

**TIOGA COUNTY HOUSING AND REDEVELOPMENT AUTHORITIES  
BRADFORD COUNTY HOUSING AUTHORITY**

112 Dorsett Heights  
Mansfield, Pennsylvania 16933  
(570) 638-2151

A

Fax: (570) 638-2156

info@tbhra.org

TDD (570) 638-2227

**ADMISSIONS POLICY FOR DE-CONCENTRATION**

**Policy Statement**

It is the Tioga County Housing Authority's policy to provide for de-concentration of poverty and encourage income mixing by bringing higher-income families into lower-income developments and lower-income families into higher-income developments. To achieve this, we will skip families on the waiting list to reach other families with a lower or higher income. This will be carried out in a uniform and non-discriminating manner. The Authority will affirmatively market our housing to all eligible-income families. Lower income families will not be steered toward lower-income communities and high-income families will not be steered toward higher-income communities. Prior to the beginning of each year, the TCHA will analyze the income levels of families residing in each of our communities and the income levels of the families on the waiting lists. Based on the analysis, we will determine the level of marketing strategies and de-concentration incentives to implement.

**De-concentration of Poverty and Income Mixing**

The Tioga County Housing Authority has analyzed the average incomes of all its public housing developments and determined that a de-concentration plan is not required at this time. All TCHA public housing developments are within 85% to 115% of Authority-wide average incomes. We also analyzed our average annual incomes utilizing HUD's bedroom factors and found that all of our developments' incomes still remain within the Established Income Range for bedroom factors. We will continue to review our average annual incomes at least annually to determine if specific de-concentration activities are required for any or all of our developments.

**De-concentration Incentives**

To encourage higher-income families to lease in or transfer to lower-income communities and vice versa, the Authority may offer the incentives to encourage applicant or resident families whose income classification would help to meet the de-concentration goals of a particular development. Various incentives, such as those listed below, may be used but will always be provided in a consistent and nondiscriminatory manner. Applicants offered housing or residents being transferred will only be offered one of the following incentives, if applicable:





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- At Admission only, security deposit free.
- At Admission only, first month's rent free.
- On a transfer, security deposit transferred from the initial apartment.
- On a transfer, no transfer fee charged.

### **Refusal of a Unit**

If the Authority skipped over other families on the waiting list in order to meet their de-concentration goal or offered the family any other de-concentration incentive and the family refuses the unit for good cause, the family will not lose their place on the waiting list and will not be otherwise penalized. Good cause includes; reasons related to health, proximity to work, school or childcare (for those working or going to school).

### **Fair Housing and Affirmatively Furthering Fair Housing**

No action of the Tioga County Housing Authority in attempting to achieve de-concentration and income mixing shall violate Fair Housing policies. TCHA policies that govern eligibility, selection and admissions are designed to reduce racial and national origin concentrations. Such affirmative steps may include but are not limited to; appropriate affirmative marketing efforts, additional applicant consultation and information, and provision of additional supportive services and amenities to a development.



B

## Changes to the Tioga County Public Housing Admission & Occupancy Policy

Per Notice – PIH 2020-32 (changes or updates in red)

### 8.5 **INFORMAL REVIEW**

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

The informal review may be conducted **in person or remotely** by any person designated by the Tioga County Housing Authority, other than a person who made or approved the decision under review or subordinate of this person. **A remote hearing may be conducted by conference call, web-based video platform or email correspondence and will be made accessible for persons with vision/hearing impairments or other disabilities.** The applicant/**tenant** must be given the opportunity to present written or oral objections to the Tioga County Housing Authority's decision. Tioga County Housing Authority must notify the applicant of the final decision within 14 calendar days after the informal review, including a brief statement of the reasons for the final decision.

### 20.2 **TERMINATION BY THE HOUSING AUTHORITY**

The Tioga County Housing Authority after 10/1/2000 will not renew the lease of any family that does not comply with the community service requirement or an approved Agreement to Cure. If any do not voluntarily leave the property, eviction proceedings will begin.

The Tioga County Housing Authority will terminate the lease for serious or repeated violations of material lease terms. **This process begins with the tenant receiving a letter stating the reason for the proposed eviction and that he/she has the right to request an informal hearing up to ten (10) days from the date of the letter (refer to Section 8.5 Informal Hearing).** If the tenant does not vacate the property, does not request an informal hearing or after an informal hearing is held the initial decision is upheld, the eviction proceedings will begin.

