

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

Small PHA Plan Update
Annual Plan for Fiscal Year: 2001

**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: Seneca Metropolitan Housing Authority

PHA Number: OH 075

PHA Fiscal Year Beginning: 04/2001

PHA Plan Contact Information:

Name: William F. Gandert, Director

Phone: 419-526-1622

TDD:

Email (if available): mmha@bright.net

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

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
- Main administrative office of the local, county or State government
- Public library
- PHA website
- Other (list below)

PHA Leasing Office – 114 B South Washington Street, Tiffin, Ohio 44883

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)

PHA Programs Administered:

- Public Housing and Section 8 Section 8 Only Public Housing Only

**Annual PHA Plan
Fiscal Year 2001**
[24 CFR Part 903.7]

i. Table of Contents

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

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Attachments

- Attachment A : Supporting Documents Available for Review
- Attachment __: Capital Fund Program Annual Statement
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- Attachment D: Comments of Resident Advisory Board or Boards & Explanation of PHA Response (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)
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 - Attachment F: Progress in Meeting Five-Year Plan Mission and Goals

ii. Executive Summary

[24 CFR Part 903.7 9 (r)]

The Seneca MHA currently operates only a Section 8 Housing Choice Voucher Program and has just been notified that it will be receiving 20 Section 8 Housing Vouchers for the Mainstream Disabilities Program. The annual plan update includes a copy of the Administrative Plan, Organization Chart, latest HA audit and annual plan attachments.

1. Summary of Policy or Program Changes for the Upcoming Year

During the past fiscal year, the Seneca MHA has been successful in obtaining an additional 20 Section 8 Housing Vouchers under the Mainstream Program for Persons with Disabilities– one of its goals as outlined in the Fiscal Year 2000 Annual Plan. While funding as not yet been released to the HA, the Seneca HA will attempt to lease all 20 Mainstream units within the next fiscal year upon release of the funds.

2. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

Exemptions: Section 8 only PHAs are not required to complete this component.

A. Yes No: Is the PHA eligible to participate in the CFP in the fiscal year covered by this PHA Plan?

B. What is the amount of the PHA's estimated or actual (if known) Capital Fund Program grant for the upcoming year? \$ _____

C. Yes No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete the rest of Component 7. If no, skip to next component.

D. Capital Fund Program Grant Submissions

(1) Capital Fund Program 5-Year Action Plan

The Capital Fund Program 5-Year Action Plan is provided as Attachment

(2) Capital Fund Program Annual Statement

The Capital Fund Program Annual Statement is provided as Attachment

3. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

Applicability: 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 next component ; if "yes", complete one activity description for each development.)

2. Activity Description

Demolition/Disposition Activity Description (Not including Activities Associated with HOPE VI or Conversion Activities)
1a. Development name: 1b. Development (project) number:
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
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) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Relocation resources (select all that apply) <input type="checkbox"/> Section 8 for units <input type="checkbox"/> Public housing for units <input type="checkbox"/> Preference for admission to other public housing or section 8 <input type="checkbox"/> Other housing for units (describe below)
8. Timeline for activity: a. Actual or projected start date of activity: b. Actual or projected start date of relocation activities: c. Projected end date of activity:

4. Voucher Homeownership Program

[24 CFR Part 903.7 9 (k)]

A. 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 next component; if “yes”, describe each program using the table below (copy and complete questions for each program identified.)

B. Capacity of the PHA to Administer a Section 8 Homeownership Program

The PHA has demonstrated its capacity to administer the program by (select all that apply):

- Establishing a minimum homeowner downpayment requirement of at least 3 percent and requiring that at least 1 percent of the downpayment comes from the family's resources
- Requiring that financing for purchase of a home under its section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards
- Demonstrating that it has or will acquire other relevant experience (list PHA experience, or any other organization to be involved and its experience, below):

5. Safety and Crime Prevention: PHDEP Plan

[24 CFR Part 903.7 (m)]

Exemptions Section 8 Only PHAs may skip to the next component PHAs eligible for PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- A. Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- B. What is the amount of the PHA's estimated or actual (if known) PHDEP grant for the upcoming year? \$ _____
- C. Yes No Does the PHA plan to participate in the PHDEP in the upcoming year? If yes, answer question D. If no, skip to next component.
- D. Yes No: The PHDEP Plan is attached at Attachment _____

6. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board (RAB) Recommendations and PHA Response

- 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 Attached at Attachment (File name)
- 3. In what manner did the PHA address those comments? (select all that apply)
 - The PHA changed portions of the PHA Plan in response to comments
A list of these changes is included
 - Yes No: below or
 - Yes No: at the end of the RAB Comments in Attachment _____.

