

**Butler County Planning Office**  
**TAP IN FEE ASSISTANCE APPLICATION**

The information collected below will be used to determine whether you qualify for the Sewage Tap In Fee Assistance. This information will not be disclosed without your consent except to your employer for verification of income and employment and to financial institutions for verification of information, and as required and permitted by law.

Property to be served \_\_\_\_\_ Township/Borough \_\_\_\_\_ Zip Code \_\_\_\_\_

**APPLICANT INFORMATION**

(Last) \_\_\_\_\_ (First) \_\_\_\_\_ (Middle) \_\_\_\_\_ (Last 4 digits of Social Security No.) \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ No. of Years \_\_\_\_\_ Home Phone \_\_\_\_\_

Name and Address of Employer \_\_\_\_\_ Self Employed?  Yes  No

Business Phone \_\_\_\_\_ Position/Title \_\_\_\_\_ Type of Business \_\_\_\_\_ No. of Yrs. on Job \_\_\_\_\_

**CO-APPLICANT INFORMATION**

(Last) \_\_\_\_\_ (First) \_\_\_\_\_ (Middle) \_\_\_\_\_ (Last 4 digits of Social Security No.) \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ No. of Years \_\_\_\_\_ Home Phone \_\_\_\_\_

Name and Address of Employer \_\_\_\_\_ Self Employed?  Yes  No

Business Phone \_\_\_\_\_ Position/Title \_\_\_\_\_ Type of Business \_\_\_\_\_ No. of Yrs. on Job \_\_\_\_\_

**Program Information**

Please do not write in this space

Applicant eligible for grant Yes  No  Income: \_\_\_\_\_

No of persons in home \_\_\_\_\_ Section 8 VL \_\_\_\_\_ Low \_\_\_\_\_ Rate \_\_\_\_\_

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1. Name	2. Identification
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**ASSETS**

Family Member	Asset Description	Current Cash Value of Assets	Actual Income from Assets
3. Net Cash Value of Assets.....		3.	
4. Total Actual Income from Assets.....			4.

**ANTICIPATED ANNUAL INCOME**

Family Members	a. Wages/ Salaries	b. Benefits/ Pensions	c. Public Assistance	d. Other Income	

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<b>HOUSEHOLD COMPOSITION</b> (List the head of your household and all members who live in your home. Give the relationship of each family member to the head of the household.)					
Member No.	Full Name	Relationship	Age	Handicapped	Last four digits Social Security No
1.					
2.					
3.					
4.					
5.					
6.					
7.					

1. Does anyone live with you now who is not listed above?  Yes  No

2. Does anyone plan to live with you in the future who is not listed above?  Yes  No

The information provided is true and complete to the best of my/our knowledge and belief. I/we consent to the disclosure of such information for purposes of income and verification related to my/our application for financial assistance. I/we understand that any willful misstatement of material fact will be grounds for disqualification.

\_\_\_\_\_  
 Applicant Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Co-Applicant Signature

\_\_\_\_\_  
 Date

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**NOTE: PLEASE ATTACH THE FOLLOWING AS APPLICABLE:**

1. COPY OF DEED. PLEASE INCLUDE DEED BOOK NO. AND PAGE NO.
2. COPY OF MOST RECENT PAID REAL ESTATE TAXES.
3. COPY OF MOST RECENT FEDERAL INCOME TAX FORM (must be signed)
4. COPIES OF ALL INCOME SOURCES FOR ALL HOUSEHOLD MEMBERS.
  - MOST RECENT PAY STUBS (Last two months' worth)
  - UNEMPLOYMENT BENEFITS (Last two months' worth)
  - MILITARY SERVICE
  - SOCIAL SECURITY BENEFITS
  - WELFARE PAYMENTS
  - ALIMONY / CHILD SUPPORT
  - ANNUITIES
  - INCOME FROM INSURANCE POLICIES
  - RETIREMENT / PENSIONS INCOME
  - NET INCOME FROM BUSINESS OPERATIONS
5. COPIES OF ALL ASSETS FOR ALL HOUSEHOLD MEMBERS.
  - SAVINGS ACCOUNT
  - CHECKING ACCOUNT
  - RENTAL PROPERTY INCOME
  - STOCKS, BONDS, TREASURY BILLS, CERTIFICATES OF DEPOSIT, MUTUAL FUNDS, AND MONEY MARKET ACCOUNTS
  - RETIREMENT / PENSION FUNDS
  - INDIVIDUAL RETIREMENT, 401(K), KEOGH ACCOUNTS
  - MORTGAGES OR DEEDS OF TRUST
  - LUMP SUM OR ONE-TIME RECEIPTS

When listing household assets or income of individuals in the household, you do not need to list the income of dependents under the age of 18.

