

# PHA Plans

5 Year Plan for Fiscal Years 2002 - 2006

Annual Plan for Fiscal Year 2002

**PHA Plan  
Agency Identification**

**PHAName:** Clermont Metropolitan Housing Authority

**PHANumber:**

**PHAFiscalYearBeginning:**

**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

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

Main business office of the PHA

**5-YEAR PLAN**  
**PHAF ISCAL YEARS 2002 -2006**  
[24CFRPart903.5]

**A.Mission**

- The mission of the Clermont Metropolitan Housing Authority is to assist low -income families, including those who are elderly or disabled, with safe, decent, and affordable housing opportunities as they strive to achieve self -sufficiency and improve the quality of their lives. The Clermont Metropolitan Housing Authority is committed to operating the Authority in a caring, efficient, ethical and professional manner. The Clermont Metropolitan Housing Authority will create and maintain partnerships with its clients and appropriate community agencies in order to accomplish this mission.

## **B.Go als**

### **HUDStrategicGoal:Increasetheavailabilityofdecent,safe,andaffordablehousing.**

- PHAGoal:Expandthesupplyofassistedhousing  
Objectives:  
 Applyforadditionalrentalvouchers,asHUDfunding&staffresources  
willallow.  
 Other(listbelow)  
1. Assistourcommunitywithincreasingtheavailabilityofaffordable,suitablehousing  
forfamiliesinthelow -incomerange.  
2. ~~Applied(1/31/01)for60“FairShare”VouchersundertheFairShareAllocationof  
IncrementalVoucherFundingNOF—Aforfiscalyear2001.—COMPLETED~~

- PHAGoal:Improvethethequalityofassistedhousing  
Objectives:  
 Improvevouchermanagement:(SEMAPscore).  
 Other  
1. MaintainthePublicHousing“HighPerformer”PHASscore.  
2. MakePublichousingandSection8housingtheaffordablehousingofchoicefor  
thelowincomeresidentsofClermontCounty.

- PHAGoal:Increaseassistedhousingchoices  
Objectives:  
 Conductoutreacheffortstopotentialvoucherlandlords

### **HUDStrategicGoal:Improvecommunityqualityoflifeandeconomicvitality.**

- PHAGoal:Provideanimprovedlivingenvironment  
Objectives:  
 Other:(listbelow)

### **HUDStrategicGoal:Promoteself-sufficiencyandassetdevelopmentoffamiliesandindividuals**

- PHAGoal:Promoteself-sufficiencyandassetdevelopmentofassistedhouseholds  
Objectives:  
 Increasethenumberandpercentageofemployedpersonsinassistedhousing:  
 Provideorattractsupportiveservicestoimproveassistancerecipients’employability:  
 Provideorattractsupportiveservicestoincreaseindependencefortheelderlyorfamilies  
withdisabilities.  
 Other:(listbelow)  
1. IncreasethenumberofSection8familyparticipantsintheFSSprogram.

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

PHA Goal: Ensure equal opportunity and affirmatively further fair housing objectives.

Other: (list below)

1. Continue to operate the Clermont Metropolitan Housing in full compliance of Equal Opportunity and Fair Housing laws and regulations.

PHA Goal: Continue to make management improvements: objectives:

Continue to promote a motivating work environment with a capable and efficient team of employees to operate as a customer friendly business leader in Clermont County.

Continue to operate the Clermont Metropolitan Housing in a manner that results in full compliance with applicable statutes and regulations.

Continue to ensure full compliance with all applicable "accounting" standards and regulations.

Continue to operate the Clermont Metropolitan Housing so that income exceeds expenses, every year.

Continue to deliver timely and high quality maintenance service to the Public Housing Residents of the Clermont Metropolitan Housing.

Continue to have "Zero" tolerance with drug, alcohol and criminal activities for applicants and residents of the Clermont Metropolitan Housing Authority.

**AnnualPHAPlan**  
**PHAFiscalYear2002**  
[24CFRPart903.7]

**i. AnnualPlanType:**

**StreamlinedPlan:**

**HighPerformingPHA**

## Executive Summary of the Annual PHA Plan

The Clermont Metropolitan Housing Authority has prepared this Agency Plan in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998 and the ensuing HUD requirements.

We have adopted the following mission statement to guide the activities of the Clermont Metropolitan Housing Authority.

The mission of the Clermont Metropolitan Housing Authority is to assist low-income families, including those who are elderly or disabled, with a safe, decent, and affordable housing opportunity as they strive to achieve self-sufficiency and improve the quality of their lives. The Clermont Metropolitan Housing Authority is committed to operating the Authority in a caring, efficient, ethical and professional manner. The Clermont Metropolitan Housing Authority will create and maintain partnerships with its clients and appropriate community agencies in order to accomplish this mission.

We have also adopted the following goals and objectives for the next five years.

Assist our community with increasing the availability of affordable, suitable housing for families in the low-income range.

Improve voucher management: (SEMAP score)

Maintain the Public Housing "High Performer" PHA score.

Make Public Housing and Section 8 housing the affordable housing of choice for the low-income residents of Clermont County.

Increase assisted housing choices by conducting outreach efforts to potential voucher landlords.

Promote self-sufficiency and asset development of assisted households by increasing the number and percentage of employed persons in assisted housing.

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.

Increase the number of Section 8 family participants in the FSS program.

Continue to operate the Clermont Metropolitan Housing in full compliance of Equal Opportunity and Fair Housing laws and regulations.

Continue to promote a motivating work environment with a capable and efficient team of employees to operate as a customer friendly business leader in Clermont County.

Continue to operate the Clermont Metropolitan Housing in a manner that results in full compliance with applicable statutes and regulations.

Continue to ensure full compliance with all applicable "accounting" standards and regulations.

Continue to operate the Clermont Metropolitan Housing so that income exceeds expenses, every year.

Continue to deliver timely and high quality maintenance service to the Public Housing Residents of the Clermont Metropolitan Housing Authority.

Continue to have "Zero" tolerance with drug, alcohol and criminal activities for applicants and residents of the Clermont Metropolitan Housing.

Our Annual Plan is based on the premise that if we accomplish our goals and objectives we will be working towards the achievement of our mission.

The plans, statements, budget summary, policies, etc. set forth in the Annual Plan all lead towards the accomplishment of our goals and objectives. Taken as a whole, they outline a comprehensive approach towards our goals and objectives and are consistent with the Consolidated Plan.

In summary, we are on course to improve the condition of affordable housing in Clermont County.

# Annual Plan Table of Contents

[24CFR Part 903.79(r)]

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

## Table of Contents

	<u>Page#</u>
<b>Annual Plan</b>	
i. Executive Summary	7
ii. Table of Contents	9
1. Housing Needs	14
2. Financial Resources	23
3. Policies on Eligibility, Selection and Admissions	24
4. Rent Determination Policies	32
5. Operations and Management Policies	37
6. Grievance Procedures	38
7. Capital Improvement Needs	39
8. Demolition and Disposition	46
9. Designation of Housing	47
10. Conversions of Public Housing	48
11. Homeownership	50
12. PHA Self-Sufficiency Program	52
13. Crime and Safety	54
14. Pets	56
15. Civil Rights Certifications (included with PHA Plan Certifications)	63
16. Audit	64
17. Asset Management	65
18. Resident Advisory Board Recommendations	66
19. Description of Election Process for Residents on the PHA Board	69
20. Statement of Consistency with Consolidated Plan	70
20. Public Comments	70
21. Capital Fund Program Five-Year Action Plan	71
22. Optional Table for 5-Year Action Plan for Capital Fund (Component 7)	72
23. Civil Rights Certification	86
24. Certification by State of PHA Plans Consistency with The Consolidated Plan	87
25. Certification by Local Official of PHA Plans Consistency with The Consolidated Plan	89
26. PHA Certification of Compliance with the PHA Plans and Regulated Regulations. Board Resolution to Accompany the PHA Plan	90
27. Other	
Disclosure of Lobbying Activities	92
Certification for Drug Free Workplace	93
Section 8 Deconcentration Policy	94
Memorandum of Understanding ROC	98
Administrative Agreement OHAC	99
Cooperation Agreement for Economic Self Sufficiency between CMHA & CDJFS	101

## 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 filename in parentheses in the space to the right of the title.

### Required Attachments:

- Policy for Deconcentration Policy for Section 8
- FY2002 Capital Fund Program Annual Statement

### Optional Attachments:

- FY2002 Capital Fund Program 5 Year Action Plan
- Other (List below, providing each attachment name)
  1. Board Resolution – Certificate of Compliance
  2. Certificate by Local Official of PHA Plan Consistency with the CHIS
  3. Certification by State of Ohio Official of PHA Plan Consistency with the CHIS
  4. Civil Rights Certification
  5. Disclosure of Lobbying Activities
  6. Certification for Drug Free Workplace
  7. Optional Table for 5 Year Action Plan for Capital Funds, Component #7
  8. Cooperation Agreement with Clermont County Department of Job and Family Services
  9. Administrative Agreement of OHACC Conference
  10. Memorandum of Understanding ROC Initiative

## 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: 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	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 of federal 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

**List of Supporting Documents Available for Review**

<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
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 A&O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> 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
N/A	Approved HOPEVI applications or, if more recent, approved or submitted HOPEVI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
X	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	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
N/A	Approved or submitted public housing home ownership programs/plans	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
N/A	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
N/A	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
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
N/A	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

**List of Supporting Documents Available for Review**

<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
N/A	Community Service Policy	Public Housing Eligibility, Selection and Admissions Policy

# 1. Statement of Housing Needs

[24CFR Part 903.79(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	Affordability	Supply	Quality	Accessibility	Size	Location
Income ≤ 30% of AMI	2,000	5	5	5	-	5	5
Income > 30% but ≤ 50% of AMI	1,000	4	5	4	-	5	5
Income > 50% but < 80% of AMI	30	1	1	1	1	1	1
Elderly	150	5	5	2	5	3	3
Families with Disabilities	287	-	5	5	5	-	4
Race/Ethnicity – white	3,403	5	5	5	-	5	5
Race/Ethnicity – African/American	47	5	5	5	-	-	2
Race/Ethnicity – Hispanic	14	5	5	5	-	-	2
Race/Ethnicity – Asian/American Indian	3	5	5	5	-	-	2

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)
  1. Public Housing and Section 8 waitlists from the Clermont Metropolitan Housing Authority.
  2. Clermont County 1990 Renter Costs Report from Claritas, Inc.

