FAMILY HANDBOOK

SECTION 8 HOUSING CHOICE VOUCHER – FAMILY HANDBOOK

ATTACHMENTS & NOTICES

1. WHAT IS THE SECTION 8 PROGRAM

The Section 8 Housing Choice Voucher Program is for very low income families who wish to rent homes in the private market with the help of federal monies. Your rent is adjusted according to your income, family composition, utilities and the payment standard established by HUD. Eligible families are selected for assistance according to time and date of their application. First come first served.

2. HOW DOES THE SECTION 8 PROGRAM WORK

As a Section 8 Participant you are given a time limit in which to find suitable housing. The home must be affordable based on your household income, must be rent reasonable in comparison to other similar units and must pass inspection to insure the unit is decent, safe and sanitary according to Housing Quality Standards under the Voucher Program. After the home is inspected and passes the inspection, a lease and HAP (Housing Assistance Payment) contract must be signed. If the home does not pass the HQS inspection the landlord will be given an opportunity to correct the deficiencies.

3. WHERE DO LANDLORDS ACCEPT HOUSING VOUCHERS

The Clarion County Housing has provided you with a list which gives names and telephone numbers of landlords who participate in the program. You may also check out your local newspapers and Real Estates offices.

When you are looking for a home keep the following points in mind:

- THE HOME MUST OFFER ADEQUATE SPACE FOR YOUR FAMILY (NO MORE THAN TWO PEOPLE PER BEDROOM OR SLEEPING ROOM).
- YOU MAY WANT TO CHECK OUT HOW FAR YOU ARE FROM LOCAL FACILITIES SUCH AS MEDICAL BUILDINGS, SCHOOLS, and TRANSPORTATION etc.
- BE SURE THE HOME IS IN GOOD CONDITION.
- FIND OUT WHAT TYPE OF SECURITY DEPOSIT IS REQUIRED – We do not assist with Security Deposits.

4. THE FOLLOWING ARE STEPS TO RECEIVING SECTION 8 RENTAL ASSISTANCE

1. An application will need filled out completely and accurately.
2. Your name will be place on the waiting list in the order it was received.
3. An interview will be scheduled to verify eligibility and all verification etc. will be collected.
4. The program will be explained to you.
5. A Housing Choice Voucher will be issued and a Request for Tenancy will given in order to find a unit.
6. Find a unit that the landlord is willing to participate in the Section 8 Program. Use the aide of newspapers and realty agencies.
7. Completely fill out the Request for Tenancy Approval form once you find a suitable unit. All information must be completed and signed by yourself and the landlord. A copy of the proposed lease must be submitted with the Request for Tenancy Approval. If the landlord does not have a lease the Clarion County Housing Authority has a standard lease that will be used.
8. Submit the Request for Tenancy Approval and proposed lease to our office. If the request is properly completed and the rent requested is reasonable for the area and affordable to you, the unit will be inspected.
9. If the landlord is not willing to make the repairs, you will need to locate another unit. As a reminder, you will only have 60 days to locate a unit, submit paperwork and have the unit inspected.
10. Once the unit passes the HQS inspection a HAP contract and Lease will be signed.

Keep in mind all initial move-ins are for one year and then you may move with a written notice, in accordance with your lease, to your landlord and a copy of the notice to the Housing Authority.

5. PHA POLICY ON EXTENSIONS AND SUSPENSIONS

The following policy will be used with respect to time extensions of vouchers:

A. An extension is a change in the expiration date of the voucher. The purpose of an extension is to provide additional time for a family to find suitable housing due to circumstances beyond the control of the family. Under normal circumstances families are expected to find housing and submit a Request for Tenancy Approval within the original sixty (60) day time period.

B. A Voucher shall expire at the end of the 60 calendar days following the original date of issuance. If the final day falls on a weekend or holiday, the expiration date shall be the next working day.

C. Before the expiration date of the Voucher, a family can submit, in writing a request for an extension. This Request must state the reason or reasons for needing an extension, and the steps that they have been taking thus far by the family to locate suitable housing. The Section 8 Coordinator must approve the request.

D. The decision to approve or deny the request shall be based on the following:

(a) The effort made by the family to find housing, as verified by a list of properties seen;
(b) The current vacancy rate for rental housing;
(c) The rental cost for housing compared to the current payment standards;
(d) The willingness of the family to take additional steps to locate housing;
(e) If the family fails to submit either a Request for Tenancy Approval or a Request for an Extension prior to the date of expiration of the Voucher, the family will be removed from the waiting list.

The following policy will be used with the request to time suspensions of a Voucher:

(a) A "suspension" of time is a stopping clock to prevent a Voucher from expiring. The purpose of a suspension is to allow the Clarion County Housing Authority time to complete the processing of approving the unit you located.

(b) A suspension will be in effect from the time a Request for Tenancy Approval is received by the Clarion County Housing Authority.

6. WHAT ARE MY FAMILY RESPONSIBILITIES

ALL PARTICIPANTS ARE RESPONSIBLE FOR THE FOLLOWING:

1. To report **all** household income, family composition and related information as required for annual and interim exams. **All changes must be reported in writing and submitted to the Housing Authority within (10) ten days of the change.**
2. To permit inspections of your home by the Clarion County Housing Authority after a reasonable notice.
3. **To give written notice to your Landlord and the Clarion County Housing Authority if you intend to move from your rental. Notice must be according to the terms of your lease.**
4. To have all utilities that the tenant is responsible for in their name only.
5. Not to pay any amount to the landlord above what is stated in the contractor any amendments.
6. Not to sublet or lease any part of the unit.
7. Not to be involved in violent or drug related criminal activities.

8. Not to have unauthorized people living in the unit. You are permitted to have guests but no more than 14 consecutive days and no more than 45 days in a one year. You must request in writing to add a member to your household **before** you move them into your unit.
9. To keep your unit in good condition, which includes the outside of your unit. No garbage, rubbish etc.

The family is responsible for a breach of the Housing Quality Standards (HQS) that is caused by any of the following:

1. Family fails to pay for any utilities that the owner is not required to pay for.
2. Family fails to provide and maintain any tenant-supplied appliance that the owner is not required to.
3. Any member of the household or guest damages the dwelling or premises (damage beyond normal wear and tear).
4. Violates the lease with the landlord or violates the family obligations with the CCHA.

If the family has caused a HQS which is life threatening, the family must correct the defect **within 24 hours.**

For other family-caused HQS defects, the family must correct the defect within 30 calendar days. (Or CLARION COUNTY HOUSING AUTHORITY APPROVED EXTENSION).

If a family has caused a breach of the HQS items identified above, the Clarion County Housing Authority must take prompt and vigorous action to enforce the family obligations. The Clarion County Housing Authority may terminate assistance for the family for this reason.

7. OWNER RESPONSIBILITIES

The owner is responsible for performing all of the owner's obligations under the HAP Contract and the Lease.

THE OWNER IS RESPONSIBLE FOR THE FOLLOWING:

1. Performing all management and rental functions for the assisted unit, including selecting a Voucher holder to lease the home, and deciding if the family is suitable for tenancy of his or her rental property.
2. Maintaining the home in accordance with the HQS, including performance of the ordinary and the extraordinary maintenance.
3. Complying with equal opportunity requirements.
4. Preparing and conforming to the HA information required under the HAP contract.
5. Collecting from the family:
    a. any security deposit
    b. the tenant contribution (part of the rent to owner not covered by the housing payment)
    c. any charges for the home damaged by the family
6. Enforcing tenant obligations under the lease.
7. Paying for utilities and services (unless paid by the tenant as stated in the lease).

If you have any problems with your unit that are not life threatening, you must put them in writing and give to your landlord and a copy to your Section 8 Coordinator. If the problem is life threatening call your landlord and the Housing Authority immediately. If the landlord does not do the repairs in a timely manner the unit can no longer be assisted and you will be given a new Voucher to find different housing.

8. WHAT IS A HOUSING ASSISTANCE PAYMENT CONTRACT (HAP)

The Housing Assistance Payment Contract (HAP) is a written agreement between the Clarion County Housing Authority and the Landlord. This contract protects the landlord's interest and the rights of the renter under the federal regulations.

The Clarion County Housing Authority will not begin Rental Assistance until the unit is approved, the Lease and HAP contracts have been signed and returned to the Clarion County Housing Authority's office.

9. GIVING AN OWNER INFORMATION ABOUT YOUR FAMILY

If a tenant is thinking about moving to a new unit, the Housing Authority is required to give the potential Landlord the following information, if it is requested.

1. The family's current address, as shown in the Clarion County Housing Authority's Records.
2. The name and address, if known, of the Landlord at the family's current and prior rental.

10. HOW YOUR PORTION OF RENT IS CALCULATED

The amount of rent the family will pay is determined by applying the payment standard based on the family size and subtracting 30% of the household income from the payment standard. The resulting number is the amount the Housing Authority will pay to the landlord on behalf of the family. The family will pay the difference between the HAP and the gross rent for the unit which included an estimated amount of family's utility cost for the rental unit.

10a. LEASE REQUIREMENTS

HOW DOES A LEASE WORK

The lease with the landlord must be approved by the Housing Authority, The Lease spells out the details of the rental agreement between the renter and the Landlord. It must include the following:

1. The full name of the head of household, all family members living in the unit and the property owner/manager name.
2. The address of the unit to be occupied.
3. All utilities included in the rent or the utilities the tenant is responsible for.
4. The amount of the security deposit.
5. The amount of rent the owner is charging.
6. Lease renewal terms.
7. A Tenancy Addendum will be **attached to and become a part of** the lease.

10b. SECURITY DEPOSITS

Landlords usually charge a security deposit. It is between the tenant and the Landlord. The Clarion County Housing Authority does not assist with the security deposit. The security deposit may be used to repair damages to the property caused by a renter; to clean a housing unit left in dirty condition after the renter leaves. However, the landlord must refund any portion of the security deposit, which has not been used for the above listed reasons (after receiving proper notification of move-out) according to Pennsylvania State Law.

11. MOVING RULES

The Section 8 Housing Choice Voucher Program has some specific rules about moving out of the unit after you have signed a lease with the landlord.

You may move out of the unit if you have completed your one-year initial lease with a written "Notice To Vacate" which must be given to the landlord in accordance with the lease and a copy to the Clarion County Housing Authority.

Here are some general guidelines for moving out the proper way:

1. Give your landlord written notice according to your lease;
2. Give your Section 8 Coordinator a copy of that notice;
3. Notify utility companies when they can shut off the utilities or transfer to landlords name ;
4. Make sure all bills have been paid up-to-date, including rent;
5. The unit should be left in good condition.

12. EVICTIONS

WHAT DO LANDLORDS CONSIDER CAUSE FOR EVICTION?

If you do not abide by your lease, your landlord has the right to evict you from his/her property. Typical reasons for eviction are non-payment of rent, destruction of property, poor housekeeping habits, allowing people who are not on your lease to live with you, disturbing your neighbors and having pets when not permitted. **<u>It is extremely important to read the lease before it is signed to make sure you fully understand what it says</u>.**

An eviction may cause you to loose you section 8 Housing Choice Voucher assistance and may make it difficult to rent another unit. If you are found to be at fault you will not be eligible to re-apply for Section 8 Assistance again for a period of time to be determined by the Housing Authority.

