$
TOTAL ALLOWANCE					\$

CONTRACT RENT / PROGRAM-ALLOWED FMR COMPARISON

Requested Gross Rent = _____	
+ Monthly Utility Allowance = _____	
Requested Contract Rent = _____	Program-Allowed FMR / Unit Size (# BRs) = _____

Disability Incentive

This incentive should be used when calculating income for individuals or families living in a unit subsidized by HOME or HOPWA as indicated below (complete regulation on pages 82-83 of the HUD Manual, parts 0 to 199):

1. Whose annual income increases as a result of employment of a family member who is a person with disabilities and who was previously unemployed for one or more years prior to employment.
2. Whose annual income increases as a result of increased earnings by a family member who is a person with disabilities during participation in any economic self-sufficiency or other job training program or
3. Whose annual income increases, as a result of new employment or increased earnings of a family member who is a person with disabilities, during or within six months after receiving assistance, benefits or services under any state program for temporary assistance for needy families funded under Part A of Title IV of the Social Security Act, as determined by the responsible entity in consultation with the local agencies administering Temporary Assistance for Needy Families (TANF) and Welfare-to-Work (WTW) programs. The TANF program is not limited to monthly income maintenance, but also includes such benefits and services as one-time payments, wage subsidies and transportation assistance-provided that the total amount over a six-month period is at least \$500.

(c) Disallowance of increase in annual income

1. ***Initial twelve month exclusion:*** During the cumulative twelve month period beginning on the date a member is first employed or the family first experiences an increase in annual income attributable to employment, the responsible entity must exclude from annual income of a qualified family any increase in income of the family member who is a person with disabilities as a result of employment over prior income of that family member.
2. ***Second twelve month exclusion and phase-in:*** During the second cumulative twelve month period after the date a member first experiences an increase in annual income attributable to employment, the responsible entity must exclude from annual income of a qualified family fifty percent (50%) of any increase in income of such family member as a result of employment over income of that family member prior to the beginning of such employment.
3. ***Maximum four-year disallowance:*** The disallowance of increased income of an individual family member is limited to a lifetime 48-month period. The disallowance only applies for a maximum of twelve months for disallowance under paragraph (c) 1 and a maximum of twelve months for disallowance under paragraph (c) 2 during the 48-month period starting from the initial exclusion under paragraph (c) 1 of this section.

Summary: When a disabled person in subsidized housing returns to work, the income for the first 12 months of employment is totally disregarded. For the second 12 months of employment, only 50% of income above what the person was making before returning to work is counted.

INCOME and EXPENSE BUDGET

MONTH: _____

Source of Monthly Income	Last Month	This Month	Current
OHCD Payroll			
Type of Expense	Last Month	This month	New Budget
Mortgage			
Gas			
Electric			
Water/Sewer			
Local Phone			
Long Distance Phone			
Cell Phone			
Internet			
Cable			
Car insurance			
Gas			
Car Maintence			
Transportation/Transpass			
Credit Card One			
Credit Card Two			
Food - Home			
Clothing			
Laundry and Cleaning			
Toiletries/Grooming/Hair			
Household Items			
Restaurant/Drinks/Going Out			
Movies/Video/Theatre/Enter.			
Medical Co-pays			
Church Gifts			
Charity Gifts			
Friends/Family Gifts			
Other Expenses			
Miscellaneous			
Savings			
TOTAL EXPENSES			
TOTAL INCOME			
AMOUNT LEFT-OVER			

Housing Related Web sites

Apartments for Rent:

South Philly Review www.southphillyreview.com (Rentals from Classified Section)
University of PA off-campus housing www.business-services.upenn.edu/offcampusliving
Craig list of Philadelphia www.craigslist.org (Then click on Philadelphia)
Philadelphia Weekly www.philaweekly.com (Rentals from Classified Section)
Philadelphia Inquirer and Daily News on the web www.phillynews.com
National On-line Apartment Guide www.apartments.com

Emergency Shelters and Services:

Blue Print to End Homelessness www.homeless.phila.org
Peoples Emergency Center www.pec-cares.org

Subsidized Housing Income-based/Disabled/Elderly:

Pennsylvania Housing Finance Agency www.PHFA.org
(Accessible Apartment List and Inventory of Assisted (Subsidized) Rental Housing)
The Housing and Disability Technical Assistance Program (TAP) www.newsontap.org
(Homefinder for Accessible Units and the Philly Primer list of Resources and subsidized apartments for Seniors and Disabled People)

Licensed Personal Care Homes:

PA Dept. of Public Welfare www.dpw.state.pa.us
(enter site, click on office of social programs, scroll down on the left side to personal care homes.)

Other sites:

Census Tract Locator www.factfinder.census.gov
PA Tax Rebate www.revenue.state.pa.us/revenue
OHCD (Office of Housing and Community Development) www.phila.gov/ohcd
HUD (U. S. Department of Housing and Urban Development) www.hud.org