3. Household Trend Reports and Senior Life Reports for census tracts and Clermont County, generated by Claritas, Inc. for population and income data.
4. HUD low - moderate income percentages by census tract for Clermont County. This information is available only to define 80% of median income or less and is not broken down to define 30% or 50% of median income levels. Also used was HUD 50% of median income household growth for elderly only from 1980 - 1990.
5. Assisted and unassisted rental apartment data from the Clermont Metropolitan Housing Authority.
6. ALCA Associates market analysis and contacts with the housing market in Clermont County for the past six years.
7. Interviews with the Clermont County Mental Health Board in Batavia and Counseling Center in Amelia.
8. Graphical analysis of rents versus value for rental units in Clermont County produced by ALCA Associates.
9. Statistical analysis of rents and values for rental units in Clermont County produced by ALCA Associates.
10. HUD year 2000, 30%, 50% and 80% income limits for Clermont County.

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

State the housing need 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 Need of Families on the Public Housing Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant -based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input 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	800		40
Extremely low income <= 30% AMI	617	77.1%	
Very low income (>30% but <=50% AMI)	169	21.1%	
Low income (>50% but <80% AMI)	14	1.8%	
Families with children	746	93.3%	
Elderly/Singles	54	6.7%	
Families with Disabilities	176	22.2%	
Race/ethnicity - white	775	96.9%	
Race/ethnicity - African American	23	2.90%	
Race/ethnicity - Hispanic	2	.2%	
Race/ethnicity - Asian/American Indian	0	0	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	250	31.3%	
2BR	387	48.4%	
3BR	129	16.1%	
4BR	24	3.0%	

**Housing Needs of Families on the Public Housing Waiting List**

5BR	10	1.2%	
5+BR			
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			
How long has it been closed (14 months)?			
Does the PHA expect to reopen the list in the P H A Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			

### Housing Needs of Families on the Section 8 Waiting List

Waiting list type: (select one)

- Section 8 tenant -based assistance  
 Public Housing  
 Combined Section 8 and Public Housing  
 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	746		200
Extremely low income <= 30% AMI	612	82.1%	
Very low income (>30% but <=50% AMI)	127	17.0%	
Low income (>50% but <80% AMI)	7	.9%	
Families with children	521	69.8%	
Elderly/Singles	225	30.2%	
Families with Disabilities	142	19.0%	
Race/ethnicity – white	691	92.6%	
Race/ethnicity – African American	42	5.6%	
Race/ethnicity – Hispanic	9	1.3%	
Race/ethnicity – Asian/American Indian	4	.5%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2BR			
3BR			
4BR			
5BR			
5+BR			

Isthewaitinglistclosed(selectone)? No Yes

Ifyes:

Howlonghasitbeenclosed(#ofmont hs)?

DoesthePHAexpectreopenthelistinthePHAPlanyear? No Yes

DoesthePHApermitspecificcategoriesoffamiliesontothewaitinglist,evenif  
generallyclosed? No Yes

### C.StrategyforAddressingNeeds

ProvideabriefdescriptionofthePHA'sstrategyforaddressingthehousingneedsoffamiliesinthejurisdictionandonthe waitinglist **INTHEUPCOMINGYEAR**,andtheAgency'sreasonsforchoosingthisstrategy.

#### (1)Strategies

**Need:Shortageofaffordablehousingforalleligiblepopulations**

#### **Strategy1.MaximizethenumberofaffordableunitsavailabletothePHAwithitscurrent resourcesby:**

Selectallthatapply

- Employeffectivemaintenanceandmanagementpoliciestominimizethenumber ofpublic housingunitsoff -line
- Reduceturnovertimeforvacatedpublichousingunits
- Reducetimetorenovatepublichousingunits
- Seekreplacementofpublichousingunitslosttotheinventorythroughmixedfinancedevelopment
- Seekreplacementofpublichousingunitslosttotheinventorythroughsection8replacement housingresources
- Maintainorincreasesection8lease -upratesbyestablishingpaymentstandardsthatwillenable familiestorentthroughout thejurisdiction
- UndertakemeasurestoensureaccesstoaffordablehousingamongfamiliesassistedbythePHA, regardlessoffunitsizerequired
- Maintainorincreasesection8lease -upratesbymarketingtheprogramtoowners,particular ly thoseoutsideofareasofminorityandpovertyconcentration
- Maintainorincreasesection8lease -upratesbyeffectivelyscreeningSection8applicantsto increaseowneracceptanceofprogram
- ParticipateintheConsolidatedPlandevelopmentprocessstoensurecoordinationwithbroader communitystrategies
- Other(listbelow)

#### **Strategy2:Increasethenumberofaffordablehousingunitsby:**

Selectallthatapply

- Applyforadditionalsection8unitsshouldtheybecomeavailable
- ... Leverageaffordablehousingresourcesinthecommunitythroughthecreationofmixed -finance housing
- PursuehousingresourcesotherthanpublichousingorSection8tenant -basedassistance.
- Other:(listbelow)

**Need:Specific FamilyTypes:Familiesatorbelow30%ofmedian**

#### **Strategy1:Targetavailableassistancetofamiliesatorbelow30%ofAMI**

Selectallthatapply

- ExceedHUDfederaltargetingrequirementsforfamiliesatorbelow30%ofAMIinpublic housing
- ExceedHUDfederaltargetingrequirementsforfamiliesatorbelow30%ofAMIintenant -based section8assistance
- Employadmissionspreferencesaimedatfamilieswiththeeconomichardships

- Adoptrentpoliciestosupportandencouragework
- Other:(listbelow)

**Need:SpecificFamilyTypes:Familiesatorbelow50%ofmedian**

**Strategy1:Targetavailableassistanceto familiesatorbelow50%ofAMI**

Selectallthatapply

- Employadmissionspreferencesai medatfamilieswhoareworking
- Adoptrentpoliciestosupportandencouragework
- Other:(listbelow)

**Need:SpecificFamilyTypes:TheElderly**

**Strategy1: Targetavailableassistancetotheelderly:**

Selectallthatapply

- ... Seekdesigniationofpublichousingfortheelderly
- Applyforspecial -purposevoucherstargetedtotheelderly,shouldtheybecomeavailable
- Other:(listbelow)

**Need:SpecificFamilyTypes:FamilieswithDisabilities**

**Strategy1: TargetavailableassistancetoFamilieswithDisabilities:**

Selectallthatapply

- Seekdesigniationofpublichousingforfamilieswithdisabilities
- Carryoutthomodificationsneededinpublichousingbasedonthesection504N eedsAssessment forPublicHousing
- Applyforspecial -purposevoucherstargetedtofamilieswithdisabilities,shouldtheybecome available
- Affirmativelymarkettolocalnon -profitagenciesthatassistfamilieswithdisabilities
- Other:(listbelow)

**Need:SpecificFamilyTypes:Racesorethnicitieswithdisproportionatehousingneeds**

**Strategy1:IncreaseawarenessofPHAresourcesamongfamiliesofracesandethnicitieswith disproportionateneeds:**

Selectifapplicable

- Affirmativelymarkettoraces/ethnicitiesshowntohavedisproportionatehousingneeds -ROC program.
- Other:(listbelow)
- AdministrativeAgreementoftheOhioHousingAuthoritiesConferencefor PortabilityundertheSection8ExistingHousingPaymentsProgra m.

**Strategy 2: Conduct activities to affirmatively further fair housing**

Select all that apply

- Counsel section 8 tenants 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 ROC program.
- 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)

**Statement of Financial Resources**

[24CFR Part 903.79(b)]

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2002 grants)</b>		
a) Public Housing Operating Fund	491,109	
b) Public Housing Capital Fund 501.01	439,521	
c) HOPE VI Revitalization	N/A	
d) HOPE VI Demolition	N/A	
e) Annual Contributions for Section 8 Tenant -Based Assistance	3,838,624	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	N/A	
g) Resident Opportunity and Self - Sufficiency Grants	21,896	S/8 FSS Program
h) Community Development Block Grant	N/A	
i) HOME	N/A	
Other Federal Grants (list below)	N/A	
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
N/A		
<b>3. Public Housing Dwelling Rental Income</b>		
	384,224	PH Operations
<b>4. Other income (list below)</b>		
Washer/dryer revenue	2,000	PH Operations
<b>4. Non -federal sources (list below)</b>		
Public Housing Investment Income	10,830	PH Operations
S/8 Admin Fee Investment Income	6,350	S/8 Operations
<b>Total resources</b>	<b>5,194,554</b>	

### 3.PHAPoliciesGoverningEligibility,Selection,andAdmissions

[24CFRPart903.79(c)]

#### **A.PublicHousing**

Exemptions:PHAsthatdonotadministerpublichousingarenotrequiredto completesubcomponent3A.

##### (1)Eligibility

a.WhendoesthePHAverifyeligibilityforadmissiontopublichousing?(selectallthatapply)

- Whenfamiliesarewithinacertainnumberofbeingofferedaunit:(statenumber)  
 Whenfamiliesarewithina certaintimeofbeingofferedaunit:(statetime)  
 Other:(describe)  
Duringeligibilityinterview

b.Whichnon-income(screening)factorsdoesthePHAusetoestablisheligibilityforadmissiontopublichousing(selectallthatapply)?