13. WRONGFULLY EVICTED

WHAT CAN I DO IF I BELIEVE I AM BEING WRONGFULLY EVICTED?

The Clarion County Housing Authority is not involved in the eviction process directly because the lease is strictly between the renter and the landlord.

If you have problems and you believe your rights have been denied during the eviction process, you should seek the advice of an attorney. Laurel Legal Services helps people with limited income to obtain legal representation at a low fee or no fee at all.

14. HOW COULD I RISK LOSING MY SECTION 8 HOUSING CHOICE VOUCHER ASSISTANCE?

There are a number of ways families lose their Section 8 Housing Choice Voucher Assistance. Here is a partial list of typical reasons usually sufficient to cause the Clarion County Housing Authority to stop your Section 8 rental assistance:

- The participant vacates the unit with out proper notice
- The participant allows unauthorized people to live in the unit
- The participant does not comply with the Program’s Family Obligations.
- The Participant fails to report all changes **in writing** of household income or provide information required by the Clarion County Housing Authority annually for re-examination or interim-examination of the family’s continued eligibility for the Section 8 Housing Choice Voucher
- The participant owes money to any Public Housing Authority
- The family is involved in drug-related or violent criminal activities
- A violent attitude to the Clarion County Housing Authority staff.

15. WHAT HAPPENS WHEN I AM TERMINATED?

When termination occurs you will receive a letter explaining when and why you are terminated. When you receive this termination letter you have the right to appeal. If you feel that you are being wrongly terminated you have ten (10) business days to respond back in writing to request an informal hearing.

If you request this hearing you will be scheduled for an appointment. The hearing will be conducted by any person or persons designated by the Clarion County Housing Authority, other than a person who made or approved the decision.

The person(s) who conducts the hearing must issue a written decision within 14 business days from the date of the hearing, stating briefly the reasons for the decision. Factual determinations relating to the individual circumstances of the family shall be based on a preponderance of the evidence presented at the hearing.

When a participant is terminated from the Section 8 Housing Choice Voucher Program they may re-apply for the Section 8 assistance in the future only after the time the Housing Authority determined applicable based on the reason for the previous termination

16. WHAT ARE HOUSING QUALITY STANDARD

The Clarion County Housing Authority's chief goal for the Section 8 Housing Choice Voucher Program is to provide decent, safe and sanitary housing at an affordable cost. Federal regulations spell out the Housing Quality Standards (HQS), which all units must meet before you can be assisted under the program. These standards help protect your family by assuring a basic level of acceptable housing. The standards must be maintained for the duration of the lease, whether by the Landlord or the Tenant.

HOW ARE SECTION 8 INSPECTIONS DONE?

Before the Section 8 Housing Choice Voucher Program can assist your family, the proposed unit must pass an inspection to assure that the HQS are met. After the initial inspection, the unit must be inspected at least once a year as long as it remains in the program.

Problems with your unit should be reported to the landlord in writing. If the problem is not corrected in a reasonable amount of time you should contact your Section 8 Coordinator of the problem by calling 814/226-8910.

The Clarion County Housing Authority makes special inspections in response to complaints from the renters or landlords. These "complaint inspections" are made whenever participants or landlords report housing conditions, which could endanger safety or health. If a life threatening condition would occur you must notify your landlord and the Housing Authority immediately. The landlord will be given 24 hours to correct any life-threatening situation.

17. WHY ARE ANNUAL RE-EXAMINATIONS NECESSARY?

The Housing Authority is required by federal regulations to review your income and family size at least once a year. This is to assure that you are paying the right amount of rent based on the household income and to assure you are not over or under housed. **It is the family's responsibility to report changes that occur during the year.**

WHAT HAPPENS DURING THE REVIEW?

The Housing Authority will notify you of your re-examination approximately 120 days before the anniversary of your initial move-in-date. Section 8 staff members will schedule times to conduct your interview and inspect your unit to be sure that it still meets HQS.

During the re-examination appointment, your Section 8 caseworker will check to see that all information you provide about your income and family size is correct.

HOW CAN I PREPARE FOR THE RE-EXAMINATION?

Here is a sample checklist you can follow to prepare for your annual examination:

- Be on time for your appointment
- Be sure you have all the information requested in your re-examination letter
- Be home the day of your inspection or have someone else there
- Keep your unit clean so the inspector can check the required items quickly and efficiently.

WHEN DO I HAVE TO LET A SECTION 8 INSPECTOR IN MY HOME?

You will have to provide the Section 8 Inspector access to your unit upon notification, and at least once a year. The inspector will notify you in advance whenever an inspection is scheduled. For this reason, it is important that if you cannot be there you have someone else at your unit so that the Section 8 Inspector can conduct the inspection.

18. WHY ARE INTERIM EXAMINATIONS NECESSARY?

As it is required to conduct a annual re-examination to insure that you are paying the correct amount of rent and that the family composition is correct, there may be times between this period that your family income and family composition changes, when this occurs you must reported this information in writing to your Section 8 caseworker immediately. If you do not report these changes to your Section 8 caseworker an overpayment may occur and you would be responsible to pay back the Clarion County Housing Authority monies that you were not entitled to.

If these changes are due to an income change you must put them in writing and send them to your Section 8 Caseworker. If you would like to add another person to your household you must make an appointment with your Section 8 Caseworker to interview the new person. **Under no circumstances do you move the new person into your unit without the approval of your Section 8 Caseworker and Landlord.**

19. WHAT IS COUNTED AS INCOME

Annual income is the anticipated total income received from ALL sources by the family head and spouse (even if temporarily absent), by each additional family member over the age of 18, including all income derived from assets, for a twelve-month period following the effective date of your certification.

ARE WAGES VERIFIED?

All wages must be verified with the employer. If unreported income is found, this can result in TERMINATION OF YOUR SECTION 8 RENTAL ASSISTANCE, and REPAYMENT OF OVERPAID HAP TO THE CLARION COUNTY HOUSING AUTHORITY.

WHEN CHANGES ARE REPORTED TO THE HOUSING AUTHORITY?

Any changes to income or household composition must be reported to the Housing Authority WITHIN 10 DAYS. Any decreases in tenant rent caused by a decrease in household income will change the month after the change has been reported as long as the change was reported before the 20^{th} of the month. Any increase in tenant rent will not be effective until a 30 days notice of the increase is given to the family by the Housing Authority. All changes must be in writing. If the change is less than $200.00 per month, the Housing Authority does not need to adjust the tenant rent for the change.

If any of your children turn 18 while you are on the program they are considered an adult and their income must be counted towards the rent. If the child is 18 and a full time student, only up to $480.00 of their income will be counted, However the Housing Authority must have written confirmation from the child’s school that they are a full time student.

HOW YOUR RENT IS CALCULATED

The Housing Authority sets "payment standards" based on the number of bedrooms needed to house a participating family based on PHA occupancy standards. The family is responsible to pay thirty percent (30%) of their household income towards the rent, therefore that amount (30%) is subtracted from the applicable payment standard leaving the difference available for the Housing Assistance Payment. At admission, the unit must be affordable to the family based on their income – a rental can not be approved if it would cost the family more than 40% of their household income for their portion of rent and utility costs.

20. WILL I LOOSE MY ASSISTANCE IF I GET A JOB

Income from employment will affect your share of the rent under this program, but it does not necessarily mean you will loose your Section 8 Rental Assistance. Your rent is calculated by the Clarion County Housing Authority according to Federal Regulations and must be recalculated any time your income or family size changes.

As a Section 8 Rental Assistance Participant, you ordinarily will pay between 30 to 40 percent of your adjusted monthly income for your share of the monthly rent, as long as your gross rent is not more than your payment standard set by HUD. If your share of rent becomes equal or higher than the rent to owner, you may stay on the program for six months in case your income would decrease. You would still be a program participant but no housing assistance payment would be made on your behalf. After six (6) consecutive months of zero assistance, you would automatically terminate as a program participant.

21. INFORMAL HEARING PROCEDURES

If you would get a letter stating you are being terminated and disagree with the reason you have ten (10) business days to respond back in writing to request an informal hearing. Section 8 applicants and program participants are entitled to an informal hearing under certain circumstances in which the Clarion County Housing Authority makes a decision affecting their eligibility or assistance.

Program participants/applicants will be given the opportunity for a hearing on decisions related to:

- determination of the families annual or adjusted income and the computation of the housing assistance payment
- appropriate utility allowance used.
- family unit size determination under Housing Authority subsidy standards
-

22. FIRE SAFETY

HOW CAN I PROTECT MY FAMILY AND HOME FROM FIRE?

Many fires in rented houses, duplexes and apartments are caused by grease on stoves, unsupervised children, or careless smoking. Practicing these home safety tips every day can prevent tragedy.

- Clean grease off your stove so it can't catch fire while you are cooking.
- Don't leave food cooking if you can't be there to watch it.
- Never use ovens or burners on a gas stove to heat your unit.
- Never smoke in bed.

23. HOW DOES THE SMOKE DETECTOR PROTECT MY FAMILY?

All housing units rented to families under the Section 8 Housing Choice Voucher Program **must have smoke detectors.** These alarms sometimes make loud annoying noise during cooking or other normal activities, if this happens, open your windows and doors to let some fresh air in, but <u>under no circumstances should you remove the battery from your smoke detector.</u>

Housing units are inspected for fire hazards and the smoke detectors are checked at least once a year. If at the time of your inspection the smoke detector is not working it is considered a 24-hour notice to correct. Please make sure that your smoke detector has a new battery in it upon receiving notice of your inspection. Normally you are to change your batteries at the time when you change your clocks for daylight savings time.

HOW DO I TAKE CARE OF MY SMOKE DETECTOR?

To alert your family during a real fire, make sure your smoke detector is working at all times. Make sure the horn sounds by pressing the test button once each month. If the alarm is damaged, disconnected, the battery taken out or you have covered up the smoke detector, the detector will not work when you need it the most!

False alarms may be caused by heavy smoke, steam, and high room temperature, grease smoke from cooking or insects, which crawl inside. If you have repeated false alarms, let your landlord or maintenance workers figure out the problem and replace your smoke detector if necessary.

HOW TO AVOID HIDDEN FIRE DANGERS AROUND YOUR HOME?

Spotting dangerous items around your unit and taking action to make them safe can prevent fires. Here are a few suggestions about common hazards:

- Keep your TV set, stereo and kitchen appliances in safe working condition. Replace frayed or broken plugs or cords. Do not run electrical cords under rugs.
- Do not overload electrical outlets. Each outlet is designed to handle only one lamp or appliance at a time safely. Overloaded circuits can cause fires.
- Keep rags, paper, trash and materials which burn easily away from stoves, room heaters, water heaters, TV sets and other appliances which get hot.
- Avoid leaving children home alone where they can start fires by playing with matches, lighters and candles.
- Do not keep gasoline or flammable products inside your unit. They can burst into flames if they get too hot.

24. PORTABILITY AND IT'S ADVANTAGES

Section 8 Participants may have the right to move to another Housing Authority's jurisdiction, the right of the tenant to move out of Clarion and/or Forest County area may broaden housing choice for your family.

Portability may have advantages such as another area may have lower crime rate, better public services and employment opportunities. Approval of Portability will be based on funding availability at the time of request.

