

U.S.DepartmentofHousingandUrbanDevelopment  
OfficeofPublicandIndianHousing

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# PHAPlan

AnnualPlanforFiscalYear200 2 -2003

**NOTE:THISPHAPLANSTEMPLATE(HUD50075)ISTOBECOMPLETEDIN  
ACCORDANCEWITHINSTRUC TIONSLOCATEDINAPPLICABLEPIHNOTICES**

## PHA Plan Agency Identification

**PHAName:** Sandusky Metropolitan Housing Authority

**PHANumber:** OH054

**PHAFiscalYearBeginning:** 07/2002

### Public Access to Information

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

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

### Display Locations For PHA Plans and Supporting Documents

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

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

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

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

**AnnualPHAPlan**  
**PHAFiscalYear2002 -2003**  
[24CFRPart903.7]

**i. AnnualPlanType:**

SelectwhichtypeofAnnualPlanthePHAwillsubmit.

**StandardPlan**

**StreamlinedPlan:**

- HighPerformingPHA**
- SmallAgency(<250PublicHousingUnits)**
- AdministeringSection8Only**

**TroubledAgencyPlan**

**ii. ExecutiveSummaryoftheAnnualPHAPlan**

[24CFRPart903.79(r)]

ProvideabriefoverviewoftheinformationintheAnnualPlan,includinghighlightsofmajorinitiativesanddiscretionarypolicies,thePHAhasincludedintheAnnualPlan.

TheSanduskyMetropolitanHousingAuthorityhaspreparedthisAgencyPlanincompliancewithSection511oftheQualityHousingandWorkResponsibilityActof1998andrelatedHUDrequirements.TheAgencyPlanthisyearconsistsoftheAnnualPlanwhichwillbeeffectiveJuly1,2002.

- MinorrevisionsweremadetotheSection AdministrativePlan andthePublicHousing AdmissionsandOccupancyPolicy.Asummaryofrevisionscanbe foundinAttachmentsJandK,respectively.
- PaymentStandardswereadoptedforOttawaCounty,at100%ofOttawaCountyFairMarketRents(11/2001).Theywererevisedto110%ofFMR,April2002.
- PaymentStandardsforSanduskyCountywererevisedto110%ofthecurrentFMRinApril,2002.
- PublicHousingResidentSteveStullwasappointedtotheAuthorityBoardbytheMayoroftheCityofFremontinNovember2001.

### **iii. 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**

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#### **Attachments**

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

#### Required Attachments:

- N/A Admissions Policy for Deconcentration
- A: FY2002 Capital Fund Program Annual Statement:
- N/A Most recent board -approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ON \_\_\_\_\_ LY)
- N/A Section 8 Project -Based Vouchers
- B: Membership of Resident Advisory Board
- C: Resident Membership on PHA Board

- D:** Implementation of Public Housing Resident Community Service Requirements
- E:** Implementation of Pet Policy in Public Housing
- F:** Progress Meeting 5 Year Plan Mission and Goals

**Optional Attachments:**

- G:** PHA Management Organizational Chart
- H:** FY2002 Capital Fund Program 5 Year Action Plan
- N/A:** Public Housing Drug Elimination Program (PHDEP) Plan
- I:** Comments of Resident Advisory Board or Boards

**Other (List below, providing each attachment name)**

- J:** Summary of Revision to Section 8 Administrative Plan
- K:** Summary of Revisions to Public Housing Admissions & Occupancy Policy
- L:** Follow-up Plan for RASS Survey
- M:** Capital Fund Program: Annual Statement Performance and Evaluation Report; (named oh054a01; oh054b01; and oh054c01 )

**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.

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	PHA Plan Certification 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
Awaiting further clarification and instructions from HUD on how to complete	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 jurisdiction 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	Annual Plan: Eligibility, Selection, and Admissions

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	Assignment Plan [TSAP]	Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing 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
	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing home ownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

## **1. Statement of Housing Needs**

[24 CFR Part 903.79(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.