COMMUNITY DEVELOPMENT BLOCK GRANT  
LOW/MODERATE INCOMES UPDATED 2021

1 Person ▶	Total Income is	Below	\$47,500	Above	\$47,500
2 Persons ▶	Total Income is	Below	\$54,300	Above	\$54,300
3 Persons ▶	Total Income is	Below	\$61,100	Above	\$61,100
4 Persons ▶	Total Income is	Below	\$67,850	Above	\$67,850
5 Persons ▶	Total Income is	Below	\$73,300	Above	\$73,300
6 Persons ▶	Total Income is	Below	\$78,750	Above	\$78,750
7 Persons ▶	Total Income is	Below	\$84,150	Above	\$84,150
8 Persons ▶	Total Income is	Below	\$89,600	Above	\$89,600

Exhibit 3.1 – 24 CFR Part 5 Annual Income Inclusions

<p>1. The full amount, before any payroll deductions, of wages and salaries, overtime pay, commissions, fees, tips and bonuses, and other compensation for personal services.</p> <p>2. The net income from the operation of a business or profession. Expenditures for business expansion or amortization of capital indebtedness shall not be used as deductions in determining net income. An allowance for depreciation of assets used in a business or profession may be deducted, based on straight-line depreciation, as provided in Internal Revenue Service regulations. Any withdrawal of cash or assets from the operation of a business or profession will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested in the operation by the family.</p> <p>3. Interest, dividends, and other net income of any kind from real or personal property. Expenditures for amortization of capital indebtedness shall not be used as deductions in determining net income. An allowance for depreciation is permitted only as authorized in number 2 (above). Any withdrawal of cash or assets from an investment will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested by the family. Where the family has net family assets in excess of \$5,000, annual income shall include the greater of the actual income derived from all net family assets or a percentage of the value of such assets based on the current passbook savings rate, as determined by HUD.</p> <p>4. The full amount of periodic amounts received from Social Security, annuities, insurance policies, retirement funds, pensions, disability or death benefits, and other similar types of periodic receipts, including a lump-sum amount or prospective monthly amounts for the delayed start of a periodic amount (except for certain exclusions, listed in Exhibit 3.2, number 14).</p>	<p>5. Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation, and severance pay (except for certain exclusions, as listed in Exhibit 3.2, number 3).</p> <p>6. Welfare Assistance. Welfare assistance payments made under the Temporary Assistance for Needy Families (TANF) program are included in annual income:</p> <ul style="list-style-type: none"><li>• Qualify as assistance under the TANF program definition at 45 CFR 260.31; and</li><li>• Are otherwise excluded from the calculation of annual income per 24 CFR 5.609(c).</li></ul> <p>If the welfare assistance payment includes an amount specifically designated for shelter and utilities that is subject to adjustment by the welfare assistance agency in accordance with the actual cost of shelter and utilities, the amount of welfare assistance income to be included as income shall consist of:</p> <ul style="list-style-type: none"><li>• the amount of the allowance or grant exclusive of the amount specifically designated for shelter or utilities; <i>plus</i></li><li>• the maximum amount that the welfare assistance agency could in fact allow the family for shelter and utilities. If the family's welfare assistance is reduced from the standard of need by applying a percentage, the amount calculated under 24 CFR 5.609 shall be the amount resulting from one application of the percentage.</li></ul> <p>7. Periodic and determinable allowances, such as alimony and child support payments, and regular contributions or gifts received from organizations or from persons not residing in the dwelling.</p> <p>8. All regular pay, special pay, and allowances of a member of the Armed Forces (except as provided in number 8 of Income Exclusions).</p>
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Last Modified: January 2005