Considered comments, but determined that no changes to the PHA Plan were necessary. An explanation of the PHA's consideration is included at the end of the RAB Comments in Attachment ____.

Other: (list below)

B. 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 specific initiatives contained in the Consolidated Plan. (list such initiatives below)
- Other: (list below)

3. PHA Requests for support from the Consolidated Plan Agency

Yes No: Does the PHA request financial or other support from the State or local government agency in order to meet the needs of its public housing residents or inventory? If yes, please list the 5 most important requests below:

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

The State of Ohio will sign-off on the plan.

C. Criteria for Substantial Deviation and Significant Amendments

1. Amendment and Deviation Definitions

24 CFR Part 903.7(r)

A. Substantial Deviation from the 5-year Plan:

A substantial deviation from the five-year plan would encompass the addition of a new housing program by the Authority. Currently, the HA only operates programs associated with the

Section 8 Existing Housing Choice Voucher and Mainstream Programs, and a tenant-based rental assistance program, that expired last year, through the City of Tiffin HOME program.

B. Significant Amendment or Modification to the Annual Plan:

A significant amendment or modification to the annual plan would include a new program adoption or operation by the Seneca HA. The HA does not consider amendments to the Administrative Plan of the Authority pursuant to applicable changes to federal law to be a significant amendment or modification to the annual plan.

Attachment A Supporting Documents Available for Review

PHAs are to 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	Related Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
NA	State/Local Government Certification of Consistency with the Consolidated Plan (not required for this update)	5 Year and Annual Plans
X	Fair Housing Documentation Supporting Fair Housing Certifications: 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.	5 Year and Annual Plans
X	Housing Needs Statement of the Consolidated Plan for the jurisdiction/s in which the PHA is located and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources
	Public Housing Admissions and (Continued) Occupancy Policy (A&O/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
	Any policy governing occupancy of Police Officers in Public Housing <input type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public housing rent determination policies, including the method for setting public housing flat rents <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
	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
	Results of latest binding Public Housing Assessment System (PHAS) Assessment	Annual Plan: Management and Operations
	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency
X	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
	Any required policies governing any Section 8 special housing types <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for any active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants	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
	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing §504 of the Rehabilitation Act and the Americans with Disabilities Act. See, PIH 99-52 (HA).	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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
	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, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
NA	Policies governing any Section 8 Homeownership program (section _____ of the Section 8 Administrative Plan)	Annual Plan: Homeownership
X	Cooperation agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies	Annual Plan: Community Service & Self-Sufficiency
NA	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Section 3 documentation required by 24 CFR Part 135, Subpart E	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	Annual Plan: Safety and Crime Prevention
	PHDEP-related documentation: <ul style="list-style-type: none"> · Baseline law enforcement services for public housing developments assisted under the PHDEP plan; · Consortium agreement/s between the PHAs participating in the consortium and a copy of the payment agreement between the consortium and HUD (applicable only to PHAs participating in a consortium as specified under 24 CFR 761.15); · Partnership agreements (indicating specific leveraged support) with agencies/organizations providing funding, services or other in-kind resources for PHDEP-funded activities; · Coordination with other law enforcement efforts; · Written agreement(s) with local law enforcement agencies (receiving any PHDEP funds); and · All crime statistics and other relevant data (including Part I and specified Part II crimes) that establish need for the public housing sites assisted under the PHDEP Plan. 	Annual Plan: Safety and Crime Prevention
	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G) <input type="checkbox"/> check here if included in the public housing A & O Policy	Pet Policy

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
X	The results of 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
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

**Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP)**

PHA Name:		Grant Type and Number		
		Capital Fund Program:		
		Capital Fund Program		
		Replacement Housing Factor Grant No:		
<input type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserve for Disasters/ Emergencies		<input type="checkbox"/> Revised A
<input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Final Performance and Evaluation Report		
Line No.	Summary by Development Account	Total Estimated Cost		
		Original	Revised	
1	Total non-CFP Funds			
2	1406 Operations			
3	1408 Management Improvements			
4	1410 Administration			
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			
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)			
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			

Capital Fund Program 5-Year Action Plan

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.