Such violations include but are not limited to the following:

**Lease Change – Pg. 4**

7. **UTILITIES:** The Landlord shall provide the following utilities as a part of this lease agreement but shall not be liable for the failure to provide service if beyond its control:

**The Resident agrees to pay for the following utilities: All utilities are included with rent.**

**The Utility Allowance Schedule for Resident Paid Utilities and the Schedule of Excess Utility Charges are posted in the Landlord's office. The Resident shall pay any excess utilities consumed in their unit over and above that set forth in the Schedule. All resident paid utilities must be turned on and in the head of household or co-head of household's name for the entirety of the residents lease. Utility allowance revisions based on rate changes shall be effective retroactively to the first day of the month following the month in which the last rate change took place. Revisions based on changes in consumption or other reasons shall become effective at each family's next annual reexamination.**

## Changes to the Tioga County Housing Choice Voucher Administrative Plan

Per Notice – PIH 2020-32 (changes or updates in red)

### Add to Administrative Plan:

**Section 6.1 Interview:** When remote briefings are needed, the Housing Authority will contact the applicant by letter informing them they have reached the top of the waiting list and need to be scheduled for an interview via phone. The applicant will be given a deadline of 10 business days to contact the Housing Authority to schedule their interview. They are advised to visit our website to review the interview packet prior to their interview. If they do not have access to the internet, they are to contact us, so we can mail one to them prior to their interview.

### Section 15.0 Complaints, Informal Reviews for Applicants, Information Hearings for Participants

#### A. Informal Review Process

The TIOGA COUNTY Housing Authority will give an applicant an opportunity for an informal review of the TIOGA COUNTY Housing Authority decision denying assistance to the applicant. The procedure is as follows:

1. The review will be may be conducted in person or remotely by any person or persons designated by the TIOGA COUNTY Housing Authority other than the person who made or approved the decision under review or a subordinate of this person. A remote hearing may be conducted by conference call, web-based video platform or email correspondence and will be made accessible for persons with vision/hearing impairments or other disabilities.
2. The applicant will be given an opportunity to present written or oral objections to the TIOGA COUNTY Housing Authority decisions.
3. The TIOGA COUNTY Housing Authority will notify the applicant of the TIOGA COUNTY Housing Authority decision after the informal review within 14 calendar days. The notification will include a brief statement of the reasons for the final decision.

### Section 15.3 Informal Hearings for Participants

#### A. When a Hearing is Required

1. The TIOGA COUNTY Housing Authority will give a participant family an opportunity for an informal hearing to be conducted in person or remotely, to consider whether the following TIOGA COUNTY Housing Authority decisions relating to the individual circumstances of a participant family are in accordance with the law, HUD regulations, and TIOGA COUNTY Housing Authority policies. A remote hearing may be conducted by conference call, web-based video platform or email correspondence and will be made accessible for persons with vision/hearing impairments or other disabilities.

### Update in Administrative Plan

## 12.3 Housing Quality Standards

### I. Lead- based Paint

#### 2. Performance Requirements

K. Treatment of defective paint surfaces and chewable surfaces must consist of covering or removal of the paint in accordance with the following requirements:

i. A defective surface shall be treated if the total area of defective paint on a component is:

(1) More than 10 square feet on an exterior wall; 20

(2) More than 2 square feet on an interior or exterior component with a large surface area, excluding exterior walls and including, but not limited to, ceilings, floors, doors, and interior walls;

## 12.5 Time Frames and Corrections of HQS Fail Items

### C. Time Frames for Corrections

1. Emergency repair items must be abated within 24 hours.
2. Repair of refrigerators, range, oven, or a major plumbing fixture supplied by the owner must be abated within 72 hours.
3. Non-emergency items must be completed within 10 days of the initial inspection. 30 days
4. For major repairs, the owner will have up to 30 days to complete.

### Add to Administrative Plan :

#### 22.0 SECTION 8 HOMEOWNERSHIP OPTION

The TIOGA COUNTY Housing Authority's homeownership option is designed to allow first-time homeowners that are receiving assistance under the Housing Choice Voucher Program, to use their voucher to purchase a home and receive monthly assistance payments in meeting homeownership expenses. The availability of the assistance payments help the family cover the costs of homeownership and may provide additional assurance for a lender allowing the family to finance the purchase of the home. Availability of the program will be dependent upon the funding at any given time.

This program is administered by the guidelines set forth in the HUD Housing Choice Voucher Homeownership Program Guidebook, which is available upon request by contacting the Tioga County Housing Authority Central Office.

D

**Certifications of Compliance with  
PHA Plans and Related Regulations  
(Standard, Troubled, HCV-Only, and  
High Performer PHAs)**

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
OMB No. 2577-0226  
Expires 02/29/2016

**PHA Certifications of Compliance with the PHA Plan and Related Regulations including  
Required Civil Rights Certifications**

*Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the X 3-Year and/or X Annual PHA Plan for the PHA fiscal year beginning 7/1/2021, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:*

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Resident Advisory Board or Boards in developing the Plan, including any changes or revisions to the policies and programs identified in the Plan before they were implemented, and considered the recommendations of the RAB (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
4. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
5. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
6. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identifying any impediments to fair housing choice within those programs, addressing those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and by maintaining records reflecting these analyses and actions.
7. For PHA Plans that includes a policy for site based waiting lists:
  - The PHA regularly submits required data to HUD's 50058 PIC/TMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2010-25);
  - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
  - Adoption of a site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
  - The PHA shall take reasonable measures to assure that such a waiting list is consistent with affirmatively furthering fair housing;
  - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
8. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
9. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
10. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
11. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.