- CriminalorDrug-relatedactivity  
 Rentalhistory  
 Housekeeping  
 Other(describe)

c.  Yes  No: DoesthePHArequestcriminalrecordsfromlocallawenforcementagenciesfor screeningpurposes?

d.  Yes  No: DoesthePHArequestcriminalrecordsfromStatelawenforcementagenciesfor screeningpurposes?

e.  Yes  No: DoesthePHAaccessFBIcriminalrecordsfromtheFBIforscreeningpurposes? (eitherdirectlyorthroughanNCIC-authorizedsource)

##### (2)WaitingListOrganization

a.WhichmethodsdoesthePHAplanto use to organize its public housing waiting list (select all that apply)

- Community-widelist  
 Sub-jurisdictionallists  
 Site-basedwaitinglists  
 Other(describe)  
Date&Time&BedroomSize

b.Wheremayinterestedpersonsapplyforadmissiontopublichousing?

- PHAmainadministrativeoffice  
 PHAdevelopmentssitemanagementoffice  
 Other(listbelow)

c. IfthePHAplanstooperateoneormoresite-basedwaitinglistsinthecomingyear,answereachofthefollowingquestions;ifnot,skiptosubsection **(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 a 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 transfer 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)
- Single/Family who requires a handicap accessible unit
- Single/Family over 62 for Bethel Woods
- Single/Family, age 50 - 61 for Bethel Woods

3. If the PHA will employ admission 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:

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- 3 Veterans and veterans' families
- Residents who live and/or work in the jurisdiction

- ... Those enrolled currently in educational, training, or upward mobility programs
- Household that contribute to meeting income goals (broad range of incomes)
- Household that contribute to meeting income requirements (targeting)
- ... Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- 2 Other preference(s) (list below)
  - Single/Family who requires an accessible unit
  - Single/Family over 62 for Bethel Woods
  - Single/Family, age 50 - 61 for Bethel Woods

4. Relationship of preference 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)

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

- At an annual reexamination and lease renewal
- Anytime 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) development 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 development 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: PHA 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)  
Any past evictions

### (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:

Health problems and if applicant requires 4 bedroom or larger unit

**(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

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

Other preferences (select all that apply)

- Working families and those unable to work because of a physical or mental 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 the 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 admission 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 program to the public?

- Through published notices
- Other (list below)  
Letters to S/8 Families

## 4.PHARentDeterminationPolicies

[24CFRPart903.79(d)]

### **A.PublicHousing**

Exemptions:PHAsthatdonotadministerpublic housingarenotrequiredto completesub -component4A.

#### **(1)IncomeBasedRentPolicies**

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 :

c. 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) deduction sand/orexclusions 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/sand circumstances below:  
Deductions: elderly \$400, Dependents \$480  
 Fixed percentage (other than general rent -setting policy)  
If yes, state percentage/sand circumstances below:

- Forhouseholdheads
- Forotherfamilymembers
- Fortransportationexpenses
- Forthenon -reimbursedmedicalexpensesofnon -disabledornon -elderly families
- Other(describewhatbelow)
  - Childcareexpenses
  - TrainingIncomeExclusions

e. Ceilingrents

1. Doyouhaveceilingrents?(rentssetatalevellowerthan30%ofadjustedincome)(selectone)

- Yesforalldevelopments
- Yesbutonlyforsomeddevelopments
- No

2. Forwhichkindsofdevelopmentsareceilingrents inplace?(selectallthatapply)

- Foralldevelopments
- Forallgeneraloccupancydevelopments(notelderlyordisabledorelderlyonly)
- Forspecifiedgeneraloccupancydevelopments
- Forcertainparts ofdevelopments;e.g.,thehigh -riseportion
- Forcertainsizeunits;e.g.,largerbedroomsizes
- Other(listbelow)

3. Selectthespaceorspacesthatbestdescribehowsyouarriveatceilingrents(selectallthatapply )

- Marketcomparabilitystudy
- Fairmarketrents(FMR)
- 95<sup>th</sup>percentilerents
- 75percentofoperatingcosts
- 100percentofoperatingcostsforgeneraloccupancy(family)developments
- Operatingcostsplusdebt service
- The“rentalvalue”oftheunit
- Other(listbelow)

f. Rentre -determinations:

1. Betweenincomereexaminations,howoftenmusttenantsreportchangesinincome orfamily compositiontothePHAsuchthatthechangesresultinadjustmentto rent?(selectallthatapply)

- Never
- Atfamilyoption
- Anytimethefamilyexperiencesanincomeincrease
- Anytimeafamily experiencesanincomeincreaseaboveathresholdamountor percentage:(if selected,specifythreshold)\_\_\_\_\_
- Other(listbelow)
  - Anytimethefamilyexperiencesanewincomesource;or
  - Hasadecreaseinincome thatisscheduledtolast30days;or
  - Hasachangeinfamilycomposition.

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)  
Fair Market Rents

## 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 -110% for Deconcentration Census Tracts.
- 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)
- Comparison to Fair Market Rents

**(2)MinimumRent**

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)

**5. Operations and Management** [24CFR Part 903.79(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		
Section 8 Vouchers		
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: (list below)

(2) Section 8 Management: (list below)

# **PHA Grievance Procedures**

[24CFR Part 903.79(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 24CFR Part 966, Subpart B, for residents of public housing?

If yes, list addition to federal requirements below:

2. Which PHA offices 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 24CFR 982?

If yes, list addition to federal requirements below:

2. Which PHA offices 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**

[24CFR Part 903.79(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)

**CAPITAL FUND PROGRAM TABLES START HERE**

**Annual Statement/Performance and Evaluation Report  
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary**

<b>PHA Name:</b> Clermont Metropolitan Housing Authority	<b>Grant Type and Number</b> Capital Fund Program Grant No: 501 -02 Replacement Housing Factor Grant No:
--	--

**Original Annual Statement**  
  **Reserve for Disasters/Emergencies**  
  **Revised Annual Statement (revision no:      )**  
 **Performance and Evaluation Report for Period Ending:**     
  **Final Performance and Evaluation Report**

Line No.	Summary by Development Account	Total Estimated Cost		Obligation
		Original	Revised	
1	Total Non -CFP Funds			
2	1406 Operations			
3	1408 Management Improvements Soft Costs	88,000		
	Management Improvements Hard Costs			
4	1410 Administration	44,000		
5	1411 Audit			
6	1415 Liquidated Damages			
7	1430 Fees and Costs	22,800		
8	1440 Site Acquisition			
9	1450 Site Improvement	14,100		
10	1460 Dwelling Structures	111,820		
11	1465.1 Dwelling Equipment — Nonexpendable	7,688		
12	1470 Non Dwelling Structures	21,628		
13	1475 Non Dwelling Equipment	130,500		
14	1485 Demolition			
15	1490 Replacement Reserve			
16	1492 Moving to Work Demonstration			
17	1495.1 Relocation Costs			
18	1499 Development Activities			
19	1502 Contingency			
	Amount of Annual Grant: (sum of lines.....)	440,536		
	Amount of line XX Related to LBP Activities			
	Amount of line XX Related to Section 504 compliance			
	Amount of line XX Related to Security — Soft Costs			
	Amount of Line XX related to Security — Hard Costs			
	Amount of line XX Related to Energy Conservation Measures			

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part II: Supporting Pages**

PHAName: Clermont Metropolitan Housing Authority		Grant Type and Number Capital Fund Program Grant No: 5 01-02 Replacement Housing Factor Grant No:					Feder
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		
HA-wide	Full time salary for Maintenance Mechanic		1408	1	18,700		
HA-wide	Partial Salary for CF Inspector		1408	1	20,200		
HA-wide	PHA Contribution to Employee Benefits Plan		1408		49,100		
HA-wide	Misc. sundry expenses associated with CF program		1410		2,200		
HA-wide	Possible overtime related to CF program		1410		4,000		
HA-wide	Partial salary for CF Coordinator		1410	1	26,400		
HA-wide	Partial salary for Executive Director		1410	1	11,400		
This line not used							
HA-wide	Architect		1430		21,800		
HA-wide	Costs of Permits, Other		1430		1,000		
OH038-001Fel	Replace electric ranges, rangehoods, greaseshields		1465	8	3,728		
OH038-001Fel	Replace refrigerators		1465	8	3,960		
OH038-001Fel	Paint unit interiors		1460	2	1,900		
OH038-001BL	Paint unit interiors		1460	4	3,800		
OH038-003BW	Replace rear patio doors		1460	13	23,400		
OH038-003BW	Replace carpet		1460	16	21,200		
OH038-003BW	Paint unit interiors		1460	16	15,200		
OH038-003BW	Replace garage door on maintenance building		1470	1	1,300		
OH038-004SS	Replace windows		1460	3	690		
OH038-004SS	Paint unit interiors		1460	13	18,200		
OH038-004SS	Trim/remove trees in various locations		1450	6	2,450		
OH038-004SS	Clean/power wash building exteriors		1460	7	2,100		
OH038-004SS	Replace bathroom floor		1460	1	950		
OH038-004SS	Remove old fence/install new		1450	1	525		
OH038-005MW	Paint unit interiors		1460	6	5,700		
OH038-005MW	Stripe parking lots/paint fire lanes		1450		2,750		

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part III: Supporting Pages**

PHAN Name: Clermont Metropolitan Housing Authority		Grant Type and Number Capital Fund Program Grant No: 5 01-02 Replacement Housing Factor Grant No:					Feder
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		
OH038-005WW	Stripe parking lot/paint fire lanes		1450		2,000		
OH038-007SS	Replace exterior door		1460	1	480		
OH038-007SS	Paint unit interiors		1460	8	11,200		
OH038-007SS	Replace storage sheds		1470	6	9,686		
OH038-007SS	Trim/remove trees in various locations		1450	6	2,100		
OH038-007SS	Clean/power wash building exteriors		1460	6	1,350		
OH038-007SS	Replace black iron pipe after gas meter		1450	1	475		
OH038-007SS	Install siding on entire house		1460	1	4,000		
OH038-007SS	Install siding on partial house		1460	1	1,200		
OH038-007SS	Replace garage door		1460	1	450		
OH038-007SS	Install sewer line		1450	1	3,800		
OH038-007SS	Replace storage shed/remove carport		1470	1	2,692		
OH038-001 Administrative	(Central Office) paint exterior trim		1470	1	5,450		
OH038-001 Administrative	(Central Office) replace gutters/ downspouts		1470	1	2,500		
OH038-001 Administrative	Purchase vehicles		1475	6	130,500		

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (C FP/CFPRHF)**  
**Part III: Implementation Schedule**

PHAName: Clermont Metropolitan Housing Authority		<b>Grant Type and Number</b> Capital Fund Program No: 501 -02 Replacement Housing Factor No:					Federal FY of Grant
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reason
	Original	Revised	Actual	Original	Revised	Actual	
HA-wide	9/30/04			9/30/05			
OH038-001	9/30/04			9/30/05			
OH038-003	9/30/04			9/30/05			
OH038-004	9/30/04			9/30/05			
OH038-005	9/30/04			9/30/05			
OH038-007	9/30/04			9/30/05			

**(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 (state name)

-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.HOPEVIandPublicHousingDevelopmentandReplacementActivities(Non - CapitalFund) – N/A FOR THIS PHA**

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPEVI 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 HOPEVI 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 HOPEVI 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 HOPEVI revitalization grant in the Plan year?  
 If yes, list development name/s below:

Yes  No: d) Will the PHA be engaging in any mixed -financed 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:

## Demolition and Disposition

[24CFR Part 903.79(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.)

