



# Entry Form 2018 Annual Awards for Program Excellence

**Entry Deadline: Friday, June 15, 2018, Midnight ET**

Each entry must include a completed entry form. Please complete a form for each entry your HFA is submitting. The completed entry form will become the first page of your entry.

This form is a fillable PDF. Type your information into the entry form and save it as a PDF. Please do not write on or scan the entry form. **Questions: Call 202-624-7710 or email [awards@ncsha.org](mailto:awards@ncsha.org).**

**Entry Title:** Enter your entry's title exactly as you wish it to be published on the NCSHA website and in the awards program.

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**Category:**

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**Subcategory:**

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**Entry Summary:** A 15-word (max) summary of the program, project, or practice you are entering.

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**HFA:**

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**HFA Staff Contact:**

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**Phone:**

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**Email:**

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**Visual Aids:**

Are you mailing to NCSHA 10 copies of any visual aids that cannot be included in your entry PDF?    Yes        No

**Payment:**

My HFA is mailing a check to NCSHA.  
My HFA is emailing the credit card authorization form to [awards@ncsha.org](mailto:awards@ncsha.org).

## Pennsylvania Housing Finance Agency

### First Occupancy Initiative – An Affirmative Marketing Strategy for Accessible Rental Housing Special Needs Housing/Housing for Persons with Special Needs

#### First Occupancy Initiative - An Affirmative Marketing Strategy for Accessible Rental Housing

Introduction: The Pennsylvania Housing Finance Agency (PHFA) has been very committed to increasing the number of accessible housing units in our rental housing inventory. For over fifteen years, we have provided additional points and incentives to encourage owners to include more than the legally mandated minimum number of accessible units in their affordable developments. Unfortunately, we became concerned that units designated as accessible were not being filled by those tenants that required the unit features. In fact, PHFA was increasingly challenged by advocates as we were unable to identify how many accessible units were actually occupied by households needing accessibility features and further unable to increase the utilization rates of these units without some fundamental changes in our approach. Given these demands, we developed an outreach program and monitoring system, with special focus on First Occupancy as the key to establishing a successful accessible unit program.

Strategy: Although PHFA has long awarded additional points in our Tax Credit program for providing twice the required number of accessible units, until recently, we had not developed a reliable system to track how many of those units were actually occupied by residents that required the unit features. We undertook a door-to-door analysis to gather data on our entire affordable rental housing portfolio regarding the occupancy of the units and to evaluate if the people living in the units needed the unit features. First we established the number and location of each accessible unit in our portfolio by having a technical services representative visit, verify and enter the specific units that were accessible in each project into a database. An Accessibility Worksheet is completed by the Technical Services Representative for each property confirming the number and location of the units. (See attachment 1). This comprehensive database and study will be completed in 2018.

Simultaneously, we developed an Accessible Unit Policy to provide clear guidance for owners/agents to follow regarding the leasing and on-going occupancy of accessible units. (See attachment 2) As part of the new policy, we created a Lease Addendum Pertaining to Occupancy of Accessible Unit to attempt to achieve maximum utilization of the accessible units by disabled households. (See attachment 3) The Addendum includes language requiring relocation if a tenant does not require the accessible features and a non-accessible unit of appropriate size and comparable features is available. In addition, the Addendum provides a definition for a tenant to be considered mobility impaired.

In August 2016, we ran a report of PHFA-financed properties (not including tax credit portfolio) showing the following state-wide results: 69.7 % of mobility units had people living in them that required the features of the units and 81.4% of the units built with both mobility and hearing and vision features were occupied by tenants that required those features. We recognized that we had to do better. Although we had developed strong tools to require owners to relocate households not requiring features within the development if a new household needing the features was identified and a comparable unit was available to relocate the household, this does not happen often. Like in most rental housing inventories, the vacancy rate and turnover is low and having a comparable unit (bedroom size) available when an accessible units is needed is just too random. Owners and agents cannot afford to hold a unit vacant for more than a minimum period to locate a qualified household needing specific unit features. And often wait lists for persons with disabilities are not accurate and up-to-date.

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PHFA identified that First Occupancy of a unit by a household needing the accessible features is critical. To address this head on, PHFA undertook a transformative approach to its rent-up requirements in all new developments. Our goal is to identify qualified households as units come on line and get them occupied at the start with households needing the features so relocation is not necessary.

First, a Supportive Housing Officer (SHO) position was created as an innovative approach to assist owners and agents with the rent-up of all properties in construction and to support those that were fully occupied and in need of help filling vacant units or creating a waiting list. The SHO supports access to affordable housing for people with disabilities by developing collaborative relationships with entities across Pennsylvania that provide services and/or housing resources. Organizations involved include the state Departments of Human Services (DHS), Aging (PDA), Community and Economic Development, the Centers for Independent Living, and a Local Lead Agency in each county. (See attachment 4) The SHO works with these partners to ensure awareness of PHFA's inventory of affordable and accessible housing, including properties under construction.

PHFA's technical services department has created a construction pipeline report. (See attachment 5) This report displays the number of accessible units specific to each development along with the status of construction completion. Once a property reaches 50% completion, the SHO distributes the construction pipeline report to all the partners listed above and to local service providers.

Next, all properties are required to be listed on [www.pahousingsearch.com](http://www.pahousingsearch.com). This is monitored by the SHO and the failure to list a property or vacant units on this website can result in a letter of noncompliance.

During rent-up, the SHO works directly with the property management agent to assist with leasing accessible units and to build a wait list for these units. The SHO monitors the leasing of the units until the property has reached 100% construction completion. After initial occupancy the SHO continues to work with management agents to provide ongoing accessible unit marketing support for properties experiencing vacancies and to assist in maintaining and managing accessible unit waitlists.

All tax credit property owners, in their annual tax credit report, "Owner's Certificate of Continuing Program Compliance" address specific questions asking about the number of units available and the number occupied with tenants that require the accessible features of the units. (See attachment 6)

To evaluate the utilization of accessible units, the SHO conducts a survey at construction completion of each property. (See attachment 7). The survey results from properties opening from June 2016 through May 2018 indicate the following percentage of residents living in an accessible unit who needed the features: mobility - 90% and mobility/hearing/vision – 91%.

For properties with PHFA debt financing, PHFA provides additional support. PHFA Housing Management Representatives (HMR's) have rent-up meeting with owners/agents at 50% of construction completion. During this meeting HMRs directly review the accessible unit efforts made by the owner, PHFA's Accessible Unit Policy, affirmative marketing procedures, PAHousingSearch registration, and accessible

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unit reporting requirements. The HMR's continue to work with and monitor property agents directly until the property is fully rented up. (See Quarterly Rent-up Report at attachment 8).