It will be the issuing Housing Authority's (which in this instance is Clarion County Housing Authority) responsibility to determine if the jurisdiction where you wish to move to has a Housing Authority operating Voucher Program. The best way to find out if there is a Housing Authority is find out what County you want to live in and telephone the Chamber of Commence. Once you find out if there is a Housing Authority in the area you want to live you should give this information to the issuing Housing Authority (which is Clarion County Housing Authority).

The Clarion County Housing Authority Section 8 Coordinator will send the receiving Housing Authority (the Housing Authority you are moving to) all your information for the receiving Housing Authority to begin the approval process. The receiving Housing Authority will need to inspect the unit you are interested in and do all correspondence as the issuing Housing Authority would have done. Once you are in the receiving Housing Authority's jurisdiction, you will be responsible to report all changes etc. to that Housing Authority.

25. Family Self-Sufficiency

The Family Self-Sufficiency (FSS) Program is available to families and individuals who currently receive Section 8 Housing Choice Voucher Rental Assistance from the Clarion County Housing Authority. Participation is voluntary and open to those who are interested in improving their current situation by setting goals for their future such as education, employment and self-sufficiency. While doing so you can earn money through a savings/escrow account while becoming financially stable.

The participant decides what goal they want to address first and how they plan to achieve that goal in order to become economically independent. The case manager will offer assistance in helping you to develop your goals and locating services. These goals may include education, specialized training, job readiness and job placement activities, and career advancement objectives. The FSS Program is a source of support and encouragement.

One of the most rewarding benefits of participating in the FSS Program is the **savings/escrow account.** Once participants have an increase in income your escrow account is established. The monthly amount is credited to the participant's escrow account based on increases in the participants earned income during the term of the FSS contract. Participants receive the balance of the escrow account upon successful completion of the program. The participant may use this money as they wish. The may purchase a house, start a business, buy a car, pay off a debt – it is your choice.

The FSS Program is a five-year program, although you can complete the program before the five years. Once you have achieved your goals and you have not received cash assistance for at least one year; you will graduate from the program and receive your escrow money, if applicable. If your total tenant payment exceeds the fair market rent – you automatically have fulfilled the FSS Contract. If you have fulfilled your goals but you are still receiving rental assistance, you will still receive your rental assistance as well as your escrow account, if applicable.

The FSS Program can make a huge difference in your life. No goal is too large or too small. Again, this is a voluntary program; you set the goals. You have nothing to lose but everything to gain. The difference is YOU!

If you are interested in participating in this program please contact the Housing Authority at 814/226-8910.

26. Homeownership

The Department of Housing & Urban Development has expanded the Housing Choice Voucher Program to include a homeownership option. Now the same program that has helped you rent safe, decent and sanitary housing can help you purchase a home of your own.

If you are a tenant-based voucher holder, or an applicant on our waiting list and have the desire to own a home of your own, the Housing Choice Voucher Homeownership Assistance Program may be for you.

By satisfying a number of program and eligibility requirements, you now have the option of using your Housing Assistance Payment to assist with the monthly mortgage payments of a home you will purchase.

If you are interested in additional information please contact the Section 8 Department at the Housing Authority.

27. Violence Against Women Act

Your right not to have your tenancy terminated based on threatened domestic violence, dating violence or stalking if you or an immediate member of their family is the victim. Your right not to have your program assistance terminated by a Housing Authority on the basis of actual or threatened domestic violence, dating violence or stalking if you or an immediate member of their family is the victim. You're right to not be denied a move under portability if the lease to avoid harm from actual or threatened domestic violence, dating violence or stalking if you or an immediate member of their family is the victim. The potential consequences of failure to provide timely certification of domestic violence, dating violence or stalking if requested. The right to confidentiality and the limits thereof, if they provide certification of domestic violence, dating violence or stalking if an immediate family member of their family is the victim.

28. Fraud Notice

If you commit fraud to obtain assisted housing from HUD, you could be:

- Evicted from your apartment or house.
- Required to repay all overpaid rental assistance you received.
- Fined up to $10,000.
- Imprisoned for up to five years.
- Prohibited from receiving future assistance.
- Subject to State and local government penalties.

You are committing fraud if you sign a form knowing that you provided false or misleading information.

The information you provide on housing assistance application and recertification forms will be checked. The local housing agency, HUD, or the Office of Inspector General will check the income and asset information you provide with other Federal, State, or local governments and with private agencies. Certifying false information is fraud.

When you fill out your application and yearly recertification for assisted housing from HUD make sure your answers to the questions are accurate and honest. You must include: All sources of income and changes in income you or any members of your household receive, such as wages, welfare payments, social security and veterans' benefits, pensions, retirement, etc. Any money you receive on behalf of your children, such as child support, AFDC payments, social security for children, etc.

Any increase in income, such as wages from a new job or an expected pay raise or bonus. All assets, such as bank accounts, savings bonds, certificates of deposit, stocks, real estate, etc., that are owned by you or any member of your household. All income from assets, such as interest from savings and checking accounts, stock dividends, etc. Any business or asset (your home) that you sold in the last two years at less than full value. The names of everyone, adults or children, relatives and non-relatives, who are living with you and make up your household. (Important Notice for Hurricane Katrina and Hurricane Rita Evacuees: HUD's reporting requirements may be temporarily waived or suspended because of your circumstances. Contact the local housing agency before you complete the housing assistance application.)

If you don't understand something on the application or recertification forms, always ask questions. It's better to be safe than sorry.

If you know of anyone who provided false information on a HUD housing assistance application or recertification or if anyone tells you to provide false information, report that person to the HUD Office of Inspector General Hotline. You can call the Hotline toll-free Monday through Friday, from 10:00 a.m. to 4:30 p.m., Eastern Time, at 1-800-347-3735. You can fax information to (202) 708-4829 or e-mail it to Hotline@hudoig.gov. You can write the Hotline at: HUD OIG Hotline, GFI 451 7th Street, SW Washington, DC 20410

29. Minimum Rent

The Clarion County Housing Authority has set a minimum rent of $50.00 for participants in the Housing Choice Voucher Program. However, if the family requests a hardship exemption, the CCHA may suspend the minimum rent for the family beginning the month following the family's hardship request. If approved, the suspension will continue until the Housing Authority can determine whether hardship exists and whether the hardship is of a temporary or long-term nature. During suspension, the family will not be required to pay the minimum rent and the Housing Assistance Payment will be increased accordingly.

A hardship exists in the following circumstances:

When the family has lost eligibility for or is awaiting an eligibility determination for a Federal, State or local assistance program including a family that includes a member who is a non-citizen lawfully admitted for permanent residence under the Immigration and Nationality Act who would be entitled to public benefits but for title IV of the Personal Responsibility and Work Opportunity Act of 1996; When the family would be evicted because it is unable to pay the minimum rent; When the income of the family has decreased because of changed circumstances, including loss of employment; and When a death has occurred in the family.

No hardship. If the Housing Authority determines there is no qualifying hardship, the minimum rent will be re-instated, including requiring back payment of minimum rent to the Housing Authority for the time of the suspension.

Temporary hardship. If the Housing Authority determines that there is a qualifying hardship but that it is of a temporary nature, the minimum rent will not be imposed for a period of 90 calendar days from the month following the date of the family's request. At the end of the 90 day period, the minimum rent will be imposed retroactively to the time of suspension. The Housing Authority will offer a reasonable repayment agreement for any minimum rent back payment paid by the Housing Authority on the family's behalf during the period of suspension.

Long-term hardships. If the Housing Authority determines that there is a long-term hardship, the family will be exempt from the minimum rent requirement until the hardship no longer exists.

Appeals. The family may use the informal hearing procedures to appeal the Housing Authority's determination regarding the hardship. No escrow deposits will be required in order to access the informal hearing procedures.

30. Foreclosure Notice

ATTENTION SECTION 8 VOUCHER HOLDERS

90-DAYS OR MORE FOR TERMINATION (EVICTION) NOTICE REQUIREMENT AND FORECLOSURE IS NOT GOOD CAUSE TO TERMINATE THE TENANCY

On May 20, 2009 a new federal law protecting your rights became law.

Section 8 housing choice voucher tenants have new rights regarding eviction from units that have been foreclosed upon.

The person, who now owns your home as a result of the foreclosure, must follow these rules:

First, if you have lease for a fixed term, such as one year, and the lease has not expired, you have a right to remain in the unit and cannot be evicted (except for actions that you, members of your family or your guest take which constitute good cause) until the end of the lease term.

Second, if your lease ends in less than 90 days the new owner may not evict you without giving you at a minimum 90 days' notice.

Third, the new owner wanting the property vacant before they sell it is not good cause for terminating the tenancy or for eviction.

Fourth, there is one exception to the rule that you may not be evicted during the term of your lease. If the new owner who acquired the property at foreclosure wants to occupy the unit as his or her primary residence, that owner may give you a 90 day notice to vacate your home even if your lease runs for longer than 90 days.

If the new owner tells you that you have to leave, offers you money to leave or gives you a notice of eviction, you should contact the Clarion County Housing Authority, tell us what is happening and give us a copy of any notice. You may also contact the local legal services office, located in your area.

If you have any questions about this notice please contact the Clarion County Housing Authority.

General instructions to tenants:

If you receive an improper notice to terminate your lease, you should give a letter objecting to the termination to your landlord before the date for termination in the notice you received, and you should pay your rent. If you do not pay your rent, your landlord can serve you with a notice to pay rent or quit under your state law.

If your landlord files an eviction complaint again you (some states call this an unlawful detainer action) based upon the termination notice, you should put in your answer, or tell the court if your state does not allow you to file an answer, that the termination notice is improper because the landlord should have served you with a 90-days' notice or could not evict until the lease expired under the Protecting Tenants at Foreclosure Act, Pub. L. No. 111-22, § 702 (2009).

You should make a copy of your letter for your records, send your letter to the new owner by certified mail, return receipt requested, at the address the new owner put on his/her notice to you. When you go to court in the eviction case, you should take with you copies of the letter you sent to your landlord, the original and copies of your proof of mailing and green return receipt from the post office, the copy of the new law that is attached to this notice and a copy of your written lease if you have a written lease.

The judge may not know about the law because it is so new, but if you tell the judge about the law if it his or her legal responsibility to enforce it, and make sure that you are not forced to move with less than 90 days' notice or before the end of your lease term.

We have tried to give you information in this packet to help you understand the Section 8 Housing Choice Voucher Program. If there are any additional questions that you may have and they have not been addressed in this packet, please feel free to ask your Section 8 Coordinator.

31. LIST OF HOUSING AUTHORITY'S IN PENNSYLVANIA

Add to the address - - - ATTN: PORTABILITY DEPARTMENT or ask for the PORTABILITY DEPARTMENT.