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>
---

FamilyType	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income<=30% ofAMI	2,346	5	3	2	1	2	1
Income>30% but <=50%ofAMI	2,554	5	3	2	1	2	1
Income>50%but <80%ofAMI	3,703	5	3	2	1	2	1
Elderly	349	5	2	2	1	2	1
Familieswith Disabilities	241	5	3	2	1	2	1
African-American	266	5	3	2	1	2	1
Hispanic	226	5	3	2	1	2	1
Race/Ethnicity							
Race/Ethnicity							

What source 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: For Sandusky County, 2001 ;
- U.S. Census data: the Comprehensive Housing Improvement Strategy (“CHIS”) dataset
- American Housing Survey data  
Indicate year:
- Other housing market study  
Indicate year:
- Other sources: (list and indicate year of information)

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

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

### Housing Needs of Families on the Waiting List

Waiting list type: (select one)

- 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	392		391
Extremely low income <= 30% AMI	Not tracked	Not tracked	
Very low income (> 30% but <= 50% AMI)	Not tracked	Not tracked	
Low income (> 50% but < 80% AMI)	Not tracked	Not tracked	
Families with children	287	73%	
Elderly families	18	5%	
Families with Disabilities	59	15%	
White	237	60%	
African-American	86	22%	
American Indian	0	0%	
Hispanic	31	8%	
Other	38	10%	

Characteristics by Bedroom Size (Public Housing Only)			
1BR	105	27%	
2BR	175	45%	
3BR	100	25%	
4BR	12	3%	

### Housing Needs of Families on the Waiting List

5BR	0	0%	
5+BR	0	0%	

Isthe waiting list closed (select one)?     No     Yes

If yes:

How long has it been closed (# of months)?

Does the PHA expect to reopen the list in the PHA plan year?     No     Yes

Does the PHA permit specific categories of families onto the waiting list, even if generally closed?     No     Yes

Housing Needs of Families on the 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	125		210
Extremely low income <= 30% AMI	Not tracked	Not tracked	
Very low income (> 30% but <= 50% AMI)	Not tracked	Not tracked	
Low income (> 50% but < 80% AMI)	Not tracked	Not tracked	
Families with children	125	100%	
Elderly families	1	1%	
Families with Disabilities	8	6%	
White	66	53%	
African-American	25	20%	
Hispanic	24	19%	
Other	10	8%	

<b>Housing Needs of Families on the Waiting List</b>			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	0	0%	
2BR	44	35%	
3BR	81	65%	
4BR	0	0%	
5BR	0	0%	
5+BR	0	0%	
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes: How long has it been closed (# of months)? Does the PHA expect to reopen the list in the PHA Plan year? <input 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 type="checkbox"/> Yes			

### C. Strategy for Addressing Needs

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

Typically at least 75% of the names on the Public Housing waiting list are also on the Section 8 list. We usually find that families whose names are on both lists are usually more inclined to want Section 8 assistance over public housing. Because of this the public housing waiting list does not accurately reflect the number of families who are truly waiting for public housing to become available.

Sandusky MHA must increase the number of families participating in the Section 8 Voucher program. Funding is available to help 334 families in Sandusky County, and currently approximately 66% of the Vouchers are being utilized. Problems with leaseup were due primarily to hiring and training two (2) of three (3) occupancy staff at the beginning of the fiscal year. During the period where we had only one staff person we lost a lot of ground; in FY2000-01 we contacted only 50 names from the Section 8 waiting list. In the first nine (9) months of the current fiscal year, 341 names have been contacted. It is predicted that another 200 names will be contacted before June 30 (FYE). Close to 90 families currently have vouchers and are looking for a unit as of April 2002.

We have also begun accepting applications for Vouchers from Ottawa County to help assist families in that county, since there is no housing authority there. Ottawa County residents placing their names on the waiting list must agree to remain in Ottawa

County or move to Sandusky County during the first year of participating in the Voucher Program.