12. The PHA will take appropriate affirmative action to award contracts to minority and woman's business enterprises under 24 CFR 5.105(a).
13. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
14. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
15. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
16. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
17. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
18. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
19. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
22. The PHA certifies that it is in compliance with applicable Federal statutory and regulatory requirements, including the Declaration of Trust(s).

Tioga County Housing Authority  
PHA Name

PA060  
PHA Number/HA Code

Annual PHA Plan for Fiscal Year 2021

5-Year PHA Plan for Fiscal Years 2020 - 2025

I hereby certify that all the information stated herein, as well as any information provided in the accompanying herewith, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802).

Name of Authorized Official <b>Peter Lupkowski</b>	Title <b>Chairman, Board of Directors</b>
Signature <i>Peter Lupkowski</i>	Date <b>4-9-21</b>



E

<b>Civil Rights Certification</b> <b>(Qualified PHAs)</b>	U.S. Department of Housing and Urban Development Office of Public and Indian Housing OMB Approval No. 2577-0226 Expires 02/29/2016
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**Civil Rights Certification**  
**Annual Certification and Board Resolution**


*Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official, I approve the submission of the 5-Year PHA Plan for the PHA of which this document is a part, and make the following certification and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the public housing program of the agency and implementation thereof:*

The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990, and will affirmatively further fair housing by examining their programs or proposed programs, identifying any impediments to fair housing choice within those program, addressing those impediments in a reasonable fashion in view of the resources available and working with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and by maintaining records reflecting these analyses and actions.

Tioga County Housing Authority  
 PHA Name

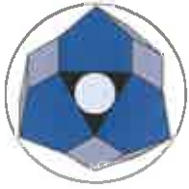
PA050  
 PHA Number/HA Code

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official Peter Lupkowski	Title Board of Directors, Chairman
Signature 	Date 4-9-21

F

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BRADFORD COUNTY HOUSING AUTHORITY



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Feb. 19, 2021

Dear \_\_\_\_\_,

The Tioga/Bradford County Housing Authority is beginning the planning process to submit our 2021 Annual Plan to HUD and our Five Year Capital Repair Plan update. You have been selected as a tenant representative for your housing complex and will be asked to assist the Housing Authority with development of this plan.

Our annual Agency Plan is a requirement of the Quality Housing Work Responsibility Act passed in 1998. Your input will be extremely helpful to the Authority and your continued participation is greatly appreciated.

The COVID-19 pandemic continues to alter our way of doing things and, unfortunately, gathering information from our Tenant Advisory Committee will be much different this year. In the past, the Tenant Advisory Committees in both counties have met in-person at a central location, enjoyed a fine lunch and conversation before diving into the details of the proposed Annual Plan. **Due to safety concerns, we will not be meeting as a group this year but want to make certain that your input and suggestions are heard loud and clear.**

Included with this letter you will find the following:

- A summary of the purpose of the Tenant Advisory Committee and services that will continue to be offered to our residents at no additional cost in 2021
- The minutes from last year's meeting
- Proposed changes to the Admission and Occupancy Plan for both Public Housing and the Housing Choice Voucher (Section 8) Rental Assistance Program
- Proposed 2021 Capital Fund items and 2020 Capital Fund projects that are currently, or will be, taking place in both counties

Please read all of the above then fill out the attachment that asks for the following:

- Verify that you have read and approve of the submission of last year's meeting minutes
- Offer any additional suggestions regarding changes to the Public Housing or HCV Admissions and Occupancy Policies
- Offer any additional suggestions regarding the proposed 2021 Capital Improvements projects
- Offer any other input, suggestions or comments that you believe would improve the overall living conditions, safety, health and well-being of our tenants in 2021

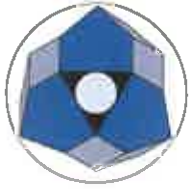


During the week of February 22 – 26, 2021, a representative from the Housing Authority will contact you to review this packet and/or offer any assistance you may need to complete it. Once you have spoken to a representative from the Housing Authority and verified your packet has been completed, please submit the packet to your Building Manager or make arrangements to have a representative from the Housing Authority pick the packet up from your residence. Public hearings to review the proposed plans will be held via Zoom on Monday, March 29, 2021 at 10:00 am (Tioga County) at 11:00 am (Bradford County). You are not required to attend these meetings.