CFP 5-Year Action Plan		
<input type="checkbox"/> Original statement <input type="checkbox"/> Revised statement		
Development Number	Development Name (or indicate PHA wide)	
Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
Total estimated cost over next 5 years		

FY 1996						
FY 1997						
FY1998						
FY 1999						

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.

B. PHDEP Budget Summary

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

FFY _____ PHDEP Budget Summary	
Original statement	
Revised statement dated:	
Budget Line Item	Total Funding
9110 – Reimbursement of Law Enforcement	
9115 - Special Initiative	
9116 - Gun Buyback TA Match	
9120 - Security Personnel	
9130 - Employment of Investigators	
9140 - Voluntary Tenant Patrol	
9150 - Physical Improvements	
9160 - Drug Prevention	
9170 - Drug Intervention	
9180 - Drug Treatment	
9190 - Other Program Costs	
TOTAL PHDEP FUNDING	

C. 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: \$	
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount/Source)	
1.							
2.							
3.							

9115 - Special Initiative						Total PHDEP Funding: \$	
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount/Source)	
1.							
2.							
3.							

9116 - Gun Buyback TA Match						Total PHDEP Funding: \$	
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	
1.							
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)	
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	PHDEP Funding	Other Funding (Amount /Source)	
1.							
2.							
3.							

9140 – Voluntary Tenant Patrol						Total PHDEP Funding: \$	
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	
1.							
2.							
3.							

9150 - Physical Improvements						Total PHDEP Funding: \$	
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	
1.							
2.							
3.							

9160 - Drug Prevention						Total PHDEP Funding: \$	
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	
1.							
2.							

3.							
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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)	
1.							
2.							
3.							

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

9190 - Other Program Costs						Total PHDEP Funds: \$	
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	
1.							
2.							
3.							

Required Attachment B: Resident Member on the PHA Governing Board

1. Yes No: Does the PHA governing board include at least one member who is directly assisted by the PHA this year? (if no, skip to #2)

A. Name of resident member(s) on the governing board: Mr. James E. Fraley

B. How was the resident board member selected: (select one)?

Elected

Appointed

C. The term of appointment is (include the date term expires): July 22, 2003

2. A. If the PHA governing board does not have at least one member who is directly assisted by the PHA, why not?

- the PHA is located in a State that requires the members of a governing board to be salaried and serve on a full time basis
- the PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.
- Other (explain):

B. Date of next term expiration of a governing board member:

C. Name and title of appointing official(s) for governing board (indicate appointing official for the next position):

Required Attachment C: Membership of the Resident Advisory Board or Boards

List members of the Resident Advisory Board or Boards: (If the list would be unreasonably long, list organizations represented or otherwise provide a description sufficient to identify how members are chosen.)

Ms. Char Desbin
625 North Main Street
Fostoria, Ohio 44830

Mr. James Fraley
849 North Water Street, Apt. 312
Tiffin, Ohio 44883

Mr. Jim White
1744-F West Market Street
Tiffin, Ohio 44883

**Attachment D : Comments of Resident Advisory Board and
PHA Response**

Attached you will find the comments received from the Resident Advisory Board and documentation of their meeting of December 13, 2000. The HA has taken all of the RAB comments into consideration; however, no changes were necessitated to the plan by the comments received from the Resident Advisory Board.

All three members of the Seneca MHA Resident Advisory Council received, via U.S. Mail, a complete copy of the Seneca MHA's proposed small plan update for the annual and five-year plans, including supporting documentation of the organizational chart, the latest PHA audit and the Section 8 Administrative Plan.

Following receipt of the documents and review time, the members of the Seneca MHA Resident Advisory Council met on Tuesday, December 19, 2000, at 10 a.m. at the Authority leasing offices in Tiffin, Ohio.

Attending the meeting were members James Fraley and James White, while Char Desbin was excused. Others attending were Mr. William F. Gandert, Seneca MHA Director; Mrs. Margaret Baldwin, Seneca MHA Leasing Agent and Mr. Patrick Heydinger of the Mansfield MHA.

The Director, Mr. Gandert, welcomed the members, and explained the differences between the Section 8 Existing and Public Housing Programs.

Mr. Heydinger reviewed with the Council the proposed annual and fiveyear plans, explaining the plan provisions, implications and Authority goals, mission, objectives and strategies as outlined in the plan.

Council members had various questions on the plans and the goals and objectives as specified therein. Mr. White inquired about the annual and interim reexaminations as outlined in the administrative plan, and was informed that the Authority will no longer raise the tenant portion of the rent during interim re-examinations when an increase in income occurs.