**(1) Strategies**

**Need: Shortage of affordable housing for alleligible populations**

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

Select all that apply

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

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

Select all that apply

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

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

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

Select all that apply

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- Employ admissions preferences aimed at families with economic hardships
- Adopt rent policies to support and encourage work
- Other: Current waiting lists appear to have enough applicants to meet targeting requirements

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

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

Select all that apply

- Employ admissions preferences aimed at families who are working
- Adopt rent policies to support and encourage work
- Other: Current waiting lists appear to have enough applicants to meet targeting requirements

**Need: Specific Family Types: The Elderly**

**Strategy 1: Target available assistance to the elderly:**

Select all that apply

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

**Need: Specific Family Types: Families with Disabilities**

**Strategy 1: Target available assistance to Families with Disabilities:**

Select all that apply

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

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

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

Select if applicable

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

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

Select all that apply

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

**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)]

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

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2002 grants)</b>		
a) Public Housing Operating Fund	83,190	
b) Public Housing Capital Fund	98,379	
c) HOPEVI Revitalization	N/A	
d) HOPEVI Demolition	N/A	
e) Annual Contributions for Section 8 Tenant-Based Assistance	987,559	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	N/A	
g) Resident Opportunity and Self-Sufficiency Grants	N/A	
h) Community Development Block Grant	N/A	
i) HOME	N/A	
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
None	N/A	

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>3. Public Housing Dwelling Rental Income</b>	41,774	PH Operations
<b>4. Other income</b> (list below)		
Washer/Dryer revenue	1,171	PH Operations
And later rent charges		
<b>4. Non -federal sources</b> (list below)		
Public Housing Investments	14,082	PH Operations
Section 8 Investments	1,800	S8 Operations
<b>Total resources</b>	1,228,675	

### **3. PHA Policies Governing Eligibility, Selection, and Admissions**

[24CFR Part 903.79(c)]

#### **A. Public Housing**

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

##### **(1) Eligibility**

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

- When families are within a certain number of being offered a unit: (state number) – within 5 of the top of the waitlist
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe)

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

- Criminal or Drug -related activity
- Rental history
- Housekeeping
- Other (describe): Utility payment history

c.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

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

**(2) Waiting List Organization**

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

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

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

- PHA main administrative office
- PHA development site management office
- Other: Applications will be mailed to interested families upon request. Applications will be accepted at the main administrative office (same as development site management office).

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

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

Zero (0) - There is only one public housing project.

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

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

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

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

**(3) Assignment**

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

- One
- Two
- Three or More

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

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

**(4) Admissions Preferences**

a. Income targeting:

- Yes  No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admission 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
- 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
- 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 points system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- 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
- Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

- The PHA applies preferences within income tiers
- Not applicable: the pool of applicant families ensure 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(listbelow)

BalancesdueSMHAorotherpreviousassistedhousinglivedinbytheapplicant.

b.  Yes  No:DoesthePHArequestcriminalrecords fromlocallawenforcement agenciesforscreeningpurposes?

c.  Yes  No:DoesthePHArequestcriminalrecordsfromStatelawenforcement agenciesforscreeningpurposes?

d.  Yes  No:DoesthePHAaccessFBIcriminalrecordsfromtheFBIfor screeningpurposes?(eitherdirectlyorthroughanNCIC - authorizedsource)

e.Indicatewhatkindsofinformationyousharewithprospectivelandlords?(selectall thatapply)

Criminalordrug -relatedactivity

Other(describewhatbelow):

Formerlandlordnamesandphonenumber,ifknowntothehousingauthority.

### **(2)WaitingListOrganization**

a. Withwhichofthefollowingprogramwaitinglistsisthe section8tenant -based assistancewaitinglistmerged?(selectallthatapply)

None

Federalpublichousing

Federalmoderaterehabilitation

Federalproject -basedcertificateprogram

Otherfederalorlocalprogram(listbelow)

b. Wheremayinterestedpersonsapplyforadmissiontosection8tenant -based assistance?(selectallthatapply)

PHAmainadministrativeoffice

Other(listbelow)

OttawaResidentialServices,Inc.,PortClinton,Ohio

### **(3)SearchTime**

a.  YesNo:DoesthePHAgiveextensionsonstandard60 -dayperiodtosearchfor aunit?

