

**PREBLE METROPOLITAN**

**HOUSING AUTHORITY**

**(OH080)**

**FIVE YEAR PLAN**

**Fiscal Years**

**April 1, 2000-March 31, 2005**

**Public Access to Information:**

**Information regarding this plan can be obtained by  
contacting:**

**Sandra L. McGuire, Director  
2080 US Rt. 127 North  
Eaton, Ohio 45320  
(937) 456-2800**

**Display Location for Preble Metropolitan Housing Authority  
Plans and Supporting Documents:**

**The Preble Metropolitan Housing Authority Plans are available for**

**inspection at the Main Administrative Office located at:  
2080 US Rt. 127 North  
Eaton, Ohio 45320  
(937) 456-2800**

## **A. Mission Statement**

**The Mission of the Preble Metropolitan Housing Authority is to encourage lower income Preble County residents to locate safe, sanitary housing through the enforcement of applicable codes and standards, ultimately encouraging the self-sufficiency of participating families.**



**Preble Metropolitan Housing Authority  
Five Year Plan  
April 1, 2000 through March 31, 2005**

- Goal 1:** To provide improved living conditions for very low income families while maintaining their rent payments at an affordable level.
- Goal 2:** To promote freedom of housing choices for the very low income.
- Goal 3:** To provide decent, safe and sanitary housing through the enforcement of applicable codes and standards.
- Goal 4:** To encourage self-sufficiency of participant families and assist in the expansion of family opportunities.
- Goal 5:** To create new opportunities for housing according to identified needs and available resources.

**Goal 1:** To provide improved living conditions for very low income while maintaining their rent payments at an affordable level.

**Objective 1:** To upgrade the Housing Needs Assessment annually in order to assess changes in the housing climate.

**Action Steps:** A. Review previous years document.

B. Contact all housing agencies and departments regarding new construction, renovation, permits requested etc. to locate new housing opportunities.

**C. Compile rental survey data to include the cost of rent on the private markets.**

**D. Develop a rent comparison database.**

**E. Compile data and disseminate findings throughout the community.**

**Objective 2: To annually conduct outreach measures to potential landlords whose units meet Housing Quality Standards (HQS).**

**Action Steps: A. Identify potential landlords.**

**B. Meet with potential landlords regarding the Preble Metropolitan Housing**

**1. Provide verbal description of Section 8 Existing Program and its benefits.**

**2. Disseminate written information for review.**

**C. Follow up with landlords regarding their desire to become involved with Preble Metropolitan Housing Authority Program (s).**

**D. Enroll eight (8) new landlords as participants in Program.**

**Objective 3: To assist landlords with identifying funding that may assist with the renovation of units that do not meet Housing Quality Standards. (HQS)**

**A. To keep abreast of federal, state and local regulations as well as grant/loan programs that will assist landlords to rehabilitate/renovate units for low income in order to meet Housing Quality Standards.**

**B. Provide landlords with information regarding programs that will aide in the rehabilitation/renovation of units.**

**C. To assist landlords when necessary with the forms that must be completed in order to make application for grants and loans.**

**D. To provide inspections throughout the rehabilitation/renovation process to insure HQS is being met.**

**E. To enter into the Housing Assistance Payment Contracts with landlords of newly rehabilitated/renovated units for very low-income families.**

**Objective 4: To increase the number of affordable housing units to 100.**

- A. Apply for additional Section 8 units should they become available.**
- B. Pursue housing resources other than Section 8 tenant based assistance.**
- C. Work in partnership with other community based organizations/agencies in an effort to increase the number of housing units available to the very low income.**

**Goal 2: To provide freedom of housing choices for the very low income.**

**Objective 1: Provide voucher mobility counseling.**

**Action Steps: A. At the initial briefing, discuss with all participants mobility and its pros and cons.**

- 1. Provide time for questions and answers.**
- 2. Arrange for independent meeting with participants who want additional information.**

**B. Conduct an annual outreach effort throughout Preble County to potential landlords in an effort to provide Section 8 Housing in eleven (11) of the cities and villages in the Preble Metropolitan Housing Authority jurisdiction.**

- 1. Identify potential landlords.**
- 2. Meet with potential landlords**
  - A. Formally or one-on-one.**

**C. Disseminate information regarding Preble Metropolitan Housing Authority program(s).**

- 1. Encourage participation in the Section 8 Program.**
  - A. Check back with landlords twice per year.**

