

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004
Annual Plan for Fiscal Year 2000

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN
ACCORDANCE WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

PHA Plan Agency Identification

PHA Name: Clinton Metropolitan Housing Authority

PHA Number: OH053

PHA Fiscal Year Beginning: 01/2000

Public Access to Information

Information regarding any activities outlined in this plan can be obtained by contacting: (select all that apply)

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices

Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices
- Main administrative office of the local government
- Main administrative office of the County government
- Main administrative office of the State government
- Public library
- PHA website
- Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- Main business office of the PHA
- PHA development management offices
- Other (list below)

5-YEAR PLAN
PHA FISCAL YEARS 2000 - 2004
[24 CFR Part 903.5]

A. Mission

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction. (select one of the choices below)

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The PHA's mission is: (state mission here)

B. Goals

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.

- PHA Goal: Expand the supply of assisted housing
Objectives:
- Apply for additional rental vouchers:
 - Reduce public housing vacancies:
 - Leverage private or other public funds to create additional housing opportunities:
 - Acquire or build units or developments
 - Other (list below)
- PHA Goal: Improve the quality of assisted housing
Objectives:
- Improve public housing management: (PHAS score)
 - Improve voucher management: (SEMAP score)
 - Increase customer satisfaction:
 - Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)

- Renovate or modernize public housing units:
- Demolish or dispose of obsolete public housing:
- Provide replacement public housing:
- Provide replacement vouchers:
- Other: (list below)

- PHA Goal: Increase assisted housing choices

Objectives:

- Provide voucher mobility counseling:
- Conduct outreach efforts to potential voucher landlords
- Increase voucher payment standards
- Implement voucher homeownership program:
- Implement public housing or other homeownership programs:
- Implement public housing site-based waiting lists:
- Convert public housing to vouchers:
- Other: (list below)

HUD Strategic Goal: Improve community quality of life and economic vitality

- PHA Goal: Provide an improved living environment

Objectives:

- Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
- Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
- Implement public housing security improvements:
- Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- Other: (list below)

HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals

- PHA Goal: Promote self-sufficiency and asset development of assisted households

Objectives:

- Increase the number and percentage of employed persons in assisted families:
- Provide or attract supportive services to improve assistance recipients' employability:

- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Other: (list below)

HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans

- PHA Goal: Ensure equal opportunity and affirmatively further fair housing Objectives:
 - Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
 - Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
 - Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
 - Other: (list below)

Other PHA Goals and Objectives: (list below)

It has been determined that the CMHA is a troubled housing authority and as such has entered into an agreement with the United States Department of Housing and Urban Development's Troubled Agency Recovery Center in order to take corrective action so that the PHA is able to meet HUD's mission of providing affordable housing to low and moderate income families. The CMHA will uphold it's requirements under the Memorandum of Understanding with the TARC and meet all goals and objectives as specified. The CMHA will enter into contract with the consulting firm of Burns, Bertsch and Harris, Inc. who will help to facilitate the updating of CMHA policies and procedures and other functions as specified in the CMHA's call for proposals. The CMHA will develop and adopt a strategic plan. The CMHA will facilitate the organization of the Resident Advisory Board and assist that Board in identifying new members. The CMHA will open a dialogue with area agencies involved in the provision of housing and supportive services so that a coordination of efforts can be developed and maintained. This will improve the image of the CMHA in the eyes of the public and facilitate the pooling of housing resources. The CMHA will establish itself as a housing provider in the community. The CMHA will streamline its administrative procedures, make full use of available and new technologies and will computerize operations. The staff of the CMHA will receive training to improve administrative functions and finally, the CMHA will network with other Ohio PHA's through the Ohio Housing Authority Conference to share ideas and gain new insights into the administration of the Section 8 and Public Housing programs.

Annual PHA Plan
PHA Fiscal Year 2000
[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

- High Performing PHA**
- Small Agency (<250 Public Housing Units)**
- Administering Section 8 Only**

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

CLINTON METROPOLITAN HOUSING AUTHORITY
Five Year Agency Plan and Annual Plan Executive Summary

In October of 1998, President Clinton signed into law, the Quality Housing and Work Responsibility Act which enacted several changes to the operations and programs of public housing and tenant based assistance. These changes are designed to revitalize and improve HUD's public housing and tenant based assistance programs. One of the most important changes is the introduction of the Five Year Agency Plan and Annual Plan for metropolitan housing authorities. The Five Year Plan is designed to describe the mission of the housing authority and the long range goals and objectives for achieving this mission over the subsequent five years. The annual plan provides details about the existing operations and services, and housing needs. The annual plan accounts for the financial resources and the activities of the housing authority that are to be used to meet the identified needs in the upcoming fiscal year.

The program size of the CMHA is such that it requires a certain level of staffing, however, the administrative fees provided by the Department of Housing and Urban Development cannot cover the cost of operations. A situation of financial instability created by this windfall lead the CMHA to “troubled” status and designation as a troubled housing authority. The CMHA was placed under the administration of the TARC or Troubled Agency Recovery Center. A plan was developed to make management improvements so that the agency could become self sufficient and financially solvent.

The Clinton Metropolitan Housing Authority has developed this plan in conjunction with HUD’s mission to promote adequate and affordable housing, economic opportunity, and a suitable living environment without discrimination. In accordance with HUD’s mission, the CMHA will apply the following strategic goals to maximize service delivery.

1. Increasing the availability of decent, safe and affordable housing in the community;
2. Ensuring equal opportunity in housing for all;
3. Promoting self sufficiency and asset development of all families and individuals;
4. Improving community quality of life and economic vitality.

Goals and Objectives

Goal # 1:

Expand housing opportunities for low and moderate income persons throughout our jurisdiction.

Objectives:

- a. Continue to provide the Section 8 Rental Assistance program and public housing program at Clinton Glen.
- b. Explore the disposition of Clinton Glen to a non-profit organization.
- c. Compete for Mark-to-Market projects, if available.
- d. Apply for grant funds to increase program size.

Goal # 2:

Upgrade the supply of housing available for Section 8 occupancy.

Objectives:

- a. Educate owners as to programs available to rehabilitate their properties.
- b. Cooperate with local governments administering CDBG and HOME funds to encourage them to target rehabilitation funding on Section 8 rental properties.
- c. Encourage local governments to systematically enforce local housing codes in neighborhoods where Section 8 tenants live.
- d. Educate tenants in caring for the properties in which they live.
- e. Improve the distribution of units and attract more owners.
- f. Develop a policy on deconcentration areas to educate tenants on the suitability of neighborhoods within the jurisdiction.
- g. Obtain funding to renovate Clinton Glen units or sell the units to a non-profit organization.

Goal # 3:

Improve the physical condition of public housing.

Objectives:

- a. Continue to apply for funding annually for modernization purposes should Clinton Glen be retained by the agency.
- b. Develop a Capital Improvements Plan.
- c. Utilize energy audits and energy purchasing plans or pools to save on energy expenditures which then may be used in other ways by the Housing Authority.

Goal # 4:

To serve as many families as possible, assist families to transition from rental assistance to private housing market opportunities of their choice.

Objectives:

- a. In cooperation with local agencies, both private and public, develop an economic self-sufficiency process for families who qualify.
- b. Adopt policies which will encourage families to work so that they may save for down payments or rental deposits.
- c. Cooperate with local governments in utilizing CDBG/HOME funding for rehabilitation financing and downpayment assistance for our clients to improve and purchase their Section 8 rental units or other homes in the community.
- d. Utilize Empowerment Vouchers to assist families in purchasing homes.
- e. Establish cooperative agreements with job training and job counseling services, day care providers, transportation services, spousal abuse counselors, etc.

Goal # 5:

Improve the capability of CMHA staff to handle the increased workload associated with these goals and with implementing the requirements of the QHWRA.

Objectives:

- a. Utilize a portion of modernization funds to send staff to training seminars and to upgrade office technology.
- b. Hold seminars within the Housing Authority to improve staff capability.
- c. Expand staff and increase staff salaries as administrative funds permit.
- d. Make use of and network with member and services of the Ohio Housing Authority Conference.

STATEMENT OF HOUSING NEEDS

The Clinton Metropolitan Housing Authority was established to provide affordable housing for low income families in Clinton County. Clinton County offers 225 units of Section 8 rental assistance and manages Clinton Glen, 30 units of family housing.

The Section 8 Housing Assistance program, known as Section 8 or “METRO” housing was created by Congress twenty-five years ago and is now the largest housing subsidy program in the nation. Under Section 8, eligible families pay approximately 30% of their monthly adjusted income towards the rent and the balance of the rent is paid directly to a private landlord by the CMHA. Families may rent apartment units, duplexes or single family homes but all housing must meet health and safety standards of the CMHA.

