Opening Doors to Homeownership

IN PITTSBURGH

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I. PROGRAM OVERVIEW AND STRATEGIC OBJECTIVES

A. MISSION & OVERVIEW

The Housing Authority of the City of Pittsburgh (HACP) Moving to Work (MTW) Homeownership Program establishes a structured framework to guide Low-Income Public Housing (LIPH) residents, Housing Choice Voucher (HCV) participants, and income-eligible households toward sustainable homeownership within the City of Pittsburgh. By integrating financial assistance, mandatory homebuyer education, streamlined buying procedures, and long-term affordability protections, the program systemically mitigates entry barriers to the real estate market, accelerates wealth creation among low-income families, and promotes neighborhood stabilization.

The program directly advances three (3) core objectives established under the HACP's strategic plan. First, it expands sustainable homeownership opportunities by providing tailored, long-term financial assistance structures that ensure ongoing housing affordability. Second, it facilitates local asset acquisition by equipping first-time low-income buyers to purchase quality residential real estate within the City of Pittsburgh. Third, it fosters economic self-sufficiency by helping families transition off public assistance and build generational equity through structured asset accumulation.

B. INTEGRATED PATHWAY MODEL AND PORTFOLIO ALIGNMENT

The HACP leverages its MTW flexibility by integrating its MTW Homeownership Program with the traditional HCV Homeownership framework into a single integrated model. In coordination with participating mortgage lenders, the HACP evaluates each buyer's financial profile to assign them to one (1) of two (2) primary financing pathways:

- **MTW Soft Second Mortgage:** A forgivable second loan designed to lower upfront principal balance and monthly payment burden.
- **Traditional HCV Subsidy:** Ongoing monthly Housing Assistance Payments (HAP) applied directly toward primary mortgage debt.

Regardless of the primary financing pathway, all eligible homebuyers retain access to HACP closing cost and home warranty assistance.

The HACP Homeownership Program aligns resident self-sufficiency initiatives directly with the HACP's broader scattered-site asset management strategy. Through inter-departmental collaboration among Family Supportive Services (FSS), Resident Services, Occupancy, Property Management, and Asset Management, the HACP systematically transitions qualified renters into homeownership. This approach simultaneously enhances resident economic mobility and reduces the agency's long-term operations and maintenance liabilities across its scattered-site property portfolio.

II. ACCESSIBILITY AND FAIR HOUSING

The Homeownership Program operates in full compliance with the Fair Housing Act, Section 504 of the Rehabilitation Act, the Americans with Disabilities Act (ADA), and all applicable federal, state, and local fair housing regulations. The HACP ensures equal program access for individuals with disabilities by providing reasonable accommodations across all policies, administrative procedures, educational courses, property inspections, and educational disclosures are made available in accessible alternative formats, including large print and audio recordings, upon request.

To ensure comprehensive outreach, the HACP conducts affirmative marketing campaigns specifically tailored to reach households containing at least one (1) family member with a disability. Applicants or participants seeking reasonable accommodations or accessible documentation are directed to contact the HACP's Disability Compliance Office by telephone at 412-456-5282 or via email at ra@hacp.org.

III. PROGRAM ELIGIBILITY, ENROLLMENT, AND MTW WAIVERS

A. GENERAL APPLICANT ELIGIBILITY STATUS

To qualify for enrollment, an applicant must demonstrate active status as a current HACP LIPH resident, a current HACP HCV participant, or an applicant on either the HACP LIPH or HCV waiting list holding an official eligibility letter issued by the HACP Occupancy Department. In periods where both waiting lists are closed, non-residents determined eligible under LIPH or HCV criteria based on the less restrictive program standard may qualify upon receiving an official eligibility determination letter.

Under its MTW authority to waive 24 CFR 982.627(a)(1), the HACP permits qualifying LIPH residents and non-residents to receive a Homeownership Voucher directly without placement on the standard HCV waiting list. Annual Homeownership Voucher availability is capped at ten (10) dedicated Homeownership Vouchers per fiscal year, with a maximum cumulative limit of fifty (50) active Homeownership Vouchers across the HACP at any time. When transitioning an eligible resident from LIPH to the HCV Homeownership Program, the LIPH rental assistance automatically terminates upon successful closing and commencement of homeownership assistance. Under no circumstances may a participant receive simultaneous LIPH rental assistance and Homeownership Voucher assistance.

B. SPECIFIC ELIGIBILITY CRITERIA

Applicants must satisfy four (4) distinct eligibility criteria regarding homeownership history, household income, employment history, and financial standing prior to formal program approval.

FIRST-TIME HOMEOWNER

Applicants must meet the regulatory definition of a first-time homeowner, certifying that no adult household member held an ownership interest in a primary residence during the three (3) years preceding homeownership assistance. Exceptions apply for single parents or displaced homemakers who previously owned with a former spouse, victims of domestic violence fleeing abuse under the Violence Against Women Act (VAWA), reasonable accommodation requests, cooperative housing purchasers, and lease-purchase participants.

INCOME THRESHOLDS

At the time a mortgage pre-approval letter is issued, the combined gross annual income of purchasing adult household members must fall between 50 and 80 percent of the HUD-published Area Median Income (AMI). Households with an elderly or disabled head or spouse, or sole member are exempt from the minimum income threshold provided they demonstrate sufficient verified monthly income, and down payment reserves to satisfy lender underwriting criteria and all other HACP eligibility requirements. Welfare assistance income (such as TANF, SSI) is excluded from minimum income determinations unless the head or spouse is elderly or disabled.