**Objective 2: To increase voucher payment standards.**

- A. Implement annual increase in payment standards.**

- B. Use exceptions when possible.**
- C. Request exception rents for specific areas as necessary.**
  - 1. Maintain-up-to-date rent comparison in order to justify requests for exceptions.**

**Objective 3: Implement home ownership program (s) for 15 Section 8 families.**

- A. Research the availability of the voucher home ownership program.**
  - 1. If it is feasible in this small rural county, implement the program no later than 2003.**
- B. Research and make information available regarding other home ownership programs.**
- C. Encourage participation in self-sufficiency programs with escrow accounts to use dollars to purchase a home when they complete their contracts.**

**Goal 3: To provide decent, safe and sanitary housing through the enforcement of applicable codes and standards.**

**Objective 1:  
Action steps:**

- A. Leverage private and or other public funds to create eighty (80) additional units of housing for the very low income by 2004.**
  - 1. Preble Metropolitan Housing Authority will consider making application for new construction using both traditional and nontraditional funding.**
  - 2. Preble Metropolitan Housing Authority will work in partnership with SCOPE to secure funding for multi-family and elderly units.**
- B. Tax credit programs will be pursued.**
- C. Existing building will be considered for rehabilitation.**
  - 1. Vacant school buildings will be assessed for hazardous waste and rehabilitation costs.**
  - 2. Other buildings will be assessed as they become available.**

**D. Implement measures to promote income mixing in housing projects by assuring access for lower income families.**

- 1. Access rent-structure.**
  - a. Rent services.**
  - b. Rent comparables.**

**E. Request exception in order to assure the Payment Standard makes it possible for the low income to access the housing area.**

**Goal 4: To encourage self-sufficiency of participant families and assist in the expansion of family opportunities for twenty (20) households.**

**Action Steps: A. To work in cooperation with other agencies and organizations to assess family needs.**

- 1. To develop a Family Assessment/Profile.**
  - A. Housing needs.**
  - B. Aptitude**
  - C. Skills training**
  - D. Transportation**
  - E. Medical**

**B. To develop reasonable goals and objectives that will lead to self-sufficiency.**

- 1. Establish steps.**
- 2. Establish time frames.**

**C. To develop support systems that aid participants to reach the goal of self-sufficiency.**

- 1. Coordinate with partnership agencies.**
- 2. Provide helpful workshops and seminars with which to provide topics relating to self-sufficiency.**
- 3. Establish a peer group with regularly scheduled times to meet.**

**Goal 5: To create new opportunities for housing according to identified needs and available resources.**

**Objective 1:**

**A. Compile annual Housing Needs Assessment in order to analyze housing stock available.**

- 1. Contact:**

- A. Housing projects
- B. County building inspection office
- C. Contractors
- D. Landlords
- E. Other housing agencies/organization

**B. Monitoring Fair Housing Practices**

1. Insure the very low-income are not being denied entry because of economic base.
  - a. Request exemptions on rents in order to insure the payment standards are adjusted to the extent possible for the purpose of assuring admittance.
2. Follow up on all claims of unfair practices.

**Objective 2: To increase number of Section 8 vouchers to 100.**

- A. Apply for additional units.
- B. Be prepared to apply for ~~st~~ sticky vouchers.
- C. Seek other than ~~tr~~ traditional funding for units.

**Objective 3: Work to create new housing development in an effort to address Preble County h**

- A. Seek funds for new projects.
- B. Work on partnership with other agencies and organizations.
- C. Research rehabilitation/renovation of existing structures.

**Objective 4: To ascertain only eligible participants are housed.**

- A. Closely scrutinize eligibility.
  1. No drugs.
  2. Accurate income/all income reported.



## **ANNUAL PLANNING TYPE:**

**Preble Metropolitan Housing Authority is a small agency serving less than 250 units. PMHA administers only the Section 8 Existing Program. Therefore, this plan will be very streamlined.**

## **EXECUTIVE SUMMARY**

**The Preble Metropolitan Housing Authority Board of Commission and staff have been seriously studying the housing situation in this rural county for several years. Commissioners have made a decision to operate the program with as much flexibility as possible in order to obtain full lease up. Exception rents will be applied for units throughout this Authority's jurisdiction. The concept of purchasing single dwelling homes will be explored and if feasible the program will be initiated.**