The Clinton Metropolitan Housing Authority is one agency capable of meeting the housing needs of very low income households, defined as those earning less than thirty (30) percent of the median income for Clinton County. Families within this income category have a variety of housing needs and issues and require supports along a continuum, ranging from emergency housing to transitional housing, and subsidized housing. Many require supportive services such as substance abuse treatment, job training and placement or mental health counseling. The CMHA is able to provide housing assistance to those in this income group through the Section 8 Voucher program. However, nationally, the time frames between issuing vouchers to households and those households finding suitable housing at affordable rents is lengthening. While that has not yet been a serious problem in Clinton County, we anticipate it may get worse as rents increase in an increasingly robust economy. In addition, the County is seriously compromised by a lack of affordable housing units for rent. There are few units available in the rural areas and of those that are available, many lack adequate plumbing and kitchen facilities, or are greater than fifty years old placing them at risk for structural and other environmental hazards. The county has also seen an increase in the number of mobile homes made available for rent and these too are of questionable quality. Compounding the problem is the unwillingness of planners to revise zoning codes to encourage the development of

affordable properties, the lack of a HOME funded rental rehabilitation program and few developers willing to contribute their resources to multi-family or other rental developments.

With the Mark-to-Market initiative, substantial uncertainty has been created as to the future of Section 8 assistance within federally-financed, privately-owned projects. If substantial numbers of residents in those properties are displaced with Section 8 vouchers, the Authority will have a difficult time placing them, and the times between voucher issuance and lease-up will increase for everyone.

Other factors contributing to the difficulty of administering both Section 8 and public housing are recent laws enacted by Congress under the Quality Housing and Work Responsibility Act or QHWRA and a lack of congressional support for HUD's budget. Since 1998, Housing Authorities have seen an increase in administrative procedures that are cumbersome to staff. These "unfunded mandates", such as the new tenant income verification policy, deconcentration policy and community service requirements are contradictive to HUD's mission. With regard to Public Housing, the lack of adequate funding under the PFS and Capital Fund program will undoubtedly cause a number of developments to deteriorate.

Although we can readily identify housing needs from our knowledge of the community, Community Housing Improvement Study, and from the CMHA's own waiting list, obtaining the resources needed to meet those needs is beyond our control. We can continue to work with and build local partnerships to increase housing assistance by applying for state and federal grants and sharing much needed financial resources. We can combine programs and share staff and coordinate services to provide a maximum of housing supports. However, most simply stated, increased contract authority under the voucher program is essential.

Currently the CMHA waiting list contains 278 households. Of those households on the waiting list, 87% are white, and 12% are black. Income data is not recorded for households on the waiting list. Female headed households make up 72% of those waiting for assistance, and the

elderly make up 5%. Household size for those on the waiting list is as follows:

1BR	2BR	3BR	4BR	5BR	6BR
75	111	86	5	1	0

A review of data for those currently receiving assistance through the Section 8 program reveals, 18 percent of those assisted are elderly; and 27% are disabled. 58% report there are children in the home; 34% of households report there is at least one adult wage earner; 65% report annual incomes below 30% of median and 23% have annual incomes below 50% of median.

Zero families have requested units with accessibility features.

Of the 278 families on the waiting list, 58 are on the waiting list for public housing. Current public housing residents pay between \$101 and \$200 for rent.

The County CHIS documents a need for additional affordable housing units, citing the age of current units, the lack of units in outlying areas and the increasing number of mobile homes, however, the CHIS does not recommend nor suggest the need for programs to eradicate the lack of affordable rental properties. The CHIS continues to support the need for housing programs meeting the needs of owner occupants only, as such, there are no dollars in the County’s housing plan to address those needs. In Summary, the CHIS documents a housing need in all categories for very low income households, household composition, age and racial and ethnic background notwithstanding.

The CHIS states there are 4215 households occupying rental units in Clinton County, many of these are rent burdened. 788 households report annual incomes of less than \$10,000 and 222 report incomes between \$10,000 and \$20,000. Approximately 32 families per 1000 are in assisted rental housing of some type. Most poor renters are located in the City of Wilmington while there are reported concentrations of low income families in Washington and Wayne townships. The villages of Clarksville and Sabina have a higher number of low income households

than the City of Wilmington. The consensus of housing providers in the County is that wages are too low and housing costs are too high. There is a greater need for rental subsidy, and the development of two and three bedroom units at the affordable range. The vacancy rate is a mere 5-7%.

The County has seen a growing number of mobile home parks in recent years as these are the only units that many can afford. Many of the two and three bedroom units available for rent are mobile homes and over 42% are greater than 55 years old. The average age of housing units in Clinton County overall is greater than that for the State of Ohio. Increased age places a housing unit at risk of structural damage, failure of electrical and plumbing systems and environmental hazards. In Wayne township, more than 10% of housing units lack complete plumbing. In Clinton County, excluding the City of Wilmington, an estimated 2068 of all rental units were constructed prior to 1940. It is estimated that 1668 contain high levels of lead based paint. 290 of these units house a child under the age of six, 111 house a child under the age of six and have a lead hazard and 78 of these 111 are low income families.

The area has seen a tremendous amount of growth in recent years due to the proximity to the metropolitan areas of Cincinnati and Dayton and also new employers coming to the area. Increased growth, coupled with the aging population, has caused a need for the creation of housing of all types. Incomes in the high employment areas are not enough to keep up with housing costs. The housing market, according to local realtors, is "tight". There is a strong demand for two and three bedroom units. Average rents are between \$300 and \$500. A number of housing units are being removed from the housing market. They are being demolished or converted to other uses. Realtors report that housing costs in the western part of the County are increasing.

There is no one agency in Clinton County that tracks homelessness data, however, local experts agree that the number of homeless families continues to increase. There are an increasing number of families "doubling up" and it is difficult to track these families and also those in the rural areas. There is one homeless shelter in the City of Wilmington which is almost always full. During a recent twelve month period, shelter workers documented that 206 households had been served. While the

Housing Authority is a resource for housing assistance, we are not a resource for emergency housing or transitional housing for the homeless. We have been able to assist the homeless upon referral from other agencies. Many of the county's homeless are veterans or have problems with substance abuse and mental illness. There are fewer social services agencies available in the more rural areas of the county and a lack of transportation making this population even more difficult to serve.

Supportive services in the County are coordinated by a number of agencies. The Department of Jobs and Family Services provided Ohio Works First Services formerly known as Aid to Families with Dependent Children, transportation benefits, childcare and employment and training. The Community Action Agency provides meals, transportation and employment services. The Health Department inspects housing quality issues. The Clinton County Board of MRDD has a vocational training and employment placement service, case managers and transportation services.

Housing and services are available in Wilmington and Clinton County, however, there is a need for housing and services specifically tailored to the needs of the elderly and disabled. The number of elderly in Clinton County is greater than that for the State as a whole and there are a disproportionate number of elderly and disabled households living in Wayne township. Those with a mental impairment suffer a housing need based on a variety of variables including; very low incomes, the need for adapted units, and possible discrimination from property owners. The issue of providing housing to this population is compounded by the low vacancy rate within the jurisdiction and the lack of affordable housing. Lower vacancy rates means fewer units for renters. Combined with low incomes, a shortage of rental units makes it difficult for the disabled to secure decent, safe and sanitary housing. Due to these circumstances, the population is sometimes relegated to substandard units. As noted in the CHIS, a number of rental units are of increased age and lack adequate plumbing.

The elderly also may require adapted units in order to remain living independently in the community. Transportation and home delivered meals are essential to any elderly housing development.

Other needs identified in the community are housing units and supportive services for female-headed households and very low income renters. Wayne township has a high number of both and the villages of Sabina, Midland and Clarkesville have higher than average numbers of very low income households. Transportation to employment centers and the availability of childcare for families working shifts is a well documented need.

Local barriers to affordable housing include restrictive zoning policies, a lack of funding for the development of additional subsidized housing, high utility costs, high construction costs, a lack of infrastructure and willing developers. Through increased cooperation and a sharing of resources and local talents, these barriers can be overcome. It is the continued restrictions placed on local communities at the Federal level that squelch the development of housing for those in need.

If the housing needs of low income families is to be met in Clinton County, Congress and HUD must make a commitment to: (1) increase administrative fees for Section 8 so that we can employ the professionals necessary to handle these increasingly complex problems; (2) increase Section 8 contract authority and make the program more flexible so that we might assist families in a variety of locations throughout our jurisdiction and in a variety of housing settings, and so that we can use Section 8 in projects that we own or build; (3) increase the amount of funding available under the new Capital Fund program and PFS so that we can substantially improve our public housing projects to compete with profit-making developers for all residents, (4) increase public housing subsidies so that we can transition comfortably into the baby-boomer-as-elderly era; and (5) provide incentives for agencies such as mental health, education and job-training/counseling, and human services agencies to work with us in bringing families into the economic mainstream.

We also need to intensively work with our families to enable them to transition from rental assistance to higher incomes and private market housing opportunities of their choice. Federal funding policies offer little incentives to accomplish this. If we are to address the stated needs, we need to make rental assistance a shorter term proposition, making

assistance available to new families as current voucher holders and public housing residents move on to better lives.

FINANCIAL RESOURCES

This section will examine the financial resources of the CMHA, a strategy for re-structuring the delivery of housing assistance to meet as many of our housing needs as possible, and federal obstacles to implementing such a strategy.