EMPLOYMENT CONTINUITY

At least one (1) adult household member must maintain continuous, full-time employment, defined as averaging no fewer than thirty (30) hours per week, for the twenty-four (24) consecutive months preceding application. A single employment gap lasting up to one (1) month is permitted if the individual maintained full-time employment for twenty-four (24) months immediately prior to the disruption and remains actively employed when executing the sales contract. Self-employed individuals evaluated under the same terms. The employment requirement is waived for all households where every member is elderly or disabled. The HACP's employment requirements for the twenty-four (24) consecutive months preceding the application is congruent and mirrors the Scattered Sites eligibility requirements.

FINANCIAL AND DEBT COMPLIANCE

No adult family member may have defaulted on a mortgage within the three (3) years prior to application or owe outstanding debts to the HACP or any public housing authority (PHA), unless such debt is fully satisfied or governed by an active, compliant repayment agreement.

C. APPLICATION PREREQUISITES, DEADLINES, AND WAITING LIST PROCESS

APPLICATION PREREQUISITES

Prior to submitting a formal program application, candidates must complete two (2) mandatory prerequisites: earn a completion certificate from a HUD-approved homebuyer education program covering budgeting, credit management, and mortgage mechanics; and obtain a formal first-mortgage pre-approval letter along with a detailed Loan Estimate from an approved lender. Additionally, prior to purchasing a Scattered-Site home, LIPH candidates must complete a Homeownership Readiness Assessment as outlined in Section IV.B. Upon completing these steps, candidates submit an online application via the HACP on-line portal.

APPLICATION PROCESSING TIMELINE

The HACP makes every effort to complete initial eligibility reviews within five (5) business days of receiving a completed application packet. Priority review may be granted for applications involving an identified property, an executed Agreement of Sale or an urgent lender underwriting request.

Enrolled buyers must adhere to strict operational timelines. Upon securing mortgage pre-approval, the buyer has sixty (60) days to execute a sales contract and submit it to the HACP, and settlement must be finalized within ninety (90) days of submitting the full loan package for underwriting. If program funding is exhausted, qualified applicants are placed on a dedicated Homeownership Waiting List ordered by prerequisite completion date. Participants who fail to meet program deadlines without an approved extension are removed from the program but may request reinstatement by submitting an updated lender pre-approval letter. Active participants who do not purchase within one (1) year of initial approval must submit updated income documentation for eligibility re-verification.

IV. PROPERTY SELECTION AND ACQUISITION PATHWAYS

A. ELIGIBLE PROPERTY AND PORTABILITY

Eligible housing types include single-family detached homes, row homes, and townhomes located within Pittsburgh municipal boundaries, including designated HACP Scattered-Site units. Multifamily and commercial structures are excluded. Active HCV participants may exercise portability to purchase a home outside of the HACP's jurisdiction if the receiving PHA administers an active homeownership program and accepts incoming portable families. Porting buyers operate under the receiving PHA's policies and forfeit direct HACP homeownership financial assistance.

B. SCATTERED SITE DISPOSITION, PREPARATION, AND BUYER SELECTION

PROPERTY DESIGNATION AND RESIDENT PROTECTIONS

The HACP may designate Scattered-Site properties for homeownership disposition or assign them as Homeownership Preparation Units under its annual MTW Plan at its sole discretion. Designation decisions evaluate affordable housing preservation, resident demand, local market conditions, rehabilitation costs, and long-term asset management goals. When an occupied property is designated, the residing LIPH tenant holds the Right of First Refusal to purchase the property. Tenants who decline or fail to complete the purchase retain standard LIPH lease protections and remain in the home as a tenant in good standing without penalty.

PREPARATION TRACK AND READINESS ASSESSMENT

The LIPH applicants and residents may voluntarily enroll in the Homeownership Preparation Track, which integrates HUD-approved homebuyer education, practical maintenance training, financial coaching, individualized mortgage planning, and career guidance. Prior to purchase, candidates must complete a Homeownership Readiness Assessment evaluating financial health, lease compliance, and maintenance understanding. This assessment serves exclusively to identify educational support needs and cannot be used as the sole basis for denying program participation.

LISTING, SELECTION, AND CONTINGENCY PROTOCOLS

Vacant sales listings are posted for a minimum of five (5) business days to establish an address-specific Buyer's list of candidates with mortgage pre-approvals meeting or exceeding the net sales price after applying any program discounts and/or financial assistance. Buyers may hold only one (1) active list placement or sales agreement at a time.

- **Selection Priority:** Granted to the candidate with the earliest mortgage pre-approval letter date, using the lower total debt-to-purchase-price ratio as a tiebreaker.
- **Unsold Property Fallback and Re-Offering:** If a listing receives no qualified buyers or remains unsold, the HACP may return the unit to the standard LIPH waiting list for rental occupancy or open an additional five (5) business day listing that expands eligibility to HCV participants.
- **Default Protocol:** Unselected buyers are notified in writing and released within ten (10) business days. Defaulting buyers face agreement termination and a one (1) year program suspension, while the property is offered directly to the next qualified buyer on the original Buyer's List.