Once a property is leased up, agents are required to submit a monthly Occupancy Report (see attachment 9) to report the number of their vacant accessible units as well as the number of units occupied by tenants that do not need the features of those units. The SHO offers support by contacting the agent to develop a plan of action if units are not filled with households who need the accessible features of the unit. The plan may include, but is not limited to, marketing vacant units, establishing or building an accessible unit waitlist, and identifying community resources and local agencies to foster a relationship between them and the property. Annual management reviews occur at all PHFA-financed to assess the performance of the property in meeting accessibility occupancy, following PHFA guidance and utilizing all affirmative marketing tools.

Training, additional marketing and ongoing educational sessions are a fundamental and standard offering. PHFA each year sponsors a conference for owners and management agents, with accessible unit marketing strategies and affirmative fair housing training a core part of the curriculum. And, an Accessible Unit Resource Center (<https://www.phfa.org/mhp/propertymanagement>) supports owners and agents by educating them on PHFA requirements and providing them with tools to help them fill their accessible units. The Resource Center includes links to the Accessibility Unit Worksheet, the Accessible Unit Policy, the Accessible Unit Policy Timeline, the Lease Addendum, a listing of the Local Lead Agencies, and a link to PAHousingSearch. (See attachment 10)

Other state HFA's could easily achieve comparable results by training staff on the importance of filling accessible units with those that need the features of the unit and networking with developers, management agents, service providers, and other state agencies. The cost should be minimal since current staff can easily add these responsibilities. The SHO is a dedicated position you may want to consider if it is not already in place with your agency. This individual develops collaborative relationships with entities that provide services and/or housing persons with disabilities. This person also works with developers and management agents to help market accessible units and provides assistance for tenants looking for accessible units.

The results speak for themselves. New tax credit properties that have come on line from June 2016 are required to complete the accessibility questionnaire and, to date, show that **90% of mobility accessible units were occupied by a tenant that needed the unit features and 91% of the units with hearing and vision and mobility features were occupied by tenants that needed those features.** (See attachment 11) And all but one of the PHFA-financed properties that have opened since June 2016 has had 100% of the accessible units filled by those that need the features of the units. (See attachment 12)

We are proud of this success and eager to help any other agency develop a similar affirmative marketing program for filling their accessible units.

ACCESSIBILITY WORKSHEET

Region # \_\_\_\_\_

PHFA # \_\_\_\_\_

To: Kathy Esworthy / PHFA

From:

Date: (MM/DD/YYYY)

Re: Accessible Units in Project TC # \_\_\_\_\_ - \_\_\_\_\_ ; \_\_\_\_\_  
(Project Name)

Total Accessible Units in the Project: \_\_\_ Mobility, \_\_\_ Hearing/Vision, \_\_\_ Both

Building # / Address: \_\_\_\_\_ / \_\_\_\_\_  
Unit Number/BR Size: \_\_\_\_\_ / \_\_\_\_\_; Mobility, Hearing/Vision, Both

Building # / Address: \_\_\_\_\_ / \_\_\_\_\_  
Unit Number/BR Size: \_\_\_\_\_ / \_\_\_\_\_; Mobility, Hearing/Vision, Both

Building # / Address: \_\_\_\_\_ / \_\_\_\_\_  
Unit Number/BR Size: \_\_\_\_\_ / \_\_\_\_\_; Mobility, Hearing/Vision, Both

Building # / Address: \_\_\_\_\_ / \_\_\_\_\_  
Unit Number/BR Size: \_\_\_\_\_ / \_\_\_\_\_; Mobility, Hearing/Vision, Both

Building # / Address: \_\_\_\_\_ / \_\_\_\_\_  
Unit Number/BR Size: \_\_\_\_\_ / \_\_\_\_\_; Mobility, Hearing/Vision, Both

Building # / Address: \_\_\_\_\_ / \_\_\_\_\_  
Unit Number/BR Size: \_\_\_\_\_ / \_\_\_\_\_; Mobility, Hearing/Vision, Both

Building # / Address: \_\_\_\_\_ / \_\_\_\_\_  
Unit Number/BR Size: \_\_\_\_\_ / \_\_\_\_\_; Mobility, Hearing/Vision, Both

Building # / Address: \_\_\_\_\_ / \_\_\_\_\_  
Unit Number/BR Size: \_\_\_\_\_ / \_\_\_\_\_; Mobility, Hearing/Vision, Both

Building # / Address: \_\_\_\_\_ / \_\_\_\_\_  
Unit Number/BR Size: \_\_\_\_\_ / \_\_\_\_\_; Mobility, Hearing/Vision, Both

Building # / Address: \_\_\_\_\_ / \_\_\_\_\_  
Unit Number/BR Size: \_\_\_\_\_ / \_\_\_\_\_; Mobility, Hearing/Vision, Both

### Accessible Unit Policy

The purpose of this guidance is to underscore the obligations associated with accessible units and to provide clear processing instructions for owners and management agents relating to the rental and subsequent reporting of occupancy for accessible units.

In receiving favorable consideration in the Agency's application process, owners and management agents agreed to perform outreach to ensure that persons needing the accessible features would have maximum opportunities to be housed in units with the designed features. If a household needing the features is not identified, the unit may be rented to a household not requiring the accessible features but the owners and management agents must agree to relocate the household to a comparable unit when and if a vacancy occurs and a qualified household needing the features of the unit is located.

Many of the units with accessible features are occupied by households needing the features. However PHFA is using this opportunity to ensure maximum utilization of the units designed for persons with mobility impairment. We have also designed a reporting system that allows us to gauge the effective utilization of the accessible units.

This policy governs the initial occupancy efforts and subsequent marketing and monitoring of accessible units in the low income housing tax credit (LIHTC) program.

#### **I. For Properties Currently Under Construction/ Prior to Placement in Service:**

- As part of Carryover Allocation requirements, the owner or management agent must provide PHFA a list of community agencies that they will partner with to identify persons with disabilities who are searching for accessible units (these must be reflected in the Affirmative Fair Housing Marketing Plan). This will include the designated county [Local Lead Agency \(LLA\)](#), and may also include other organizations such as the local Center for Independent Living. Additional potential partners are identified at: <http://www.phfa.org/mhp/serviceprovider/>
- PHFA Technical Services Staff will monitor all LIHTC properties during the construction phase. Upon construction completion, the Architect must show conformance with accessibility standards and indicate where the accessible units are located (*via PHFA Form 5.16 Appendix 15, located in the Architect's Submission Guide*). Technical Services Staff will verify the location of the accessible units at the site. **Any changes in unit features subsequent to construction must be reported to PHFA by the owner and management agents.**
- A written waitlist must be maintained at the property and be readily available for PHFA's review. The list must identify applicants who are requesting a mobility accessible unit or a unit for persons with hearing or vision impairment. **Qualified applicants who require the accessible features of a unit must be offered the unit before a household not needing the features.** The waitlist must clearly reflect the date that an applicant submitted his/her application.
- The owner or management agent must begin outreach efforts at the 50% construction completion mark. This includes listing the property on [www.PAHousingSearch.com](http://www.PAHousingSearch.com). Specific outreach to persons with disabilities to fill accessible units with persons needing the features of the unit should commence at the 50% construction mark and continue until there are more than enough viable applicants on your waitlist (that need the accessible features of the unit) to fill ALL accessible units.
- A record of all marketing efforts must be maintained by the owner or management agent and made available for PHFA review upon reasonable notice.