The Clinton Metropolitan Housing Authority has 30 public housing units for families and enough Section 8 contract authority to assist 200 households in the private rental market. These numbers, of course, cannot address the total housing need as documented by the County CHIS or CMHA.

Public Housing

The budget for operation of the CMHA's only public housing development for fiscal year 2000 is \$123,000. This amount covers the following items:

Administration:

Salary; computer training and support; travel and training; legal fees; registrations and membership dues; accounting fees; IPA audit; advertisement expense; office supplies; postage; copier lease; telephone and other general sundry expenses.

General Expenses:

Maintenance; vehicle expense; insurance expense; employee benefits; property betterments and additions; materials and supplies; utilities; and tenant services.

The budget reflects an anticipated dwelling rental income of \$39080; and HUD subsidy at \$77966. It is important to note, that HUD has not provided housing subsidy for the operation of public housing at 100% for a number of years and notes a need for a revision in its own funding system know as PFS. Operating budget shortfalls imposed by

HUD will require housing authorities nationwide to rely on subsidy reserves and entrepreneurial income to support their housing projects.

The CMHA has noted a need for extensive modernization to its only development Clinton Glen. To date, only a portion of the funds necessary to complete the required work has been made available to CMHA. The CMHA is exploring the possibility of selling the property for \$325,000 in order to build up a reserve. Should the CMHA retain the property it will be forced to examine creative ways of financing the necessary improvements.

As part of the Quality Housing and Work Responsibility Act, HUD will now allocate capital funds per formula basis. Smaller housing authorities like CMHA will most likely receive a decrease in funding each year under the formula program. In addition, the Capital Fund program allows housing authorities to use these funds for operations as well as modernization. Should HUD continue to reduce the amount of operating subsidy, housing authorities will be forced to use modernization funds for management operations. Projects such as Clinton Glen will fall into greater disrepair as the needed capital improvements have to be tabled simply to keep the doors open. The CMHA believes the renovation of the housing units is indeed necessary to improve the quality of life of our residents but the planned renovation of the community building is imperative if we are to offer childcare and job training services to encourage family self sufficiency among our residents.

Section 8

The Section 8 program has a 2000 budget of \$825205. A breakdown of this amount is as follows:

Preparing a budget for the Section 8 program is a “best guess” of the activity for the year to come. The CMHA collects administrative fees based on the number of families housed per month. The budget assumes full occupancy, however, should the Authority be under-leased, these funds will not be collected in full. Also, the budget estimates the number of units per family size. A one bedroom household receives less subsidy

than a four bedroom household. The CMHA uses prior year figures as a base for determining the number of families that will be housed during a given year at each bedroom size, however this too is a “best guess” and is subject to change. There are constant variables outside our control that affect occupancy rates. For example, due to increased administrative functions instituted by HUD as part of the QHWRA, staff are forced to spend considerable more time with documentation which affects the number of new vouchers being issued per month. Another variable is the economy which is increasing the cost of rent and causing the Housing Authority to spend more per family. Unfortunately, the rise in the economy and the low unemployment rate have not been reflected in the average incomes of Section 8 recipients. Many of the new jobs created during our robust economy do not provide substantial wages. Greater HAP amounts per household result in fewer households being assisted.

The CMHA will use the anticipated income for the following purposes with regard to Section 8 housing.

Operating Expense:

Administrative salary; computer training and support; legal fees; travel, training, registration and membership fees; accounting expense; audit expense; advertisement; office supplies; copier lease; postage; telephone and other supplies.

General expense:

Maintenance on equipment; auto expense; insurance; employee benefits and property betterments and additions.

The CMHA will pursue the expansion of its Section 8 program in order to generate more administrative fees to support staff training and the purchase of computer hardware and software. This expansion is dependent on the willingness of the Department of Housing and Urban Development to provide the HA with vouchers distributed through a Section 8 “opt-out” as well as new budget authority. In addition, the CMHA will pursue a cooperative agreement with Clinton County to develop and administer tenant based rental assistance funded by the State of Ohio Community Housing Improvement program or CHIP. The CMHA will encourage the county to use CHIP funds for rental

rehabilitation so that voucher recipients are afforded greater housing choice. CMHA will open a dialogue with the local Department of Jobs and Family Services to explore the use of PRC funds for housing subsidy and will work with the local mental health board to pursue additional housing for the mentally disabled.

Many Housing Authorities serve as project administrators for privately owned, federally subsidized housing apartment complexes. The CMHA will contact the Columbus Metropolitan Housing Authority (recently awarded the state contract for all project administration) to explore the possibility of a partnership agreement for project oversight of any nearby Section 8 communities.

Economic Barriers

There are no funds available for the development of new units and inadequate funds for the needed renovations to existing units and facilities; staff to work with other agencies on a mix of programs to develop new housing opportunities; family self-sufficiency staff; recreational coordinators or daycare providers for our families in public housing; additional Section 8 staff to assist in landlord outreach, welfare-to-work coordination, and lease-up. Nor are there additional funds to upgrade our technology, for sufficient staff training, or salaries comparable to other local agencies.

The Board of Commissioners and Mayor of Wilmington has adopted the belief that Clinton County should retain local control of its housing programs and have its own local Executive Director. The HA should establish a goal of developing programs, in cooperation with other local agencies, to enable recipients to get job training and pursue job opportunities to stabilize their lives so that they can transition from assisted housing into the non-assisted private housing market. The CMHA will work to overcome its “troubled” status, meet its requirements under MOU with the TARC, and become a self sufficient and income producing entity. We will work towards housing development, both rental and home ownership, to make affordable housing opportunities available to low income households within our jurisdiction. We will

work with local agencies to ensure that needed supportive services are available.

Unfortunately, HUD's funding policies work against our goals. There are real financial disincentives for turnover and transition, and incentives for keeping families in assisted housing for as long as possible. PHAS (formerly PHMAP) and SEMAP, HUD's monitoring tools of Section 8 and public housing, penalize a housing authority who, in attempting to achieve these goals, experience vacancies as a result.

We receive no regular donations, no direct support from any other agency, and have no entrepreneurial income.

Creative Means to Meet Future Needs

We intend to attempt to meet the needs outlined above in spite of what may seem insurmountable difficulties.

We see our goals as (1) meeting all TARC requirements; (2) improving the distribution of Section 8 units and attracting more owners of rental units into the program; (3) increasing the supply of available units; (4) strengthening our ability to move people off Section 8 assistance and into privately-owned housing; (5) streamlining the administration of the program among our Section 8 staff; and (6) working with local agencies to coordinate services and develop new programs.

(1) Meeting requirements of the TARC.

We have already taken measures to meet the requirements specified in the MOU with the TARC. We have developed new policies and procedures and are working on a formal strategic plan to be adopted by the Board of Commissioners.

(2) Improving the Distribution of Section 8 Units and Attracting More Owners.

Toward this goal the CMHA will be buffeted by changes beyond its control. There is, for example, a certain amount of prejudice against

Section 8 recipients among property owners; and if they are also mentally disabled, the level of blind prejudice rises exponentially. Rent levels will rise as demand for housing increases faster than the supply. There is limited public transportation and limited rental units in outlying areas. Newly-constructed units are likely to rent for too much money to be eligible for rent by CMHA-assisted tenants. In addition, the competition for tax credit allocations has increased across the State. There is also limited land suitable for development due to such issues as a lack of infrastructure and zoning that restrict multifamily development.

As the CMHA staff grapples with these obstacles, they will consider the possibility and advisability of purchasing and rehabilitating units, or building new units, through a non-profit or partnership with another entity to increase the supply of available units.

In the meantime, we propose to develop an Owners' Advisory Committee and will streamline the program to the extent we are allowed to improve our existing operations. We will meet with apartment owners and owners' groups, and we will increasingly make outlying communities aware of the availability of the Section 8 program, both among tenants and owners living there.

(3) Increasing the Supply of Units.

The CMHA pursue the development of a non-profit housing development corporation and will investigate the availability of property, buildings suitable for rehabilitation, and the range of low-cost housing and housing programs which could be used to increase the supply of family housing in Clinton County. It's clear that for families and non-elderly disabled households, the supply of low-cost housing in the county is inadequate.

Unfortunately, it's likely to get worse. As the county grows, more land will be consumed for higher income apartments and single-family home subdivisions. Available land and existing single family units will rise in price. The mark-to-market program will put hundreds of additional Section 8 recipients on the streets looking for low-cost rental housing as private owners of large federally-assisted housing "opt out" of their

assistance programs. One local owner has already chosen to “opt-out”. At some point in the near future, it will no longer be possible for us to simply issue a voucher to a household and expect them to find decent, safe, and sanitary housing on their own.

We anticipate developing a variety of housing types to accommodate the needs of families and the disabled, as federal and state programs are available to provide at least a portion of the financing. Housing development, and the maintenance of housing management skills, must be an on-going function of the CMHA.