C. PURCHASE AND RESALE ENTITY (PRE) PROGRAM

Under Section 32 of the U.S. Housing Act of 1937 (24 CFR Part 906), the HACP issues competitive Requests for Proposals (RFPs) to partner with qualified Purchase and Resale Entities (PREs) to acquire and rehabilitate scattered-site units for resale. Selected PRE partners must demonstrate administrative capacity, residential rehabilitation expertise, compliance with Davis-Bacon wage rates where applicable, and sound financial management. Properties entering the PRE pipeline undergo physical inspections, a formal scope write-up, and an Independent Cost Estimate (ICE) under a binding Development Agreement. All approved rehabilitation must be completed by licensed and insured contractors in compliance with local building codes prior to the property being offered for sale. PRE partners must cap administrative fees and execute title restrictions limiting resale to low-income buyers, agreeing to reconvey unsold properties back to the HACP if they are not sold within five (5) years of acquisition.

V. PURCHASE CONTRACTS AND INSPECTION STANDARDS

A. CONTRACTUAL PROTECTIONS AND REVIEW

Homebuyers must select properties within Pittsburgh city limits and execute sales agreements containing both a mandatory mortgage contingency and an inspection contingency period of at least fifteen (15) days. Contracts must explicitly stipulate that the buyer is not obligated to pay for seller-required repairs and is strictly prohibited from executing repairs at their own expense prior to closing. Buyers must immediately supply the HACP with copies of the executed Agreement of Sale, Buyer Agency Agreement, and Agent Commission Agreement. To remain eligible for HACP financial assistance, the final loan amount and purchase price must not exceed the thresholds established during initial eligibility processing.

B. PROPERTY INSPECTION STANDARDS

Properties must undergo two (2) independent inspections prior to purchase. The buyer selects and pays for a comprehensive physical inspection performed by an independent inspector certified by the American Society of Home Inspectors (ASHI) or compliant with the Trade Practice Act of 1974, with full reports delivered to both the buyer and the HACP. Concurrently, the HACP conducts an inspection to verify compliance with federal NSPIRE, or other required inspection guidelines as dictated by the HUD Real Estate Assessment Center (REAC).

Sellers are required to correct any identified deficiencies prior to closing. If the HACP is the property seller, the HACP may complete necessary repairs per its Standard Operating Procedures or elect to terminate the sales agreement without penalty to the buyer. If a private seller refuses to remedy essential inspection deficiencies, the HACP will declare the property ineligible and withhold program funding. Similarly, the buyer has the right to cancel the sales agreement without penalty if the HACP is unwilling to make all necessary repairs cited in the inspection.

VI. FINANCING ARCHITECTURE AND SUBSIDY STRUCTURES

A. LOAN TERMS AND AFFORDABILITY RATIOS

The HACP does not mandate specific primary mortgage lenders but evaluates proposed loan terms to ensure affordability, market alignment, and participant safety. Primary financing must conform to standard underwriting practices established by FHA, VA, Fannie Mae, Freddie Mac, or the Federal Home Loan Bank. Buyers must submit their Uniform Residential Loan Application (URLA Form 1003) to the HACP for review, and seller-financing arrangements are evaluated on a case-by-case basis.

Proposed financing is evaluated using strict front-end and back-end debt-to-income (DTI) ratios. Total monthly housing expenses, including mortgage principal, interest, taxes, insurance (PITI), HOA fees, HACP utility estimates, a $60 monthly maintenance allowance, and a $60 monthly capital improvement allowance, cannot exceed 31 percent of gross monthly household income (front-end ratio). Total monthly debt obligations, combining housing expenses with all recurring consumer debts, cannot exceed 43 percent of gross monthly income (back-end ratio).

Front-End Ratio (Max 31%) = [PITI + Utilities + Maintenance ($60) + Capital Reserve ($60)] / Gross Monthly Income

Back-End Ratio (Max 43%) = [Total Monthly Housing Expenses + Recurring Consumer Debts] / Gross Monthly Income

Whether buyers are purchasing a HACP-owned property or one in the private rental market, buyers must contribute at least one (1) percent of the net sales price of the home from their own personal funds or approved funding partners or asset-building programs (e.g., FSS escrow accounts, Individual Development Accounts [IDAs], or approved non-profit grants). These supplemental resources may help reduce the buyer's overall financial burden, provided they align with the HACP and lender guidelines.

B. CLOSING COST GRANTS, PRE FINANCING, AND REFINANCING RESTRICTIONS

The HACP provides up to $8,000 in direct assistance disbursable to the title company at closing, comprising up to $5,000 for verified closing costs and up to $3,000 to purchase up to five (5) years of home warranty coverage. All assistance is disbursed directly to the settlement or title company at or before closing and is never paid directly to the buyer. To qualify for standalone closing cost assistance without an MTW soft second mortgage, applicants must submit an executed Agreement of Sale, a formal mortgage commitment, a Loan Estimate or Closing Disclosure, and documentation of all third-party grants or credits. Program staff review submissions to verify actual closing costs, prevent duplication of benefits, determine the final award amount, and secure approval from the Homeownership and Asset Repositioning Manager. Homebuyers receiving warranty assistance must complete post-closing warranty education and remain responsible for standard service deductibles.