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- Prior to filling an accessible unit with an applicant not requiring the accessible features of the unit, the PHFA *must* be contacted at 717.780.3960 (Danielle Rudy), [drudy@phfa.org](mailto:drudy@phfa.org) or 717.780.3874 (Gelene Nason), [gnason@phfa.org](mailto:gnason@phfa.org) for help in locating a qualified applicant for the unit.
- At a minimum, you must ensure that all applicants/residents who request a mobility accessible unit need the features of the unit. [NEW FORM ADDED - LIHTC Accessible Units Lease Addendum](#). (You may use visual verification for mobility impairment).
- Management agents and owners must hold accessible units vacant for at least 30 days (from the day the unit first becomes available) during the original rent-up while outreach is performed.
- If after this 30-day period an eligible household requiring the accessible features of the unit is not found, the unit may be rented to an otherwise qualified household. A [Lease Addendum](#) must be executed, stating that if no household members in an accessible unit require the features of the unit, the household must transfer to a comparable and available non-accessible unit (for which the household qualifies) at the owner's expense when the accessible unit is needed for an applicant who requires the unit's features. This transfer process must occur before other applicants are admitted into an available non-accessible vacant unit. *To assist in this process, PHFA will permit owners to use funds in the "Internal Rental Subsidy Fund" to pay for the costs associated with these transfers. Records should be kept for all draws from Rental Subsidy Funds. PHFA will monitor compliance with these Fund disbursements.*

**II. For All Properties After Placement in Service:**

- Upon turnover of any unit, the owner/management agent must evaluate whether any accessible unit is occupied by a household member not needing the features. If so and there is someone on the waitlist for an accessible unit, the owner/management agent must transfer the existing household not requiring the features to a comparable unit if they qualify for transfer.
- If an accessible unit becomes vacant (or notice is given) and no existing residents or applicants on the project's waitlist need the features of the accessible unit, the PHFA *must* be contacted at 717.780.3960 (Danielle Rudy), [drudy@phfa.org](mailto:drudy@phfa.org) or 717.780.3874 (Gelene Nason), [gnason@phfa.org](mailto:gnason@phfa.org) for help in locating a viable applicant for the unit.
- If after 30 days (from the date the unit becomes available) an eligible household requiring the accessible features of the unit is not found, the unit may be rented to an otherwise qualified household. A [Lease Addendum](#) must be executed, stating that if no household members in an accessible unit require the features of the unit, the household must transfer to a comparable and available non-accessible unit (for which the household qualifies) at the owner's expense when an accessible unit is needed for an applicant who requires the unit's features. This transfer process must occur before other applicants are admitted into an available non-accessible vacant unit. *To assist in this process, PHFA will permit owners to use funds in the "Internal Rental Subsidy Fund" to pay for the costs associated with these transfers. Records should be kept for all draws from Rental Subsidy Funds. PHFA will monitor compliance with these fund disbursements.*
- The management agent must register the accessible unit on PAHousingSearch.com, and outreach must be made to the LLAs and other community agencies per the site's affirmative fair housing marketing plan.

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**III. Reporting:**

- The owner and management agent must report occupancy information of accessible units on the PHFA Compliance Website (<https://multifamily.phfa.org/>). Tax Credit Owners must report annually on the occupancy of accessible units. The owner's Certification of Continuing Program Compliance will provide a listing of the accessible units, and the Tenant Income Certification Forms will provide data regarding the need for the features of the units. Owners are encouraged to update Tenant Income Certifications as the tenants, or tenant's information, changes. Data that is transmitted via an upload from other software may not include information on a tenant's need for the features of the unit. Direct entry of this data must be done into the Agency's Automated Web Entry System.

**Please be aware that the owner's annual form entitled "Owners Certificate of Continued Compliance" has been updated to include this information as part of the certification process.**

- Compliance monitoring staff will review reports and monitor for compliance with the Code and Restrictive Covenant Agreement as it relates to accessible units.
- During the compliance period, owners and management agents will be required to maintain current waitlists for households, including those that need accessible features of units which may become available. When any vacancy occurs, owners and management agents must review the property waitlist. If a household needing an accessible unit is eligible to move in, the owners and management agents must review the units in the project to determine if there is a household living in an accessible unit which is subject to the relocation set forth in the [Lease Addendum](#). If a comparable unit is available for the household and the household qualifies to move, owners and management agents must require the household to relocate, at the owner's expense.
- As set forth in the provisions of the Lease Addendum, reasonable notice must be provided (30 days) to the household required to relocate and all costs associated with the relocation will be paid by the owner. These costs are eligible expenses from the Rental Subsidy Fund (if any) established at closing for the Project and PHFA encourages that these funds be used for purposes of facilitating this policy.

If there are any questions regarding the foregoing policy, feel free to contact PHFA at 717.780.3874 or [gnason@phfa.org](mailto:gnason@phfa.org).



**LEASE ADDENDUM**  
**PERTAINING TO OCCUPANCY OF ACCESSIBLE UNIT**

The undersigned Resident(s) acknowledge and agree that they have executed this Lease Addendum on the day and year indicated below together with the Lease Agreement and subject to the terms and conditions set forth therein. **This Lease Addendum is intended to assist in achieving the maximum utilization of accessible units by eligible households who require the accessible features of the particular unit.** Such Lease Agreement is incorporated herein and made a part of this Lease Addendum and is subject to the terms and conditions herein.

Please initial the applicable statement:

\_\_\_\_ I (or a permanent member of my household) require an accessible unit because of a disability that requires the accessible features of the unit. **(If this is a unit with accessible features for mobility impairment, I, or a permanent member of my household, meet the definition below.)**<sup>1</sup> I acknowledge and agree that if during the period of my occupancy the accessible features of this unit are no longer required by myself (or a permanent member of my household), I will promptly notify the Landlord and if a qualified household needing such features is located, I will relocate to a non-accessible unit of appropriate size and comparable features.

\_\_\_\_ I do not require an accessible unit because neither I nor a permanent member of my household has a disability that requires the accessible features of the unit. I therefore acknowledge and agree that if during the period of my occupancy a qualified household needing such features is located, I will relocate to a non-accessible unit of appropriate size and comparable features.