- (4) Strengthening our ability to move people off Section 8 assistance and into privately owned housing.

Under a Family Self Sufficiency program, the CMHA would offer training, family supports such as child care, and information about family stabilization and financial tools to get them good-paying jobs so that they could eventually move off Section 8 assistance and into the private housing market, freeing up Section 8 assistance for those on the waiting list.

The CMHA has adopted the following policy: To serve as many families as possible, assistance should be, where possible, a temporary measure, and so non-elderly assisted residents will be encouraged to achieve social and economic self-sufficiency through job training, job counseling, and support from community agencies, and the CMHA will further this overall goal through its programming of services, and through its cooperative arrangements for services with other community agencies. The CMHA will seek to offer the following programs:

- a. Family Self Sufficiency
- b. Welfare-to-Work Section 8 Vouchers
- c. Job Fair and Job Counseling in cooperation with the local TANF agency
- d. Day Care for working families in cooperation with the local TANF agency
- e. Individual Development Accounts

(5) Streamlining the Administration of the Program.

Much of the work in this area has already been completed through the development of new policies and procedures. We will continue to administer our own program and thus can respond more quickly to problems locally.

Staff need to receive training in all areas of Section 8 and Public Housing from lease up and daily administration to GAAP and housing inspection. Computers and software will need to be updated and salaries increased so that we may keep the “best of the best”.

The interpretation and implementation of new federal regulations will require a well trained staff. HUD has issued new regulations for the CMHA to implement. These include a self-evaluation of the Section 8 Program, similar to the PHMAP/PHAS for Public Housing, called SEMAP. The Conforming Rule III has now become part of our Administrative Plan and daily operating procedures. GAAP procedures must be implemented and there are new requirements with regard to lead based paint and tracking and reporting income discrepancies. The Five Year Agency Plan and Annual Plan will be required of housing authorities applying to both public housing and Section 8. New income targeting requirements will apply, as do deconcentration measures and expanding housing opportunities.

All certificates now must be converted to vouchers as the Annual Contributions Contracts are sent to us this year. This will necessitate budget revisions that the Board must pass each time a new ACC is signed. In addition, there are no guarantees that HUD will increase the budget authority for rental assistance to accommodate the vouchers’ higher rents, resulting in fewer people being served.

(6) Working with local agencies to develop new programs and coordinate services.

The CMHA will explore partnerships with other agencies and local government to develop new housing and supportive service programs using CHIP funds, PRC or funding provided from the State of Ohio

Department of Mental Health. CMHA will become active in local housing and service groups in order to coordinate services for low income families. The CMHA will become an active participant in future CHIS updates, and strategic planning efforts of the Department of Jobs and Family Services, community action agency and mental health board.

Summary:

The CMHA has made great progress in keeping the Section 8 and public housing programs under local control, improving its troubled status, and in streamlining and improving its administration. It has most of the necessary professional staff to build upon these successes and implement more refined policies of the Board, and to meet the needs of Clinton County as the Board defines them.

With the passage of the new Housing Act, re-organization at HUD, and new regulations that have been and are continuing to be promulgated by that federal agency, the staff will have to respond both to these new initiatives and to the goals of the Board.

The challenge for the future will be to (1) continue the solid administration of existing programs, (2) implement HUD’s new requirements, and (3) take advantage of existing and creative new initiatives to expand opportunities for low income families to find decent, safe and affordable housing.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

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Attachments

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

Required Attachments:

- Admissions Policy for Deconcentration
- FY 2000 Capital Fund Program Annual Statement
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- PHA Management Organizational Chart
- FY 2000 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)

Supporting Documents Available for Review

Indicate which documents are available for public review by placing a mark in the "Applicable & On Display" column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
x	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
x	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
x	Fair Housing Documentation:	5 Year and Annual Plans

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	
x	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
x	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
x	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
x	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
x	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
x	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
x	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
x	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
x	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
x	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing	Annual Plan: Grievance Procedures

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	A & O Policy	
x	Section 8 informal review and hearing procedures x check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
x	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
x	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
x	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
x	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
x	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

A. Housing Needs of Families in the Jurisdiction/s Served by the PHA

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	909	5	4	4	4	4	4
Income >30% but <=50% of AMI	730	5	4	3	2	4	4
Income >50% but <80% of AMI	845	4	3	3	2	4	4
Elderly	735	4	3	3	2	1	1
Families with Disabilities		4	4	3	2	2	1
Race/Ethnicity							
Race/Ethnicity							
Race/Ethnicity							
Race/Ethnicity							

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- Consolidated Plan of the Jurisdiction/s
Indicate year:
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year:
- Other sources: (list and indicate year of information)
1998 Clinton County Community Housing Improvement Study

B. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists

State the housing needs of the families on the PHA's waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input checked="" type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	278		
Extremely low income <=30% AMI			
Very low income (>30% but <=50% AMI)			
Low income (>50% but <80% AMI)			
Families with children	102	37	
Elderly families	14	5	
Families with Disabilities	6	2	
White	243	87	
African Am.	32	12	
Other	3	1	
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR	34	59	
3 BR	24	41	
4 BR			

Housing Needs of Families on the Waiting List			
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? 13			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

C. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

Strategy 2: Increase the number of affordable housing units by:

Select all that apply

- Apply for additional section 8 units should they become available
- Leverage affordable housing resources in the community through the creation of mixed - finance housing
- Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- Other: (list below)

Need: Specific Family Types: Families at or below 30% of median

Strategy 1: Target available assistance to families at or below 30 % of AMI

Select all that apply

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- Employ admissions preferences aimed at families with economic hardships
- Adopt rent policies to support and encourage work
- Other: (list below)

Need: Specific Family Types: Families at or below 50% of median

Strategy 1: Target available assistance to families at or below 50% of AMI

Select all that apply

- Employ admissions preferences aimed at families who are working
- Adopt rent policies to support and encourage work
- Other: (list below)

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- Seek designation of public housing for the elderly
- Apply for special-purpose vouchers targeted to the elderly, should they become available
- Other: (list below)

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- Seek designation of public housing for families with disabilities
- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- Affirmatively market to local non-profit agencies that assist families with disabilities
- Other: (list below)

Need: Specific Family Types: Races or ethnicities with disproportionate housing needs

Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:

Select if applicable

- Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- Other: (list below)

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

- Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- Market the section 8 program to owners outside of areas of poverty /minority concentrations
- Other: (list below)

Other Housing Needs & Strategies: (list needs and strategies below)

(2) Reasons for Selecting Strategies

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- Funding constraints
- Staffing constraints
- Limited availability of sites for assisted housing

- Extent to which particular housing needs are met by other organizations in the community
- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- Influence of the housing market on PHA programs
- Community priorities regarding housing assistance
- Results of consultation with local or state government
- Results of consultation with residents and the Resident Advisory Board
- Results of consultation with advocacy groups
- Other: (list below)

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2001 grants)		
a) Public Housing Operating Fund	77,966	
b) Public Housing Capital Fund	59,530	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	825,205	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)	143,629	Modernization

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
3. Public Housing Dwelling Rental Income	39080	Operations
4. Other income (list below)		
TARC Grant	40,000	GAAP Conversion
TARC Grant	50,000	Operations
5. Non-federal sources (list below)		
Total resources	\$1235410	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

(1) Eligibility

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: (state time)
- Other: When a unit has been vacated and the family is at the top of the waiting list.

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

- Criminal or Drug-related activity

- Rental history
- Housekeeping
- Other (describe)

- c. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

(2)Waiting List Organization

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- Community-wide list
- Sub-jurisdictional lists
- Site-based waiting lists
- Other (describe)

b. Where may interested persons apply for admission to public housing?

- PHA main administrative office
- PHA development site management office
- Other (list below)

c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

1. How many site-based waiting lists will the PHA operate in the coming year?

2. Yes No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?
If yes, how many lists?

3. Yes No: May families be on more than one list simultaneously?
If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

- PHA main administrative office
- All PHA development management offices
- Management offices at developments with site-based waiting lists
- At the development to which they would like to apply
- Other (list below)

(3) Assignment

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

- One
- Two
- Three or More

b. Yes No: Is this policy consistent across all waiting list types?