For PRE projects, the HACP extends short-term, zero-percent interest Rehabilitation Fund loans covering up to 25 percent of project costs (capped at $60,000) over an 18-to-24-month term. Upon property sale to a qualified buyer, this construction financing automatically converts into a permanent $60,000 MTW soft second mortgage for the purchaser. Additionally, for workforce buyers earning up to 80 percent AMI, the HACP offers a stacked $45,000 program subsidy combined with an approximate $85,000 Urban Redevelopment Authority (URA) bond subsidy to maximize purchase affordability.

Borrowers with active HACP soft second mortgages are prohibited from refinancing primary debt or incurring additional home equity liens without prior written approval from the HACP. Subordination is considered on a one-time basis exclusively for rate-and-term reductions or cash-out loans restricted to critical home repairs or non-insured medical emergencies.

VII. HARDSHIP RELIEF AND FORECLOSURE PREVENTION FUND

The HACP maintains a dedicated Foreclosure Prevention Fund, capped at 10 percent of the annual Homeownership Program budget, to support homeowners facing unexpected financial hardship. Program intervention is structured around a three (3) tiered assessment framework that pairs direct financial relief with mandatory supportive services:

- **Tier 1 (Low Risk):** Homeowners less than two (2) months delinquent with stable employment and no legal action may receive up to $5,000 in direct assistance alongside mandatory housing counseling.
- **Tier 2 (Moderate Risk):** Homeowners two (2) to three (3) months delinquent, experiencing underemployment, or receiving lender warning notices may receive $6,500 to $7,500, coupled with referrals for budget counseling and legal support.
- **Tier 3 (High Risk):** Homeowners more than three (3) months delinquent, involved in active foreclosure proceedings, or suffering severe hardship (such as job loss or medical emergencies) may receive $8,000 to $10,000, combined with comprehensive legal review and intensive housing counseling.

To deliver holistic support, the HACP collaborates with local and statewide partners, including the Urban Redevelopment Authority (URA), Pennsylvania Homeowner Assistance Fund (PA HAF), Neighborhood Legal Services, Action Housing, Just Mediation Pittsburgh, and other HUD-certified counseling agencies.

VIII. OUTREACH, PARTNERSHIPS, AND TRAINING

A. MARKETING AND RESIDENT OUTREACH

The HACP's Homeownership Office conducts targeted marketing and outreach to promote program awareness and encourage participation among eligible residents. Informational flyers and brochures, and dedicated web resources – accessible at http://www.hacp.org/housing-options/home-ownership - provide comprehensive program details for interested applicants. The Homeownership Office works closely with the Resident Self-Sufficiency (RSS) Department to promote homeownership opportunities through RSS newsletters and direct referrals from Service Coordinators. Additionally, the HACP regularly highlights program successes, updates, and upcoming events across agency publications, such as "News and Views."

B. INDUSTRY COLLABORATION AND BUYER CHOICE

To support participants throughout the homebuying process, the HACP collaborates with a network of industry professionals, including mortgage lenders, licensed real estate agents, certified home inspectors, title companies, and home warranty providers. While the HACP provides buyers with a contact list of collaborating professionals as an optional resource, the HACP does not explicitly or implicitly endorse any specific industry partner, Buyers retain full freedom of choice and may select any licensed company, lender, or non-profit service provider that meets program standards.

- **Mortgage Lenders:** Collaborating lenders offer FHA-insured, VA-guaranteed, or conventional mortgage products that comply with secondary mortgage market standards and program guidelines.
- **Real Estate Agents:** Licensed real estate agents guide buyers through property selection, contract negotiations, and program compliance.
- **Inspectors and Title Companies:** Certified home inspectors verify that prospective properties meet health, safety, and physical standards (such as NSPIRE), while title companies ensure property titles are clear, marketable, and legally transferable.
- **Home Warranty Providers**: Warranty partners provide service contracts covering major home systems and appliances, supporting long-term housing stability, and helping buyers manage unexpected maintenance costs. Warranty providers may also participate in post-closing education to assist buyers in utilizing warranties as effective home management tools.

C. REAL ESTATE AGENT AND LENDER TRAINING

To ensure external partners thoroughly understand program mechanics and best practices, the HACP Homeownership and Repositioning Manager conducts specialized training for real estate agents and mortgage lenders. Successful completion of this training qualifies professionals to be added to the HACP's optional collaborator list provided to program buyers. The curriculum covers core program structures and eligibility criteria, required applicant documentation, procedures for qualifying buyers for program incentives, and industry best practices for guiding buyers toward homes that satisfy the HACP affordability and property standards.

IX. PROGRAM OVERSIGHT AND ADMINISTRATION

A. PROGRAM GOVERNANCE AND OVERSIGHT

The HACP maintains comprehensive oversight and administrative procedures to ensure program integrity, regulatory compliance, and long-term buyer success. Governance is led jointly by the HACP Executive Office and designated leadership within the Asset Management Department. The Executive Director or Chief Operations Officer provides strategic direction and aligns program operations with HUD regulations and agency goals. Policy compliance is monitored by the Senior Director of Asset Management, who ensures that all program activities adhere to federal regulations, local ordinances, and internal policy directives. Major program modifications, policy updates, and funding allocations are submitted to the HACP Board of Commissioners for review and approval, as necessary. To maintain high operational standards, all administrative staff receive continuous training on HUD homeownership regulations, internal operating procedures, and fair housing laws.