\_\_\_\_ I, Landlord, will use reasonable efforts to ensure the Resident (or permanent member of the household) requires an accessible unit and to place the Resident in an appropriate unit based on that need. If neither the Resident nor a permanent member of the household has a disability that requires the accessible features of the unit, a request for relocation will be made by the Landlord in writing thirty (30) days prior to relocation to a non-accessible unit for which the household is qualified.

**By signing below, Resident(s) and Landlord agree to the terms and conditions in this Lease Addendum and acknowledge that failure to abide by the terms hereof will violate the Lease Agreement.**

Resident's Signature and date  
\_\_\_\_\_

Resident's Signature and date  
\_\_\_\_\_

Resident's Signature and date  
\_\_\_\_\_

Resident's signature and date

Landlord's Signature and date

<sup>1</sup> For mobility accessible units, this means a permanent member of the household requires the use of either (1) a wheelchair; (2) a scooter; (3) a walker; (4) crutches; or (5) a cane - or otherwise meets the criteria in 24 CFR § 8.27 because of a disability that requires the accessibility feature.



## Local Lead Agencies

County	Contact Person/Agency	Phone/Email Address
<b>Adams</b>	Amy Hampson Adams/York Housing Specialist	(717) 771-9900 <a href="mailto:ahampson@yorkcountypa.gov">ahampson@yorkcountypa.gov</a>
<b>Allegheny</b>	Chuck Keenan Allegheny County Department of Human Services	(412) 350-5606 <a href="mailto:Charles.Keenan@AlleghenyCounty.us">Charles.Keenan@AlleghenyCounty.us</a>
<b>Armstrong</b>	Dan Dodd Community Action Program of Armstrong County	(724) 548-3422 <a href="mailto:dand@armstrongcap.com">dand@armstrongcap.com</a>
<b>Beaver</b>	Lisa Kessler Housing Authority of Beaver County	(724) 775-4535 <a href="mailto:hacblk@comcast.net">hacblk@comcast.net</a>
<b>Bedford</b>	Stacey Tice Center for Community Action	1(800) 323-9997 <a href="mailto:stice@centerforcommunityaction.org">stice@centerforcommunityaction.org</a>
<b>Berks</b>	Lorena Keely Service Access and Management, Inc. (SAM)	(610) 468-7270 <a href="mailto:lkeely@sam-inc.org">lkeely@sam-inc.org</a>
<b>Blair</b>	Sergio Carmona Blair County Community Action Agency	(814) 946-3651 <a href="mailto:sergio.carmona@blaircap.org">sergio.carmona@blaircap.org</a>
<b>Bradford</b>	Bill Blevins Bradford/Sullivan Human Services	570-265-1760 <a href="mailto:blevinsb@bradfordco.org">blevinsb@bradfordco.org</a>

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<b>Bucks</b>	Joyce Schug Bucks County Department of MH/DP	(215) 444-2873 <a href="mailto:jmschug@co.bucks.pa.us">jmschug@co.bucks.pa.us</a>
<b>Butler</b>	Allyson Rose Butler County Human Services	(724) 287-5114 <a href="mailto:arose@co.butler.pa.us">arose@co.butler.pa.us</a>
<b>Cameron</b>	Sarah Grunthner Cameron / Elk Behavioral Health and Developmental Services	(814) 772-8016 <a href="mailto:sgrunthner@cemhmr.com">sgrunthner@cemhmr.com</a>
<b>Cambria</b>	Luke Gonzalez Cambria County Behavioral Health	814-535-8531 <a href="mailto:lgonzalez@co.cambria.pa.us">lgonzalez@co.cambria.pa.us</a>
<b>Centre</b>	Betsy Barndt Centre County Office of Adult Services	(814) 548-1196 <a href="mailto:bjbarndt@centrecountypa.gov">bjbarndt@centrecountypa.gov</a>
<b>Chester</b>	Layla Gros Chester County Department of Community Development	(610) 344-5399 <a href="mailto:lgros@chesco.org">lgros@chesco.org</a>
<b>Clarion</b>	Michael Girty Center for Community Resources	814-227-3589 <a href="mailto:mgirty@ccrinfo.org">mgirty@ccrinfo.org</a>
<b>Clearfield</b>	Kristi Schuster Behavioral Health Alliance of Rural PA	(814) 826-2952 <a href="mailto:kschuster@bharp.org">kschuster@bharp.org</a>
<b>Clinton</b>	Jeffrey E. Rich Clinton County Housing Authority	(570) 748-2954 x12 <a href="mailto:Jeff@clintoncountyhousing.com">Jeff@clintoncountyhousing.com</a>
<b>Columbia</b>	Joseph Baker CMSU Behavioral Health and Developmental Services	570-275-5422 <a href="mailto:jbaker@cmsu.org">jbaker@cmsu.org</a>

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<b>Cumberland</b>	Tim Whelan Cumberland County Housing and Redevelopment Authorities	(717) 249-0789 x118 <a href="mailto:twhelan@cchra.com">twhelan@cchra.com</a>
<b>Dauphin</b>	George Payne Capital Area Coalition on Homelessness	(717) 255-6431 <a href="mailto:gpayne@hra-harrisburgpa.org">gpayne@hra-harrisburgpa.org</a>
<b>Delaware</b>	Tracy Halliday Delaware County Office of Behavioral Health	(610) 713-2365 <a href="mailto:hallidayt@delcohsa.org">hallidayt@delcohsa.org</a>
<b>Delaware</b>	Jessica Fink Delaware County Office of Behavioral Health	(610) 713-2365 <a href="mailto:FinkJ@delcohsa.org">FinkJ@delcohsa.org</a>
<b>Elk</b>	Sarah Grunthner Cameron / Elk Behavioral Health and Developmental Services	(814) 772-8016 <a href="mailto:sgrunthner@cemhmr.com">sgrunthner@cemhmr.com</a>
<b>Erie</b>	Charles Barber Erie County Care Management	(814)528-0810 <a href="mailto:cbarber@eccaremgmt.org">cbarber@eccaremgmt.org</a>
<b>Fayette</b>	Tammy Knouse Fayette County Community Action Agency	(724) 437-6050 <a href="mailto:tknouse@fcca.org">tknouse@fcca.org</a>
<b>Forest</b>	Brandy Ambrose Warren-Forest Counties Economic Opportunity Council	814-726-2400, ext. 3355 <a href="mailto:ambrose@wfcaa.org">ambrose@wfcaa.org</a>
<b>Franklin</b>	Tracy Radtke Franklin County Human Services	(717) 264-5387 x21249 <a href="mailto:teradtke@franklincountypa.gov">teradtke@franklincountypa.gov</a>
<b>Fulton</b>	Stacey Tice Center for Community Action	1(800) 323-9997 <a href="mailto:stice@centerforcommunityaction.org">stice@centerforcommunityaction.org</a>