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

(4) Admissions Preferences

a. Income targeting:

Yes No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfers take precedence over new admissions? (list below)

- Emergencies
- Overhoused
- Underhoused
- Medical justification
- Administrative reasons determined by the PHA (e.g., to permit modernization work)
- Resident choice: (state circumstances below)
- Other: (list below)

c. Preferences

1. Yes No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If “no” is selected, skip to subsection **(5) Occupancy**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- Working families and those unable to work because of age or disability
- Veterans and veterans’ families
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

Date and Time

Former Federal preferences:

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

- The PHA applies preferences within income tiers
- Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Occupancy

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- The PHA-resident lease
- The PHA's Admissions and (Continued) Occupancy policy
- PHA briefing seminars or written materials
- Other source (list) Resident Handbooks and Resident Copy of Rules and Regulations

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- At an annual reexamination and lease renewal
- Any time family composition changes
- At family request for revision
- Other (list)

(6) Deconcentration and Income Mixing

- a. Yes No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the

need for measures to promote deconcentration of poverty or income mixing?

b. Yes No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

Adoption of site based waiting lists
If selected, list targeted developments below:

Employing waiting list “skipping” to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:

Employing new admission preferences at targeted developments
If selected, list targeted developments below:

Other (list policies and developments targeted below)

d. Yes No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

- Additional affirmative marketing
- Actions to improve the marketability of certain developments
- Adoption or adjustment of ceiling rents for certain developments
- Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- Other (list below)

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)

- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)

- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:

B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Eligibility

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- Criminal or drug-related activity only to the extent required by law or regulation
 - Criminal and drug-related activity, more extensively than required by law or regulation
 - More general screening than criminal and drug-related activity (list factors below)
 - Other (list below)
- b. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug-related activity
 - Other (describe below)
- Previous address of voucher holder

(2) Waiting List Organization

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
- None
 - Federal public housing
 - Federal moderate rehabilitation
 - Federal project-based certificate program

Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)

- PHA main administrative office
 Other (list below)

(3) Search Time

a. Yes No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below: As a reasonable accommodation for a household where at least one member has a disability or for medical reasons.

(4) Admissions Preferences

a. Income targeting

Yes No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

b. Preferences

1. Yes No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
 Victims of domestic violence
 Substandard housing
 Homelessness
 High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability

- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

Date and Time

Former Federal preferences

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

- Date and time of application
- Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for “residents who live and/or work in the jurisdiction” (select one)

- This preference has previously been reviewed and approved by HUD
 The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

- The PHA applies preferences within income tiers
 Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Programs

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

- The Section 8 Administrative Plan
 Briefing sessions and written materials
 Other (list below)

b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?

- Through published notices
 Other (list below)

Contacting local social service agencies

Local media

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

(1) Income Based Rent Policies

Describe the PHA’s income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

- The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

- The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

- \$0
 \$1-\$25
 \$26-\$50

2. Yes No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below:

The family will be exempt from the minimum rent requirement in the following circumstances:

- *The family has lost is or awaiting eligibility determination for a Federal, State or local assistance program;**
- *The family would be evicted as a result of the minimum rent requirement;**
- *The family's income has decreased because of a change in circumstance such as the loss of employment;**
- *Death in the family**
- *Other extenuating circumstances as determined by the CMHA.**

An exemption may not be provided if the hardship is determined to be temporary; however, CMHA and owners may not evict a family for non-payment of rent on the basis of hardship if the hardship is determined by the CMHA to be temporary during the 90 day period beginning upon the date of the family's request for exemption. During this 90 day period, the family must demonstrate that the financial hardship is of a long term basis, CMHA shall retroactively exempt the family from the applicability of the minimum rent requirement for

the 90 day period. The CMHA shall grant exemption for hardship reasons for zero income families if zero income status is beyond a 90 day duration.

c. If the Rents set at less than 30% than adjusted income

1. Yes No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

For the earned income of a previously unemployed household member

For increases in earned income

Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

For household heads

For other family members

For transportation expenses

For the non-reimbursed medical expenses of non-disabled or non-elderly families

Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)

Yes for all developments

Yes but only for some developments

No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

- For all developments
- For all general occupancy developments (not elderly or disabled or elderly only)
- For specified general occupancy developments
- For certain parts of developments; e.g., the high-rise portion
- For certain size units; e.g., larger bedroom sizes
- Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

- Market comparability study
- Fair market rents (FMR)
- 95th percentile rents
- 75 percent of operating costs
- 100 percent of operating costs for general occupancy (family) developments
- Operating costs plus debt service
- The "rental value" of the unit
- Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)_____
- Other (list below)

g. Yes No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

(2) Flat Rents

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- The section 8 rent reasonableness study of comparable housing
- Survey of rents listed in local newspaper
- Survey of similar unassisted units in the neighborhood
- Other (list/describe below)

B. Section 8 Tenant-Based Assistance

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Payment Standards

Describe the voucher payment standards and policies.

a. What is the PHA's payment standard? (select the category that best describes your standard)

- At or above 90% but below 100% of FMR
- 100% of FMR
- Above 100% but at or below 110% of FMR
- Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

- FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- The PHA has chosen to serve additional families by lowering the payment standard
- Reflects market or submarket
- Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

- FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- Reflects market or submarket
- To increase housing options for families
- Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)

- Annually
 Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- Success rates of assisted families
 Rent burdens of assisted families
 Other (list below)

(2) Minimum Rent

a. What amount best reflects the PHA's minimum rent? (select one)

- \$0
 \$1-\$25
 \$26-\$50

b. Yes No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

The family will be exempt from the minimum rent requirement in the following circumstances:

- *The family has lost is or awaiting eligibility determination for a Federal, State or local assistance program;**
- *The family would be evicted as a result of the minimum rent requirement;**
- *The family's income has decreased because of a change in circumstance such as the loss of employment;**
- *Death in the family**
- *Other extenuating circumstances as determined by the CMHA.**

An exemption may not be provided if the hardship is determined to be temporary; however, CMHA and owners may not evict a family for non-payment of rent on the basis of hardship if the hardship is determined by the CMHA to be temporary during the 90 day period beginning upon the date of the family's request for exemption. During this 90 day period, the family must demonstrate that the financial hardship is of a long term basis, CMHA shall retroactively exempt the family from the applicability of the minimum rent requirement for the 90 day period. The CMHA shall grant exemption for hardship reasons for zero income families if zero income status is beyond a 90 day duration.

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

- An organization chart showing the PHA's management structure and organization is attached.
- A brief description of the management structure and organization of the PHA follows:

B. HUD Programs Under PHA Management

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	19	10
Section 8 Vouchers	212	60
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		

C. Management and Maintenance Policies

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

(1) Public Housing Maintenance and Management:

See attachment – CMHA Maintenance Plan and Admissions and Occupancy Plan

(2) Section 8 Management: See Section 8 Administrative Plan

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8-Only PHAs are exempt from sub-component 6A.

A. Public Housing

1. Yes No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

- PHA main administrative office
- PHA development management offices
- Other (list below)

B. Section 8 Tenant-Based Assistance

1. Yes No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-

based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

- PHA main administrative office
 Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

A. Capital Fund Activities

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

(1) Capital Fund Program Annual Statement

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

- The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name)

-or-

- The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

(2) Optional 5-Year Action Plan

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.

- a. Yes No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment Five Year Capital Improvements Plan

-or-

The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

Yes No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)
b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:

2. Development (project) number:

3. Status of grant: (select the statement that best describes the current status)

- Revitalization Plan under development
- Revitalization Plan submitted, pending approval
- Revitalization Plan approved
- Activities pursuant to an approved Revitalization Plan underway

Yes No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?
If yes, list development name/s below:

Yes No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?
If yes, list developments or activities below:

- Yes No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?
If yes, list developments or activities below:

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1. Yes No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”, skip to component 9; if “yes”, complete one activity description for each development.)

2. Activity Description

- Yes No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 9. If “No”, complete the Activity Description table below.)

Demolition/Disposition Activity Description	
1a. Development name:	Clinton Glen
1b. Development (project) number:	OH05300100D
2. Activity type:	Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one)	Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission:	<u>30-10-01</u>
5. Number of units affected:	30
6. Coverage of action (select one)	<input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development
7. Timeline for activity:	a. Actual or projected start date of activity: 01-01-01 b. Projected end date of activity: 01-06-02

9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities

[24 CFR Part 903.7 9 (i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

1. Yes No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.

Designation of Public Housing Activity Description
1a. Development name: 1b. Development (project) number:
2. Designation type: Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA’s Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected:
7. Coverage of action (select one)

- | |
|--|
| <input type="checkbox"/> Part of the development
<input type="checkbox"/> Total development |
|--|

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act

1. Yes No: Have any of the PHA’s developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If “No”, skip to component 11; if “yes”, complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 11. If “No”, complete the Activity Description table below.

Conversion of Public Housing Activity Description
1a. Development name: 1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY)

<input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) <ul style="list-style-type: none"> <input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: _____) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: _____) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: _____) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)

B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937

C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1. Yes No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

Public Housing Homeownership Activity Description (Complete one for each development affected)	
1a. Development name:	
1b. Development (project) number:	
2. Federal Program authority:	
	<input type="checkbox"/> HOPE I
	<input type="checkbox"/> 5(h)
	<input type="checkbox"/> Turnkey III
	<input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one)	
	<input type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program
	<input type="checkbox"/> Submitted, pending approval
	<input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)	
5. Number of units affected:	
6. Coverage of action: (select one)	
	<input type="checkbox"/> Part of the development
	<input type="checkbox"/> Total development

B. Section 8 Tenant Based Assistance

1. Yes No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to component 12; if “yes”, describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

Yes No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- 25 or fewer participants
- 26 - 50 participants
- 51 to 100 participants
- more than 100 participants

b. PHA established eligibility criteria

- Yes No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?

If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8-Only PHAs are not required to complete sub-component C.