B. PERFORMANCE MONITORING AND EVALUATION

To evaluate program efficacy and drive continuous improvement, the HACP monitors a broad range of quantitative and qualitative performance indicators. Evaluation metrics track participant progression through the pipeline, including initial resident interest, Family Self-Sufficiency (FSS) program referrals, completion rates for the Homeownership Preparation Track, issued mortgage pre-approvals, and finalized home purchases. Post-purchase metrics evaluate long-term housing stability through homeownership retention rates and the utilization of FSS escrow savings. Additionally, the HACP tracks broader organizational and community outcomes, specifically measuring reductions in scattered-site maintenance costs and local neighborhood stabilization impacts.

C. DATA MANAGEMENT, RECORDKEEPING, AND CONFIDENTIALITY

The HACP maintains complete electronic participant files to ensure accountability, administrative transparency, and audit readiness. All buyer files must be retained by the HACP for a minimum of ten (10) years following property closing. Required documentation includes:

- HUD-approved homebuyer education certificate
- Lender mortgage pre-approval letters
- Executed Agreements of Sale and Purchase
- Buyer debt ratio calculations
- Uniform Residential Loan Application (URLA) and the Loan Estimates (as applicable)
- Official buyer eligibility documentation
- FSS program goals and escrow account records

- Copies of HACP financial checks issued to or on behalf of the buyer
- Final Closing Disclosure and/or ALT-A statements
- Independent home inspection reports
- Soft second mortgage calculations
- Approved closing cost assistance forms
- Post-closing home warranty education certifications

All participant information and operational workflows are managed through secure databases and tracking tools approved by the HACP IT and Legal Departments. The HACP handles all applicant and participant records in strict accordance with federal privacy laws and internal confidentiality policies to safeguard personal data throughout the homebuying process.

X. POLICY REVIEW AND UPDATES

The Housing Authority of the City of Pittsburgh (HACP) is committed to maintaining a Homeownership Program Policy that reflects current federal regulations, industry standards, and the needs of participating families. This section outlines the process for reviewing, updating, and approving changes to the Policy.

A. REGULAR POLICY REVIEW

The Homeownership Program Policy shall be reviewed on an **annual basis** by the HACP Asset Management Department in collaboration with relevant departments, including Finance, Legal, and the Housing Choice Voucher (HCV) Program, as applicable.

- **Review Timeline**: The review process will coincide with the drafting of the MTW Annual Plan.
- **Scope of Review**: The review will assess regulatory compliance, program effectiveness, clarity, and operational feasibility.

POLICY REVISIONS

Revisions may be initiated because of:

- Changes in HUD regulations or federal law
- Program performance analysis or audit findings
- Feedback from staff, partners, or participants
- Organizational or operational restructuring
- New funding sources, programs, or initiatives

Proposed revisions will be drafted by the program's leadership and vetted by HACP's Executive and Compliance teams prior to HUD submission in the MTW Annual Plan.

APPROVAL PROCESS

All substantive policy revisions shall be submitted to the HACP Executive Office for approval. Where applicable, updates may also require review and authorization by the Board of Commissioners.

- Minor revisions (e.g., formatting, clarifications, non-substantive changes) may be approved administratively.
- Major revisions (e.g., eligibility changes, financing terms, incentives) must be documented and formally adopted.

COMMUNICATION OF UPDATES

Once approved, policy updates will be:

- Distributed to all relevant HACP departments and staff,
- Shared with program partners (e.g., lenders, realtors, service providers),
- Posted on the HACP's official website or housing portal for public access, and
- Incorporated into training and orientation materials for new staff and participants.

XI. APPENDIX A: DEFINITIONS

To ensure clarity and transparency in the Homeownership Program, this section defines key terms related to our processes and eligibility criteria. Understanding these terms is essential for all staff, partners, and participants to ensure the program's success.

For the purposes of this document, the terms listed below have the following meanings:

- **Adult:** An individual who is 18 years of age or older, or an emancipated minor, possessing the legal capacity to enter into a binding contract to purchase real property under Pennsylvania state law, as determined by the applicable mortgage lender.
- **Back-End Ratio:** The percentage of the participant's total monthly gross income that goes towards all the participant's debts, including housing, car payments, credit card bills, and other loans. The program aims for this total debt burden to be no more than 43 percent of the participant's income.
- **Buyer:** A Homeownership Program participant who has obtained a mortgage pre-approval letter from a lender.
- **Buyer's List:** A list signed by two (2) or more eligible buyers who are interested in purchasing the same HACP-owned property.
- **Creditworthiness:** The lender's evaluation of a borrower's likelihood to repay a loan on time. Lenders assess income, existing debt obligations, and financial history – combining credit reports with income verification – to determine risk level. Creditworthiness is evaluated through five (5) core factors:
    - **Payment History:** The track record of paying bills and loans on time.
    - **Credit Utilization:** The portion of available revolving credit currently in use.
    - **Debt-to-Income Ratio (DTI):** How monthly debt payments compare to the total income.
    - **Length of Credit History:** The age of established credit accounts and recent account activity.
    - **Credit Mix:** The balance of difference credit types, including credit cards, installment loans, and prior mortgages.
- **First-Time Homeowner:** A household in which no family has held ownership interest in a primary residence during the three (3) years preceding the commencement of homeownership assistance.
- **Front-End Ratio:** The percentage of the participant's gross monthly income (before taxes and deductions) allocated to housing expenses, including the mortgage payment, property taxes, insurance, and estimated costs for utilities and maintenance. The program aims for this to be no more than 31 percent of the participant's income.