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<b>Greene</b>	Karen Bennett Human Services Administrator	(724) 852-5276 <a href="mailto:kbennett@co.greene.pa.us">kbennett@co.greene.pa.us</a>
<b>Huntingdon</b>	Wendy Melius Center for Community Action	814-643-4202 <a href="mailto:wmelius@centerforcommunityaction.org">wmelius@centerforcommunityaction.org</a>
<b>Indiana</b>	Michelle Faught, Executive Director Indiana County Community Action Program	724-465-2657 <a href="mailto:mfaught@iccap.net">mfaught@iccap.net</a>
<b>Jefferson</b>	Kristi Schuster Behavioral Health Alliance of Rural PA	(814) 826-2952 <a href="mailto:kschuster@bharp.org">kschuster@bharp.org</a>
<b>Juniata / Mifflin</b>	Allison Fisher Director Human Services	(717) 242-7564 <a href="mailto:afisher@co.mifflin.pa.us">afisher@co.mifflin.pa.us</a>
<b>Lackawanna</b>	Lisa Durkin United Neighborhood Centers of NE Pennsylvania	(570) 346-0759 <a href="mailto:ldurkin@uncnepa.org">ldurkin@uncnepa.org</a>
<b>Lancaster</b>	Brittany Mellinger Lancaster Housing Opportunity Partnership	717-291-9945 x109 <a href="mailto:bmellinger@lhop.org">bmellinger@lhop.org</a>
<b>Lawrence</b>	Kathy Presnar Lawrence County Community Action Partners	(724) 658-7258 <a href="mailto:kpresnar@lccap.org">kpresnar@lccap.org</a>
<b>Lehigh</b>	Kay L. Achenbach DHS Administrative Services & HealthChoices	(610) 782-3475 <a href="mailto:kayachenbach@lehighcounty.org">kayachenbach@lehighcounty.org</a>
<b>Luzerne</b>	Fran Loughney NEPA Center for Independent Living	(570) 344-7211 x906 <a href="mailto:floughney@mycil.org">floughney@mycil.org</a>

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 Special Needs Housing/Housing for Persons with Special Needs/**Attachment 4**

<b>McKean</b>	Linda Thompson McKean County Redevelopment and Housing Authority	814-887-5563 ext. 412 <a href="mailto:lathompson@mckeancountypa.org">lathompson@mckeancountypa.org</a>
<b>Mercer</b>	Emily Rowe Community Action Partnership of Mercer County	(724) 342-3532 x105 <a href="mailto:edr@capmercerc.org">edr@capmercerc.org</a>
<b>Mifflin / Juniata</b>	Allison Fisher Director Human Services	(717) 242-7564 <a href="mailto:afisher@co.mifflin.pa.us">afisher@co.mifflin.pa.us</a>
<b>Montgomery</b>	Tim Pirog Montgomery County Department of Behavioral Health and Developmental Disabilities	(610) 278-1241 <a href="mailto:tpirog@montcopa.org">tpirog@montcopa.org</a>
<b>Montour</b>	Joseph Baker CMSU Behavioral Health and Developmental Services	(570-275-5422 <a href="mailto:jbaker@cmsu.org">jbaker@cmsu.org</a>
<b>Northampton</b>	Allison E. Frantz Department of Human Services	(610) 829-4702 <a href="mailto:afrantz@northamptoncounty.org">afrantz@northamptoncounty.org</a>
<b>Northumberland</b>	Dan Klebon Central Susquehanna Opportunities Inc.	570-644-6575, ext. 135 <a href="mailto:dklebon@censop.com">dklebon@censop.com</a>
<b>Perry</b>	Tim Whelan Cumberland County Housing and Redevelopment Authorities	(717) 249-0789 x118 <a href="mailto:twhelan@cchra.com">twhelan@cchra.com</a>
<b>Philadelphia</b>	Emily Camp-Landis Office of Homeless Services - City of Philadelphia	215-686-6725 <a href="mailto:Emily.Camp-Landis@phila.gov">Emily.Camp-Landis@phila.gov</a>
<b>Potter</b>	Rick Kunselman Potter County Human Services Base Service Unit	814-544-7315 <a href="mailto:rkunselman@pottercountyhumansvcs.org">rkunselman@pottercountyhumansvcs.org</a>

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<b>Schuylkill</b>	Gerald Achenbach SAM, Inc.	570-573-6608 <a href="mailto:gachenbach@sam-inc.org">gachenbach@sam-inc.org</a>
<b>Snyder</b>	Joseph Baker CMSU Behavioral Health and Developmental Services	570-275-5422 <a href="mailto:jbaker@cmsu.org">jbaker@cmsu.org</a>
<b>Somerset</b>	Lisa Troha Community Action Partnership for Somerset County	(814) 445-9628 x203 <a href="mailto:ltroha@capfsc.org">ltroha@capfsc.org</a>
<b>Sullivan</b>	Bill Blevins Bradford/Sullivan Human Services	570-265-1760 <a href="mailto:blevinsb@bradfordco.org">blevinsb@bradfordco.org</a>
<b>Tioga</b>	Cynthia Harding SAM, Inc.	570-662-0546 <a href="mailto:charding@sam-inc.org">charding@sam-inc.org</a>
<b>Union</b>	Joseph Baker CMSU Behavioral Health and Developmental Services	(570-275-5422 <a href="mailto:jbaker@cmsu.org">jbaker@cmsu.org</a>
<b>Warren</b>	Brandy Ambrose Warren-Forest Economic Opportunity Council	(814-726-2400, ext. 3355 <a href="mailto:ambrose@wfcaa.org">ambrose@wfcaa.org</a>
<b>Washington</b>	Jennifer Johnson Washington County Dept. of Human Services	(724) 228-6995 <a href="mailto:johnsonj@co.washington.pa.us">johnsonj@co.washington.pa.us</a>
<b>Wayne</b>	Helen Kelly Wayne County Human Services	570-253-4262 <a href="mailto:HKelly@waynecountypa.gov">HKelly@waynecountypa.gov</a>
<b>Westmoreland</b>	Tay Waltenbaugh Westmoreland Community Action	(724) 834-1260 <a href="mailto:twaltenbaugh@westmorelandca.org">twaltenbaugh@westmorelandca.org</a>

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<b>Wyoming</b>	Bob Fox NEPA Center for Independent Living	(570) 344-7211 x106 <a href="mailto:rfox@mycil.org">rfox@mycil.org</a>
<b>York</b>	Amy Hampson York/Adams Housing Specialist	(717) 771-9900 <a href="mailto:aehampson@yorkcountypa.gov">aehampson@yorkcountypa.gov</a>