<b>Demolition/Disposition Activity Description</b>	
1a. Development name: Scattered Site	
1b. Development (project) number: 15 -004	
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 <input type="checkbox"/> planned for submission: <b>(prior to 12/15/02)</b>	
5. Number of units affected: <input type="text" value="28"/>	
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development	
7. Timeline for activity: a. Actual or projected start date of activity: upon HUD approval. b. Projected end date of activity: upon schedule approved by HUD.	

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

[24CFR Part 903.79(i)]

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; PHA's 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

<b>Designation of Public Housing Activity Description</b>	
1a. Development name: Bethel Woods	
1b. Development (project) number: OH010 P038 -003	
2. Designation type:	
Occupancy by only the elderly	<input checked="" 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 checked="" type="checkbox"/>
Submitted, pending approval	<input type="checkbox"/>
Planned application	<input type="checkbox"/>
4. Date this designation <b>approved</b> , submitted, or planned for submission: (12/21/01)	
5. If approved, will this designation constitute a (select one)	
<input checked="" type="checkbox"/> New Designation Plan	
<input type="checkbox"/> Revision of a previously -approved Designation Plan?	
6. Number of units affected: 58	
7. Coverage of action (select one)	
<input checked="" type="checkbox"/> Part of the development	
<input type="checkbox"/> Total development	

## Conversion of Public Housing to Tenant -Based Assistance

N/A FOR THIS PHA [24CFR Part 903.79(j)]

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

### **A. Assessment of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act** **D**

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.

<b>Conversion of Public Housing Activity Description</b>
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)

- Units addressed in a pending or approved demolition application (date submitted or approved: \_\_\_\_\_)
- Units addressed in a pending or approved HOPEVI demolition application (date submitted or approved: \_\_\_\_\_)
- Units addressed in a pending or approved HOPEVI Revitalization Plan (date submitted or approved: \_\_\_\_\_)
- Requirements no longer applicable: vacancy rates are less than 10 percent
- Requirements no longer applicable: site now has less than 300 units
- 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

[24CFR Part 903.79(k)]

N/A FOR THIS PHA

## 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 as 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.)

<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>
1a. Development name:
1b. Development (project) number:
2. Federal Program authority: <input type="checkbox"/> HOPEI <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USH A 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**

**N/A FOR THIS PHA**

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. **performing PHAs** may skip to component 12.)

**High**

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. PHASE I - Self-Sufficiency Program

[24CFR Part 903.79(1)]

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 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 assigned? 01/23/01, copy attached.

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

- Client referrals
- Information sharing regarding mutual clients (for rent determination and otherwise)
- Coordinate the provision of specific social and self-sufficiency services and program 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 home ownership option participation
- Preference/eligibility for section 8 home ownership option participation
- Other policies (list below)

##### b. Economic and Social self-sufficiency programs

Yes  No: Does the PHA coordinate, promote or provide any program 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.)



### **13. PHA Safety and Crime Prevention Measures**

[24CFR Part 903.79(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 area 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 level of violent and/or drug -related crime
- Other (describe below)

2. What information or data did the PHA use 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 anti-crime/anti-drug programs
- Other (describe below)

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

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

1. List the crime prevention activities the PHA has undertaken or plan 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.CoordinationbetweenPHAandthepolice**

1.DescribethecoordinationbetweenthePHAandtheappropriatepoliceprecinctsforcarryingoutcrime preventionmeasuresandactivities:(selectallthatapply)

- Policeinvolvementindevelopment,implementation,and/orongoingevaluationofdrug eliminationplan
- Policeprovidocrimedatatohousingauthoritystaffforanalysisandaction
- Policehaveestablishedaphysicalpresenceonhousingauthorityproperty(e.g.,community policingoffice,officerinresidence)
- Policeregularlytestifyinandotherwisesupportevictioncases
- PoliceregularlymeetwiththePHAmangementandresidents
- AgreementbetweenPHAandlocallawenforcementagencyforprovisionofabove -baselinelaw enforcementservices
- Otheractivities(listbelow)

2.Whichdevelopmentsaremost affected?(listbelow)

**D.AdditionalinformationasrequiredbyPHDEP/PHDEPPlan**

PHAseligibleforFY2000PHDEPfundsmustprovideaPHDEPPlanmeetingspecifiedrequirementspriortoreceiptof PHDEPfunds.

- Yes  No: IsthePHAeligibletoparticipateinthePHDEPinthefiscalyearcoveredbythisPHA Plan?
- Yes  No: HasthePHAincludedthePHDEPPlanforFY2000inthisPHAPlan?
- Yes  No: ThisPHDEPPlanisanAttachment.(AttachmentFilename:\_\_\_)

## **14. PET POLICY**

[24CFR Part 903.79(n)]

### **PET POLICY – IN EFFECT**

#### **INTRODUCTION**

This Chapter explains the PHA's policies on the keeping of pets and any criteria or standards pertaining to the policy. The rules adopted are reasonably related to the legitimate interest of this PHA to provide a decent, safe and sanitary living environment for all tenants, to protecting and preserving the physical condition of the property, and the financial interest of the PHA.

The purpose of this policy is to establish the PHA's policy and procedures for ownership of pets in all developments and to ensure that no applicant or resident is discriminated against regarding admission or continued occupancy because of ownership of pets. It also establishes reasonable rules governing the keeping of common household pets.

Nothing in this policy or the dwelling lease limits or impairs the right of persons with disabilities to own animals that are used to assist, support or provide service to them.

#### **A. ANIMALS THAT ASSIST, SUPPORT OR PROVIDE SERVICE TO PERSONS WITH DISABILITIES.**

Pet rules will not be applied to animals that assist, support, or provide service to persons with disabilities; however, an assistance animal may not destroy the unit or pose any health or safety hazard to other residents. This exclusion applies to such animals that reside in public housing and that visit these developments.

To be excluded from the pet policy, the resident must certify:

That there is a person with disabilities in or visiting the household.

That the animal actually assists, supports or provides service to the specified person with disabilities.

#### **B. MANAGEMENT APPROVAL OF PETS**

Families residing in a Public Housing unit are allowed to keep common domesticated household pets in their dwelling units as stated in their lease and in accordance with the Code of Federal Regulations.

All pets must be approved in advance by the PHA. Only one fur-bearing domesticated pet (dog/cat) may be kept within the dwelling unit.

The resident must submit and enter into a Pet Agreement with the PHA, which will state the resident acknowledges complete and total responsibility for the care and maintenance of the pet.

#### **Registration of Pets**

Pets must be registered with the PHA before they are brought onto the premises.

Registration includes certificates signed by a licensed veterinarian or State/local authority that the common household pet has timely received all inoculations required by State or local law, and that the pet has no

communicable disease(s) and is pest-free. Also required is whatever license and tag (around the neck) is mandated by local law.

Registration must be renewed and will be coordinated with the annual recertification date. Proof of license and inoculation must be submitted at least 30 days prior to annual re-examination.

Dogs and cats must be spayed or neutered.

The Resident must provide a picture of the common household pet at time of registration.

Name, address and phone number of person to be responsible for pet in resident's absence must be provided.

No animal or pet may be kept in violation of humane or health laws.

The Housing Authority will notify the owner of the common household pet if registration of the pet is refused and will state the basis for the rejection, as size, disposition, etc.

### **Refusal To Register Pets**

The PHA may not refuse to register a pet based on the determination that the resident is financially unable to care for the pet. If the PHA refuses to register a pet, a written notification will be sent to the resident stating the reason for denial and shall be served in accordance with HUD notice requirements.

The PHA will refuse to register a pet if:

The pet is not a common household pet as defined in this policy;

Keeping the pet would violate any House Pet Rules;

The resident fails to provide complete pet registration information, or fails to update the registration annually;

The PHA reasonably determines that the resident is unable to keep the pet in compliance with the pet rules and other lease obligations. The pet's temperament and behavior may be considered a factor in determining the resident's ability to comply with provisions of the lease.

The notice of refusal may be combined with a notice of a pet violation.

A resident who cares for another resident's pet must notify the PHA and agree to abide by all of the pet rules in writing.

### **C. STANDARDS FOR PETS**

PHA authorization for pet will be given on a year-to-year basis.

No vicious or intimidating pet is to be kept on the premises.

## **Types of Pets Allowed**

A resident may keep not types of pets other than the following. The following types and qualifications are consistent with applicable state and local law.