Ifyes,statecircumstancesbelow:

Uptotwo(2)additional extensionsof30dayseachmaybegiveniffamilycanprovethethey havemadeeffortstofindaunitbuthavehadlegitimatedifficultyfindingasuitableunit.

**(4)AdmissionsPreferences**

a.Incometargeting

Yes  No DoesthePHAplantoexceedthefederaltargetingrequirementsby targetingmorethan75%ofallnewadmissionstothesection8 programtofamiliesatorbelow30%ofmedianareaincome?

b.Preferences

1.  Yes  No:Has thePHAestablishedpreferencesforadmissiontosection8 tenant-basedassistance?(otherthandateandtimeofapplication) (ifno,skiptosubcomponent **(5)Specialpurpose section8 assistance programs** )

2.WhichofthefollowingadmissionpreferencesdoesthePHAplantoemployinthecomingyear?(selectallthatapplyfromeitherformerFederalpreferencesorother preferences)

FormerFederalpreferences

- InvoluntaryDisplacement(Disaster,GovernmentAction,ActionofHousing Owner,Inaccessibility,PropertyDisposition)
- Victimsofdomesticviolence
- Substandardhousing
- Homelessness
- Highrentburden(rentis>50percentofincome)

Otherpreferences(selectallthatapply)

- Workingfamiliesandthoseunabletoworkbecauseofageordisability
- Veteransandveterans' families
- Residentsholiveand/orworkinyourjurisdiction
- Thoseenrolledcurrentlyineducational,training,orupwardmobilityprograms
- Householdsthatcontribute to meetingincomegoals(broadrangeofincomes)
- Householdsthatcontribute to meetingincomerequirements(targeting)
- Thosepreviouslyenrolledineducational,training,orupwardmobilityprograms
  
- Victimsofreprisalsorhatecrimes
- Otherpreference(s)(listbelow)  
Rentburden>30percentofmonthlyincome  
Familyispublichousingresidentandisover -orunderhoused  
(SMHApublichousingprovidesonlytwoandthreebedrooms)

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 points system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

1      Date and Time

Former Federal preferences

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

Victims of domestic violence

Substandard housing

2      Homelessness

High rent burden

Other preferences (select all that apply)

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

4      Veterans and veterans' families

Residents who live and/or work in your jurisdiction

Those enrolled currently in educational, training, or upward mobility programs

Household that contributes to meeting income goals (broad range of incomes)

Household that contributes to meeting income requirements (targeting)

Those previously enrolled in educational, training, or upward mobility programs

Victims of reprisals or hate crimes

3      Other preference(s) (list below)

3              Rent burden > 30 percent of monthly income

3              Public Housing resident over - or underhoused

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 preference 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)

The only special purpose program to date pertained to providing vouchers to tenants in a development whose contract with HUD expired . Tenants were notified individually by letter (1<sup>st</sup> class mail) of voucher availability (Fall 2000) .

**4. PHA Rent Determination Policies**

[24CFR Part 903.79(d)]

**A. Public Housing**

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

**(1) Income Based Rent Policies**

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregard 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) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

For the earned income of a previously unemployed household member

For increases in earned income

Fixed amount (other than general rent -setting policy)

If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent -setting policy)

If yes, state percentage/s and circumstances below:

For household heads

For other family members

For transportation expenses

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

Other (describe below)

e. Ceiling rents

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

- Yes for all developments
- Yes but only for some developments
- No

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

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

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

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

f. Rent re-determinations:

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

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

Anytime the family experiences an income decrease

- 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.)

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

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

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

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

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

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

- Annually
- Other (list below)

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

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

## **(2) Minimum Rent**

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

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

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

## **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. (Attachment G .)
- 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	48	16
Section 8 Vouchers	334	32
Section 8 Certificates	0	0
Section 8 Mod Rehab	N/A	
Special Purpose Section 8 Certificates/Vouchers (list individually)	N/A	
Public Housing Drug Elimination Program (PHDEP)	N/A	
Other Federal Programs (list individually)	N/A	