**To locate a referral agency in counties without an LLA, please contact:**

Jonathan McVey  
PA Department of Human Services  
Phone: (717) 395-9435  
Email: [jomcvey@pa.gov](mailto:jomcvey@pa.gov)



Pennsylvania Housing Finance Agency

First Occupancy Initiative – An Affirmative Marketing Strategy for Accessible Rental Housing

Special Needs Housing/Housing for Persons with Special Needs/**Attachment 5**

<b>Construction Pipeline Report</b>						
<b>Development</b>	<b>County</b>	<b>Percentage of Completion</b>	<b>Occupancy Type</b>	<b>20% units</b>	<b>Accessible units</b>	<b>H/V units</b>
2415 North Broad St Apts	Philadelphia	93% (behind schedule)	General; Homeless	9	10	4
Academy II	Lackawanna	58%	62+; physically disabled	3	6	0
Anthony Wayne Sr. Housing	Philadelphia	80%	62+	0	0	0
APM Preservation	Philadelphia	65%	general	0	4	2
Brownsville Senior Housing	Fayette	89%	62+	0	4	2
Burkett Place	Washington	98% (behind schedule)	General	3	6	1
Carson Towers	Allegheny	75%	62+; physically disabled	0	13	1
Centennial Village	Philadelphia	84% (behind schedule)	General	11	10	2
Cherry Grove	Blair	95%	general	0	4	1
Courtyard @ Riverview	Philadelphia	86%	62+	0	26	0
Crest Manor	Montgomery	95%	General	3	3	1
Evans Square	Crawford	84%	62+; physically disabled	2	4	0
Haddington Preservation Initiative	Philadelphia	62%	General	4	3	1
Hamilton Manor Senior Apts	Monroe	96%	62+; physically disabled	0	4	0
Heritage Point Apartments	Luzerne	98% (behind schedule)	General	6	6	2
Hershey Plaza	Dauphin	78%	General	0	11	5
Highland Hall	Blair	98%	62+	3	6	2
Hillcrest Sr. Residences	Allegheny	90% (behind schedule)	62+	7	8	2
Hollywood Court Apts (Berkshire Gardens)	Dauphin	94%	62+	0	1	1

**PENNSYLVANIA HOUSING FINANCE AGENCY**  
**OWNER'S CERTIFICATE OF CONTINUING PROGRAM COMPLIANCE**  
**YEAR ENDING DECEMBER 31, \_\_\_\_\_**

PROJECT NAME: \_\_\_\_\_

TAX CREDIT NUMBER: TC \_\_\_\_\_ REGION #: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_ COUNTY: \_\_\_\_\_

No buildings have been Placed in Service.  
At least one building has been Placed in Service, but owner elects to begin credit period in the following year.  
If either of the above applies, please check the appropriate box and proceed to the end to sign and date this form.

**OCCUPANCY INFORMATION (As of 12/31)**

**WAIT LIST INFORMATION (As of 12/31)**

\_\_\_\_\_ Number of low-income units occupied.

\_\_\_\_\_ Number of households requesting low income units.

\_\_\_\_\_ Number of low-income units vacant.

\_\_\_\_\_ Number of households requesting market rate units.

\_\_\_\_\_ Number of market rate units occupied.

\_\_\_\_\_ Number of households requesting accessible units.

\_\_\_\_\_ Number of market rate units vacant.

**TOTAL NUMBER OF UNITS**

**CERTIFICATION**

The undersigned \_\_\_\_\_ on behalf of \_\_\_\_\_  
(the "Owner"), hereby certifies that:

- 1) The project meets the minimum requirements of: (check one)  
20-50 test under Section 42(g)(1)(A) of the Code.  
40-60 test under Section 42(g)(1)(B) of the Code.  
15-40 test for "deep rent-skewed" developments under Section 42(g)(4) and 142(d)(4)(B) of the Code.
  
- 2) There has been **no change in the applicable fraction** (as defined in Section 42(c)(1)(B) of the Code) for any building in the project:

**NO CHANGE**

**CHANGE**

If **CHANGE**, list the applicable fraction to be reported to the IRS for each building in the project for the certification year:

- 3) a) The owner has obtained Tenant Income Certification from each low-income resident and documentation to support the certification at their initial occupancy.

**YES**

**NO**

**NA**

**If NO, please explain:**

- 3) b) The owner has obtained an Annual Tenant Income Certification from each low-income resident and documentation to support that annual recertification. The owner has qualified for an exemption from annual recertification by 1) having a 100% LIHTC qualified project 2) certifying that no units were occupied by nonqualified households (Reference question 23) and has obtained an Alternate Certification from each low-income resident.

**YES**

**NO**

**If NO, please explain:**

20) c The Owner has provided supportive services pursuant to a certain supportive services plan submitted to the Agency in connection with the allocation of tax credits to tenants age 62 years and older, which allows them to maintain an independent lifestyle.

**YES NO NA If NO, please explain:**

20) d The Owner has established a financially viable program with services in place to foster a conversion of the facility to homeownership at the end of the compliance period, and in the event units are not converted to homeownership at the end of the compliance period, all remaining rental units will be rented to qualified low-income residents.

**YES NO NA If NO, please explain:**

20) e The Owner has established an internal rental subsidy to subsidize rents for \_\_\_\_\_ units set aside as accessible housing to persons with disabilities from funds available for increased equity raised from additional developer's fee. The tenant's portion does not exceed the rent affordable to persons with income at or below 20 percent of the area median income.

**YES NO NA If NO, please explain:**

20) f \_\_\_\_\_ units in the project have been set aside as accessible housing to persons with disabilities. The tenant's portion does not exceed the rent affordable to persons with income at or below 20 percent of the area median income.

**YES NO NA If NO, please explain:**

20) g \_\_\_\_\_ units in the project are available to persons who need accessible features of the units. During the first 30 days of rent-up, said units were available to such persons, and, thereafter, Owner has established a policy to allow the units to be occupied by persons who need the accessible feature to the greatest extent feasible and said policy has been incorporated in the lease provisions.

**YES NO NA If NO, please explain:**

20) h \_\_\_\_\_ units in the project are currently occupied by persons who need the accessible features of the unit.

**YES NO NA If YES, please specify unit numbers:**

20) i At least 20 percent of the units in the project are rented to, and rents are maintained at levels affordable to, tenants whose income does not exceed 40 percent of area median gross income.

**YES NO NA If NO, please explain:**

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Dear Management Agent/Property Manager:

RE: Property Name

During construction, PHFA assisted you with marketing your affordable/accessible units. Please provide us with feedback on how we are doing with our goal of connecting units with potential tenants who need the features of these units.