1. Dogs  
Maximum adult weight: 25 pounds  
Must be housebroken  
Must be spayed or neutered before they become six months old. A licensed veterinarian must verify this fact.  
Must have all required inoculations  
Must be licensed as specified now or in the future by State law and local ordinance.
2. Cats  
Must be declawed  
Must be spayed or neutered before they become six months old. A licensed veterinarian must verify this fact.  
Must have all required inoculations  
Must be trained to use a litter box or other waste receptacle.  
Must be licensed as specified now or in the future by State law and local ordinance.
3. Birds  
Maximum number: two (2)  
Must be enclosed in a cage at all times
4. Fish  
Maximum aquarium size: 30 gallons  
The aquarium must be maintained on an approved stand
5. Rodents (Rabbit, or guinea pig, or hamster, or gerbil)  
Maximum number (1)  
Must be in an acceptable cage at all times  
Must have any or all inoculations as specified now or in the future by State law or local ordinance
6. Reptiles  
Common household pets do not include reptiles (except turtles)  
Must be enclosed in an acceptable cage or container at all times.

## **D. PET TEMPORARILY ON THE PREMISES**

Pets, which are not owned by a resident, will not be allowed.

Residents are prohibited from feeding or harboring stray animals. The feeding of stray animals will constitute having a pet without permission of the Housing Authority.

This rule excludes visiting pet programs sponsored by a humane society or other non-profit organization and approved by PHA.

## **E. ADDITIONAL FEES AND DEPOSITS FOR PETS**

The resident will be responsible for all reasonable expenses directly related to the presence of the pet on the premises, including the cost of repairs and replacement in the dwelling unit, and the cost of animal care facilities if needed. These charges are due and payable within 30 days of written notification.

Theresidentshallberequiredtopayarefundabledepositof\$250(infull),priortobringingthepeti ntothe dwellingunitforthepurposeofdefrayingallreasonablecostsdirectlyattributabletothepresenceofadogorcat.

ThePHAreservestherighttochangeorincreasetherequireddepositbyamendmenttotheserules.

ThePHAwillrefundthePet Deposittotheresident,lessanydamagescausedbythepettothedwellingunitwithin areasonabletimeaftertheresidentmovesoutoruponremovalofthepetfromtheunit.

ThePHAwillreturnthePetDeposittotheformerresidentortotheperonde signedbytheformerresidentinthe eventoftheformertenant'sincapacitationordeath.

ThePHAwillprovidetheresidentordesigneeidentifiedabovewithawrittenlistofanychargesagainstthepet deposit.Iftheresidentdisagreeswiththemo untchargedtothepetdeposit,thePHAwouldprovideameetingto discussthecharges.

AllreasonableexpensesincurredbythePHAasareultofdamagesdirectlyattributabletothepresenceofthepet intheprojectwillbetheresponsibilityofthere sident,including:

- Thecostofrepairsandreplacementsstothersident'dwellingunit
- Fumigationofthedwellingunit
- Commonareasoftheproject
- Theexpenseoffleadeinfestation

Ifaresidentisinoccupancywhensuchcostsocc ur,theresidentshallbebilledforsuchcostsascurrentcharge.

Ifsuchexpensesoccurastheresultofamove -outinspection,theywillbedeductedfromthepetdeposit.The residentwillbebilledforanyamountthatexceedsthepetdeposit.

Petde positsandpetwasteremovalchargesarenotapartofrentpayablebytheresident.

Theresidentisurgedtoobtainandcontinueliabilityinsuranceontheirdwellingunitwhentheyaretheownerofa catordog.

#### **F. ALTERATIONSTO UNIT**

Residentsshall notaltertheirunit,patio,premisesorcommonareastocreateanenclosureforanyanimal. Installationofpetdoorsisprohibited .

#### **G. PET AREA**

Petsmustbemaintainedwithintheresident'sunit.Whenoutsideoftheunit(withinthebuildingoront he grounds)dogsandcatsmustbekeptonaleash(nolongerthan6feetinlength)orcarriedandunderthecontrolof theresidentorotherresponsibleindividualatalltimes.

Petsshallnotbepermittedtobetiedtoanyfixedobjectoutsidethedwell ingunit. Petsarenotpermittedincommonareasincludinglobbies,communityroomsandlaundryareaseexceptforthose commonareaswhichareentrancestoandexitsfromthebuilding.

Residentsmustwalkpetstotheperimetersofauthoritypropertyforth epettorielieveitself.Theresidentmust immediatelypickupany solidwastetobedepositedinapropercontainer,asdescribedwithinthepetpolicy. Residentsmustnotwalktheirpetsinanytraveledareas,walkways,parkinglots,etc.

## **H. NOISE**

Residents must agree to control the noise of pets so that such noise does not constitute a nuisance to other residents or interrupt their peaceful enjoyment of their housing unit or premises. This includes, but is not limited to, loud or continuous barking, howling, whining, biting, scratching, chirping, or other such activities.

The Housing Authority will not, under any circumstances, require residents to have any pet's vocal chords removed.

## **I. CLEANLINESS REQUIREMENTS**

Pets must be fed and watered inside the dwelling unit. Pet food may not be left outside the dwelling unit at any time.

Any pet-related insect infestation in the resident's dwelling unit would be the financial responsibility of the resident and the Authority reserves the right to exterminate and charge the resident.

Pet bedding shall not be washed in any common laundry facilities.

### **Litter Box Requirements**

All animal waste or the litter from litter boxes shall be picked up immediately by the resident and disposed in a heavy sealed plastic trash bag, and placed in a trash container.

Litters shall not be disposed of by being flushed through a toilet.

Litter boxes must be waterproof and stored inside a resident's dwelling unit.

### **Removal of Waste From Other Locations**

Residents shall be responsible for the removal of waste from any pet by placing it in a sealed plastic bag and immediately disposing of it in an outside trash bin.

Residents shall take adequate precautions to eliminate any pet odors within or around the unit to maintain the unit in a sanitary condition at all times.

A separate pet waste removal charge, per occurrence, will be assessed against the resident in accordance with the Labor/Materials Schedule.

## **J. PET CARE**

No pet (excluding fish) shall be left unattended in any dwelling unit for a period in excess of 24 hours.

All residents shall be responsible for adequate care, nutrition, exercise and medical attention for his/her pet.

Residents must recognize that other residents may have chemical sensitivities or allergies related to pets, or may be easily frightened or disoriented by animals. Residents must agree to exercise courtesy with respect to other residents.

**K. RESPONSIBLE PARTIES**

There resident will be required to designate two responsible parties for the care of the pet if the health or safety of the pet is threatened by the death or incapacity of the resident, or by other factors that render the resident unable to care for the pet.

**L. INSPECTIONS**

The PHA may, after reasonable notice to the tenant during reasonable hours, enter and inspect the premises, in addition to other inspections allowed.

Should the Resident have a pet:

The Resident or another adult must be present for a scheduled inspection; or  
The Resident must have the pet secured in an area away from the place(s) of the scheduled repairs.

If Authority staff enter the unit for either a scheduled inspection or repairs and find the pet not secured, the scheduled inspection or repairs will not be completed at that time and the Resident will be charged a service call for a return visit to complete the scheduled inspection or repairs.

The Authority will not be responsible for any pet that escapes the unit.

**M. PET RULE VIOLATION NOTICE**

The authorization for a common household pet may be revoked at any time subject to the PHA's grievance procedure if the pet becomes destructive or an nuisance to others, or if the resident fails to comply with this policy.

Residents who violate these rules are subject to:

Mandatory removal of the pet from the premises within 30 days of notice by the Housing Authority; or if for a threat to health or safety, removal within 24 hours of notice.

Lease termination proceedings.

If a determination is made on objective facts supported by written statements, that a resident has violated the Pet Rule Policy, written notice will be served.

The Notice will contain a brief statement of the factual basis for the determination and the pet rule(s), which were violated. The notice will also state:

That the resident has 2 calendar days from the effective date of service of notice to correct the violation or make written request for a meeting to discuss the violation;

That the resident is entitled to be accompanied by another person of his or her choice at the meeting; and

That the resident's failure to correct the violation, request a meeting, or appear at a requested meeting may result in initiation of procedures to terminate a resident's tenancy.

**N. NOTICE OF PET REMOVAL**

If the resident and the PHA are unable to resolve the violation at the meeting or the resident fails to correct the violation in the time period allotted by the PHA, the PHA may serve notice to remove the pet.

The Notices shall contain:

A brief statement of the factual basis for the PHA's determination of the Pet Rule that has been violated;

The requirement that the resident must remove the pet within 7 calendar days of the notice; and

A statement that failure to remove the pet may result in the initiation of termination of tenancy procedures.

**O. TERMINATION OF TENANCY**

The PHA may initiate procedures for termination of tenancy based on a pet rule violation if:

The resident has failed to remove the pet or correct a pet rule violation within the time periods specified; and

The pet rule violation is sufficient to begin procedures to terminate tenancy under terms of the lease.

**P. PET REMOVAL**

If the death or incapacity of the resident threatens the health or safety of the pet, or other factors occur that render the resident unable to care for the pet, the situation will be reported to the Responsible Party(s) designated by the resident. This includes pets that are poorly cared for or have been left unattended for over 24 hours.

If the responsible party is unwilling or unable to care for the pet, or if the PHA after reasonable efforts cannot contact the Responsible Party(s), the PHA may contact the appropriate State or local agency and request the removal of the pet.

If the pet is removed as a result of any aggressive act on the part of the pet, the pet will not be allowed back on the premises.

**Q. EMERGENCIES**

The PHA will take all necessary steps to insure that pets, which become vicious, display symptoms of severe illness, or demonstrate behavior that constitutes an immediate threat to the health or safety of others, are referred to the appropriate State or local entity authorized to remove such animals.

If it is necessary for the PHA to place the pet in a shelter facility, the cost will be the responsibility of the resident.

This Pet Policy will be incorporated by reference into the Dwelling Lease signed by the resident, and therefore, violation of the above Policy will be grounds for termination of the lease.

## **15. Civil Rights Certifications**

[24CFR Part 903.79(o)]

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

## **16.Fiscal Audit**

[24CFR Part 903.79(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

[24CFR Part 903.79(q)]

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

High performing and

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 Public Housing Asset Management Table?