- **Gross Aid Standard:** The standard utilized to determine the supplement to the income of a low-income household to enable the buyer to purchase standard quality housing in the private market.
- **Homeownership Expense Payment**: Includes principal, interest, taxes, and insurance (PITI) associated with first mortgage debt, along with the corresponding monthly utility allowance for unit size, maintenance expense, and major repairs in accordance with 24 CFR 982.635(c)(2).
- **Homeownership Preparation Track:** A voluntary program designed to prepare residents for successful homeownership through financial education, budgeting, employment advancement, credit improvement, mortgage readiness, and property maintenance education.
- **Homeownership Ready Household:** A household that satisfies measurable program standards by achieving a credit score meeting qualified mortgage underwriting guidelines, maintaining debt-to-income ratios with 31 percent front-end and 43 percent back-end limits, documenting twelve (12) consecutive months of full lease compliance, and presenting a certificate of completion from a required homebuyer education course.
- **Homeownership Readiness Assessment:** A voluntary assessment conducted by the HACP to identify residents interested in future homeownership opportunities. The assessment shall not affect eligibility for housing assistance or placement on any waiting list.
- **Purchase and Resale Entity (PRE):** An HACP-approved development entity authorized under Section 32 of the United States Housing Act of 1937 and applicable HUD regulations to acquire (when applicable), rehabilitate, and prepare eligible Scattered Site properties for resale to qualified Homeownership Program participants. The PRE shall perform rehabilitation activities pursuant to a Development Agreement with the HACP.
- **Present Ownership Interest:** No member of the household has had ownership rights or obligations related to a property, including the right to use, possess, and control the property and title to a home, in the past three (3) years.
- **Primary Residence:** A place where an individual spends the most time during the year, and which serves as their main home. Under the Commonwealth of Pennsylvania's definition of domicile, this is the location an individual intends to return to and maintain as their permanent home, even if they are temporarily living elsewhere.
- **Qualified Mortgage:** A mortgage insured by FHA, guaranteed by VA, or funded by Fannie Mae, Freddie Mac, or other qualifying governmental entity (i.e., state, or local housing finance agency), nonprofit organization, or a regional Federal Home Loan Bank under an affordable housing program.
- **Scattered Sites:** Individual housing units owned and managed by the HACP that are located throughout various Pittsburgh neighborhoods. Unlike traditional public housing developments, these homes are dispersed and integrated into existing communities to support neighborhood diversity and expand access to opportunities.

- **Soft-Second Mortgage Calculation:** The estimation method used to determine the value of a non-paying, interest-free second mortgage loan. The mortgage amount is forgiven at a rate of 10 percent per year over ten years.
- **Subordination:** A legal agreement that prioritizes one debt over another, ranking one behind another for repayment purposes (debt collection).
- **Total Family Payment (TFP):** The portion of the homeownership expense that the family must pay, generally 30 percent of the family's adjusted income plus any difference between the payment standard and the actual housing cost.

XII. APPENDIX B: UNITS APPROVED FOR HOMEOWNERSHIP DISPOSITION

As of July 2025, the HACP has the following units approved for homeownership disposition:

PA-28-P001-022		
PA Number	**Zip**	**Address**
PA-28-P001-022	15210	1603 BALLINGER ST #1
PA-28-P001-022	15210	1611 BALLINGER ST #2
PA-28-P001-022	15216	219 SEBRING AVE #4
PA-28-P001-022	15206	252 AMBER ST #5
PA-28-P001-022	15206	250 AMBER ST #6
PA-28-P001-022	15206	248 AMBER ST #7
PA-28-P001-022	15206	222 S. EUCLID AVE #8
PA-28-P001-022	15206	246 AMBER ST #10
PA-28-P001-022	15206	246 S. EUCLID AVE #12
PA-28-P001-022	15206	234 S. EUCLID AVE #16
PA-28-P001-022	15206	226 S EUCLID AVE #17
PA-28-P001-022	15206	244 S. EUCLID AVE #18
PA-28-P001-022	15214	411 CHAUTAUQUA ST #19
PA-28-P001-022	15233	1217 SHEFFIELD ST #20
PA-28-P001-022	15233	1219 SHEFFIELD ST #21
PA-28-P001-022	15233	1216 HAMLIN ST #22
PA-28-P001-022	15233	1218 HAMLIN ST #23
PA-28-P001-022	15216	2534 NEELD AVE #27
PA-28-P001-022	15210	712 MONTOOTH ST #28
PA-28-P001-022	15210	714 MONTOOTH ST #29
PA-28-P001-022	15210	716 MONTOOTH ST #30
PA-28-P001-022	15210	718 MONTOOTH ST #31
PA-28-P001-022	15210	720 MONTOOTH ST #32
PA-28-P001-022	15210	722 MONTOOTH ST #33
PA-28-P001-022	15210	724 MONTOOTH ST #34
PA-28-P001-022	15210	726 MONTOOTH ST #35
PA-28-P001-022	15210	728 MONTOOTH ST #36
PA-28-P001-022	15210	730 MONTOOTH ST #37
PA-28-P001-022	15212	1429 SANDUSKY ST #38
PA-28-P001-022	15212	1431 SANDUSKY ST #39
PA-28-P001-022	15216	142 SEBRING ST #40
PA-28-P001-022	15210	212 CLOVER ST #41
PA-28-P001-022	15210	214 CLOVER ST #42
PA-28-P001-022	15210	216 CLOVER ST #43
PA-28-P001-022	15210	218 CLOVER ST #44
PA-28-P001-022	15210	213 ROTHMAN ST #45