Clarion County Housing Authority
8 West Main Street
Clarion, Pa. 16214
814/226-8910

Allegheny County Housing Authority
Fidelity Building
341 Fourth Avenue
Pittsburgh, Pa. 15222
412/355-8940 or 8950

Armstrong County Housing Authority
350 S. Jefferson Street
Kittanning, Pa. 16201
412/548-7671

Altoona Housing Authority
2700 Pleasant Valley Blvd.
Altoona, Pa. 1662
814/949-2000
TDD: 814/949-2002

Beaver County Housing Authority
300 State St. (Vanport)
Beaver, Pa. 15009-1798
724/775-1220
TDD: 724/775-5101

Blair County Housing Authority
And Redevelopment
P.O. Box 167
Hollidaysburg, Pa. 16648
814/695-7548

Bradford Housing Authority
2 Bushnell Street
Bradford, Pa. 16701
814/362-7205

Butler Housing Authority
And Redevelopment
P.O. Box 1917
Butler, Pa. 16003-1917
724/287-6797
TDD: 724/287-6799

Clearfield County Housing Authority
222 Leavy Avenue
Clearfield, Pa. 16830-2241
814/765-2485
TDD: 724/765-2487

Corry (Erie) Housing Authority
380 Sciota Street
Corry, Pa. 16407
814/665-5161

DuBois Housing Authority
21 East Long Avenue
DuBois, Pa. 15801
814/371-2290
TDD: 814/1-800-654-5984

Elk County Housing Authority
424 Water Street Ext.
P.O. Box 100
Johnsonburg, Pa. 15845
814/965-2532

City of Erie Housing Authority
606 Holland Street
Erie, Pa. 16501-1285
814/456-2080

Fayette County Housing Authority
624 Pittsburgh Road
P.O. Box 1007
Union, Pa. 15401
724/437-1584

Franklin Housing Authority
Colonial Manor 1212 Chestnut Street
Franklin, Pa. 16323
814/432-3416

Fulton County Housing Authority
110 South First Street
McConnellsburg, Pa. 17233
717/485-4041

Greene County Housing Authority
170 East Greene Street
Waynesburg, Pa. 15370
724/627-6523

Huntingdon County Housing
100 Federal Drive
Mount Union, Pa. 17066
814/542-2531

Indiana County Housing Authority
104 Philadelphia Street
Indiana, Pa. 15701
724/463-4730

Jefferson County Housing Authority
201 North Jefferson Street
Punxsutawney, Pa. 15767
814/938-7140

Johnston Housing Authority
P.O. Box 419
Johnston, Pa. 15907
814/535-7771

Lawarence County Housing Authority
481 Neshannock Avenue
P.O. Box 988
New Castle, Pa. 16103
724/656-5106
TDD: 724/658-1388

McKean County Housing Authority
410 East Water Street
P.O. Box 3366
Smethport, Pa. 16749
814/887-5563

McKeesport Housing Authority
332 Fifth Avenue Suite 214
McKeesport, Pa. 15132
412/673-6942
TDD: 412/673-1378

Meadville Housing Authority
1120 Market Street
Meadville, Pa. 16335
814/336-3177

Mercer Housing Authority
80 Jefferson Avenue
P.O. Box 683
Sharon, Pa. 16146-0683
724/981-4000
TDD: 724/981-5924

Oil City Housing Authority
110 Moran Street
Oil City, Pa. 16301
814/676-5764

Pittsburgh Housing Authority
200 Ross Street
Pittsburgh, Pa. 15219
412/456-5012

Potter County Housing Authority
8 East Seventh Street
P.O. Box 312
Coudersport, Pa. 16915
814/274-7031

Somerset County Housing Authority
350 Garrett Avenue
P.O. Box 38
Boswell, Pa. 15531
814/629-5174

Titusville Housing Authority
217 East Central Avenue
107 Central Towers
Titusville, Pa. 16354
814/827-3732

Venango County Housing Authority
P.O. Box 988
19 Rockwood Avenue
Oil City, Pa. 16301
814/677-5926

Warren County Housing Authority
108 Oak Street
Warren, Pa. 16365
814/723-2313

Washington County Housing Authority
100 Crumrine Tower
Franklin Street
Washington, Pa. 15301
412/228-6083

Westmoreland Housing Authority
RD 6 Box 223
South Greengate Road
Greensburg, Pa. 15601-9308
412/832-7248

32. AGENCIES LIST FOR CLARION COUNTY

Bridge Housing
P.O. Box 108
Clarion, Pa. 16214
814/226-4855

Clarion Career Link
22 South 2nd Avenue
Clarion, Pa. 16214
814/ 223-1550

Clarion County Adult Service (DHR)
12 Grant Street
Clarion, Pa. 16214
814/226-4643

Clarion Co. Board of Assistance
71 Lincoln Drive
Route 68 South
Clarion, Pa. 16214
814/226-1700 or 800-253-3488

Clarion Co. Child & Adolescent Service
System Program
214 S. 7th Avenue
Clarion, Pa. 16214
814/226-6252

Clarion Co. Children & Youth Service
500 Main Street
Clarion, Pa. 16214
814/226-9280

Clarion Co. Counseling Center
214 S. 7th Avenue
Clarion, Pa. 16214
814/226-6252

Clarion Co. Drug & Alcohol AM
214 S. 7th Avenue
Clarion, Pa. 16214
814/226-5888

Clarion Co. Infant Stimulation
Program (Early Intervention)
214 S. 7th Avenue
Clarion, Pa. 16214
814/226-4122

Clarion Co. Information & Referral
1st floor Courthouse
Main Street
Clarion, Pa. 16214
814/226-7011 or 800-672-7116

Clarion Co. Mental Health &
Mental Retardation
214 S. 7th Avenue
Clarion, Pa. 16214
814/226-5840

Clarion Job Center
162 S 2nd Ave. Applewood Center
Clarion, Pa. 16214
814/226-1600

Community Action , Inc.
22 S 2nd Avenue
Clarion, Pa. 16214
814/226-4785

Community Action, Inc.
Transitional Housing
30A Sheridan Drive
Clarion, Pa. 16214
814/223-9988 or 800-648-3381

Domestic Relations
17 S. 4th Avenue
Clarion, Pa. 16214
814-226-1030

Laurel Legal Services, Inc.
231 W. Main Street
Clarion, Pa. 16214
814/226-4340
800-660-1755

HOMEOWNERSHIP/FSS PROGRAM

I ____ have been interviewed for the Homeownership/FSS Program.

☐ I am currently enrolled in the FSS Program

☐ I am not interested in participating in the FSS Program at this time

☐ The Homeownership Program has been explained to me

☐ I am not interested in the Homeownership Program at this time

I acknowledge that at any time I am eligible to enroll in the FSS/Homeownership Program during my participation with the Section 8 Housing Choice Voucher Program. If at any time I am interested in participating in either program I will contact the Housing Authority.

______________________________ ____________________

Signature Date

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

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
Thomas P. O'Neill, Jr. Federal Building
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 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
100 Penn Square East
Philadelphia, PA 19107
Telephone (215) 656-0663 or 1-888-799-2085
Fax (215) 656-3419 • TTY (215) 656-3450
E-mail: **Complaints_office_03@hud.gov**

For Alabama, the Caribbean, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, and Tennessee:
SOUTHEAST/CARIBBEAN OFFICE
Fair Housing Hub
U.S. Dept. 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
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 60604-3507
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
801 North Cherry, 27th Floor
Fort Worth, TX 76102
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
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
E-mail: **Complaints_office_07@hud.gov**

For Colorado, Montana, North Dakota, South Dakota, Utah, and Wyoming:
ROCKY MOUNTAINS 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) 220-5447 • TTY (206) 220-5185
E-mail: **Complaints_office_10@hud.gov**

If after contacting the local office nearest you, you still have questions – 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 20410-2000
Telephone (202) 708-0836 or 1-800-669-9777
Fax (202) 708-1425 • TTY 1-800-927-9275

To file electronically, visit: www.hud.gov

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.

EQUAL HOUSING OPPORTUNITY

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

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

1 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.

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.

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.

Are You a Victim of Housing Discrimination?

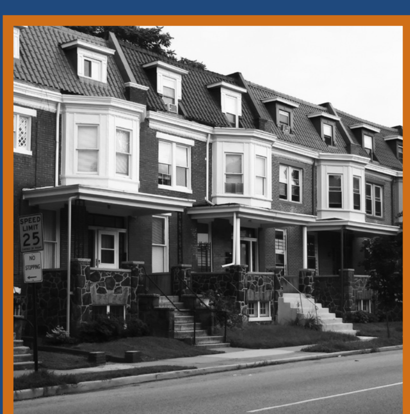
"The American Dream of having a safe and decent place to call 'home' reflects our shared belief that in this nation, opportunity and success are within everyone's reach.
Under our Fair Housing laws, every citizen is assured the opportunity to build a better life in the home or apartment of their choice — 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 accomodations 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



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

September 2013

Are You Planning to Buy or Rent a Home Built Before 1978?

Did you know that many homes built before 1978 have **lead-based paint**? Lead from paint, chips, and dust can pose serious health hazards.

Read this entire brochure to learn:

- How lead gets into the body
- About health effects of lead
- What you can do to protect your family
- Where to go for more information

Before renting or buying a pre-1978 home or apartment, federal law requires:

- Sellers must disclose known information on lead-based paint or lead-based paint hazards before selling a house.
- Real estate sales contracts must include a specific warning statement about lead-based paint. Buyers have up to 10 days to check for lead.
- Landlords must disclose known information on lead-based paint and lead-based paint hazards before leases take effect. Leases must include a specific warning statement about lead-based paint.

If undertaking renovations, repairs, or painting (RRP) projects in your pre-1978 home or apartment:

- Read EPA's pamphlet, *The Lead-Safe Certified Guide to Renovate Right,* to learn about the lead-safe work practices that contractors are required to follow when working in your home (see page 12).

Simple Steps to Protect Your Family from Lead Hazards

If you think your home has lead-based paint:

- Don't try to remove lead-based paint yourself.
- Always keep painted surfaces in good condition to minimize deterioration.
- Get your home checked for lead hazards. Find a certified inspector or risk assessor at epa.gov/lead.
- Talk to your landlord about fixing surfaces with peeling or chipping paint.
- Regularly clean floors, window sills, and other surfaces.
- Take precautions to avoid exposure to lead dust when remodeling.
- When renovating, repairing, or painting, hire only EPA- or state-approved Lead-Safe certified renovation firms.
- Before buying, renting, or renovating your home, have it checked for lead-based paint.
- Consult your health care provider about testing your children for lead. Your pediatrician can check for lead with a simple blood test.
- Wash children's hands, bottles, pacifiers, and toys often.
- Make sure children avoid fatty (or high fat) foods and eat nutritious meals high in iron and calcium.
- Remove shoes or wipe soil off shoes before entering your house.

Lead Gets into the Body in Many Ways

Adults and children can get lead into their bodies if they:

- Breathe in lead dust (especially during activities such as renovations, repairs, or painting that disturb painted surfaces).
- Swallow lead dust that has settled on food, food preparation surfaces, and other places.
- Eat paint chips or soil that contains lead.

Lead is especially 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.

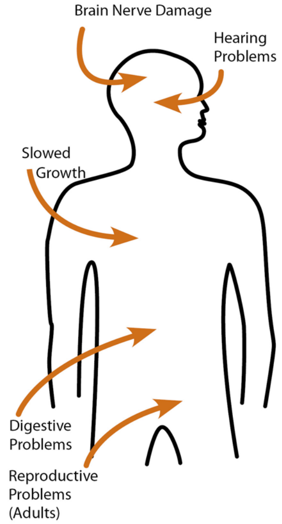
Women of childbearing age should know that lead is dangerous to a developing fetus.