**optional**

## **17. Other Information**

[24 CFR Part 903.79(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 (Filename)

Provided below:

**Comment:** Ginger Braden, Monroe Woods Resident, asked when the parking lines would be painted at Monroe Woods and if there would be assigned parking.

**Response:** The Authority will be painting parking lines in the next few months as part of a current Capital Funds program, but there is no assigned parking for residents.

**Comment:** Paula Henderson, Monroe Woods Resident, questioned the number of vehicles a resident was allowed to have at Monroe Woods.

**Response:** According to the Public Housing Handbook, which all residents receive at the time of admission to the program, "No more than two vehicles are permitted for each dwelling unit. The Authority requests all visitors to allow Residents the spaces in front of their dwelling."

**Comment:** Ginger Braden, Monroe Woods Resident, asked if larger garbage dumpsters or an extra pickup day could be arranged for Monroe Woods. The dumpsters are too full prior to the garbage pickup days. There is also a problem with litter around the apartments due to an overly full dumpster.

**Response:** The Authority has contacted Rumpke and arranged for an additional day (trial period) of garbage pickup at Monroe Woods. The Authority has noticed younger children (too short to put debris in the dumpster) either place the debris on the ground or permit the debris to be tossed on the grounds. Certain residents simply throw trash on the ground and walk away.

**Comment:** Paula Henderson, Monroe Woods Resident, asked if Julie Finney, the Housing Manager Coordinator for the Authority, could continue the special events programs for families at Monroe Woods.

**Response:** The Authority is looking into the possibility of sponsoring activities for Monroe Woods residents in the near future. Authority staff pointed out that at least two times the Authority attempted to start a Monroe Woods Resident Council, but in every case, no residents even showed up for a meeting.

**Comment:** Ginger Braden inquired what could be done about residents and visitors parking along the driveway at Monroe Woods.

**Response:** Once the Authority paints the "No Parking" lines along the driveway at Monroe Woods, it will be illegal for anyone to park there. Residents can call the Clermont County Sheriff's Department, the local Fire Department or the Authority to report any vehicles parking in these areas.

**Comment:** Tonya Shepherd, Monroe Woods Resident, asked what the bedroom size would be for a family of seven, according to the Authority's policy.

**Response:** According to Authority's policy, a family of seven would be eligible for a four-bedroom unit, under certain conditions, i.e. availability of a unit, condition of the housing unit being vacated, etc.

**Comment:** Paula Henderson, Monroe Woods Resident, asked why Children's Services gives residents three-day notice before responding in person to a complaint involving the neglect or abuse of children. tsa

**Response:** This is apparently a policy of Children's Services and any questions regarding it should be addressed to that agency. Residents can also contact the Clermont County Sheriff's Department to report a neglected or abused child.

**Comment:** Helen Ladd, Bethel Woods Resident, asked what was referred to by the category of Near Elderly in regard to the Public Housing Waiting List.

**Response:** The Near Elderly applicants on the Public Housing Waiting List are those Single/Family applicants who are ages 50-61.

**Comment:** Bernice Gelter, Bethel Woods Resident, asked how the houses under the Agency's proposed Designation Plan would be sold.

**Response:** The houses would probably be sold through a real estate broker(s).

**Comment:** Helen Ladd, Bethel Woods Resident, inquired about the possibility of extra units being built at Bethel Woods.

**Response:** The Clermont Metropolitan Housing Authority Board of Commissioners could consider an additional building at Bethel Woods, in the future.

**Comment:** Paula Henderson, Monroe Woods Resident, asked if visitors at Monroe Woods were allowed to bring a pet on the property.

**Response:** No visitors are allowed to have pets on the property with the exception of visitors with disabilities, when the animal actually assists, supports or provides services to the specified person.

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

Resident Advisory Board Members

Helen Ladd	610 Easter Road	-#103	Bethel, Ohio 45106
Gladys Hall	610 Easter Road	-#705	Bethel, Ohio, 45106
Lucy Sentman	610 Easter Road	-#307	Bethel, Ohio, 45106
Bernice Gelter	610 Easter Road	-#304	Bethel, Ohio, 45106
Dorothy Crawford	610 Easter Road	-#701	Bethel, Ohio 45106
Gloria Carle	610 Easter Road	-#305	Bethel, Ohio 45106

MaxineKirschner	610EasterRoad	-#402	Bethel,Ohio45106
BeachelCaudill	610EasterRoad	-#509	Bethel,Ohio45106
JohnManz	610EasterRoad	-#504	Bethel,Ohio45106
AmandaWillis	610EasterRoad	-#407	Bethel,Ohio45106
LillianConn	610EasterRoad	-#502	Bethel,Ohio45106
VivianDay	610EasterRoad	-#505	Bethel,Ohio45106
MerrieJoEmmons	610EasterRoad	-#206	Bethel,Ohio45106
MaryAltman	610EasterRoad	-#605	Bethel,Ohio45106
PaulaHenderson	2181E.OhioPk.	-#25	Amelia,Ohio45102
TonyaShepherd	2173E.OhioPk.	-#1	Amelia,Ohio45102
GingerBraden	2181E.OhioPk.	-#23	Amelia,Ohio45102

**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: (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
- Other: **A Board Member, Helen Ladd, who is a resident, was appointed by the Clermont County Commissioners for a 5 year term.**

**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: (Clermont County, 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. (list below)
- Other: (list below)

3. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (as described herein)

**D. Public Comments**

There were no public comments.

**CapitalFundProgramFive -YearActionPlan  
PartI:Summary**

PHANameClermont MetropolitanHousingAuthority		<input checked="" type="checkbox"/> <b>Original5 -Year Plan</b> <input type="checkbox"/> <b>RevisionNo:</b>		
Development Number/Name/HA- Wide	Year1	WorkStatementforYear2 FFYGrant:501.03 PHAFY:2003	WorkStatementforYear3 FFYGrant:501.04 PHAFY:2004	WorkStatementforYear4 FFYGrant:501.05 PHAFY:2005
HA-wide	Annual Statement	157,660	159,690	161,870
OH038-001		13,000	11,919	36,431
OH038-003		74,245	49,374	154,685
OH038-004		152,140	102,956	33,278
OH038-005		41,300	102,350	41,990
OH038-007		1,675	13,712	11,835
TotalCFPFunds (Est.)		440,020	440,001	440,089
TotalReplacement HousingFactorFunds				

## 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 years. 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.

Development Number	Development Name	Number of Units	% Vacancies	Description of Needed Physical Improvement or Management Improvements	Estimated Cost	Planned Start (PHA Fiscal Year)
--------------------	------------------	-----------------	-------------	---	----------------	---------------------------------

			0 vacant			
<b>Year 2</b>	Felicity			Paint 2 unit interiors	\$1,900	2004
<b>Year 3</b>	Felicity			Replace stock a defence	\$800	2005
<b>Year 4</b>	Felicity			Replaces sidewalks	\$960	2006
	Felicity			Repair windows/all units	\$920	2006
	Felicity			Repair parking lot base	\$240	2006
	Felicity			Seal coat parking lot	\$290	2006
	Felicity			Replace 8 exterior lights	\$1,016	2006
	Felicity			Paint exterior trim	\$1,500	2006
	Felicity			Replace 8 a/c units	\$4,200	2006
<b>Year 5</b>	Felicity			Paint 2 unit interiors	<u>\$1,900</u>	2007
					\$13,726	

**Year 1** See Annual Statement  
**Totalestimatedcostovertnext5years**

\$9,588  
\$23,314

Development Number	Development Name	Number Vacant	% Vacancies	Description of Needed Physical Improvement or Management Improvements	Estimated Cost	Planned Start (HA Fiscal) (Year)
--------------------	------------------	---------------	-------------	---	----------------	----------------------------------

OH038-001PHAwide) 0vacant0%

<b>Year 2</b>	BirneyLane			Paint5unitinteriors	\$4,750	2004
<b>Year 3</b>	BirneyLane			Sealaspaltdrivewaysat17 locations	\$2,291	2005
	BirneyLane			Replace34exteriorlightfixtures	\$4,318	2005
	BirneyLane			Replace17bathe exhausts	\$1,003	2005
<b>Year 4</b>	BirneyLane			Replacesidewalksin11 locations	\$2,880	2006
	BirneyLane			Replacewindowsin14 locations	\$5,175	2006
	BirneyLane			Replaceselectricalwallheatersin 17locations	\$7,650	2006
<b>Year 5</b>	BirneyLane			Paint5unitinteriors	\$4,750	2007
	BirneyLane			Replacesidewalksat17 locations	<u>\$5,870</u>	2007
					<u>\$38,687</u>	

**Year 1** See Annual Statement  
**Totalestimatedcostovernext5years**

**\$3,800**  
**\$42,487**

Development Number	Development Name	Number of Vacancies	% Vacancies	Description of Needed Physical Improvement or Management Improvements	Estimated Cost	Planned Start (HA Fiscal Year)
--------------------	------------------	---------------------	-------------	---	----------------	--------------------------------

**Year 2**

U.S.52                      0vacant0%                      Paint3unitinteriors                      \$2,850                      2004

**Year 3**

U.S.52                                                                Replace18exteriorlightfixtures                      \$2,286                      2005

U.S.52                                                                Replace18ba thexhaustfans                      \$531                      2005

[ ]

U.S.52                                                                Repairwindowsin2locations                      \$690                      2005

**Year 4**

[ ]

931U.S.52                                                                Replaceconcretepad                      \$1,440                      2006

U.S.52                                                                Replaceconcretesidewalksat2 locations                      \$360                      2006

933U.S.52                                                                Trimtrees                      \$300                      2006

U.S.52                                                                Replaceelectricalwallheatersin 9locations                      \$4,050                      2006

[ ]

**Year 5**

[ ]

U.S.52                                                                Paint3unitinteriors                      \$2,850                      2007

U.S.52                                                                Repairconcretedrivewaysin9 locations                      \$12,636                      2007

U.S.52                                                                Replacesidewalksin5locations                      \$1,200                      2007