PA-28-P001-022	15210	215 ROTHMAN ST #46
PA-28-P001-022	15210	217 ROTHMAN ST #47
PA-28-P001-022	15210	219 ROTHMAN ST #48
PA-28-P001-022	15207	515 FRAYNE ST #49
PA-28-P001-022	15207	517 FRAYNE ST #50
PA-28-P001-022	15207	521 FRAYNE ST #51
PA-28-P001-022	15207	523 FRAYNE ST #52
PA-28-P001-022	15207	527 FRAYNE ST #53
PA-28-P001-022	15207	529 FRAYNE ST #54
PA-28-P001-022	15207	533 FRAYNE ST #55
PA-28-P001-022	15207	535 FRAYNE ST #56
PA-28-P001-022	15226	2337 WOLFORD ST #58
PA-28-P001-022	15212	3564 BRIGHTON RD #60
PA-28-P001-022	15226	952 BAYRIDGE AVE #61
PA-28-P001-022	15210	1602 FIAT ST #62
PA-28-P001-022	15226	2069 WOODWARD AVE #63
PA-28-P001-022	15216	1309 METHYL ST #64
PA-28-P001-022	15201	112 SCHENLEY MANOR DR #65
PA-28-P001-022	15212	1323 OAKHILL ST #66
PA-28-P001-022	15226	1541 CHELTON AVE #67
PA-28-P001-022	15210	221 WAYSIDE ST #68
PA-28-P001-022	15216	1415 KENBURMA AVE #69
PA-28-P001-022	15201	111 SCHENLEY MANOR DR #70
PA-28-P001-022	15235	7314 SOMERSET ST #71
PA-28-P001-022	15216	948 SHADYCREST RD #72
PA-28-P001-022	15220	1245 CRANE AVE #73
PA-28-P001-022	15217	3773 BEECHWOOD BLVD #74
PA-28-P001-022	15210	2113 ECCLES ST #76
PA-28-P001-022	15210	2115 ECCLES ST #77
PA-28-P001-022	15210	2119 ECCLES ST #78
PA-28-P001-022	15210	2121 ECCLES ST #79
PA-28-P001-022	15210	2125 ECCLES ST #80
PA-28-P001-022	15210	2127 ECCLES ST #81
PA-28-P001-022	15210	2133 ECCLES ST #82
PA-28-P001-022	15210	2135 ECCLES ST #83
PA-28-P001-022	15212	223 CARRINGTON ST #84
PA-28-P001-022	15212	225 CARRINGTON ST #85
PA-28-P001-022	15212	227 CARRINGTON ST #86
PA-28-P001-022	15212	229 CARRINGTON ST #87

PA-28-P001-038		
PA Number	**Zip**	**Address**
PA-28-P001-038	15207	926 JOHNSTON AVE #259
PA-28-P001-038	15207	930 JOHNSTON AVE #260

PA-28-P001-039		
PA Number	**Zip**	**Address**
PA-28-P001-039	15226	738 WOODBOURNE AVE #3
PA-28-P001-039	15216	1512 ROCKLAND AVE #6
PA-28-P001-039	15201	4290 COLERIDGE ST #7
PA-28-P001-039	15216	2724 STRACHAN ST #8
PA-28-P001-039	15206	258 S. EUCLID AVE #9
PA-28-P001-039	15211	447 SWEETBRIAR ST #10
PA-28-P001-039	15211	449 SWEETBRIAR ST #11
PA-28-P001-039	15211	453 SWEETBRIAR ST #12
PA-28-P001-039	15211	455 SWEETBRIAR ST #13
PA-28-P001-039	15204	3828 MERLE STREET #15
PA-28-P001-039	15226	2010 PIONEER AVE #16
PA-28-P001-039	15211	116 WILBERT ST #17
PA-28-P001-039	15216	1318 ORANGEWOOD AVE #18
PA-28-P001-039	15210	2159 WHITED ST #19
PA-28-P001-039	15210	2161 WHITED ST #20
PA-28-P001-039	15226	958 NORWICH ST #21
PA-28-P001-039	15216	2367 SARANAC AVE #22
PA-28-P001-039	15216	2344 PALM BEACH AVE #23
PA-28-P001-039	15226	1676 PIONEER AVE #24
PA-28-P001-039	15216	2393 SARANAC AVE #25
PA-28-P001-039	15204	3740 MERLE ST #26
PA-28-P001-039	15226	517 ROSSMORE AVE #28
PA-28-P001-039	15210	2073 WALTON AVE #29
PA-28-P001-039	15201	1159 WOODBINE ST #30
PA-28-P001-039	15221	8331 VIDETTE ST #32
PA-28-P001-039	15216	1630 DAGMAR AVE #33
PA-28-P001-039	15208	114 N DALLAS AVE #34
PA-28-P001-039	15226	2216 WOODWARD ST #35
PA-28-P001-039	15204	2728 STAFFORD ST #36
PA-28-P001-039	15204	2730 STAFFORD ST #37
PA-28-P001-039	15221	1969 ROBINSON BLVD #38
PA-28-P001-039	15226	707 DUNSTER ST #39
PA-28-P001-039	15204	2736 MERWYN AVE #40
PA-28-P001-039	15204	2738 MERWYN AVE #41