Mr. White also asked about the length of the current waiting list, and indicated that some applicants may be getting discouraged over the long wait. Mrs. Baldwin indicated that the waiting list is not quite as long at the present time, due primarily to the addition of 20 Mainstream Section 8 Vouchers.

Mr. White also inquired as to what would happen to a participant who failed to pay his portion of the rent. He was informed that was violation of the program Family obligations and could result in loss of rental assistance for the participant.

Both Mr. White and Mr. Fraley indicated that they had received several inquiries from parties interested in applying for rental assistance. Mr. Fraley said he had at least ten families interested in applying. Mrs. Baldwin supplied the members with application blanks and members were told to distribute them to interested parties, who could apply formally on any Tuesday from 9 until 11:30 a.m. at the Authority leasing office in Tiffin.

Members also discussed briefly the pros and cons of establishing a homeownership program and indicated that once the Authority obtains additional funding, such a program might prove to be a viable option. They suggested further study of the homeownership option.

Members made generally favorable comments about the Authority and its operations, and following lengthy discussion, indicated that if they had any additional comments, they would submit them in writing to the Authority.

Following lengthy discussion, the Director thanked members for their comments and the meeting was adjourned at approximately 11:45 a.m.

Attachment E : Community Service Requirements

The Seneca HA has none, and administers no, Public Housing units. As such, the HA is not subject to the Public Housing Resident Community Service Requirements.

However, the Seneca HA has entered into a cooperative agreement with the Seneca County Department of Job and Family Services (the local TANF [welfare] agency) to assist the HA and TANF agency in verifying compliance with various components of programs operated by each agency.

A copy of the Memorandum of Understanding is included with this attachment.

Attachment F: Progress in Meeting the 5-Year Plan Mission and Goals

As noted elsewhere in the plan, the Seneca MHA has recently received notification that it has been approved for one-year funding of an additional 20 Section 8 Housing Vouchers for the Section 8 Housing Voucher Program– Mainstream Housing Opportunities for Persons with Disabilities.

Once final funding is released, the Seneca MHA has established a goal of completely leasing the 20 Housing Vouchers within the one-year period.

The Seneca MHA is also striving to attain a high lease-up rate, with an ultimate goal of 95%, of its regular Section 8 Housing Choice Vouchers. That goal has not yet been attained.

Required Attachment B: Resident Member on the PHA Governing Board

1. Yes No: Does the PHA governing board include at least one member who is directly assisted by the PHA this year? (if no, skip to #2)

A. Name of resident member(s) on the governing board: Mr. James E. Fraley

B. How was the resident board member selected: (select one)?

Elected

Appointed

C. The term of appointment is (include the date term expires): July 22, 2003

2. A. If the PHA governing board does not have at least one member who is directly assisted by the PHA, why not?

the PHA is located in a State that requires the members of a governing board to be salaried and serve on a full time basis

the PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.

Other (explain):

B. Date of next term expiration of a governing board member:

C. Name and title of appointing official(s) for governing board (indicate appointing official for the next position):

Required Attachment C: Membership of the Resident Advisory Board or Boards

List members of the Resident Advisory Board or Boards: (If the list would be unreasonably long, list organizations represented or otherwise provide a description sufficient to identify how members are chosen.)

Mr. James Fraley
849 North Water Street, Apt. 312
Tiffin, Ohio 44883

Mr. Jim White
1744-F West Market Street
Tiffin, Ohio 44883

Mrs. Judith Prosser
849 North Water Street, Apt. 211
Tiffin, Ohio 44883

**Attachment D : Comments of Resident Advisory Board and
PHA Response**

Attached you will find the comments received from the Resident Advisory Board and documentation of their meeting of December 17, 2001. The HA has taken all of the RAB comments into consideration; however, no changes were necessitated to the plan by the comments received from the Resident Advisory Board.

All three members of the Seneca MHA Resident Advisory Council received, via U.S. Mail, a complete copy of the Seneca MHA's proposed small plan update for the annual and five-year plans, including supporting documentation of the organizational chart, the latest PHA audit and the Section 8 Administrative Plan.

Following receipt of the documents and review time, the members of the Seneca MHA Resident Advisory Council met on Monday, December 17, 2001, at 10 a.m. at the Authority leasing offices in Tiffin, Ohio.