[ ]

\$29,193

**Year 1**

SeeAnnualStatement

**Totalestimatedcostovertnext5years**

\$00  
**\$29,193**

Development Number	Development Name	Number Vacant	% Vacant	Development	Description of Physical Improvements or Management Improvements	Estimated Cost	Planned Start (HA Fiscal Year)
--------------------	------------------	---------------	----------	-------------	---	----------------	--------------------------------

OH038-001PHAwide

**Year 2**

AdminBldg.					Upgrade computer server	\$3,500	2004
------------	--	--	--	--	-------------------------	---------	------

**Year 4**

AdminBldg.	(504)				Modify front door	\$1,000	2006
AdminBldg.	(504)				Modify front door threshold	\$100	2006
AdminBldg.	(504)				Replace door handles	\$100	2006
AdminBldg.	(504)				Provide ramp – west side	\$1,000	2006
AdminBldg.	(504)				Replace hardware – east side	\$1,000	2006
AdminBldg.	(504)				Modify bathroom	\$1,200	2006
AdminBldg.	(504)				Replace bathroom door	\$600	2006
AdminBldg.	(504)				Provide 3 grab bars	\$300	2006
AdminBldg.	(504)				Replace faucet	\$100	2006
AdminBldg.	(504)				Relocate mirror	<u>\$50</u>	2006
						<u>\$8,950</u>	

**Year 1**

See Annual Statement

**Totalestimatedcostovertnext5years**

**\$138,450**

**\$147,400**

Development Number	Development Name	Number Vacant	% Vacancies In Development	Description of Needed Physical Improvement or Management Improvements	Estimated Cost	Planned Start (HA/Fiscal) (Year)
OH038-003PHAwide)						
			Ovacantunit	0%		
	<b>Year 2</b>					
			Bethel Woods	Replacesidewalks	\$2,920	2004
			Bethel Woods	Replacedumpsterpad	\$2,500	2004
			Bethel Woods	Replace13reardoors	\$23,400	2004
			Bethel Woods	Replace17unitscarpet	\$22,525	2004
			Bethel Woods	Replace5atticfans	\$6,750	2004
			Bethel Woods	Paint17interiors	\$16,150	2004
	<b>Year 3</b>					
			Bethel Woods	Replacesidewalks	\$1,920	2005
			Bethel Woods	Replacedumpsterpad	\$2,500	2005
			Bethel Woods	Replace13reardoors	\$23,400	2005
			Bethel Woods	Sealcoatdriveways	\$2,528	2005
			Bethel Woods	Trimtrees	\$5,000	2005
			Bethel Woods	Replace13 light fixtures	\$1,651	2005
			Bethel Woods	Replace4securitylights	\$1,500	2005
			Bethel Woods	Service65electricheaters	\$3,275	2005
			Bethel Woods	Paint8unitinteriors	\$7,600	2005
	<b>Year 4</b>					
			Bethel Woods	Replaceprivacyfences	\$4,000	2006
			Bethel Woods	Replace5waterheaters	\$1,525	2006
			Bethel Woods	Replacesheathing,flashing, Ridgevents,shingleson 8apartmentbuildingsand communitybuilding	\$114,647	2006
			Bethel Woods	Replacegutters,down - spouts,draintilesonall buildings	\$18,973	2006
			Bethel Woods	Replaceconcretepatiosin4 locations	\$3,200	2006
			Bethel Woods	Replace6polelights	\$9,750	2006
			Bethel Woods (504item)	Install11strobesmokedetectors	\$770	2006
			Bethel Woods (504item)	Replacethedinkingfountain	\$500	2006
			Bethel Woods (504item)	Provide2grabbarsinrestroom	\$300	2006
			Bethel Woods (504item)	Repaceurinal	\$600	2006
			Bethel Woods (504item)	Repacevanity/faucets	\$400	2006
			Bethel Woods (504item)	Repacemirror	\$20	2006
	<b>Year 5</b>					
			Bethel Woods	Replace4concretepatios	\$3,200	2007
			Bethel Woods	Paint16interiors	\$15,200	2007
			Bethel Woods	Repairparkinglotbase	\$43,109	2007
			Bethel Woods	Trimtrees	\$3,000	2007
			Bethel Woods	Replace65electricranges	\$22,295	2007
			Bethel Woods	Replace65refrigerators	\$32,175	2007
			Bethel Woods	Repacecommunityroom heatpump	\$1,050	2007
					\$398,333	
	<b>Year 1</b>					
					<b>\$61,100</b>	
					<b>\$459,433</b>	

See Annual Statement

**Totalestimatedcostovernext5years**

Development Number	Development Name	Development Vacant Units	Development In Units	Number of Vacancies	% Vacancies	Description of Need	Planned Start (Fiscal Year)
OH038-004 PHA	(wide)				0%	Management Improvements	Estimated Cost
		0					
<b>Year 2</b>							
	Scattered Sites					Replace roof, ridge vents, flashing on 50 locations	\$138,140 2004
	Scattered Sites					Paint 10 unit interiors	\$14,000 2004
<b>Year 3</b>							
	Scattered Sites					Seal coat 46 driveways	\$6,756 2005
	Scattered Sites					Replace vinyl floor tile in 17 units	\$83,000 2005
	Scattered Sites					Paint exterior trim	\$2,000 2005
	Scattered Sites					Paint 8 unit interiors	\$11,200 2005
<b>Year 4</b>							
	Scattered Sites					Replace concrete sidewalks in 3 locations	\$720 2006
	Scattered Sites					Replace exterior doors at 2 locations	\$1,920 2006
	Scattered Sites					Repair windows at 35 locations	\$8,280 2006
	Scattered Sites					Replace 15 storage shed	\$22,288 2006
	Scattered Sites	(504 item)				Install one strobe smoke alarm	\$70 2006
<b>Year 5</b>							
	Scattered Sites					Replace gutters & downspouts on 50 locations	\$26,280 2007
	Scattered Sites					Paint 12 unit interiors	\$16,800 2007
	Scattered Sites					Replace concrete sidewalks in 8 locations	\$1,776 2007
	Scattered Sites					Replace 1 concrete patio	\$240 2007
	Scattered Sites					Clean/seal masonry in 6 locations	\$4,077 2007
	Scattered Sites					Replace 23 bath exhaust fans	\$1,357 2007
	Scattered Sites					Replace 34 electric baseboard heaters	\$15,130 2007
	Scattered Sites					Replace 9 electric water heaters	\$2,745 2007
	Scattered Sites					Replace 1 gas water heater	\$335 2007
							<u>\$357,114</u>

**Year 1**

See Annual Statement

**Total estimated cost over next 5 years**

\$24,915

\$382,029

Development Number	Development Name	Development Vacant Units	Development In Units	Number of Units	% Vacancies	Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start (HA Fiscal Year)
OH038-005PHA	wide			1 vacant unit	.4%			
<b>Year 2</b>								
	Monroe Woods					Paint 7 unit interiors	\$6,650	2004
	Monroe Woods					Install floor tile/stair treads in 5 units	\$28,000	2004
<b>Year 3</b>								
	Monroe Woods					Install floor tile/ stair treads in 5 units	\$28,000	2005
	Monroe Woods					Replace 25 patio doors	\$30,000	2005
	Monroe Woods					Seal coat/restripe parking lot	\$4,000	2005
	Monroe Woods					Replace 25 exterior light fixtures	\$3,175	2005
<b>Year 4</b>								
	Monroe Woods					Install floor tile/stair treads in 5 locations	\$28,000	2006
	Monroe Woods	(504 item)				Replaced drinking fountain	\$500	2006
	Monroe Woods	(504 item)				Modify the grade at entrance	\$500	2006
	Monroe Woods	(504 item)				Modify door opening	\$1,000	2006
	Monroe Woods	(504 item)				Modify maneuvering space in bathroom	\$200	2006
	Monroe Woods	(504 item)				Replace threshold at front door	\$100	2006
	Monroe Woods	(504 item)				Replace door handle	\$100	2006
	Monroe Woods	(504 item)				Replace front door closure	\$150	2006
	Monroe Woods	(504 item)				Modify 2 existing doors	\$600	2006
	Monroe Woods	(504 item)				Provide 6 grab bars in bathrooms	\$300	2006
	Monroe Woods	(504 item)				Replace urinal	\$300	2006
	Monroe Woods	(504 item)				Replace lavatory and faucets	\$150	2006
	Monroe Woods	(504 item)				Relocate mirror	\$20	2006
	Monroe Woods	(504 item)				Relocate paper dispenser	\$50	2006
	Monroe Woods	(504 item)				Install 3 strobe smoke alarms	\$210	2006
<b>Year 5</b>								
	Monroe Woods					Paint 6 unit interiors	\$5,700	2007
	Monroe Woods					Replace front doors/hardware	\$8,375	2007
	Monroe Woods					Seal coat/stripe parking lot	\$3,750	2007
							\$149,830	