**The Board of Commission has also made a decision to continue to concentrate on the Family Self-Sufficiency (FSS) Program and not reduce the number of families each time there is a positive termination. Welfare assistance has been greatly reduced in this county. As families have returned to work, the FSS Program has proven to be an incentive for many of our families. They have and still are working diligently to become self-sufficient and claim the escrowed money. For some families the money has been used for down payments on homes.**

**The Preble Metropolitan Housing Authority has adopted an informal policy to work as closely as possible with other agencies and organizations to break the cycle of poverty, get young families back into the work force and off the Section 8 Existing subsidy as quickly as possible.**

## **Table of Contents**

### **Annual Plan**

#### **Executive Summary**

#### **i. Table of Contents**

##### **Housing Needs**

- 1. Financial Resources**
- 2. Policies on Eligibility, Selection and Admissions**
- 3. Rent Determination Policies**
- 4. Operations and Management Policies**
- 5. Grievance Procedures**
- 6. Capital Improvement Needs**
- 7. Demolition and Disposition**
- 8. Designation of Housing**
- 9. Conversions of Public Housing**
- 10. Home Ownership**
- 11. Community Service Programs**
- 12. Crime and Safety**
- 13. Pets (Inactive for January 1 PHAs)**
- 14. Civil Rights Certifications (included with PHA Plan Certifications)**
- 15. Audit**
- 16. Asset Management**
- 17. Other Information**

## **Required Attachments:**

**Admissions Policy for Deconcentration -Attachment # 1**

**FY 2000 Capital Fund Program Annual Statement -Attachment # 2**

**Preble Metropolitan Housing Authority Organizational Make Up- Attachment # 3**

**Payment Standard-Attachment # 4**

**Organizational Chart-Attachment # 5**

## **Applicable and on Display**

**1. Admission Policy for Documentation**

**2. Organizational Chart**

**3. Budget Report (s)**

**4. Administrative Plan**

**which includes:**

**a. Admissions and occupancy**

**b. Eligibility**

**c. Selection**

**d. Payment Standards and Fair Market Rents**

**e. Review and Hearing Procedures**

**f. FSS Plan**

**g. Reports on FSS and Lease Op**

**h. Audit Report**

**I. Homeless Needs Assessment**

**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**
- Influence of the housing market on PHA programs**

**The only financial resources available to Preble Metropolitan Housing Authority are those received for the Section 8 Existing Program.**

**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.

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2000 grants)</b>		
a) Public Housing Operating Fund		
b) Public Housing Capital Fund		
c) HOPE VI Revitalization		
d) HOPE VI Demolition		

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$191,820	
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)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
<b>3. Public Housing Dwelling Rental Income</b>		
<b>4. Other income (list below)</b>		
<b>4. Non-federal sources (list below)</b>		
<b>Total resources</b>	\$191,820	

## **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?  
Criminal or drug-related activity only to the extent required by law or regulation
- 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?

**This Housing Authority suggests to the landlords they might want to check backgrounds and references carefully, if there is a question regarding the family.**

**(2) Waiting List Organization**

2. a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)

None

- b. Where may interested persons apply for admission to section 8 tenant-based assistance?

**Preble Metropolitan Housing Authority  
2080 US Rt. 127 North  
Eaton, Ohio 45320**

**(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:

Thirty (30) day extension if there is evidence the family is truly attempting to locate a unit.

**(4) Admissions Preferences**

- a. **Income targeting**

- a. **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)

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

**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.**

**Former Federal preferences**

**Involuntary Displacement (Disaster, Government Action, Action of Housing - Owner, Inaccessibility, Property Disposition) -7**

**Substandard housing -6**

**Homelessness -7**

**High rent burden -5**

**Other preferences (select all that apply)**

**Working families and those unable to work because of age or disability -4**

**Veterans and veterans' families -3**

**Residents who live and/or work in your jurisdiction -1**

**Those enrolled currently in educational, training, or upward mobility programs -2**

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

**Date and time of application**

**5. If the PHA plans to employ preferences for "residents who live and/or work in the jurisdiction"**

**This preference has previously been reviewed and approved by HUD**

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

**Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements**

**4. PHA Rent Determination Policies**

## **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.

#### **See Attachment #4**

**a. What is the PHA's payment standard?**

**b. If the payment standard is lower than FMR, why has the PHA selected this standard?**

**Payment standard is not lower than FMR.**

**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**

**d. How often are payment standards reevaluated for adequacy?**

**Annually**

**e. What factors will the PHA consider in its assessment of the adequacy of its payment standard?**

**Success rates of assisted families**

**Rent burdens of assisted families**

**Ability to lease units**

### **(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?

## **5. Operations and Management**

[24 CFR Part 903.79 (e)]