Exhibit 3.2 – 24 CFR Part 5 Annual Income Exclusions

<ol style="list-style-type: none"> <li>1. Income from employment of children (including foster children) under the age of 18 years.</li> <li>2. Payments received for the care of foster children or foster adults (usually persons with disabilities, unrelated to the tenant family, who are unable to live alone).</li> <li>3. Lump-sum additions to family assets, such as inheritances, insurance payments (including payments under health and accident insurance and worker's compensation), capital gains, and settlement for personal or property losses (except as provided in Exhibit 3.1, number 5 of Income Inclusions).</li> <li>4. Amounts received by the family that are specifically for, or in reimbursement of, the cost of medical expenses for any family member.</li> <li>5. Income of a live-in aide (as defined in 24 CFR 5.403).</li> <li>6. Certain increases in income of a disabled member of qualified families residing in HOME-assisted housing or receiving HOME tenant-based rental assistance (24 CFR 5.671(a)).</li> <li>7. The full amount of student financial assistance paid directly to the student or to the educational institution.</li> <li>8. The special pay to a family member serving in the Armed Forces who is exposed to hostile fire.</li> <li>9. (a) Amounts received under training programs funded by HUD. (b) Amounts received by a person with a disability that are disregarded for a limited time for purposes of Supplemental Security Income eligibility and benefits because they are set aside for use under a Plan to Attain Self-Sufficiency (PASS). (c) Amounts received by a participant in other publicly assisted programs that are specifically for, or in reimbursement of, out-of-pocket expenses incurred (special equipment, clothing, transportation, childcare, etc.) and which are made solely to allow participation in a specific program. (d) Amounts received under a resident service stipend. A resident service stipend is a modest amount (not to exceed \$200 per month) received by a resident for performing a service for the PHA or owner, on a part-time basis, that enhances the quality of life in the development. Such services may include, but are not limited to, fire patrol, hall monitoring, lawn</li> </ol>	<p style="padding-left: 20px;">maintenance, resident initiatives coordination, and serving as a member of the PHA's governing board. No resident may receive more than one such stipend during the same period of time.</p> <p style="padding-left: 20px;">(e) Incremental earnings and benefits resulting to any family member from participation in qualifying state or local employment training programs (including training not affiliated with a local government) and training of a family member as resident management staff. Amounts excluded by this provision must be received under employment training programs with clearly defined goals and objectives, and are excluded only for the period during which the family member participates in the employment training program.</p> <ol style="list-style-type: none"> <li>10. Temporary, nonrecurring, or sporadic income (including gifts).</li> <li>11. Reparation payments paid by a foreign government pursuant to claims filed under the laws of that government by persons who were persecuted during the Nazi era.</li> <li>12. Earnings in excess of \$480 for each full-time student 18 years old or older (excluding the head of household or spouse).</li> <li>13. Adoption assistance payments in excess of \$480 per adopted child.</li> <li>14. Deferred periodic amounts from supplemental security income and social security benefits that are received in a lump sum amount or in prospective monthly amounts.</li> <li>15. Amounts received by the family in the form of refunds or rebates under state or local law for property taxes paid on the dwelling unit.</li> <li>16. Amounts paid by a state agency to a family with a member who has a developmental disability and is living at home to offset the cost of services and equipment needed to keep the developmentally disabled family member at home.</li> <li>17. Amounts specifically excluded by any other Federal statute from consideration as income for purposes of determining eligibility or benefits under a category of assistance programs that includes assistance under any program to which the exclusions set forth in 24 CFR 5.609(c) apply. A notice will be published in the Federal Register and distributed to housing owners identifying the benefits that qualify for this exclusion.</li> </ol>
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## **ASSET INCLUSIONS:**

- (1) Cash held in savings accounts, checking accounts, safe deposit boxes, homes, etc. For savings accounts, use the current balance. For checking accounts, use the average 6-month balance. Assets held in foreign countries are considered assets.
- (2) Cash value of revocable trusts available to the applicant.
- (3) Equity in rental property or other capital investments. Equity is the estimated current fair market value of the asset less the unpaid balance on all loans secured by the asset and all reasonable costs (e.g., penalties or broker fees) that would be incurred in selling the asset. Under HOME, equity in the family's primary residence is not considered in the calculation of assets for owner-occupied rehabilitation projects.
- (4) Cash value of stocks, bonds, Treasury bills, certificates of deposit, mutual funds, and money market accounts.
- (5) Individual retirement, 401(K), and Keogh accounts (even if withdrawal would result in a penalty). While an individual is employed, count only amounts the family can withdraw without retiring or terminating employment. After retiring or terminating employment, count as an asset any amount the employee elects to receive as a lump sum.
- (6) Annuity where the applicant has the option of withdrawing a balance (even if withdrawal would result in a penalty).
- (7) Retirement and pension funds.
- (8) Cash value of life insurance policies available to the individual before death (e.g., surrender value of a whole life or universal life policy).
- (9) Personal property held as an investment such as gems, jewelry, coin collections, antique cars, etc.
- (10) Lump sum or one-time receipts, such as inheritances, capital gains, lottery winnings, cash from sale of assets, victim's restitution, insurance settlements, and other amounts not intended as periodic payments.
- (11) Mortgages or deeds of trust held by an applicant.
- (12) Assets disposed of for less than fair market value (e.g. property) when the fair market value of all assets given away during the past two years exceeds the gross amount received by more than \$1,000.

## **ASSET EXCLUSIONS:**

- (1) Necessary personal property, except as noted in number 9 of Inclusions, such as clothing, furniture, cars, and vehicles specially equipped for persons with disabilities.
- (2) Interest in Indian trust lands.
- (3) Assets not effectively owned by the applicant. That is, when assets are held in an individual's name, but the assets and any income they earn accrue to the benefit of someone else who is not a member of the household and that other person is responsible for income taxes incurred on income generated by the asset.
- (4) Equity in cooperatives in which the family lives.
- (5) Assets not accessible to and that provide no income for the applicant.
- (6) Term life insurance policies (i.e., where there is no cash value).
- (7) Assets that are part of an active business. "Business" does not include rental of properties that are held as an investment and not a main occupation.
- (8) Assets disposed of for less than fair market value as a result of foreclosure, bankruptcy, divorce, or separation.
- (9) IRA, Keogh, and similar retirement savings accounts where benefits are being received through periodic payments.
- (10) Lump sum payments where the money is used for something that is not an asset— e.g. a car or a vacation or education.