Thank-you for agreeing to serve on the Tenant Advisory Committee. Please keep in mind that our Authority strives to do as much as we possibly can for our residents and that decisions regarding how funding is spent are often times made on the basis of safety and need as opposed to aesthetics. We will continue to strive to make your living experience with us a positive one and I encourage you to maintain communication with our staff on a frequent basis. Hopefully, within the upcoming months I will be able to thank you all in-person for your on-going support. If you have any questions about this process, you can contact me directly (570) 638-2151.

Sincerely,

Sean Sember  
Executive Director  
Tioga/Bradford County Housing Authority  
[ssemer@tbhra.org](mailto:ssemer@tbhra.org)



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March 12, 2021

Dear \_\_\_\_\_,

I wanted to take an opportunity to thank everyone who participated in the 2021 Tenant Advisory Committee. Your cooperation coupled with the efforts made by our staff to communicate with each of you on an individual basis and gather your information in a timely manner have made an otherwise challenging process, relatively easy!

I have reviewed your comments, suggestions, and feedback with the staff who reached out to you. Our staff will, again, be reaching out to all of you who offered comments or suggestions on an individual basis so you are aware of how issues will be addressed moving forward. A majority of the concerns you voiced fall under the categories of preventative and routine maintenance. Several issues can be remedied with a work order and others such as concrete replacement offer a bigger challenge. Below is a summary of what was presented on your behalf.

**Tioga County AMP I**

- Riverside Park – eaves on gazebo, new washers and dryers, concrete/sidewalks need repaired
- Sherwood Manor – vending machines, convert laundry to card system, large mailbox is hard to open
- Tabor Townhouses – no issues

**Tioga County AMP II**

- Pinnacle Towers – pull cords in showers, new washers and dryers
- Park Hill Manor – common area lighting outside not working properly, front door does not remain latched at times

**Tioga County AMP III**

- Riverside Manor – outside benches uncomfortable, chair in lobby for tenants waiting for rides
- Forestview Manor – install hand soap dispensers in laundry room
- Nelson Elderly – no issues
- Lawrenceville Elderly – no issues
- Wapiti Apartments – issues with electric, repair backstop in field behind Wapiti
- Hillview Apartments – no issues
- Lawrenceville Family Units – better communication on rent adjustments, information on Big Brothers/Big Sisters
- Nelson Family Units – issues with outlets and floor tiles



Fellows Town Apartments

- Requesting American flag

Liberty Cottages/Housing Choice Voucher

- Would prefer washes/dryers in each apartment, new dryer, carports, doorbells not working correctly, children loiter during warmer weather, usage of electric grills outside

Remember, a public hearing to review the proposed plan will be held via Zoom on Monday, March 29, 2021 at 11:00 am. You are not required to attend these meetings but feel free to do so. The Zoom link will be posted on the Authority's website [www.tbhra.org](http://www.tbhra.org) no later than Friday, March 26, 2021. Again, thank-you for agreeing to serve on the Tenant Advisory Committee. Hopefully, next year we will be able to meet together face-to-face as we have in years past. If you have any questions about this process, you can contact me directly (570) 638-2151.

Sincerely,

Sean Sember  
Executive Director  
Tioga/Bradford County Housing Authority  
[ssemer@tbhra.org](mailto:ssemer@tbhra.org)

G

**Certification by State or Local**

**U. S Department of Housing and Urban  
Development**

**Official of PHA Plans Consistency  
with the Consolidated Plan or  
State Consolidated Plan  
(All PHAs)**

**Office of Public and Indian Housing  
OMB No. 2577-0226  
Expires 2/29/2016**

**Certification by State or Local Official of PHA Plans  
Consistency with the Consolidated Plan or State Consolidated Plan**

I, Mark Hamilton, the Tioga County Commissioner, Chairman  
*Official's Name* *Official's Title*

certify that the 5-Year PHA Plan and/or Annual PHA Plan of the

Tioga County Housing Authority  
*PHA Name*

is consistent with the Consolidated Plan or State Consolidated Plan and the Analysis of  
Impediments (AI) to Fair Housing Choice of the

Tioga County  
*Local Jurisdiction Name*

pursuant to 24 CFR Part 91.

Provide a description of how the PHA Plan is consistent with the Consolidated Plan or State  
Consolidated Plan and the AI.

Our PHA's Annual Plan and the state of Pennsylvania's Consolidated Plan's goals and objectives mirror one another; specifically the goal of improving access to the full spectrum of quality affordable housing for Pennsylvanians; both plans are designed to promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.

I hereby certify that all the information stated herein, as well as any information provided in the accompanying documents, is true and accurate. Willful neglect will constitute false claims and statements. Convictions may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official  
Mark Hamilton

Title  
Tioga County Commissioner, Chairman

Signature

Mark Hamilton

Date

4-8-21