## 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)

- Public Housing Admissions and Occupancy Policy
- Safety Policy
- Capitalization Policy\*
- Community Space Policy
- Disposition Policy\*
- Drug Free Workplace Policy\*
- Investment Policy\*
- Maintenance Policy (including Pest Control Policy)
- Procurement Policy\*
- Personnel Policy\*, which includes

## Travel Policy and Equal Housing Opportunity Policies

(2) Section 8 Management: (list below)

- Section 8 Administrative Plan
- All other policies listed above with "\*"

**Eradication of Pests:** The initial action taken if cockroaches have been reported is that maintenance staff will place roach motels in the infested areas. The situation will be monitored regularly. If the problem still exists after a reasonable period of time, a professional exterminator will be contacted. Residents will be given reasonable notice and instructions on how to prepare for the exterminator. For ants, a professional exterminating company sprays around the exterior of the units monthly between May and September. For bees, exterminators are called as needed.

### **6. 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 additions 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 additions 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: PHA 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 A.

-or-

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

#### **(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 H.

-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 there)

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

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

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

1. Development name:

2. Development (project) number:

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

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

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

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

## **8. 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: 1b. Development (project) number:
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: (DD/MM/YY) _____
5. Number of units affected: 6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:

## **9. 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)]

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

1.  Yes  No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for

occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If "No", skip to component 10. If "yes", complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

**2. Activity Description**

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

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

**10. Conversion of Public Housing to Tenant -Based Assistance**

[24 CFR Part 903.79(j)]

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

**A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY1996 HUD Appropriations Act**

1.  Yes  No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHA 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)	
<input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: _____) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: _____) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: _____) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units	

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)]

**A. Public Housing**

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

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

2. Activity Description

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

<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 USHA of 1937 (effective 10/1/99)

<p>3. Application status: (select one)</p> <p><input type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program</p> <p><input type="checkbox"/> Submitted, pending approval</p> <p><input type="checkbox"/> Planned application</p>
<p>4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)</p>
<p>5. Number of units affected:</p> <p>6. Coverage of action: (select one)</p> <p><input type="checkbox"/> Part of the development</p> <p><input type="checkbox"/> Total development</p>

## B. Section 8 Tenant Based Assistance

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

### 2. Program Description:

#### a. Size of Program

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

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

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

#### b. PHA established eligibility criteria

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

If yes, list criteria below

:

## **12. PHA Community Service and Self-Sufficiency Programs**

[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 signed? DD/MM/YY

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

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

### **B. Services and programs offered to resident and participants**

#### **(1) General**

##### a. Self-Sufficiency Policies

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

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

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



### C. Welfare Benefit Reductions

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

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

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

See Attachment D.

## 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 levels 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. Coordination between PHA and the police**

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

- Police involvement in development, implementation, and/or ongoing evaluation of drug -elimination plan
- Police provide crime data to housing authority staff for analysis and action
- Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence )
- Police regularly testify in and otherwise support eviction cases
- Police regularly meet with the PHA management and residents

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

Other activities (list below)

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

#### **D. Additional information as required by PHDEP/PHDEP Plan**

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

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

Yes  No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?

Yes  No: This PHDEP Plan is an Attachment. (Attachment Filename: \_\_\_\_)

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

[24CFR Part 903.79(n)]

See Attachment E.

### **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. High performing and small PHAs are not required to complete this component.

1.  Yes  No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
  
2. What types of asset management activities will the PHA undertake? (select all that apply)
  - Not applicable
  - Private management
  - Development-based accounting
  - Comprehensive stock assessment
  - Other: (list below)
  
3.  Yes  No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

## **18. Other Information**

[24CFR 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 I.
  - Provided below:
  
3. In what manner did the PHA address those comments? (select all that apply)
  - Considered comments, but determined that no changes to the PHA Plan were necessary.
  - The PHA changed portions of the PHA Plan in response to comments  
List changes below:
  - Other: See Attachment I.

**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:

- 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: Any head of household or spouse receiving PHA assistance.

- c. Eligible voters: (select all that apply)
- All adult recipients of PHA assistance (public housing and section 8 tenant assistance) - based
  - Representatives of all PHA resident and assisted family organizations
  - Other (list

Head of household or spouse, if they attend RAB meetings on a regular basis.