### **A. PHA Management Structure**

An organization chart showing the PHA's management structure and organization is attached. (Attachment # 5)

A brief description of the management structure and organization of the PHA follows: (Management Structure is explained on attachment # 3)

## **1. Statement of Housing Needs 24 CFR Part 903.79 (a)**

### **A. Housing needs of families in Preble County**

#### **Housing Need of Families in the Jurisdictions/s Served by the PHA**

Family Type	Overall	Afford-ability	Supply	Quality	Access-ability	2. Size	Location
Income<=30% of AMI	50	5	5	5	2		
Income>30% but <80% of AMI	50	5	5	5	2		
Income>50% but <80% of AMI	50	5	5	5	2		
Elderly	50	5	5	5	4		

<b>Families with Disabilities</b>	<b>20</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>		
<b>Race/Ethnicity</b>	<b>N/A</b>						
<b>Race/Ethnicity</b>	<b>N/A</b>						
<b>Race/Ethnicity</b>	<b>N/A</b>						
<b>Race/Ethnicity</b>	<b>N/A</b>						

**The Preble Metropolitan Housing Authority used information gathered as a part of SCOPE needs assessment, information gathered as a result of the CHIP program, information made available from persons applying for Section 8 and other SCOPE Preble County programs, etc.**

**Needs assessments and other relevant information will be available for review.**

### **A. Housing Needs of Families on the Waiting List**

**The Preble Metropolitan Housing Authority Section 8 Existing waiting list has just been purged. There are eighty-five (85) families who are apparently eligible on the list. All of the families are either extremely low or low income.**

**The minority population of this county is less than one percent (1%). Race and ethnicity are not issues. One, two and three bedroom units are in great demand. The vacancy rate in this area is also less than one percent (1%), therefore, it is very difficult to locate units that meet HQS and that are affordable.**

**The waiting list is not closed. It is open and will remain open through out the fiscal year 2000.**

## **STRATEGY**

**Need: Shortage of affordable housing for all eligible populations.**

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

**Maintain or increase Section 8 lease-up rates by establishing payments 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.**

**Preble Metropolitan Housing Authority is planning to offer a program with maximum flexibility. The program staff will contact persons on the waiting list or who have had a voucher issued regarding any vacancies. A list of landlords who are willing to work with the Section 8 Program is always maintained in the lobby. PMHA will also work with other agencies and organizations who implement housing programs in order to make any opportunities for safe decent affordable housing available for the persons who are seeking housing. Exception rents will be applied for.**

**The purpose of the above is to ensure full lease-up. The Fair Market Rents/Payment Standards are approximately \$100.00 less than units on the open market. (Excluding utilities).**

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

**Pursue housing resources other than public housing or Section 8 tenant- based assistance.**

**SCOPE, which manages the Preble Metropolitan Housing Authority on behalf of the Board of Commission, constructed 32 units of tax credit (elderly) housing in 1998. An old school was renovated in 1998-1999. That building now furnishes 14 units of elderly housing (also tax credits).**

**The housing crisis in this county is a major concern, The construction/renovation of the**

above mentioned units provided older people with the opportunity to move into smaller units and thereby create housing for families.  
SCOPE has plans to develop more housing opportunities in this rural county.

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
<b>Public Housing</b>	N/A	N/A
<b>Section 8 Vouchers</b>	<b>26</b>	<b>11</b>
<b>Section 8 Certificates</b>	<b>20</b>	<b>4</b>
<b>Section 8 Mod Rehab</b>	N/A	N/A
<b>Special Purpose Section 8 Certificates/ Vouchers (list individually)</b>	N/A	N/A
<b>Public Housing Drug Elimination Program (PHDEP)</b>	N/A	N/A
<b>Other Federal Programs (list individually)</b>	N/A	N/A

**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.

**Do not provide public housing.**

## **1. 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?

### **.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?**

**Preble Metropolitan Housing Authority  
2080 US Rt. 127 North  
Eaton, Ohio 45320  
(937) 456-2800**

## **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.

**Revitalization Plan submitted, pending approval**

**Revitalization Plan Approved**

**Activities pursuant to an approved Revitalization Plan underway**

<b>Demolition/Disposition Activity Description</b>
1a. Development name: 1b. Development (project) number:
2. Activity type: Demolition Disposition
3. Application status (select one) Approved Submitted, pending approval Planned application
4. Date application approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>
5. Number of units affected: 6. Coverage of action (select one) Part of the development Total development
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:

## **11. Homeownership Programs Administered by the PHA**

[24 CFR Part 903.7 9 (k)]

### **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:**

**Working on feasibility, have not made application; yet.**

##### **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**

##### **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:**

**Still exploring the feasibility-have not made application; yet.**

## **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 entered into a cooperative agreement with the TANF ?  
SCOPE has.