Attending the meeting were members James Fraley, James White, and Judith Prosser. Others attending were Mrs. Margaret Baldwin, Seneca MHA Leasing Agent and Mr. Patrick Heydinger of the Mansfield MHA

Mr. Heydinger who briefly explained the differences between the Section 8 Existing and Public Housing Programs welcomed members.

Mr. Heydinger reviewed with the Council the proposed annual and five-year plan updates, explaining the plan provisions, implications and Authority goals, mission, objectives and strategies as outlined in the plan. He noted that the Authority was once again able to submit a small PHA plan update because it has less than 250 Section 8 tenant-based units.

Thus, the Authority will not be required to have local or state sign-offs on the plan, although the Tiffin Mayor has received a copy of the updated plan and has been given the opportunity to comment on it.

Council members had various questions on the plans and the goals and objectives as specified therein. Mr. White inquired about the current waiting list and why the Authority is only assisting the very poor and not necessarily the working poor. Mr. Heydinger explained that the federal government has established income targeting and mandates that the Authority assist three very low income families (at 30% of median income) for every one family at 50% of median income.

Mr. White also suggested that the Authority provide more information pamphlets to property owners who might be interested in the program. Mrs. Baldwin noted that she meets regularly with the local landlord association and provides all potential property owners with an information packet.

Mr. White, Mrs. Prosser and Mr. Fraley also inquired about whether the Authority receives any local or state funding. Mr. Heydinger explained that the Authority receives 99% of its funding from the U.S. Department of Housing and Urban Development,

although in the past, the Seneca MHA did obtain HOME funds from Seneca County to operate a tenant-based rental assistance program similar to the Section 8 Housing Choice Voucher program. He noted that the HA is constantly in contact with the Community Action SOS agency that administers HOME funds for Seneca County.

Both Mr. White and Mr. Fraley indicated that they had received several inquiries from parties interested in applying for rental assistance. Mrs. Baldwin said interested parties could apply formally on any Tuesday from 9 until 11:30 a.m. at the Authority leasing office in Tiffin.

Mrs. Baldwin said the Authority is currently 100% fully leased and that families on the waiting list may now have to wait six months to a year before receiving rental assistance. Members said they hoped the Authority could obtain additional funding in the future to help more Seneca County families.

They also praised Mrs. Baldwin for her working in bringing the Authority to full lease-up status.

Members made generally favorable comments about the Authority and its operations, and following lengthy discussion, indicated that if they had any additional comments, they would submit them in writing to the Authority.

Following lengthy discussion, Mr. Heydinger thanked members for their comments and the meeting was adjourned at approximately 12 noon.

Attachment E: Community Service Requirements

The Seneca HA has none, and administers no, Public Housing units. As such, the HA is not subject to the Public Housing Resident Community Service Requirements.

However, the Seneca HA has entered into a cooperative agreement with the Seneca County Department of Job and Family Services (the local TANF [welfare] agency) to assist the HA and TANF agency in verifying compliance with various components of programs operated by each agency.

A copy of the Memorandum of Understanding is included with this attachment.

Attachment F: Progress in Meeting the 5-Year Plan Mission and Goals

As noted, the Seneca MHA's main goal at the present time is to achieve at least a 95% lease-up rate and to continue to serve the needs of the low-income families of Seneca County. The Authority has maintained a steady growth of housing assistance during the past year and is confident it can attain the 95% lease-up plateau early in the calendar year.

A public hearing concerning the Seneca Metropolitan Housing Authority's small PHA plan update and five-year PHA plan was held on Wednesday, January 2, 2002, at 10 a.m. at the Seneca MHA leasing office in Tiffin, Ohio.

Seneca MHA Chairperson Mrs. Phyllis M. Putnam opened the hearing at 10 a.m. Also attending the hearing were Mrs. Margaret Baldwin, Leasing Agent and Mr. Patrick A. Heydinger of the Mansfield MHA.

Mrs. Putnam reported that the public hearing was advertised two times in the Tiffin Advertiser Tribune, a newspaper of general circulation in Seneca County, Ohio.

The Chairperson also noted that the plan update and supporting documentation have been on file for public review at the Tiffin Public Library, the PHA leasing office in Tiffin and at the Tiffin Municipal Building.

Mrs. Putnam said that following conclusion of the public hearing, any comments received would be reviewed and responded to by the Authority.

The Chairperson asked for comments from the general public or any other attendees at the hearing. There were no comments, either oral or written, and no attendees from the general public at the hearing.

Hearing none, the Chairperson declared said public hearing closed at 10:30 a.m.