- Women with a high lead level in their system before or during pregnancy risk exposing the fetus to lead through the placenta during fetal development.

Health Effects of Lead

Lead affects the body in many ways. It is important to know that even exposure to low levels of lead can severely harm children.

In children, exposure to 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 amounts 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, exposure to lead can cause:

- Harm to a developing fetus
- Increased chance of high blood pressure during pregnancy
- Fertility problems (in men and women)
- High blood pressure
- Digestive problems
- Nerve disorders
- Memory and concentration problems
- Muscle and joint pain

Check Your Family for Lead

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

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 lead. Blood lead 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.

Where Lead-Based Paint Is Found

In general, the older your home or childcare facility, the more likely it has lead-based paint.[1]

Many homes, including private, federally-assisted, federally-owned housing, and childcare facilities built before 1978 have lead-based paint. In 1978, the federal government banned consumer uses of lead-containing paint.[2]

Learn how to determine if paint is lead-based paint on page 7.

Lead can be found:

- In homes and childcare facilities in the city, country, or suburbs,
- In private and public single-family homes and apartments,
- On surfaces inside and outside of the house, and
- 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.)

Learn more about where lead is found at epa.gov/lead.

---

[1] "Lead-based paint" is currently defined by the federal government as paint with lead levels greater than or equal to 1.0 milligram per square centimeter (mg/cm), or more than 0.5% by weight.

[2] "Lead-containing paint" is currently defined by the federal government as lead in new dried paint in excess of 90 parts per million (ppm) by weight.

Identifying Lead-Based Paint and Lead-Based Paint Hazards

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

- On windows and window sills
- Doors and door frames
- Stairs, railings, banisters, and porches

Lead-based paint is usually not a hazard if it is in good condition and if it is not on an impact or friction surface like a window.

Lead dust can form when lead-based paint is scraped, sanded, or heated. Lead dust also forms when painted surfaces containing lead bump or rub together. Lead paint chips and dust can get on surfaces and objects that people touch. Settled lead dust can reenter the air when the home is vacuumed or swept, or when people walk through it. EPA currently defines the following levels of lead in dust as hazardous:

- 40 micrograms per square foot ($\mu g/ft^2$) and higher for floors, including carpeted floors
- 250 $\mu g/ft^2$ 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. EPA currently defines the following levels of lead in soil as hazardous:

- 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

Remember, lead from paint chips—which you can see—and lead dust—which you may not be able to see—both can be hazards.

The only way to find out if paint, dust, or soil lead hazards exist is to test for them. The next page describes how to do this.

Checking Your Home for Lead

You can get your home tested for lead in several different ways:

- A lead-based paint **inspection** tells you if your home has lead-based paint and where it is located. It won't tell you whether your home currently has lead hazards. A trained and certified testing professional, called a lead-based paint inspector, will conduct a paint inspection using methods, such as:
  - Portable x-ray fluorescence (XRF) machine
  - Lab tests of paint samples

- 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 trained and certified testing professional, called a risk assessor, will:
  - Sample paint that is deteriorated on doors, windows, floors, stairs, and walls
  - Sample dust near painted surfaces and sample bare soil in the yard
  - Get lab tests of paint, dust, and soil samples
- A combination inspection and risk assessment tells you if your home has any lead-based paint and if your home has any lead hazards, and where both are located.

Be sure to read the report provided to you after your inspection or risk assessment is completed, and ask questions about anything you do not understand.

Checking Your Home for Lead, continued

In preparing for renovation, repair, or painting work in a pre-1978 home, Lead-Safe Certified renovators (see page 12) may:

- Take paint chip samples to determine if lead-based paint is present in the area planned for renovation and send them to an EPA-recognized lead lab for analysis. In housing receiving federal assistance, the person collecting these samples must be a certified lead-based paint inspector or risk assessor
- Use EPA-recognized tests kits to determine if lead-based paint is absent (but not in housing receiving federal assistance)
- Presume that lead-based paint is present and use lead-safe work practices

There are state and federal programs in place to ensure that testing is done safely, reliably, and effectively. Contact your state or local agency for more information, visit epa.gov/lead, or call **1-800-424-LEAD (5323)** for a list of contacts in your area.[3]

[3] Hearing- or speech-challenged individuals may access this number through TTY by calling the Federal Relay Service at 1-800-877-8399.

What You Can Do Now to Protect Your Family

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

- If you rent, notify your landlord of peeling or chipping paint.
- Keep painted surfaces clean and free of dust. Clean floors, window frames, window sills, and other surfaces weekly. Use a mop or sponge with warm water and a general all-purpose cleaner. (Remember: never mix ammonia and bleach products together because they can form a dangerous gas.)
- Carefully clean up paint chips immediately without creating dust.
- Thoroughly rinse sponges and mop heads often during cleaning of dirty or dusty areas, and again afterward.
- Wash your hands and your 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, or eating soil.
- When renovating, repairing, or painting, hire only EPA- or state-approved Lead-Safe Certified renovation firms (see page 12).
- Clean or remove shoes before entering your home to avoid tracking in lead from soil.
- Make sure children avoid fatty (or high fat) foods and eat nutritious meals high in iron and calcium. Children with good diets absorb less lead.

Reducing Lead Hazards

Disturbing lead-based paint or removing lead improperly can increase the hazard to your family by spreading even more lead dust around the house.

- In addition to day-to-day cleaning and good nutrition, you can **temporarily** reduce lead-based paint hazards by taking actions, such as repairing damaged painted surfaces and planting grass to cover lead-contaminated soil. These actions are not permanent solutions and will need ongoing attention.
- You can minimize exposure to lead when renovating, repairing, or painting by hiring an EPA- or state-certified renovator who is trained in the use of lead-safe work practices. If you are a do-it-yourselfer, learn how to use lead–safe work practices in your home.
- To remove lead hazards permanently, 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 control.

Always use a certified contractor who is trained to address lead hazards safely.

- Hire a Lead-Safe Certified firm (see page 12) to perform renovation, repair, or painting (RRP) projects that disturb painted surfaces.
- To correct lead hazards permanently, hire a certified lead abatement professional. This will ensure your contractor knows how to 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.

Reducing Lead Hazards, continued

If your home has had lead abatement work done or if the housing is receiving federal assistance, once the work is completed, dust cleanup activities must be conducted until clearance testing indicates that lead dust levels are below the following levels:

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

For help in locating certified lead abatement professionals in your area, call your state or local agency (see pages 14 and 15), or visit epa.gov/lead, or call 1-800-424-LEAD.

Renovating, Remodeling, or Repairing (RRP) a Home with Lead-Based Paint

If you hire a contractor to conduct renovation, repair, or painting (RRP) projects in your pre-1978 home or childcare facility (such as pre-school and kindergarten), your contractor must:

- Be a Lead-Safe Certified firm approved by EPA or an EPA-authorized state program
- Use qualified trained individuals (Lead-Safe Certified renovators) who follow specific lead-safe work practices to prevent lead contamination
- Provide a copy of EPA's lead hazard information document, *The Lead-Safe Certified Guide to Renovate Right*

RRP contractors working in pre-1978 homes and childcare facilities must follow lead-safe work practices that:

- **Contain the work area.** The area must be contained so that dust and debris do not escape from the work area. Warning signs must be put up, and plastic or other impermeable material and tape must be used.
- **Avoid renovation methods that generate large amounts of lead-contaminated dust.** Some methods generate so much lead-contaminated dust that their use is prohibited. They are:
  - Open-flame burning or torching
  - Sanding, grinding, planing, needle gunning, or blasting with power tools and equipment not equipped with a shroud and HEPA vacuum attachment and
  - Using a heat gun at temperatures greater than 1100°F
- **Clean up thoroughly.** The work area should be cleaned up daily. When all the work is done, the area must be cleaned up using special cleaning methods.
- **Dispose of waste properly.** Collect and seal waste in a heavy duty bag or sheeting. When transported, ensure that waste is contained to prevent release of dust and debris.

To learn more about EPA's requirements for RRP projects visit epa.gov/getleadsafe, or read *The Lead-Safe Certified Guide to Renovate Right.*

Other Sources of Lead

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

- **Drinking water.** Your home might have plumbing with lead or lead solder. You cannot see, smell, or taste lead, and boiling your water will not get rid of lead. If you think your plumbing might contain lead:
    - 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.

  Call your local health department or water supplier to find out about testing your water, or visit epa.gov/lead for EPA's lead in drinking water information.
- **Lead smelters** or other industries that release lead into the air.
- **Your job.** If you work with lead, you could bring it home on your body or clothes. Shower and change clothes before coming home. Launder your work clothes separately from the rest of your family's clothes.
- **Hobbies** that use lead, such as making pottery or stained glass, or refinishing furniture. Call your local health department for information about hobbies that may use lead.
- Old **toys** and **furniture** may have been painted with lead-containing paint. Older toys and other children's products may have parts that contain lead.[4]
- Food and liquids cooked or stored in **lead crystal** or **lead-glazed pottery or porcelain** may contain lead.
- Folk remedies, such as **"greta"** and **"azarcon,"** used to treat an upset stomach.

---

[4] In 1978, the federal government banned toys, other children's products, and furniture with lead-containing paint (16 CFR 1303). In 2008, the federal government banned lead in most children's products. The federal government currently bans lead in excess of 100 ppm by weight in most children's products (76 FR 44463).

For More Information

The National Lead Information Center
Learn how to protect children from lead poisoning and get other information about lead hazards on the Web at epa.gov/lead and hud.gov/lead, or call **1-800-424-LEAD (5323).**

EPA's Safe Drinking Water Hotline
For information about lead in drinking water, call **1-800-426-4791**, or visit epa.gov/lead for information about lead in drinking water.

Consumer Product Safety Commission (CPSC) Hotline
For information on lead in toys and other consumer products, or to report an unsafe consumer product or a product-related injury, call **1-800-638-2772,** or visit CPSC's website at cpsc.gov or saferproducts.gov.

State and Local Health and Environmental Agencies
Some states, tribes, and cities have their own rules related to lead-based paint. 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 state or local contacts on the Web at epa.gov/lead, or contact the National Lead Information Center at **1-800-424-LEAD.**

Hearing- or speech-challenged individuals may access any of the phone numbers in this brochure through TTY by calling the toll-free Federal Relay Service at **1-800-877-8339**.

U. S. Environmental Protection Agency (EPA) Regional Offices

The mission of EPA is to protect human health and the environment. Your Regional EPA Office can provide further information regarding regulations and lead protection programs.