**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

Partner to administer a HUD Welfare-to-Work voucher program

**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?

**Section 8 admissions policies**

**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	N/A	N/A
Section 8	14 reduced to 12 as of 4-1-00	15 effective 4-1-00

**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:

PHA is administering more than the minimum program size .

**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

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

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



### **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.

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

**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 PHA management and residents**

**Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services**

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

#### **D. Additional information as required by PHDEP/PHA 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. (Attachment Filename: \_\_\_\_)**

### **14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

### **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? N/A
5. Yes No: Have responses to any unresolved findings been submitted to HUD?  
If not, when are they due (state below)?  
N/A

### **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

### **18. Other Information**

[24 CFR Part 903.7 9 (r)]

#### **A. Resident Advisory Board Recommendations      N/A**

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: N/A
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: N/A

#### **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**

**No resident on PHA Board**

**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: (describe)**

**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**

**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: (provide name here)**

**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. (list below)**

**Other: (list below)**

- 4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)**

#### **D. Other Information Required by HUD**

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



## **Attachment # 1**

### **Admission Policy for Deconcentration**

**There are no specific pockets of housing that are occupied by poverty stricken families within this jurisdiction. Housing occupied by the low income is scattered indiscriminately through out Preble County. Therefore, Preble Metropolitan Housing Authority has adopted a policy of not adopting a policy for Admission Policy for Deconcentration.**

## **ATTACHMENT # 2**

### **FY 2000 Capital Fund Program Annual Statement**

**Preble Metropolitan Housing Authority does not have a Capital Fund Program.  
Therefore, there is no Annual Statement.**

## **ATTACHMENT #3**

### **ORGANIZATIONAL MAKE UP**

**Under the direction of the Preble Metropolitan Housing Authority Board of Commissioners, the Section 8 program's day-to-day operations are administered by staff of the Supporting Council of Preventive Effort (SCOPE).**

**The Supporting Council of Preventive Effort's (SCOPE) Chief Executive Officer is the Executive Director. The PMHA's Chief Officer is the County Director. The SCOPE agency is comprised of the Executive Director and the following departments:**

#### **Administration Department**

**General Services**

**Data Processing**

**Supervision**

#### **Planning Department**

**Grants Management**

**Reports**

**Monitoring/Evaluation**

**Grant Acquisition**

#### **Fiscal Department**

**Accounting Services**

**Bookkeeping**

**Personnel**

#### **Energy Programs**

**Home Weatherization Assistance**

**Helping Hands**

#### **Elderly Programs**

**Title III-C  
Title III-B  
Title XX  
Passport  
Waiver Programs**

**The Preble Metropolitan Housing Authority is a function of SCOPE's Preble County Office. The manager of PMHA is the Director of SCOPE Preble County and is responsible for all aspects of the housing program except fiscal. Department of SCOPE Preble County are:**

**Housing  
Preble Metropolitan Housing Authority  
Emergency Shelter for the Homeless  
Home Energy Assistance Program**

**Elderly Programming  
Title III-C - Congregate Meals  
Title III-C - Home Delivered Meals  
Passport Meals  
Waiver IV Meals  
FEMA Meals  
Head Start Meals (for young children)**

**Early Intervention (Children 0-3 years of age)**

**Head Start  
Federal Head Start  
Ohio Department of Education Head Start  
Healthy Beginning Transportation (contract)  
Early Head Start  
Clothing Bank**

**Community Services  
Intake/Referral  
Senior Housing Projects in Camden and Eaton  
Food Pantry  
Data Processing  
General Services**

**Activities of SCOPE Preble County staff who are responsible for the implementation of the Preble Metropolitan Housing Authority's Section 8 Certificate and Voucher Programs include:**