**Year 1**

See Annual Statement

**Total estimated cost over next 5 years**

\$8,450

\$158,280

Number	Development Name (or indicatePHAwide)	Development Vacant Units	Development Number	% Vacancies Physical Development	Description of Needed Improvements or Management Improvements	Estimated Cost	Start (HA Fiscal) (Year)	Planned
		Ovacantunits		0%				
<b>Year 2</b>		Williamsburg Woods			Paint7unitinteriors	\$6,650	2004	
<b>Year 3</b>		Williamsburg Woods			Replace25p atiodors	\$30,000	2005	
		Williamsburg Woods			Sealcoatparkinglot	\$4,000	2005	
		Williamsburg Woods			Replace25exterior lightfixtures	\$3,175	2005	
<b>Year 4</b>		Williamsburg Woods			Paint6unitinteriors	\$5,700	2006	
		Williamsburg Woods (504item)			Replacedrinkingfountain	\$500	2006	
		Williamsburg Woods (504item)			Modifythegradeatentrance	\$500	2006	
		Williamsburg Woods (504item)			Modifydooropening	\$1,000	2006	
		Williamsburg Woods (504item)			Modifymaneuv eringspacein Bathroom	\$200	2006	
		Williamsburg Woods (504item)			Replacethresholdatfrontdoor	\$100	2006	
		Williamsburg Woods (504item)			Replacedoorhandle	\$100	2006	
		Williamsburg Woods (504item)			Replacefrontdoorclosure	\$150	2006	
		Williamsburg Woods (504item)			Modify2existingdoors	\$600	2006	
		Williamsburg Woods (504item)			Provide6grabbarsinbathrooms	\$300	2006	
		Williamsburg Woods (504item)			Replaceurinal	\$300	2006	
		Williamsburg Woods (504item)			Replacelavatoryandfaucets	\$150	2006	
		Williamsburg Woods (504item)			Relocatemirror	\$20	2006	
		Williamsburg Woods (504item)			Relocatepaperdispenser	\$50	2006	
		Williamsburg Woods (504item)			Install2strobesmokealarms	\$ 140	2006	
<b>Year 5</b>		Williamsburg Woods			Paint6unitinteriors	\$5,760	2007	
		Williamsburg Woods			Seal/stripeparkinglot	<u>\$4,096</u>	2007	
						\$63,491		

**Year 1**

See Annual Statement

**Totalestim atedcostovertnext5years**

\$2,000

\$65,491



Development Number	Development Name (or indicate)	Account Number	Description of Needed Physical or Management Improvements	Planned Estimated Cost (HAF)	Start Year
--------------------	--------------------------------	----------------	---	------------------------------	------------

**Year 2**

HA-Wide	1408	Fulltime salary for Maintenance Mechanic	\$19,261	2004
HA-Wide	1408	Partial Salary for CF Inspector	\$20,739	2004
HA-Wide	1408	PHA Contribution to Employee Benefit Plan	<u>\$48,000</u>	2004
		<b>Total</b>	<b>\$88,000</b>	
HA-Wide	1410	Misc. sundry expenses Associated with CF Program	\$1,500	2004
HA-Wide	1410	Possible Overtime Related To CF Program	\$3,000	2004
HA-Wide	1410	Partial Salary for CF Coordinator	\$27,300	2004
HA-Wide	1410	Partial Salary for Executive Director	<u>\$12,200</u>	2004
		<b>Total</b>	<b>\$44,000</b>	
HA-Wide	1430	Architectural & Engineering Fees	\$25,176	2004
HA-Wide	1430	Other Fees (permits, etc.)	<u>\$1,000</u>	2004
		<b>Total</b>	<b>\$26,176</b>	

Development Number	Development Name (or indicate)	Account Number	Description of Physical Improvement or Management	Planned Estimated Improvements Cost	Start (HA Fiscal Year)
-----------------------	--------------------------------------	-------------------	---	--	------------------------------

**Year 3**

HA-Wide	1408	Fulltime salary for Maintenance Mechanic	\$19,839	2005
HA-Wide	1408	Partial Salary for CF Inspector	\$21,461	2005
HA-Wide	1408	PHA Contribution to Employee Benefit Plan	<u>\$46,700</u>	2005
		<b>Total</b>	<b>\$88,000</b>	
HA-Wide	1410	Misc. sundry expenses Associated with CF Program	\$1,400	2005
HA-Wide	1410	Possible Overtime Related To CF Program	\$2,700	2005
HA-Wide	1410	Partial Salary for CF Coordinator`	\$27,500	2005
HA-Wide	1410	Partial Salary for Executive Director	<u>\$12,400</u>	2005
		<b>Total</b>	<b>\$44,000</b>	
HA-Wide	1430	Architectural & Engineering Fees	\$27,225	2005
HA-Wide	1430	Other Fees (permits, etc.)	<u>\$1,000</u>	2005
		<b>Total</b>	<b>\$28,225</b>	

Development Number	Development Name (or indicate)	Account Number	Description of Needed Physical Improvement or Management Improvements	Planned Estimated Cost	Start (HA Fiscal) (Year)
-----------------------	--------------------------------------	-------------------	--	------------------------------	--------------------------------

**Year 4**

HA-Wide	1408	Fulltime salary for Maintenance Mechanic	\$20,434	2006
HA-Wide	1408	Partial Salary for CF Inspector	\$22,146	2006
HA-Wide	1408	PHA Contribution to Employee Benefit Plan	<u>\$45,420</u>	2006
		<b>Total</b>	<b>\$88,000</b>	
HA-Wide	1410	Misc. sundry expenses Associated with CF Program	\$1,500	2006
HA-Wide	1410	Possible Overtime Related To CF Program	\$1,700	2006
HA-Wide	1410	Partial Salary for CF Coordinator`	\$28,200	2006
HA-Wide	1410	Partial Salary for Executive Director	<u>\$12,600</u>	2006
		<b>Total</b>	<b>\$44,000</b>	
HA-Wide	1430	Architectural & Engineering Fees	\$29,317	2006
HA-Wide	1430	Other Fees (permits, etc.)	<u>\$1,000</u>	2006
		<b>Total</b>	<b>\$30,317</b>	

Development Number	Development Name (or indicate)	Account Number	Description of Physical Improvement or Management	Planned Estimated Improvements Cost	Start (HA Fiscal Year)
-----------------------	--------------------------------------	-------------------	---	--	------------------------------

**Year 5**

HA-Wide	1408	Fulltime salary for Maintenance Mechanic	\$21,047	2007
HA-Wide	1408	Partial Salary for CF Inspector	\$22,853	2007
HA-Wide	1408	PHA Contribution to Employee Benefit Plan	<u>\$44,100</u>	2007
		<b>Total</b>	<b>\$88,000</b>	
HA-Wide	1410	Misc. sundry expenses Associated with CF Program	\$900	2007
HA-Wide	1410	Possible Overtime Related To CF Program	\$1,200	2007
HA-Wide	1410	Partial Salary for CF Coordinator`	\$29,100	2007
HA-Wide	1410	Partial Salary for Executive Director	<u>\$12,800</u>	2007
		<b>Total</b>	<b>\$44,000</b>	
HA-Wide	1430	Architectural & Engineering Fees	\$31,343	2007
HA-Wide	1430	Other Fees (permits, etc.)	<u>\$1,000</u>	2007
		<b>Total</b>	<b>\$32,343</b>	

<b>Year 1</b>	See Annual Statement	<b><u>\$440,536</u></b>
<b>TotalestimatedcostofManagementNeedsovernext5years</b>		<b><u>\$799,861</u></b>
<b>TotalestimatedcostofMajorWorkCategoriesovernext5years</b>		<b><u>\$1,402,819</u></b>
<b>TotalestimatedcostofMajorWorkCategoriesandManagementNeeds Overthenext5years</b>		<b><u>\$2,202,680</u></b>

# CIVILRIGHTSCERTIFI CATION

---

The Clermont Metropolitan Housing Authority does hereby agree and certify that it will carry out this Agency Plan (both our 5-Year Plan and our Annual Plan) in compliance with all applicable civil rights requirements and will affirmatively further fair housing. In particular, we will comply with title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990. This is in continuation of our long standing anti-discrimination tradition.

ir  
-

---

Executive Director

---

Date

**Certification by State Official of PHA Plans Consistency with the Consolidated Plan**

I, \_\_\_\_\_ the \_\_\_\_\_ certify that the Five  
Year and Annual PHA Plan of the Clermont Metropolitan Housing Authority is  
consistent with the Consolidated Plan of Clermont County, Ohio, prepared  
pursuant to 24 CFR Part 91.

\_\_\_\_\_  
**Signed/Dated by Appropriate State or Local Official**

**Certification by Local Official of PHA Plans Consistency with the Consolidated Plan**

I, \_\_\_\_\_ the \_\_\_\_\_ certify that the Five  
Year and Annual PHA Plan of the Clermont Metropolitan Housing Authority is  
consistent with the Consolidated Plan of Clermont County, Ohio, prepared  
pursuant to 24 CFR Part 91.

\_\_\_\_\_  
Signed/Dated by Appropriate State or Local Official

## PHA Certifications of Compliance with the PHA Plans And Related Regulations Board Resolution to Accompany the PHA Plan

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the 5-Year Plan and Annual Plan for the PHA fiscal year beginning October 1, 2002, hereinafter referred to as the Plan of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local official that the Plan is consistent with the applicable Consolidated Plan, which includes the Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered their recommendations of the Board or Boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
4. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited comments.
5. The PHA will carry out the plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title I of the Americans with Disabilities Act of 1990.
6. The PHA will affirmatively further fair housing by examining the programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
7. For PHA Plan that includes a policy for site based waiting lists:
  - The PHA regularly submits required data to HUD's MTCS in an accurate, complete and timely manner (as specified in PIH Notice 99-2);
  - The system of site-based waiting lists, provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
  - Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
  - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
  - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).

8. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
9. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
10. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low -or Very -Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
11. The PHA has submitted with the Plan certification with regard to a drug free workplace required by 24 CFR Part 24, Subpart F.
12. The PHA has submitted with the plan certification with regard to compliance with restrictions on lobbying required by 24 CFR Part 87, together with disclosure forms required by this Part , and with restrictions on payments to influence Federal Transactions, in accordance with the Byrd Amendment and implementing regulations at 49 CFR Part 24.
13. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
14. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
15. The PHA will provide HUD or the responsible entity any documentation that the Department needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58.
16. With respect to public housing the PHA will comply with Davis -Bacon or HUD determined wage rate requirements under section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
17. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
18. The PHA will comply with the Lead -Based Paint Poisoning Prevention Act and 24 CFR Part 35.
19. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A -87 (Cost Principles for State, Local and Indian Tribal Governments) and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
20. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize Capital Grant Funds only for activities that are approvable under the regulations and included in its Plan.
21. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and attachments at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business address of the PHA.

**Clermont Metropolitan Housing Authority**

**OH038**

PHAName

PHANumber

**Signed/Dated by the PHA Board Chair or other authorized PHA official**