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

- Yes No: Has the PHA has entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? DD/MM/YY

2. Other coordination efforts between the PHA and TANF agency (select all that apply)

- Client referrals
- Information sharing regarding mutual clients (for rent determinations and otherwise)
- Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- Jointly administer programs
- Partner to administer a HUD Welfare-to-Work voucher program
- Joint administration of other demonstration program
- Other (describe)

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

- Public housing rent determination policies
- Public housing admissions policies
- Section 8 admissions policies
- Preference in admission to section 8 for certain public housing families
- Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- Preference/eligibility for public housing homeownership option participation
- Preference/eligibility for section 8 homeownership option participation
- Other policies (list below)

b. Economic and Social self-sufficiency programs

- Yes No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If “yes”, complete the following table; if “no” skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use.)

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)

--	--	--	--	--

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		
Section 8		

- b. Yes No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?
If no, list steps the PHA will take below:

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)

- Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
- Informing residents of new policy on admission and reexamination
- Actively notifying residents of new policy at times in addition to admission and reexamination.
- Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- Establishing a protocol for exchange of information with all appropriate TANF agencies
- Other: (list below)

D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937

Community Service Requirements

The CMHA will adopt provisions for community service requirements.

Each adult member of a public housing household, who is not classified as elderly or disabled, must complete eight hours per month of either community work or must be enrolled and actively participating in an economic self sufficiency program as part of the unit lease. The service will be coordinated by CMHA personnel. The work to be done can be either on the complex grounds or in the larger community. No employees shall be replaced by community service workers. The following are exempt from community service requirements:

- Any resident over age 62
- The blind or disabled (there are some exceptions for disability)
- The employed
- A person engaged in work or training program

Community Service will not be limited to any single type of activity but will be geared toward the resident's personal preference when such opportunities are available. Community service may include work on the project grounds, volunteering at a school, hospital or child care center, non-profit organization, church or neighborhood group. Activities that are designed to help residents become self sufficient may be substituted for or combined with community service to meet the required eight hours. Self sufficiency activities may include apprenticeships and job readiness training, substance abuse and mental health counseling or treatment, or household budgeting and credit counseling. Political activity is prohibited as a community service activity.

The CMHA will verify the exemption status of residents annually at recertification, individuals exempt due to age are not required to verify exemption every year. If a resident's situation changes which would affect his or her exemption status, he or she must notify the CMHA of the change within ten days, for example, unemployed individuals must be able to request a determination of exemption if they find work or begin a training program.

An annual review will be done of each resident to see if he/she has kept up with any required hours of community work. If a resident who is required to complete community work does not complete his or her eight hours of work per month (or 96 hours within the year) then that person shall be notified of the following:

- That the person is in noncompliance
- That the determination of noncompliance is subject to CMHA's grievance procedures
- That unless the person enters into an agreement with the CMHA the resident's lease will not be renewed

In order to prevent non-renewal of the lease, an agreement between the CMHA and the resident must be signed by both parties. The agreement would state that the resident

would either enroll in an economic self sufficiency program or keep up with all future community work hours in addition to making up all missed hours over the past year.

All new residents (meeting the criteria for compliance) will engage in community service activities. Existing residents (meeting the criteria for compliance) will be notified of the new requirements and will begin community service activities within 90 days. A rider will be attached to their current lease.

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

A. Need for measures to ensure the safety of public housing residents

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

- High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- Residents fearful for their safety and/or the safety of their children
- Observed lower-level crime, vandalism and/or graffiti
- People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- Other (describe below)

2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents (select all that apply).

- Safety and security survey of residents
- Analysis of crime statistics over time for crimes committed "in and around" public housing authority
- Analysis of cost trends over time for repair of vandalism and removal of graffiti
- Resident reports
- PHA employee reports
- Police reports
- Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- Other (describe below)

3. Which developments are most affected? (list below)

Clinton Glenn

B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

- Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- Crime Prevention Through Environmental Design
- Activities targeted to at-risk youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below)

2. Which developments are most affected? (list below)

C. Coordination between PHA and the police

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- Police provide crime data to housing authority staff for analysis and action
- Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- Police regularly testify in and otherwise support eviction cases
- Police regularly meet with the PHA management and residents
- Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- Other activities (list below)

2. Which developments are most affected? (list below)

Clinton Glenn

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?
- Yes No: This PHDEP Plan is an Attachment. PHDEP 2001

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

RULES AND REGULATIONS REGARDING THE KEEPING OF PETS

The following rules and regulations for the keeping of pets in public housing were adopted in accordance with 24 CFR 942. This policy does not apply to animals that are used to assist the handicapped.

Any resident who wishes to own a pet must file an application at the CMHA Office to register the pet for housing. This application must be approved by management before the pet can be on the premises. Only common household pets may be kept by a tenant. For purposes of this regulation, a common household pet is defined as a dog, cat, bird or fish, gerbil, hamster or guinea pig. The keeping of rats, mice and snakes is prohibited. Tenants shall keep no more than one dog or one cat, two birds, one hamster, one guinea pig, or one gerbil. Aquariums shall not exceed ten gallons. Birds must be kept in a cage. In the case of cats, gerbils, guinea pigs and hamsters, should an applicant have two like animals at the time of lease up, the tenant shall be allowed to keep both animals (provided they meet size requirements) until such time as a good home is found for one or the animal passes. The tenant must actively seek a new home for one of the animals and may be asked to provide documentation that they are doing so. After such time, the tenant shall abide by the standards set forth above. No pets mature growth shall exceed (15) inches in height, measure from ground to shoulder, no more than 40 pounds in weight.

In order to cover the cost of potential damages, a pet deposit of \$150.00 is required for each dog or cat, \$5.00 each for a bird, or other animals. A deposit of \$50.00 is required for each fish tank, fish bowls will require a \$5.00 deposit. This deposit is refundable if no damage is done as verified by the CMHA, after tenant disposes of pet/pets, or moves. Deposits for dogs and cats may be paid in installments with \$50.00 required at lease up and a subsequent \$10.00 per month until the balance is collected. The pet deposit is in addition to the normal security deposit required by the CMHA and is in addition to the normal rent paid by the tenant.

Tenants are encouraged to obtain liability or other insurance to cover possible damages or liabilities incurred through the boarding of a pet.

Before acquiring a pet, the tenant must provide the CMHA, in writing, with the name of the adult(s) who will be responsible for the care of the tenant's pet in case of the tenant's illness, hospitalization, or other emergency. No pet is to be left unattended in a unit for more than 12 consecutive hours.

Tenant must have verification of current license, all pet vaccinations required applicable law or ordinance and a certificate verifying spaying or neutering for all dogs and cats. Tenant must provide the CMHA with evidence of annual updates and also evidence that the animal is in good health, has no communicable diseases or pests and shows general good temperament and behavior.

The adult size of pet may not exceed 40 pounds. No pet mature growth shall exceed 15 inches in height.

Each tenant shall be limited to either one dog, or cat in addition to a small bird and to one tank of fish per unit. Cats and dogs must be spayed or neutered prior to being added to the dwelling lease. Should any pet housed in an CMHA unit give birth to a litter, the resident shall move from the premises all of the pets except one.

Residents shall not permit their pet to disturb, interfere, or diminish the peaceful enjoyment of other residents. The terms “disturb, interfere and diminish” will include but not be limited to barking, howling, chirping, biting, scratching, growling, baring teeth in a threatening way, soiling common areas, and other like activities.

Tenant agrees that if fellow tenants or employees of the CMHA develop allergies resulting from a pet, its owner will voluntarily relinquish habitation of the pet on CMHA premises.

Pet owners are liable for any damage caused by their pet. Damage includes charges for infestation and spraying. Also any materials and labor involved in repairing or replacing any damages will be charged to the tenant. Fish aquarium rocks and gravel and cat box litter are not to be placed down drains or toilets.

Pets are not permitted in any common areas including laundry, elevators and office area except when directly leaving or entering the building. All dogs must be on a leash.

Dogs and cats must be in control of an adult and on a leash when outside the apartment. Other small animals such as birds, hamsters. Etc., must be caged at all times. Dogs and cats must be caged or secured in the apartment when the owner is not home.

The pet owner must keep the apartment in a sanitary condition that is free from animal odors.

All pet owners are required to keep a clean-up device for waste. Litter boxes are required for cats. The owner of every pet will be responsible for picking up waste left by the pet on CMHA property and disposing of it in a dumpster or other designated area. In addition, the waste must be wrapped.

The resident may not alter the apartment or outside area to provide an enclosure for a pet.

No guests may bring pets onto the premises. Tenants are not permitted to “pet sit.”

Any resident who receives three letters regarding violations of the pet policy will be required to permanently remove the animal from the premises. Three violations could also result in the eviction of the resident.

The CMHA encourages residents who live in a pet-authorized location to form a Pet Association. This association would deal with pet-related complaints and monitor reported violations of the rules.