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

Regional Lead Contact
U.S. EPA Region 1
5 Post Office Square, Suite 100, OES 05-4
Boston, MA 02109-3912
(888) 372-7341

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

Regional Lead Contact
U.S. EPA Region 2
2890 Woodbridge Avenue
Building 205, Mail Stop 225
Edison, NJ 08837-3679
(732) 321-6671

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

Regional Lead Contact
U.S. EPA Region 3
1650 Arch Street
Philadelphia, PA 19103
(215) 814-2088

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

Regional Lead Contact
U.S. EPA Region 4
AFC Tower, 12th Floor, Air, Pesticides & Toxics
61 Forsyth Street, SW
Atlanta, GA 30303
(404) 562-8998

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

Regional Lead Contact
U.S. EPA Region 5 (DT-8J)
77 West Jackson Boulevard
Chicago, IL 60604-3666
(312) 886-7836

Region 6 (Arkansas, Louisiana, New Mexico, Oklahoma, Texas, and 66 Tribes)

Regional Lead Contact
U.S. EPA Region 6
1445 Ross Avenue, 12th Floor
Dallas, TX 75202-2733
(214) 665-2704

Region 7 (Iowa, Kansas, Missouri, Nebraska)

Regional Lead Contact
U.S. EPA Region 7
11201 Renner Blvd.
WWPD/TOPE
Lenexa, KS 66219
(800) 223-0425

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

Regional Lead Contact
U.S. EPA Region 8
1595 Wynkoop St.
Denver, CO 80202
(303) 312-6966

Region 9 (Arizona, California, Hawaii, Nevada)

Regional Lead Contact
U.S. EPA Region 9 (CMD-4-2)
75 Hawthorne Street
San Francisco, CA 94105
(415) 947-4280

Region 10 (Alaska, Idaho, Oregon, Washington)

Regional Lead Contact
U.S. EPA Region 10
Solid Waste & Toxics Unit (WCM-128)
1200 Sixth Avenue, Suite 900
Seattle, WA 98101
(206) 553-1200

Consumer Product Safety Commission (CPSC)

The CPSC protects the public against unreasonable risk of injury from consumer products through education, safety standards activities, and enforcement. Contact CPSC for further information regarding consumer product safety and regulations.

CPSC
4330 East West Highway
Bethesda, MD 20814-4421
1-800-638-2772
cpsc.gov or saferproducts.gov

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

HUD's mission is to create strong, sustainable, inclusive communities and quality affordable homes for all. Contact HUD's Office of Healthy Homes and Lead Hazard Control for further information regarding the Lead Safe Housing Rule, which protects families in pre-1978 assisted housing, and for the lead hazard control and research grant programs.

HUD
451 Seventh Street, SW, Room 8236
Washington, DC 20410-3000
(202) 402-7698
hud.gov/offices/lead/

U. S. EPA Washington DC 20460
U. S. CPSC Bethesda MD 20814
U. S. HUD Washington DC 20410

EPA-747-K-12-001
September 2013

IMPORTANT!

Lead From Paint, Dust, and Soil in and Around Your Home Can Be Dangerous if Not Managed Properly

- Children under 6 years old are most at risk for lead poisoning in your home.
- Lead exposure can harm young children and babies even before they are born.
- Homes, schools, and child care facilities built before 1978 are likely to contain lead-based paint.
- Even children who seem healthy may have dangerous levels of lead in their bodies.
- Disturbing surfaces with lead-based paint or removing lead-based paint improperly can increase the danger to your family.
- People can get lead into their bodies by breathing or swallowing lead dust, or by eating soil or paint chips containing lead.
- People have many options for reducing lead hazards. Generally, lead-based paint that is in good condition is not a hazard (see page 10).

U.S. Department of Housing and Urban Development

Office of Public and Indian Housing

DEBTS OWED TO PUBLIC HOUSING AGENCIES AND TERMINATIONS

Paperwork Reduction Notice: Public reporting burden for this collection of information is estimated to average 7 minutes per response. This includes the time for respondents to read the document and certify, and any record keeping burden. This information will be used in the processing of a tenancy. Response to this request for information is required to receive benefits. The agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number. The OMB Number is 2577-0266, and expires 06/30/2026.

NOTICE TO APPLICANTS AND PARTICIPANTS OF THE FOLLOWING HUD RENTAL ASSISTANCE PROGRAMS:

- Public Housing (24 CFR 960)
- Section 8 Housing Choice Voucher, including the Disaster Housing Assistance Program (24 CFR 982)
- Section 8 Moderate Rehabilitation (24 CFR 882)
- Project-Based Voucher (24 CFR 983)

The U.S. Department of Housing and Urban Development maintains a national repository of debts owed to Public Housing Agencies (PHAs) or Section 8 landlords and adverse information of former participants who have voluntarily or involuntarily terminated participation in one of the above-listed HUD rental assistance programs. This information is maintained within HUD's Enterprise Income Verification (EIV) system, which is used by Public Housing Agencies (PHAs) and their management agents to verify employment and income information of program participants, as well as, to reduce administrative and rental assistance payment errors. The EIV system is designed to assist PHAs and HUD in ensuring that families are eligible to participate in HUD rental assistance programs and determining the correct amount of rental assistance a family is eligible for. All PHAs are required to use this system in accordance with HUD regulations at 24 CFR 5.233.

HUD requires PHAs, which administers the above-listed rental housing programs, to report certain information at the conclusion of your participation in a HUD rental assistance program. This notice provides you with information on what information the PHA is required to provide HUD, who will have access to this information, how this information is used and your rights. PHAs are required to provide this notice to all applicants and program participants and you are required to acknowledge receipt of this notice by signing page 2. Each adult household member must sign this form.

What information about you and your tenancy does HUD collect from the PHA?
The following information is collected about each member of your household (family composition): full name, date of birth, and Social Security Number.

The following adverse information is collected once your participation in the housing program has ended, whether you voluntarily or involuntarily move out of an assisted unit:

1. Amount of any balance you owe the PHA or Section 8 landlord (up to $500,000) and explanation for balance owed (i.e. unpaid rent, retroactive rent (due to unreported income and/ or change in family composition) or other charges such as damages, utility charges, etc.); and
2. Whether or not you have entered into a repayment agreement for the amount that you owe the PHA; and
3. Whether or not you have defaulted on a repayment agreement; and
4. Whether or not the PHA has obtained a judgment against you; and
5. Whether or not you have filed for bankruptcy; and
6. The negative reason(s) for your end of participation or any negative status (i.e., abandoned unit, fraud, lease violations, criminal activity, etc.) as of the end of participation date.

Who will have access to the information collected?
This information will be available to HUD employees, PHA employees, and contractors of HUD and PHAs.

How will this information be used?
PHAs will have access to this information during the time of application for rental assistance and reexamination of family income and composition for existing participants. PHAs will be able to access this information to determine a family's suitability for initial or continued rental assistance, and avoid providing limited Federal housing assistance to families who have previously been unable to comply with HUD program requirements. If the reported information is accurate, a PHA may terminate your current rental assistance and deny your future request for HUD rental assistance, subject to PHA policy.

How long is the debt owed and termination information maintained in EIV?
Debt owed and termination information will be maintained in EIV for a period of up to ten (10) years from the end of participation date or such other period consistent with State Law.

What are my rights?
In accordance with the Federal Privacy Act of 1974, as amended (5 USC 552a) and HUD regulations pertaining to its implementation of the Federal Privacy Act of 1974 (24 CFR Part 16), you have the following rights:

1. To have access to your records maintained by HUD, subject to 24 CFR Part 16.
2. To have an administrative review of HUD's initial denial of your request to have access to your records maintained by HUD.
3. To have incorrect information in your record corrected upon written request.
4. To file an appeal request of an initial adverse determination on correction or amendment of record request within 30 calendar days after the issuance of the written denial.
5. To have your record disclosed to a third party upon receipt of your written and signed request.

What do I do if I dispute the debt or termination information reported about me?
If you disagree with the reported information, you should contact in writing the PHA who has reported this information about you. The PHA's name, address, and telephone numbers are listed on the Debts Owed and Termination Report. You have a right to request and obtain a copy of this report from the PHA. Inform the PHA why you dispute the information and provide any documentation that supports your dispute. HUD's record retention policies at 24 CFR Part 908 and 24 CFR Part 982 provide that the PHA may destroy your records three years from the date your participation in the program ends. To ensure the availability of your records, disputes of the original debt or termination information must be made within three years from the end of participation date; otherwise the debt and termination information will be presumed correct. Only the PHA who reported the adverse information about you can delete or correct your record.

Your filing of bankruptcy will not result in the removal of debt owed or termination information from HUD's EIV system. However, if you have included this debt in your bankruptcy filing and/or this debt has been discharged by the bankruptcy court, your record will be updated to include the bankruptcy indicator, when you provide the PHA with documentation of your bankruptcy status.

The PHA will notify you in writing of its action regarding your dispute within 30 days of receiving your written dispute. If the PHA determines that the disputed information is incorrect, the PHA will update or delete the record. If the PHA determines that the disputed information is correct, the PHA will provide an explanation as to why the information is correct.

This Notice was provided by the below-listed PHA:	I hereby acknowledge that the PHA provided me with the ***Debts Owed to PHAs & Termination N*otice:**
	Signature **Date**
	Printed Name

U.S. Department of Housing and Urban Development

Office of Public and Indian Housing (PIH)

RHIIP

RENTAL HOUSING INTEGRITY IMPROVEMENT PROJECT

What You Should Know About EIV

A Guide for Applicants & Tenants of Public Housing & Section 8 Programs

What is EIV?

The Enterprise Income Verification (EIV) system is a web-based computer system that contains employment and income information of individuals who participate in HUD rental assistance programs. All Public Housing Agencies (PHAs) are required to use HUD's EIV system.

What information is in EIV and where does it come from?

HUD obtains information about you from your local PHA, the Social Security Administration (SSA), and U.S. Department of Health and Human Services (HHS).

HHS provides HUD with wage and employment information as reported by employers; and unemployment compensation information as reported by the State Workforce Agency (SWA).

SSA provides HUD with death, Social Security (SS) and Supplemental Security Income (SSI) information.

What is the EIV information used for?

Primarily, the information is used by PHAs (and management agents hired by PHAs) for the following purposes to:

1. Confirm your name, date of birth (DOB), and Social Security Number (SSN) with SSA.
2. Verify your reported income sources and amounts.
3. Confirm your participation in only one HUD rental assistance program.
4. Confirm if you owe an outstanding debt to any PHA.
5. Confirm any negative status if you moved out of a subsidized unit (in the past) under the Public Housing or Section 8 program.
6. Follow up with you, other adult household members, or your listed emergency contact regarding deceased household members.

EIV will alert your PHA if you or anyone in your household has used a false SSN, failed to report complete and accurate income information, or is receiving rental assistance at another address. ***Remember, you may receive rental assistance at only <u>one</u> home!***

EIV will also alert PHAs if you owe an outstanding debt to any PHA (in any state or U.S. territory) and any negative status when you voluntarily or involuntarily moved out of a subsidized unit under the Public Housing or Section 8 program. This information is used to determine your eligibility for rental assistance at the time of application.

The information in EIV is also used by HUD, HUD's Office of Inspector General (OIG), and auditors to ensure that your family and PHAs comply with HUD rules.

Overall, the purpose of EIV is to identify and prevent fraud within HUD rental assistance programs, so that limited taxpayer's dollars can assist as many eligible families as possible. EIV will help to improve the integrity of HUD rental assistance programs.

Is my consent required in order for information to be obtained about me?

Yes, your consent is required in order for HUD or the PHA to obtain information about you. By law, you are required to sign one or more consent forms. When you sign a form HUD-9886 *(Federal Privacy Act Notice and Authorization for Release of Information)* or a PHA consent form (which meets HUD standards), you are giving HUD and the PHA your consent for them to obtain information about you for the purpose of determining your eligibility and amount of rental assistance. The information collected about you will be used only to determine your eligibility for the program, unless you consent in writing to authorize additional uses of the information by the PHA.