PA-28-P001-039	15210	315 ROCHELLE ST #42
PA-28-P001-039	15212	1233 HODGKISS ST #43
PA-28-P001-039	15212	1219 MARSHALL AVE #44
PA-28-P001-039	15212	3851 HIAWATHA ST #45
PA-28-P001-039	15204	3176 LADOGA ST #48
PA-28-P001-039	15201	118 SCHENLEY MANOR DR #49
PA-28-P001-039	15208	7152 MCPHERSON BLVD #51
PA-28-P001-039	15219	512 MORGAN STREET #52
PA-28-P001-039	15204	1253 BERRY ST #53
PA-28-P001-039	15214	3527 COLBY ST #55
PA-28-P001-039	15206	5461 CLARENDON PL #57
PA-28-P001-039	15206	7216 MINGO ST #59
PA-28-P001-039	15201	4307 COLERIDGE ST #60

PA-28-P001-050

PA Number	Zip	Address
PA-28-P001-050	15216	1605 CANTON AVE #1
PA-28-P001-050	15216	1607 CANTON AVE #2
PA-28-P001-050	15216	1609 CANTON AVE #3
PA-28-P001-050	15216	1611 CANTON AVE #4
PA-28-P001-050	15216	1613 CANTON AVE #5
PA-28-P001-050	15216	1615 CANTON AVE #6
PA-28-P001-050	15207	4634 MONONGAHELA ST #7
PA-28-P001-050	15207	4632 MONONGAHELA ST #8
PA-28-P001-050	15207	4630 MONONGAHELA ST #9
PA-28-P001-050	15207	4628 MONONGAHELA ST #10
PA-28-P001-050	15207	4626 MONONGAHELA ST #11
PA-28-P001-050	15207	4624 MONONGAHELA ST #12
PA-28-P001-050	15207	4622 MONONGAHELA ST #13
PA-28-P001-050	15207	4620 MONONGAHELA ST #14
PA-28-P001-050	15207	4618 MONONGAHELA ST #15
PA-28-P001-050	15207	4616 MONONGAHELA ST #16
PA-28-P001-050	15207	4732 SYLVAN AVE #17
PA-28-P001-050	15207	4730 SYLVAN AVE #18
PA-28-P001-050	15207	147 ALLUVIAN ST #19
PA-28-P001-050	15207	149 ALLUVIAN ST #20
PA-28-P001-050	15207	151 ALLUVIAN ST #21
PA-28-P001-050	15207	153 ALLUVIAN ST #22
PA-28-P001-050	15207	155 ALLUVIAN ST #23
PA-28-P001-050	15207	157 ALLUVIAN ST #24
PA-28-P001-050	15207	315 FLOWERS AVE #25

PA-28-P001-051		
PA Number	**Zip**	**Address**
PA-28-P001-051	15204	1212 STANHOPE ST #1
PA-28-P001-051	15204	1212 1/2 STANHOPE ST #2
PA-28-P001-051	15204	1214 STANHOPE ST #3
PA-28-P001-051	15204	1214 ½ STANHOPE ST #4
PA-28-P001-051	15204	1111 FAULKNER ST #5
PA-28-P001-051	15204	1113 FAULKNER ST #6
PA-28-P001-051	15204	1115 FAULKNER STREET #7
PA-28-P001-051	15204	1117 FAULKNER ST #8
PA-28-P001-051	15204	2703 SACRAMENTO AVE #9
PA-28-P001-051	15204	324 WYCKOFF AVE #10
PA-28-P001-051	15204	326 WYCKOFF AVE #11
PA-28-P001-051	15204	2649 GLASGOW ST #14
PA-28-P001-051	15204	2651 GLASGOW ST #15
PA-28-P001-051	15204	2700 SACRAMENTO AVE #16
PA-28-P001-051	15204	2702 SACRAMENTO AVE #17
PA-28-P001-051	15204	2704 SACRAMENTO AVE #18
PA-28-P001-051	15204	2706 SACRAMENTO AVE #19
PA-28-P001-051	15204	2708 SACRAMENTO AVE #20
PA-28-P001-051	15204	2710 SACRAMENTO AVE #21
PA-28-P001-051	15204	1208 FAULKNER ST #22
PA-28-P001-051	15204	1210 FAULKNER ST #23
PA-28-P001-051	15204	1212 FAULKNER ST #24
PA-28-P001-051	15204	1214 FAULKNER ST #25

The list of units approved for homeownership disposition is subject to change, with properties being added upon receiving HUD approval and removed once they are sold. Any subsequent changes will be noted in forthcoming annual MTW Plans.