Nothing in these rules will prohibit the CMHA or an appropriate community authority from requiring the removal of any pet from a project if the pet’s conduct or condition is duly determined to constitute, under the provisions of State or local law, a nuisance or a threat to the health or safety of other occupants of the project or of other persons in the community where the project is located.

If the CMHA feels, based upon past experiences with a tenant, that tenant is not capable of providing for pet, the application will not be approved to allow a pet in the unit. Otherwise, the tenant must prove they are capable of properly caring for the pet.

Furthermore, in the event of an emergency the CMHA reserves the right to remove any pet from the premises that constitutes an immediate threat to health or safety.

APPLICATION FOR PET PERMIT

I am applying for permission from the Clinton Metropolitan Housing Authority to keep the pet listed below in my residence as a tenant of the Housing Authority. I have an alternate pet custodian whose name and address appear below.

PET'S NAME

KIND OF PET

I/We fully understand the rules and regulations in regard to this privilege and will abide by same.

TENANT'S SIGNATURE

ALTERNATE CUSTODIAN

ADDRESS

ADDRESS

TELEPHONE NUMBER

TELEPHONE NUMBER

DATE SIGNED

DATE SIGNED

Damage deposit is \$_____. I elect to pay this amount in full at this time.

Enclosures: Pet License, Certificate from veterinarian (for shots, spaying, etc).

ADDENDUM TO THE LEASE TO ADD PET TO RESIDENT'S LEASE

PET NAME: _____

DESCRIPTION: _____

This addendum is presented to you in accordance with the terms and conditions of your lease. Accordingly, this addendum shall be attached to and made a part of your Dwelling Lease. If you have any questions, you are entitled to an informal hearing which must be scheduled within 10 days from the date of Addendum. All other covenants, terms and conditions of the lease remain except as to the change(s) as herein stated.

Signature of Tenant

Date

CMHA Representative

Date

Pet Deposit

1. Dog or Cat: \$150.00
2. Fish Aquarium: \$50.00
3. Fish Bowl: \$5.00
4. Bird: \$5.00

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. Yes No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?
(If no, skip to component 17.)
2. Yes No: Was the most recent fiscal audit submitted to HUD?
3. Yes No: Were there any findings as the result of that audit?
4. Yes No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain? _____
5. Yes No: Have responses to any unresolved findings been submitted to HUD?
If not, when are they due (state below)?

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component. High performing and small PHAs are not required to complete this component.

1. Yes No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock , including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)
 Not applicable

- Private management
- Development-based accounting
- Comprehensive stock assessment
- Other: (list below)

3. Yes No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. Yes No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
- Attached at Attachment (File name)
 - Provided below:
3. In what manner did the PHA address those comments? (select all that apply)
- Considered comments, but determined that no changes to the PHA Plan were necessary.
 - The PHA changed portions of the PHA Plan in response to comments
List changes below:
 - Other: (list below)

B. Description of Election process for Residents on the PHA Board

1. Yes No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
2. Yes No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)
3. Description of Resident Election Process
- a. Nomination of candidates for place on the ballot: (select all that apply)
- Candidates were nominated by resident and assisted family organizations

- Candidates could be nominated by any adult recipient of PHA assistance
- Self-nomination: Candidates registered with the PHA and requested a place on ballot
- Other: All Section 8 and Public Housing Residents are provided an opportunity to sit on the Resident Advisory Board. RAB members may nominate themselves for the post of Resident Commissioner. Those who are interested must submit a written request to serve. The requests are forwarded to the appointing authority who needs to fill a vacancy. The appointing authority chooses the new commissioner.

b. Eligible candidates: (select one)

- Any recipient of PHA assistance
- Any head of household receiving PHA assistance
- Any adult recipient of PHA assistance
- Any adult member of a resident or assisted family organization
- Other (list)

c. Eligible voters: (select all that apply)

- All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- Representatives of all PHA resident and assisted family organizations
- Other (list)

C. Statement of Consistency with the Consolidated Plan

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: State of Ohio
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)
 - The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
 - The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
 - The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
 - Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan.
 - Other: (list below)

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: Statement of Certification

D. Other Information Required by HUD

Use this section to provide any additional information requested by HUD.

Attachments

Use this section to provide any additional attachments referenced in the Plans.

Deconcentration Public Housing

At the beginning of fiscal year 2000, the HA established a goal for housing 40% of its new admissions with families whose incomes are at or below the area median income. The annual goal will be calculated by taking 40% of the total number of move-ins from the previous HA fiscal year. To accomplish the goals of: 1) Housing not less than 40% of its public housing inventory on an annual basis with families that have incomes at or below 30% of area median income, and 2) Not housing families with incomes that exceed 30% of the area median income in developments that have 60% or more of the total household living in the development with incomes that exceed 30% of the area median income, the HA's Tenant Selection and Assignment Plan, which is part of this policy, provides for skipping families on the waiting list to accomplish this goal. The HA will track the status of family income, by development, on a monthly basis by utilizing income reports generated by the HA computer system.

Deconcentration Section 8

The objective of the deconcentration rule for Section 8 tenant based assistance is to admit no less than 75% of its new admissions to the program to families that have incomes at or below 30% of the area median income. The CMHA will track the status of all new admissions monthly utilizing income reports generated by the HA computer system. The goal will be tracked monthly. If the HA is not meeting its goal, families will be skipped on the waiting list to admit a family that has income that is at or below 30% of the area median income.

Public Housing Drug Elimination Program Plan

Note: THIS PHDEP Plan template (HUD 50075-PHDEP Plan) is to be completed in accordance with Instructions located in applicable PIH Notices.

Annual PHDEP Plan Table of Contents:

1. General Information/History
2. PHDEP Plan Goals/Budget
3. Milestones
4. Certifications

Section 1: General Information/History

A. Amount of PHDEP Grant \$83,060

B. Eligibility type (Indicate with an "x") N1___X___ N2_____

R_____

C. FFY in which funding is requested 2001

D. Executive Summary of Annual PHDEP Plan

In the space below, provide a brief overview of the PHDEP Plan, including highlights of major initiatives or activities undertaken. It may include a description of the expected outcomes. The summary must not be more than five (5) sentences long

The CMHA is asking for PHDEP funds to develop a comprehensive crime prevention program in coordination with CMHA staff, local police and CMHA residents. Past major initiatives have included the use of CMHA housing units for police surveillance activities to capture criminals. The CMHA has a strong working relationship with local law enforcement personnel and wish to build on the partnership by initiating new programs. The CMHA will work with residents in the development of all PHDEP activities. Expected outcomes include a reduction in criminal activity, resident empowerment and improved relations between staff, residents and police.

E. Target Areas

Complete the following table by indicating each PHDEP Target Area (development or site where activities will be conducted), the total number of units in each PHDEP Target Area, and the total number of individuals expected to participate in PHDEP sponsored activities in each Target Area.

PHDEP Target Areas (Name of development(s) or site)	Total # of Units within the PHDEP Target Area(s)	Total Population to be Served within the PHDEP Target Area(s)
Clinton Glen		

F. Duration of Program

Indicate the duration (number of months funds will be required) of the PHDEP Program proposed under this Plan (place an "x" to indicate the length of program by # of months. For "Other", identify the # of months).

6 Months _____ 12 Months _____ 18 Months _____ 24
Months _____ Other _____

The CMHA is proposing a 14 month program that could be continued on an annual basis.

G. PHDEP Program History

Indicate each FY that funding has been received under the PHDEP Program (place an “x” by each applicable Year) and provide amount of funding received. If previously funded programs have not been closed out at the time of this submission, indicate the fund balance and anticipated completion date. For grant extensions received, place “GE” in column or “W” for waivers.

Fiscal Year of Funding	PHDEP Funding Received	Grant #	Fund Balance as of Date of this Submission	Grant Extensions or Waivers	Anticipated Completion Date
FY 1995					
FY 1996					
FY 1997					
FY 1998					
FY 1999					

The CMHA has not been a recipient of PHDEP funds.

Section 2: PHDEP Plan Goals and Budget

A. PHDEP Plan Summary

In the space below, summarize the PHDEP strategy to address the needs of the target population/target area(s). Your summary should briefly identify: the broad goals and objectives, the role of plan partners, and your system or process for monitoring and evaluating PHDEP-funded activities. This summary should not exceed 5-10 sentences.

The CMHA is proposing a comprehensive program that will involve partnerships with local law enforcement and residents of Clinton Glen. The overall goals are to reduce the incidence of crime including drug sales and usage; empower residents; improve relations between staff, residents and law enforcement and improve the self esteem and decision making capabilities of youth. The program includes increased police presence through patrols and surveillance activities, a resident block watch, and recreation programs for youth designed at preventing drug use. The CMHA will also install new lighting and landscaping using CPTED techniques. The programs will be monitored by a part-time administrative staff person. The CMHA will use crime statistics, reports from law enforcement and pre and post resident surveys to evaluate the program’s effectiveness.

B. PHDEP Budget Summary

Enter the total amount of PHDEP funding allocated to each line item.