<u>Note:</u> If you or any of your adult household members refuse to sign a consent form, your request for initial or continued rental assistance may be denied. You may also be terminated from the HUD rental assistance program.

What are my responsibilities?

As a tenant (participant) of a HUD rental assistance program, you and each adult household member must disclose complete and accurate information to the PHA, including full name, SSN, and DOB; income information; and certify that your reported household composition (household members), income, and expense information is true to the best of your knowledge.

February 2010

Remember, you must notify your PHA if a household member dies or moves out. You must also obtain the PHA's approval to allow additional family members or friends to move in your home **prior** to them moving in.

What are the penalties for providing false information?

Knowingly providing false, inaccurate, or incomplete information is ***FRAUD*** *and a* ***CRIME***.

If you commit fraud, you and your family may be subject to any of the following penalties:

1. Eviction
2. Termination of assistance
3. Repayment of rent that you should have paid had you reported your income correctly
4. Prohibited from receiving future rental assistance for a period of up to 10 years
5. Prosecution by the local, state, or Federal prosecutor, which may result in you being fined up to $10,000 and/or serving time in jail.

Protect yourself by following HUD reporting requirements. When completing applications and reexaminations, you must include all sources of income you or any member of your household receives.

If you have any questions on whether money received should be counted as income or how your rent is determined, **ask your PHA**. When changes occur in your household income, **contact your PHA immediately** to determine if this will affect your rental assistance.

What do I do if the EIV information is incorrect?

Sometimes the source of EIV information may make an error when submitting or reporting information about you. If you do not agree with the EIV information, let your PHA know.

If necessary, your PHA will contact the source of the information directly to verify disputed income information. Below are the procedures you and the PHA should follow regarding incorrect EIV information.

Debts owed to PHAs and termination information reported in EIV originates from the PHA who provided you assistance in the past. If you dispute this information, contact your former PHA directly in writing to dispute this information and provide any documentation that supports your dispute. If the PHA determines that the disputed information is incorrect, the PHA will update or delete the record from EIV.

Employment and wage information reported in EIV originates from the employer. If you dispute this information, contact the employer in writing to dispute **and** request correction of the disputed employment and/or wage information. Provide your PHA with a copy of the letter that you sent to the employer. If you are unable to get the employer to correct the information, you should contact the SWA for assistance.

Unemployment benefit information reported in EIV originates from the SWA. If you dispute this information, contact the SWA in writing to dispute **and request** correction of the disputed unemployment benefit information. Provide your PHA with a copy of the letter that you sent to the SWA.

Death, SS and SSI benefit information reported in EIV originates from the SSA. If you dispute this information, contact the SSA at (800) 772–1213, or visit their website at: www.socialsecurity.gov. You may need to visit your local SSA office to have disputed death information corrected.

Additional Verification. The PHA, with your consent, may submit a third-party verification form to the provider (or reporter) of your income for completion and submission to the PHA.

You may also provide the PHA with third party documents (i.e. pay stubs, benefit award letters, bank statements, etc.) which you may have in your possession.

Identity Theft. Unknown EIV information to you can be a sign of identity theft. Sometimes someone else may use your SSN, either on purpose or by accident. So, if you suspect someone is using your SSN, you should check your Social Security records to ensure your income is calculated correctly (call SSA at (800) 772-1213); file an identity theft complaint with your local police department or the Federal Trade Commission (call FTC at (877) 438-4338, or you may visit their website at: http://www.ftc.gov). Provide your PHA with a copy of your identity theft complaint.

Where can I obtain more information on EIV and the income verification process?

Your PHA can provide you with additional information on EIV and the income verification process. You may also read more about EIV and the income verification process on HUD's Public and Indian Housing EIV web pages at: https://www.hud.gov/program_offices/public_indian_housing/programs/ph/eiv

The information in this Guide pertains to applicants and participants (tenants) of the following HUD-PIH rental assistance programs:

1. Public Housing (24 CFR 960); and
2. Section 8 Housing Choice Voucher (HCV), (24 CFR 982); and
3. Section 8 Moderate Rehabilitation (24 CFR 882); and
4. Project-Based Voucher (24 CFR 983)

My signature below is confirmation that I have received this Guide.

____

Signature **Date**

Clarion County Housing and Redevelopment Authority
8 West Main Street, Clarion, PA 16214
Voice/TTY: (814) 226-8910
Fax: (814) 226-6039
Email: ccha@clarionhousing.com
Website: clarionhousing.com

Attachment 3

REQUEST FOR A REASONABLE ACCOMMODATION

NAME____**PHONE**_________________

ADDRESS____**APT. #**__________

CITY_________________________________**STATE**___________**ZIP**___________

Currently I am:

☐ An applicant on the waiting list ☐ A resident or Section 8 participant

The following member of my household has a disability that qualifies under HUD rules (a mental or physical impairment that substantially limits one or more major life activities; a record of such an impairment; or being regarded as having such an impairment).

NAME____**RELATIONSHIP**__________________

As a result of his/her disability, the following change(s) are necessary so he/she can have the opportunity to equally participate in the housing assistance programs:

____

____

You may verify the disability and the need for this request by contacting the following health care or other professional:

NAME____**PHONE**_________________

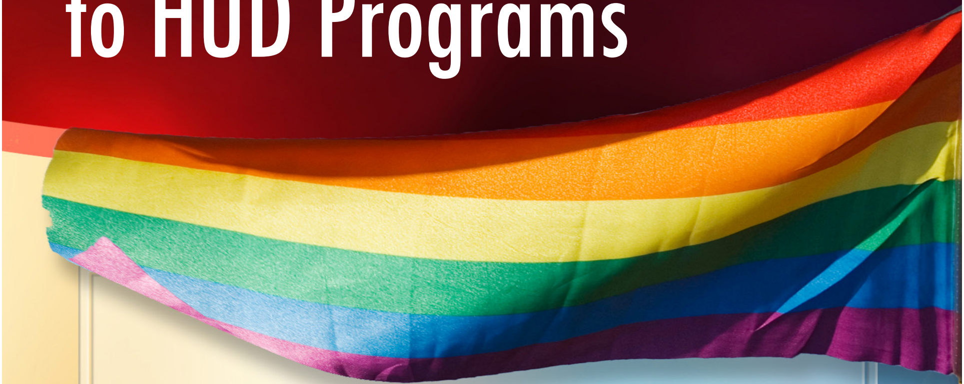
ADDRESS____**APT. #**__________

CITY_________________________________**STATE**___________**ZIP**___________

I give you permission to contact the above individual for purposes of verifying that I, or a family member, have a disability and need the reasonable accommodation requested above. I understand that the information you obtain will be kept completely confidential and used solely to determine whether or not you will provide the accommodation.

SIGNATURE____ **DATE**________________
Person with disabilities or Head of Household

LGBT Equal Access to HUD Programs



The U.S. Department of Housing and Urban Development enforces regulations that ensure its programs are open to all eligible individuals regardless of actual or perceived sexual orientation or gender identity.

EQUAL HOUSING OPPORTUNITY

www.hud.gov/lgbthousingdiscrimination

HUD's regulations requiring equal access to LGBT persons include the following:

- A general equal access provision which requires housing that is funded by HUD or subject to a mortgage insured by the Federal Housing Administration (FHA) to be made available without regard to actual or perceived sexual orientation, gender identity, or marital status;
- Clarification that the terms "family" and "household," as used in HUD programs, include persons regardless of actual or perceived sexual orientation, gender identity, or marital status;
- Prohibition on owners and operators of HUD-funded housing or housing insured by FHA from asking about an applicant's or occupant's sexual orientation or gender identity for the purpose of determining eligibility or otherwise making housing available; and
- Prohibition on FHA lenders from taking into account actual or perceived sexual orientation or gender identity in determining the adequacy of a potential borrower's income.

If you believe a housing provider or FHA-insured lender violated this rule or otherwise denied housing to someone because of actual or perceived sexual orientation, gender identity, or marital status, contact your local HUD office or HUD's Office of Fair Housing and Equal Opportunity for help at (800) 669-9777 or (800) 927-9275 (TTY).

EQUAL HOUSING OPPORTUNITY

www.hud.gov/lgbthousingdiscrimination

greatschools™
Involved parents. Successful kids.

GreatSchools Top 10 Tips for Parents

Want your child to do well in school? Get involved with your child's education. Your actions today lead to your child's long-term success.

Here are ten practical ways you can get involved:

1. Meet the principal and teachers at the beginning of the school year. Tell them you expect your child to do well in school. (Research shows this simple conversation actually helps kids do better in school!)

2. Find out the best way to reach your child's teacher and tell him or her the best way to reach you (e.g. cell phone/ texting, email, phone call).

3. Go to back-to-school night and events at your child's school. Kids who see their parents at school get better grades.

4. Regularly check your child's backpack for notes, and keep track of homework.

5. Create a study space with good lighting and set a regular time for homework.

6. Help your child with his homework if needed, and always check it when he's done.

7. Read, read, read. Have your child read every day. Read to her, read with her -- and make sure your child sees you reading, as well.

8. Provide healthy food for every meal. Skip the sweets and soda – these foods don't help kids learn.

9. Make sure your child gets enough sleep. Kids ages one to three need 12 to 14 hours of sleep a night. Kids three to five need 11 to 13 hours. Kids five to 12 require 10 to 11 hours. Teens need at least 8 1/2 hours of sleep every night.

10. Go online to www.GreatSchools.org and get other ideas for helping you help your child be the best that they can be.

greatschools™
Involved parents. Successful kids.

Script for PHAs: Overview of GreatSchools.org

What is GreatSchools?

For over a decade, GreatSchools.org has been helping parents choose the right school for their children, and support their children's education.

Who is the website for?

The site is for you and all other parents, grandparents, and caregivers looking for schools and ways to help children learn.

We have it all! Videos about helping with homework. Articles about protecting against bullies. Tips on getting free tutoring from your child's school.

How do you use GreatSchools.org?

- GreatSchools is easy to use.
- We have information on over 200,000 schools in the country.
- To find schools near you, go to www.GreatSchools.org and search using your city, address or just a zip code.
- You can check off the boxes for public, charter, or private schools and grade level (preschool, elementary, middle, or high school) to find the schools you want.
- Check out the schools and compare the schools on your list. Every school has a GreatSchools Rating from 1 to 10. Ten is the highest rating. Are there schools with better ratings than others on your list? This means students in those schools score higher on tests.
- Also, check out the community reviews. This is where you can get the inside scoop about a school from parents, teachers and students. These reviews are based on a 1 to 5 star rating.

Prevention and Safe Removal of Bedbugs

Bedbug infestations have become a serious problem in housing throughout the country. Public Housing properties are not immune to infestations, anyone or any home can get bedbugs. Bedbugs live on human and animal blood and typically hide and live in cracks and crevices in dark and undisturbed locations close to their hosts. They can live for long periods of time and although visible to the naked eye, they may be difficult to detect.