**INVENTORY**

ACCESSIBLE UNITS	TOTAL	OCCUPIED WITH TENANTS IN NEED OF THE FEATURES
MOBILITY IMPAIRED		
HEARING/VISION		
BOTH		

*Definitions*

- **Mobility Accessible Units:** the unit is equipped with features for a member of the household in need of a wheelchair, scooter, walker, crutches, or cane, etc.
- **Hearing/Vision Accessible Units:** the unit is equipped with features for a member of the household with hearing and or vision disabilities
- **Both:** the unit is equipped with features included in both the mobility and hearing/vision accessible units, however the tenant is not required to need both features of the unit. The tenant may need either the mobility or hearing/vision features of the unit.

Have you had any issues filling accessible unit vacancies with tenants who need the features of the unit?

What marketing tools have you utilized?

Do you have a waitlist specific to the accessible units?

What organizations are you working with to fill your vacant accessible units and to start an accessible unit waiting list?

Are there other actions we can take to assist you at this time? If yes, please explain:

Please return the completed survey to Danielle Rudy within 2 weeks of receipt, [drudy@phfa.org](mailto:drudy@phfa.org)

**QUARTERLY RENT-UP REPORT**

Date: \_\_\_\_\_

Quarter Ending: \_\_\_\_\_

Property Name: \_\_\_\_\_ PHFA No.: \_\_\_\_\_

HMR: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ ZIP: \_\_\_\_\_ County: \_\_\_\_\_

Management Agent: \_\_\_\_\_

Total Units in Property	Number of Units Occupied	Number of Move-Outs During Quarter

**1. OCCUPANCY DESIGNATION**

Elderly 55+ \_\_\_\_\_ 62+ \_\_\_\_\_ General \_\_\_\_\_ SRO \_\_\_\_\_ Other \_\_\_\_\_

**2. CERTIFICATE OF OCCUPANCY DATES**

Number of Units \_\_\_\_\_ C.O. Date \_\_\_\_\_  
 Number of Units \_\_\_\_\_ C.O. Date \_\_\_\_\_  
 Number of Units \_\_\_\_\_ C.O. Date \_\_\_\_\_

**3. MARKETING ACTIVITY**

Newspaper:	Other:	Describe:	
Outreach:	Describe:		
Is the property using PAHousingSearch.com to list vacancies?	YES	NO	

**4. APPLICATION PROCESS**

Number Processing: \_\_\_\_\_ Number Approved: \_\_\_\_\_

Comments:

**5. WAITING LIST**

Number on waiting list by bedroom size

SRO/EFF	_____
1BR	_____
2BR	_____
3BR	_____
4BR	_____
5BR	_____

**6. OCCUPIED UNITS**

Total Units	Units Occupied	Unit Size	Contract Rent	Utility Allowance	Gross Rent	Set Aside				
						20%	40%	50%	60%	MKT

**7. ACCESSIBLE UNITS**

	Total Units	Units Occupied	Need Features	Do Not Need
MIU				
H/V				

**8. HOME DEADLINE REQUIREMENTS FOR VACANT UNITS**

- Does the property have vacant (unleased) units six (6) months after the date of project completion? YES \_\_\_ NO \_\_\_ N/A \_\_\_
- Has the owner provided HMR with an enhanced marketing plan? YES \_\_\_ NO \_\_\_ N/A \_\_\_
- Does the property have vacant (unleased) units eighteen (18) months after the date of project completion? YES \_\_\_ NO \_\_\_ N/A \_\_\_

**9. COMMENTS**

cc: Director of Housing Management  
 Manager of Project Operations  
 Manager of Financial Operations  
 Senior HMR  
 Insurance Officer (until final CO)  
 Financial Analyst



Wednesday, May 30, 2018

11:50:49 am

HM0002R

Monthly Occupancy Reports  
2/2018

County

ALLEGHENY

**BRADDOCK SENIOR HOUSING**

O-1117 / TC2008-0618

Total Units	Total Occupied Units	Nbr on Wait List Requesting Accessible Unit	Totals at Cost Certification		
			Total Mobility (M)	Total H/V (H)	Total Both (B)
53	50	0	6	2	0

Bldg #	Unit #	Accessible Type	Status	Need Feature	Bdrm Size	Bldg #	Unit #	Accessible Type	Status	Need Feature	Bdrm Size
1	102	M	V		1	1	203	M	O		1
1	204	M	O		1	1	303	M	O	Y	1
1	304	M	V		1	1	403	M	O		1
1	414	M	O	Y	2						

**BRADDOCK SENIOR HOUSING**

	Total	Occupied Accessible Units	Vacant Accessible Units	Need Accessible Feature	
<u>Mobility Units (M):</u>	7	5	2	2	40.0%
<u>Mobility and Hearing/Vision Units (B):</u>	0	0	0	0	0.0%
<u>Number on Wait list requesting accessible Unit:</u>	0				

**CARSON RETIREMENT RESIDENCE**

O-0629 / TC1999-0001

Total Units	Total Occupied Units	Nbr on Wait List Requesting Accessible Unit	Totals at Cost Certification		
			Total Mobility (M)	Total H/V (H)	Total Both (B)
69	67	44	6	11	0

Bldg #	Unit #	Accessible Type	Status	Need Feature	Bdrm Size	Bldg #	Unit #	Accessible Type	Status	Need Feature	Bdrm Size
1	212	M	O	Y	1	1	213	M	O	Y	1
1	312	M	O	Y	1	1	313	M	O	Y	1
1	314	M	O	Y	1	1	413	M	O	Y	1

**CARSON RETIREMENT RESIDENCE**

	Total	Occupied Accessible Units	Vacant Accessible Units	Need Accessible Feature	
<u>Mobility Units (M):</u>	6	6	0	6	100.0%
<u>Mobility and Hearing/Vision Units (B):</u>	0	0	0	0	0.0%
<u>Number on Wait list requesting accessible Unit:</u>	44				

## Accessible Unit Resource Center

The purpose of this guidance is to underscore the obligations associated with accessible units and to provide clear processing instructions for owners and management agents relating to the rental and subsequent reporting of occupancy for accessible units.

This policy governs the initial occupancy efforts and subsequent marketing and monitoring of accessible units in the low income housing tax credit (LIHTC) program and other PHFA financings.