FY 2001 PHDEP Budget Summary	
Budget Line Item	Total Funding
9110 - Reimbursement of Law Enforcement	\$30,000
9120 - Security Personnel	
9130 - Employment of Investigators	
9140 - Voluntary Tenant Patrol	\$800

9150 - Physical Improvements	\$25,400
9160 - Drug Prevention	\$14,360
9170 - Drug Intervention	
9180 - Drug Treatment	
9190 - Other Program Costs	\$12,500
TOTAL PHDEP FUNDING	\$83,060

PHDEP Plan Goals and Activities

In the tables below, provide information on the PHDEP strategy summarized above by budget line item. Each goal and objective should be numbered sequentially for each budget line item (where applicable). Use as many rows as necessary to list proposed activities (additional rows may be inserted in the tables). PHAs are not required to provide information in shaded boxes. Information provided must be concise—not to exceed two sentences in any column. Tables for line items in which the PHA has no planned goals or activities may be deleted.

9110 – Reimbursement of Law Enforcement						Total PHDEP Funding: \$30,000	
Goal(s)	Reduce crime and drug related crime in development.						
Objectives	Arrest criminal, seize drugs and drug related paraphernalia, establish police presence.						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount/Source)	Performance Indicators
1. Patrol and Surveillance			6-01	6-02	\$30,000		Number of arrest resident surveys
2.							
3.							

9120 - Security Personnel						Total PHDEP Funding: \$	
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9130 - Employment of Investigators						Total PHDEP Funding: \$	
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9140 - Voluntary Tenant Patrol						Total PHDEP Funding: \$800	
Goal(s)	Empowerment of Residents.						
Objectives	Increased reporting to management and law enforcement; improved relations between partners.						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.Block Watch		Development wide	6-01	6-02	\$800		Number of reports and resident surveys
2.							
3.							

9150 - Physical Improvements						Total PHDEP Funding: \$25,400	
Goal(s)	Deter crime.						
Objectives	Implement CPTED.						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.CPTED			6-01	9-01	\$25,400		Resident surveys, and statistics.
2.							
3.							

9160 - Drug Prevention						Total PHDEP Funding: \$14,360	
Goal(s)	Educate youth on the dangers of drug use.						
Objectives	Provide education and alternative activities during non-school hours.						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.Recreation programming		Youth age 6-15	5-01	5-02	\$14,360		Pre and post survey youth and children.
2.							
3.							

9170 - Drug Intervention						Total PHDEP Funding: \$	
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators

						/Source)	
1.							
2.							
3.							

9180 - Drug Treatment						Total PHDEP Funding: \$	
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9190 - Other Program Costs						Total PHDEP Funds: \$12,500	
Goal(s)							
Successful PHDEP.							
Objectives							
Implementation of PHDEP in timely manner and in accordance with federal regulations.							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Administration			4-01	6-02	\$12,500		Resident surveys and crime statistics.
2.							
3.							

Section 3: Expenditure/Obligation Milestones

Indicate by Budget Line Item and the Proposed Activity (based on the information contained in Section 2 PHDEP Plan Budget and Goals), the % of funds that will be expended (at least 25% of the total grant award) and obligated (at least 50% of the total grant award) within 12 months of grant execution.

Budget Line Item #	25% Expenditure of Total Grant Funds By Activity #	Total PHDEP Funding Expended (sum of the activities)	50% Obligation of Total Grant Funds by Activity #	Total PHDEP Funding Obligated (sum of the activities)
<i>e.g Budget Line Item # 9120</i>	<i>Activities 1, 3</i>		<i>Activity 2</i>	
9110	Activities 1-3	1-3	1-3	100%
9120				
9130				
9140	Activity 1	1	1	100%
9150	Activity 1	1	1	100%

9160	Activity 1	1	1	90%
9170				
9180				
9190	Activity 1	1	1	90%
TOTAL		\$80,374		\$80,374

Section 4: Certifications

A comprehensive certification of compliance with respect to the PHDEP Plan submission is included in the “PHA Certifications of Compliance with the PHA Plan and Related Regulations.”

**Five Year Capital Improvement Plan
Clinton Metropolitan Housing Authority
2000 to 2004**

Modernization of Clinton Glen and CMHA Office and Community Building

**CMHA Office and Community Building
Start Date: 06/2001**

Install new drainage system and trenching around the building with connection to downspouts.

Repair and replace windows.

Repair, clean and seal masonry .

Seal exterior of building.

Repair or replace exterior doors.

Connect condensate drain and service sink to storm sewer.

Duct ceiling exhaust fans. Replace all duct work.

Repair HVAC if necessary.

Replace roof.

Renovate building interior.

Replace garage door.

Estimated cost: \$139,850

Clinton Glen Renovations

Start Date 6/2002 (Should property remain in ownership of CMHA)(Each unit to be completed before next item is addressed (approximately two months needed for each item).

Item 1

Upgrade bathrooms; replacing tubs, faucets, shower heads, drains and tub surrounds. Replace flooring. Replace toilets and sinks.

Item 2

Replace kitchen cabinets, counter tops, sinks and faucets.
Install new lighting.

Item 3

Install central air. Repair duct work.

Item 4

Replace windows.

Item 5

Replace roof , repair trim and paint exterior. Seal exterior of units.

Item 6

Paint interior of all units. Replace closet doors. Replace carpet in all units.

Item 8

Replace stoves and refrigerators.

Item 9

Make necessary 504 improvements.

Item 10

Replace mail boxes.

Cost estimate: 429,250

Site Improvements Clinton Glen

Start Date: 6/2003

Repair CMHA street and curbs.

Install curb cuts.

Upgrade playground equipment.

Purchase and install appropriate signage.

Purchase new trash receptacles and one dumpster.

Correct drainage problems.

Cost estimate: 83,500

PHA Plan Table Library

Component 7 Capital Fund Program Annual Statement Parts I, II, and II

Annual Statement Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number OH10-PO-906-98 FFY of Grant Approval: 1998

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	775
4	1410 Administration	8000
5	1411 Audit	
6	1415 Liquidated Damages	27,100
7	1430 Fees and Costs	
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	13,455
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	144,950
13	1475 Nondwelling Equipment	8000
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	Amount of Annual Grant (Sum of lines 2-19)	202,280
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	931
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

Annual Statement
Capital Fund Program (CFP) Part II: Supporting Table

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
OH-53-1	Management Improvements	1408	775
	Administration	1410	8000
	Fees and Costs	1430	27,100
	Dwelling Structures	1460	13,455
	Nondwelling Structures	1470	144,950

Annual Statement

Capital Fund Program (CFP) Part III: Implementation Schedule

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
OH-53-1	1/30/2001	12/31/2004

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
OH-53-1	PHA Wide/Clinton Glen	11	37	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Physical Improvements				
Repair administrative offices and community building of Clinton Glenn (see attachments).			\$652,600	6/2001
Management Improvements				
The CMHA has identified a need to train staff in all areas and to computerize its operations in order to streamline programs, and meet HUD requirements under PHAS, SEMAP and QWHRA. This will require the purchase of new computer hardware and software. Costs are to be developed as part of an RFP for computer purchases. Costs for training staff are estimated at \$5000 in year one and \$3000 each year thereafter.			\$53,852	7/2001
Pay salary of Executive Director at \$10,000 per year.			\$50,000	6/2001
Supplement operating subsidy \$5953 for first year and \$5000 each year thereafter.			\$25,953	6/2001
Purchase agency vehicle.			\$23,000	9/2001
Total estimated cost over next 5 years			\$1,085,210	

Component 7
Capital Fund Program Annual Statement
Parts I, II, and II

Annual Statement
Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number OH10-PO53-906-99 FFY of Grant Approval: 1999

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	7500
4	1410 Administration	10,000
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	
11	1465.1 Dwelling Equipment-Nonexpendable	33,677
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	10,000
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	Amount of Annual Grant (Sum of lines 2-19)	61,177
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	110
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

Annual Statement
Capital Fund Program (CFP) Part II: Supporting Table

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
OH-53-1	Management Improvements	1408	7500
	Administration	1410	10,000
	Dwelling Structures	1460	33,677
	Nondwelling Equipment	1475	10,000

Annual Statement

Capital Fund Program (CFP) Part III: Implementation Schedule

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
OH-53-1	1/30/2001	12/31/2004

**Component 7
Capital Fund Program Annual Statement
Parts I, II, and II**

**Annual Statement
Capital Fund Program (CFP) Part I: Summary**

Capital Fund Grant Number OH10-PO53-506-00 FFY of Grant Approval: 2000

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	5953
3	1408 Management Improvements	28577
4	1410 Administration	10,000
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	15,000
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	Amount of Annual Grant (Sum of lines 2-19)	59530
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

**Annual Statement
Capital Fund Program (CFP) Part II: Supporting Table**

Table Library

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
OH-53-1	Management Improvements	1408	28577
	Administration	1410	10,000
	Operations	1406	5953
	Nondwelling Equipment	1475	15,000

Annual Statement

Capital Fund Program (CFP) Part III: Implementation Schedule

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
OH-53-1	1/30/2002	12/31/2003

Table Library