**Program descriptions**

**Marketing and outreach**

**Applicant eligibility/ineligibility determinations**

**Applicant preference determinations**

**Initial certification**

**Providing notifications to applicants**

**Issuing certificates and vouchers**

**Conducting individual/group briefings**

**Monitoring success of Certificate/Voucher holders in finding suitable housing**

**Processing Requests for Lease Approval**

**Conducting dwelling unit inspections**

**Assisting with negotiating rents (as necessary) and preparing contract and lease documents**

**Maintaining active leases and contracts during year**

**Coordinating and monitoring the Family Self-Sufficiency Program**

**Annual recertification of tenant income, annual HQS inspection of units, and renegotiation of rents**

**Resolving tenant/owner disputes**

**Conducting move-out inspections**

**Reviewing and processing special claims**

**Conducting informal reviews and hearings**

**Program Reports**

**Coordination/preparation of funding applications with the assistance of the Fiscal Staff**

**Have input into budgets, policies, procedures, goals and standards**

**Activities of the Fiscal Staff include, but are not limited to:**

**Preparation of Budgets**

**Financial Reports**

**Control and monitor program allocations**

**Preparation of subsidy checks**

**Payroll**

**Coordination/preparation of funding application with the assistance of the Fiscal Staff**

**Have input into budgets, policies, procedures, goals, and standards**

**Prepare correspondence**

**The organization of the Preble Metropolitan Housing Authority is as follows:**

**The Section 8 Operations are specialized and staff are assigned to perform such duties as intake, outreach to owners and families, eligibility, leasing/contracting, inspections, and income verification including reexamination and computation of tenant rent.**

**Staff of the Housing Department consists of the following:**

**1. County Director**

**The Director will have the primary responsibility for overseeing staff functions and dealing indirectly with tenants or directly with tenants when there are problems to be resolved. The Director will assist in contacts with elected officials, special interest groups, and property owners.**

**The Director will also cross-check effectiveness of the HAP progress in the jurisdiction and ensure quality control in the program.**

**The Director will, in addition, serve as quick response Troubleshooter throughout the PMHA jurisdiction. He/she will direct the response and formal documentation on appeals and emergency complaints.**

**The Director will coordinate with local media in regard to news releases and direct public information actions to include advertisements, brochures, and posters for promotional purposes. All public information activities will be approved by the Director.**

**The Director will be responsible for all program reports and the development of all plans and new programs.**

**Preble The Director will be responsible to carry out the edicts of the Metropolitan Housing Authority Board of Commissioners.**

**Responsible to finalize all contracts (Certificates/Vouchers)**

**Responsible for re-certification/annual inspection notices**

**Responsible for tenant re-payment agreements**

**Responsible for compliance**

**Responsible for fraud referrals/hearings**

**The Director will be responsible for Quality Control Inspections**

**2. The Occupancy Specialist/Inspector/Homeless Shelter Program Manager**

**Under the direction of the County Director, the Occupancy Specialist/Inspector:**

**Accepts applications individuals and families who wish assistance for housing.**

**Determines family housing need: whether it be temporary or long range housing.**

**Refers to the appropriate program within the Housing Department.**

**Conducts initial interviews/appointments.**

**Places apparently eligible individuals and families on the PMHA waiting list in chronological order by date and time.**

**Manages waiting list.**

**Receives and verifies documentation that supports the information contained in the clients file.**

**Determines eligibility.**

**Assists with individual/group briefings.**

**Performs inspections at the discretion of his/her immediate supervisor (move-out, special, weather delays, etc.)**

**Assures compliance with Housing Quality Standards.**

**Provides information regarding vacancies.**

**Responsible for gathering rent comparison data.**

**Performs receptions tasks including mail and telephone.**

**Responsible for Family Self-Sufficiency (FSS) Program.**

**Responsible for all activities, including inspections involving families from the time the family makes application through termination.**

**Responsible to conduct briefings.**

**Assists in rent negotiations.**

**Responsible for re-certification.**

**Responsible for Rent Reasonableness.**

**Responsible for Rent Comparability.**

**Assists families with completion of forms.**

**Responsible for Housing Quality Standards (HQS) inspections - initial, annual, complaint and move-out.**

**Portability.**

**Family Self-Sufficiency (FSS).**

**Family Unification Program.**

## **ATTACHMENT #4**

### **PAYMENT STANDARDS**

**Rents generated by local landlords in excess of FMRs/Payment Standards.**

**An example is:**

**Open Market - 2 BR - \$500.00 excluding utilities**

**FMR-s - 2 BR - \$420.00 including utilities**

## ATTACHMENT #5

### ORGANIZATIONAL CHART - PREBLE METROPOLITAN HOUSING AUTHORITY