- **[Accessibility Unit Worksheet](#)**
- **[Accessible Unit Policy \(updated March 2017\)](#)**
- **[Accessible Unit Policy Timeline](#)**
- **[Lease Addendum Pertaining To Occupancy of Accessible Unit](#)**
  
- **[PA Department of Human Services - Local Lead Agencies](#)**
  
- **[www.PAHousingSearch.com](http://www.PAHousingSearch.com)**

<https://www.phfa.org/mhp/propertymanagement/>



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***Tax Credit Accessible Unit Survey Results based on the surveys that were voluntarily returned  
 between 06/2016 - 05/2018***

<b>Property</b>	<b>TC#</b>	<b>County</b>	<b>MIU Units</b>	<b>Need Features</b>	<b>Both MIU/H/V</b>	<b>Need Features (Both)</b>
Addison Terrace Ph 2	TC2015-0101	Allegheny	0	0	10	8
Brunswick Farms Apts	TC2014-0809	Lancaster	6	4	0	0
Ephraim Goldstein Apts	TC2014-0107	Philadelphia	14	14	0	0
Falconhurst Restoration	TC2015-0408	Allegheny	4	4	0	0
Four Freedoms House & Philip Murray House	TC2015-0110	Philadelphia	0	0	15	15
Freedom Square Apts	TC2015-0801	Erie	4	3	1	0
Garfield Glenn II	TC2014-0442	Allegheny	2	2	2	2
Heidelberg Apts	TC2014-0808	Allegheny	6	5	0	0
Larimer East Liberty Ph I	TC2014-0426	Allegheny	12	9	1	0
Liberty Square	TC2014-0113	Northumberland	1	1	0	0
Market House Apts	TC2015-0104	Lancaster	3	3	0	0
Orinoka Civic House	TC2016-0411	Philadelphia	0	0	6	6
Parkesburg School Apts	TC2015-0105	Chester	0	0	1	0
Parkside Manor	TC2014-0304	Allegheny	0	0	8	8
Pennypack Crossing	TC2016-0409	Philadelphia	12	12	0	0
Plum Tree Apts	TC2015-0103	Lancaster	2	2	0	0
Queen Lane Apts	TC2014-0104	Philadelphia	6	6	0	0
Robert Saligman Apts	TC2014-0108	Philadelphia	9	9	0	0
Serenity Ridge	TC2015-0410	Allegheny	0	0	8	8
Stonebridge Senior Apts	TC2014-0406	Centre	5	3	0	0
Whistlestop View Apts	TC2015-0106	Lancaster	0	0	2	2
Zion Gardens	TC2014-0106	Philadelphia	5	5	0	0
<b>Total</b>			91	82	54	49
<b>% of residents needing features (MIU)</b>			90%			
<b>% of residents needing features (Both)</b>			91%			

***New Construction Rent-up Statistics by Quarter***

**6/15 - 12-15**

<b>Property</b>	<b>PHFA #</b>	<b>County</b>	<b>Acc Units</b>	<b>Need Features</b>	<b>Status</b>
Highland Village	O-1275	Erie	4	3	Final
Memorial Homes	N-74	Lycoming	4	4	Final
Misty Ridge Terrace	O-1281	Adams	7	5	Final
Orchard Park	N-85	Allegheny	7	7	Final
Wayne Gardens	O-1282	Franklin	4	4	Final
			<b>26</b>	<b>23</b>	<b>88%</b>

**QE 3.16**

<b>Property</b>	<b>PHFA #</b>	<b>County</b>	<b>Acc Units</b>	<b>Need Features</b>	<b>Status</b>
Historic Molly Pitcher	N-81	Cumberland	2	2	Final
One Homestead	N-77	Allegheny	6	4	Final
Ridgemont Sr	O-1283	Elk	2	1	Final
Governors Gate	O-1291	Centre	4	4	Final
St Michaels on the Hill	O-1280	Lackawanna	4	4	Final
Old School on Luzerne	N-83	Luzerne	4	4	Final
			<b>22</b>	<b>19</b>	<b>86%</b>

**QE6.16**

<b>Property</b>	<b>PHFA #</b>	<b>County</b>	<b>Acc Units</b>	<b>Need Features</b>	<b>Status</b>
Independence Square	O-1295	Schuylkill	2	2	Final
Grove Street Commons	N-79	Lycoming	4	4	Final
			<b>6</b>	<b>6</b>	<b>100%</b>

**QE 9.16**

<b>Property</b>	<b>PHFA #</b>	<b>County</b>	<b>Acc Units</b>	<b>Features</b>	<b>Status</b>
n/a					

**QE 12.16**

<b>Property</b>	<b>PHFA #</b>	<b>County</b>	<b>Acc Units</b>	<b>Need Features</b>	<b>Status</b>
Krieder Commons	O-1284	Lebanon	4	4	Final
Gennaro Gardens	O-1285	Luzerne	4	4	Final
Thompson Greene	O-1289	Butler	6	6	Final

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***New Construction Rent-up Statistics by Quarter***

Diamond Street Initiative Phase II	O-1286	Philadelphia	3	3	Final
Bellefonte Mews	O-1290	Centre	4	4	Final
Highland Hill	O-1296	Somerset	4	4	Final
			<b>25</b>	<b>25</b>	<b>100%</b>

**QE 3.17**

Property	PHFA #	County	Acc Units	Need Features	Status
Towanda Terrace	O-1287	Bradford	4	4	Final
Falconhurst	N-84	Allegheny	4	4	Final
			<b>8</b>	<b>8</b>	<b>100%</b>

**QE 6.17**

Property	PHFA #	County	Acc Units	Need Features	Status
Bloom Mills	O-1292	Columbia	4	4	Final
Brew House	N-80	Allegheny	8	6	Final
			<b>12</b>	<b>10</b>	<b>83%</b>

**QE 9.17**

Property	PHFA #	County	Acc Units	Need Features	Status
Penns Commons	O-1298	Union	4	4	Final
Mann Edge II	O-1307	Mifflin	4	4	Final
			<b>8</b>	<b>8</b>	<b>100%</b>

**QE 12.17**

Property	PHFA #	County	Acc Units	Need Features	Status
Gateway Commons	O-1306	Bradford	4	4	Final
Hamilton Manor	O-1312	Monroe	4	4	Final
Tioga View	O-1299	Tioga	4	4	Final
			<b>12</b>	<b>12</b>	<b>100%</b>

**QE 3. 18**

Property	PHFA #	County	Acc Units	Need Features	Status
Wyalusing Meadows	O-1288	Bradford	6	6	Final
			<b>6</b>	<b>6</b>	<b>100%</b>

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***New Construction Rent-up Statistics by Quarter***

<b>2nd half 2015</b>	<b>88%</b>	(Erie/Adams)
QE 3.16	86%	(Allegheny/Elk)
QE 6.16	100%	
QE 9.16	n/a	
QE 12.16	100%	
QE 3.17	100%	
QE 6.17	83%	(Allegheny)
QE 9.17	100%	
QE 12.17	100%	
QE 3.18	100%	

<b>2015</b>	<b>88%</b>
<b>2016</b>	<b>95%</b>
<b>2017</b>	<b>96%</b>