Bedbug Prevention Action Plan

- Inspect in and around sleeping and resting areas at home once a month.
- Look for signs of bedbug activity, active infestations will have fecal spotting, live or dead bedbugs, shed skins and bedbug eggs.
- Avoid used furniture and mattresses, especially discarded furniture and mattresses. Used furniture and refurbished mattresses may have bedbugs and bedbug eggs that are difficult to see.
- Inspect for the signs of bedbugs when traveling away from home. Look for live or dead bedbugs, shed bedbug skins or bedbug eggs and fecal spots on mattresses, clothing or dark cracks and crevices. Wood, metal or plastic furniture, sofas, chairs, tables and many other items may be infested with bedbugs.
- If contact with an active bedbug infestation is suspected away from home, segregate and isolate in sealed plastic bags any exposed luggage, clothing and personal effects until inspection and decontamination can be completed.
- Bedbugs prefer to live in cracks and crevices in areas like baseboards, moldings, window/door frames, and cracks/seams in walls and furniture, especially headboards and bed frames and screw holes.
- Seal baseboards, cracks, crevices, heat, plumbing and electrical services shared between apartments with pest-proofing sealants.
- Encase mattresses and box springs. Seal box springs in an appropriate zippered encasement to prevent bedbugs hiding inside from escaping; this location is commonly affected in bedbug infestations and yet difficult to inspect.
- Thoroughly vacuum apartment, furniture and all belongings and use crevice tools and other attachments where feasible. Place the contents of the vacuum in a tightly sealed disposable bag and remove.

EARLY DETECTION IS CRITICAL Early identification and reporting of infestations by residents to building management and neighbors limits the spread of bedbugs. As soon as possible contact Property Manager and/or pest management company. Report the suspected activity as soon as possible. The longer you wait the more likely the problem is to spread and the more difficult and costly it will be to control.

Bedbug Removal Action Plan

The following sequence of steps has been outlined by the Armed Forces Pest Management Board in order to facilitate control of bedbugs in housing.

- Using a vacuum cleaner (preferably HEPA-filtered), remove the bugs and their cast skins from all observed and suspected harborage sites during the initial inspection, and periodically afterward (once weekly is a suggested self-help action). The vacuum bag should be removed immediately afterward, sealed tightly inside a larger plastic bag, and that bag incinerated or placed in the next normal trash collection.

- Launder all infested cloth items in hot water, 120 degrees Fahrenheit or hotter for at least 10 minutes, with soap or detergent, then dry in a warm or hot dryer of at least 140 degrees for at least 20 minutes, or dry clean to kill all bedbug life stages present.
- Enclose each mattress and box spring in a sealed plastic cover, like those sold commercially. These types of encasements should be of high quality and bedbug puncture proof to limit exposure to house dust mites or bedbugs.
- Place and seal all recently laundered cloth items (*e.g.*, bed linens, clothing) inside new large plastic bags or tightly closed bins to prevent any bedbugs from re-infesting them.
- Seal shut all cracks, crevices, and entry points to wall voids, using a high-quality silicone-based sealant, especially within a 20 foot radius of any spot where bedbug bites have been reported, or where the bugs have actually been collected.
- Additional or alternative physical control measures against bedbugs may include: heat, cold, steam, physical mashing and sticky insect monitors.
- A residual insecticide should be applied, according to label directions, to each infested site and preferably to a small area around each site. Such applications often involve treating cracks and crevices. When planning and conducting any such treatments, consider examining, if not treating, the opposite side of any involved wall, floor or ceiling.
- Electrical outlet boxes, and similar voids that cannot be readily sealed, should be treated with an appropriately labeled insecticidal dust.
- Consider including some type of insect growth regulator (IGR) as a concurrent or adjunctive treatment (*e.g*., as a tank mix).
- Limited use of an aerosol or ULV pyrethroid may facilitate the detection of hidden bedbugs by causing them to move around more, and may also potentially increase their exposure to any previously applied residual insecticide. DO NOT use any over-the-counter “foggers.” They are not very effective and may cause bedbugs to scatter.
- Fumigation or heat (or cold) treatment of batches of furniture, clothing or other items within chambers may be warranted and affordable in specific cases, but whole-structure fumigation to control bedbugs is seldom practical or economically feasible. And such treatments provide no residual effects at all.
- Re-inspection of infested structures and sites should be done about 10-21 days after any initial treatment, and (if needed) again about 10-21 days later, to detect, and to precisely target the treatment (if needed) of any continued infestation.[1]

Carefully reintroduce cleaned items. Isolate and contain items that have been properly cleaned, laundered or heat treated. Heavy duty plastic bags or air tight containers may be used for this purpose. Clear bags and containers are preferable.

NEVER USE THE FOLLOWING PRODUCTS FOR BEDBUG TREATMENT:

- **Insecticide “bombs”, total release foggers, camphor, kerosene, diesel, gasoline, alcohol or other similar products. These products can cause serious health problems. They are dangerous if misused and can cause fires and explosions. These products are not appropriate for bedbug management.**

5/3/13

U.S. Department of Housing and Urban Development
Admissions/Eviction Policies for Public Housing/Voucher Lease Holders

Admissions to Public Housing and Housing Choice Voucher Programs

What are the federal policies governing admission of individuals with a criminal record to Public Housing and Housing Choice Voucher programs?

The U.S. Department of Housing and Urban Development (HUD) explicitly requires two bans based on criminal activity. HUD requires that all Public Housing Authorities (PHAs) establish lifetime bans on the admission to the Public Housing and Housing Choice Voucher (Tenant-Based Section 8) programs for:

- Individuals found to have manufactured or produced methamphetamine on the premises of federally assisted housing (24 CFR 960.204, 24 CFR 982.553); and
- Sex offenders subject to a lifetime registration requirement under a State sex offender registration program (24 CFR 960.204, 24 CFR 982.553)

PHAs must also prohibit admission if (24 CFR 960.204, 24 CFR 982.553):

- The PHA determines that any household member is currently engaged in illegal drug use;
- The PHA has reasonable cause to believe that a household member's illegal drug use, alcohol use, or pattern of drug or alcohol abuse may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents ; or
- A household member of the applicant was evicted from federally assisted housing for drug-related criminal activity in the past three years. In this case, however, PHAs have the discretion to consider the circumstances and may admit households if:
  - the PHA determines that the evicted household member who engaged in drug-related criminal activity has successfully completed a supervised drug rehabilitation program, including those supervised by drug courts; or
  - that the circumstances that led to the eviction no longer exist (for example, the household member who engaged in criminal activity is now in prison).

When do Public Housing Authorities (PHAs) have discretion to set local admission policies?

PHAs have a great deal of discretion to set admission policies for the public housing and Housing Choice Voucher programs. When screening family behavior and suitability for admission, PHAs may consider all relevant information, including negative factors (such as past drug criminal activity or violent criminal activity) and positive factors (such as evidence of rehabilitation or a family's willingness to participate in social services).

Where can I find my local PHA's admissions policy?

A specific PHA's policy can be found in their Administrative Plan (Housing Choice Voucher program) and the Admission and Continued Occupancy Plan, or ACOP (Public Housing Program). You can request a copy of the Administrative Plan and ACOP directly from your PHA. Please note that a PHA may have different admissions policies for public housing and Housing Choice Voucher programs.

Related Public Housing Program Rules

What happens after I am admitted to Public Housing?

After you are admitted to public housing, it is your responsibility to make sure that you, your household members, your guests, and any other person under your control follow public housing rules.

Among other things, public housing tenants must ensure that no tenant, household member, or guest engages in (24 CFR 966.4(l)(5)):

- Any criminal activity that threatens the health, safety, or right to peaceful enjoyment of the premises by other tenants, or;
- Any drug-related criminal activity on or off the premises;

For example, this means that a tenant and their household members may be evicted if a guest is staying at their apartment for the week and during that week is arrested for using illegal drugs on the other side of town. In this case, the tenant and their household members could be evicted for their guest's drug use even if they did not know the guest was using drugs. PHAs can chose to consider circumstances such as if the tenant knew about the drug use, but they can also chose not to consider these circumstances. Tenants should be cautious about who they allow as guests or household members and make guests and household members aware of these rules.

In addition to being responsible for the behavior of household members, other tenants, and current guests, public housing tenants are also responsible for ensuring that no other person under their control engages in:

- Any criminal activity that threatens the health, safety, or right to peaceful enjoyment of the premises by other tenants, or;
- Any drug-related criminal activity on the premises;

For example, if an acquaintance stops by the apartment for an hour and engages in criminal activity during that time, the public housing tenant could potentially be evicted for that friend's behavior.

What happens if I am being evicted from Public Housing for criminal activity?

The PHA must send by mail or hand deliver a written notice of lease termination (eviction) to you. This notice must tell you why you are being evicted, that you can examine any documents directly relevant to the lease termination, and whether you have the right to request a grievance hearing. (24 CFR 966.4(l)(3))

In this case, a grievance hearing is a hearing in which the tenant and the PHA present arguments to a third party, who decides whether to evict or not evict the tenant. Tenants must request the grievance hearing in writing within the time stated in the PHA's grievance procedures, which may be a short as three days in the case of expedited grievance procedures. (24 CFR 966.55) You can ask the PHA for a copy of the grievance procedures and how to request a grievance hearing. During the grievance hearing, the tenant has certain rights including the right to be represented by counsel, such as a legal aide advocate. (24 CFR 966.56)

In some cases of eviction for criminal activity, tenants will not be eligible for a grievance hearing; instead their case will be determined by a court hearing. During this hearing, the tenant has the right to represented by counsel, including legal aide or a public defender, and will have an opportunity to present a defense. (24 CFR 966.51(a)(2), 24 CFR 966.53(c)).

Clarion County Housing and Redevelopment Authority

8 West Main Street, Clarion, PA 16214
Voice/TTY: (814) 226-8910
Fax: (814) 226-6039
Email: ccha@clarionhousing.com
Website: clarionhousing.com

Self Declaration of Assets

The following are considered assets:

- Interest, dividends, and other net income of any kind from real or personal property.
- Savings, checking accounts
- CDs, bonds, etc
- Stocks
- Real property
- Personal property held as an investment
- Cash value of whole life insurance policies
- Any withdrawal of cash or assets from an investment.

Are the household's assets valued at $5000 or less?

☐ **YES** ☐ **NO**

Please list any assets and the amount of income expected to be received along with average balances of accounts:

Account Type	Average Balance	Income Received

____________________________ ____________________
Head of Household Date

____________________________ ____________________
Co-head or Spouse Date

____________________________ ____________________
Other Adult Date

Clarion County Housing and Redevelopment Authority
8 West Main Street, Clarion, PA 16214
Voice/TTY: (814) 226-8910
Fax: (814) 226-6039
Email: ccha@clarionhousing.com
Website: clarionhousing.com

Dear Residents and Program Participants:

As the result of recent legislation regarding legalization of medical marijuana, the following is being offered as clarification to our residents, program participants and applicants:

The Clarion County Housing Authority provides rental subsidy using federal funds. Because medical marijuana use is federally illegal, CCHA is prohibited from leasing to applicants who use medical marijuana. Applicants for our programs will be denied admittance if they are determined to use illegal substances, including medical marijuana.

Additionally, current residents and program participants are prohibited from using illegal substances, including medical marijuana. Therefore, if current residents or program participants are determined to be using illegal substances, that individual will be evicted from housing or terminated from the program.

As with any adverse action by the Authority, applicants, residents and program participants are offered the right to appeal.

If you have questions or concerns regarding this notice, please submit them, in writing, to the CCHA Office at 8 West Main Street, Clarion, PA.

CCHA Management