**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: CHIS for Sandusky County
  
- 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 off family in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
- Other: (list below)

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

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

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

## Attachments

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

Attachments A – L follow. Attachment M transmitted separately (3 transmissions; oh054a01; -b01; and -c01).

**ATTACHMENT A: 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 I: Summary					
PHAName: Sandusky Metropolitan Housing Authority		Grant Type and Number Capital Fund Program Grant No: OH12-PO54-501-02 Replacement Housing Factor Grant No:			Federal FY of Grant: 2002
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: ) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non -CFP Funds				
2	1406 Operations	6,379.00			
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	10,000.00			
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	82,000.00			
11	1465.1 Dwelling Equipment — Nonexpendable				
12	1470 Non Dwelling Structures				
13	1475 Non Dwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	98,379.00			
22	Amount of line 21 Related to LBP Activities				

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

PHAName: Sandusky Metropolitan Housing Authority	Grant Type and Number Capital Fund Program Grant No: OH12-PO54-501-02 Replacement Housing Factor Grant No:	Federal FY of Grant: 2002
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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		Total Actual Cost	
		Original	Revised	Obligated	Expended
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures	22,000.00			





## Capital Fund Program Five - Year Action Plan

### Part I: Summary

PHANameSandusky MetropolitanHousingAuthority		<input type="checkbox"/> Original 5 - Year Plan <input checked="" type="checkbox"/> Revision No: 2			
Development Number/Name/HA- Wide	Year1	WorkStatementforYear2 FFYGrant: PHAFY:2003	WorkStatementforYear3 FFYGrant: PHAFY:2004	WorkStatementforYear4 FFYGrant: PHAFY:2005	WorkStatementforYear5 FFYGrant: PHAFY: 2006
<i>DayWoods54 -01</i>	Annual Statement	\$127,000	\$115,000	\$234,000	\$223,400
CFPFundsListed for5 -yearplanning		\$127,000	\$115,000	\$234,000	\$223,400
Replacement HousingFactor Funds					





## **ATTACHMENT B: Membership of the Resident Advisory Board**

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

Marsha Gressman, Public Housing

Steve Stull, Public Housing

Barbara Stull, Public Housing

Madeline Edwards, Section 8

Richard Edwards, Section 8

## ATTACHMENT C: Resident Member on the PHA Governing Board

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

A. Name of resident member(s) on the governing board: Steve Stull

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

Elected

Appointed

C. The term of appointment is (include the date term expires): 11/13/2001 – 09/11/2004

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

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

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

Other (explain): A decision was made by the SMHA Board that a resident would be selected by residents who attend RAB meetings. While all Section 8 and Public Housing residents have been notified numerous times about RAB meetings, there are currently six residents who have been attending meetings since last Fall. In the Fall of 2000, the members chose to wait until they were more familiar with each other before selecting someone from among themselves to serve on the board. The group, which has been meeting twice each month since November 2000 (except May, June, and July of 2001), plan to make their selection by August 30, just prior to the next term expiration on September 11.

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

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

Mayor, City of Fremont, Ohio

## **ATTACHMENT D: Implementation of Public Housing Resident Community Service Requirements**

Sandusky MHA members approved a resolution adopting a Community Service Policy on February 12, 2002. A copy of the resolution was forwarded to the Cleveland HUD Field Office as per their request dated November 27, 2001.

The resolution also acknowledged the action taken in December 2001 by the Department of Veteran Affairs and Housing and Urban Development and Independent Agencies Appropriation Act, 2002, at Section 432, which provides that no funds made available by this Act may be used to implement or enforce the Community Service requirement, except with respect to any resident of a public housing project funded through the HOPE VI program. Based on this action at the federal level, the Community Service Policy will be suspended immediately until further notice.

## **ATTACHMENT E: Implementation of Pet Policy in Public Housing**

Sandusky MHA members approved a resolution adopting a Pet Policy on February 12, 2002. A copy of the resolution was forwarded to the Cleveland HUD Field Office as per their request dated November 27, 2001.

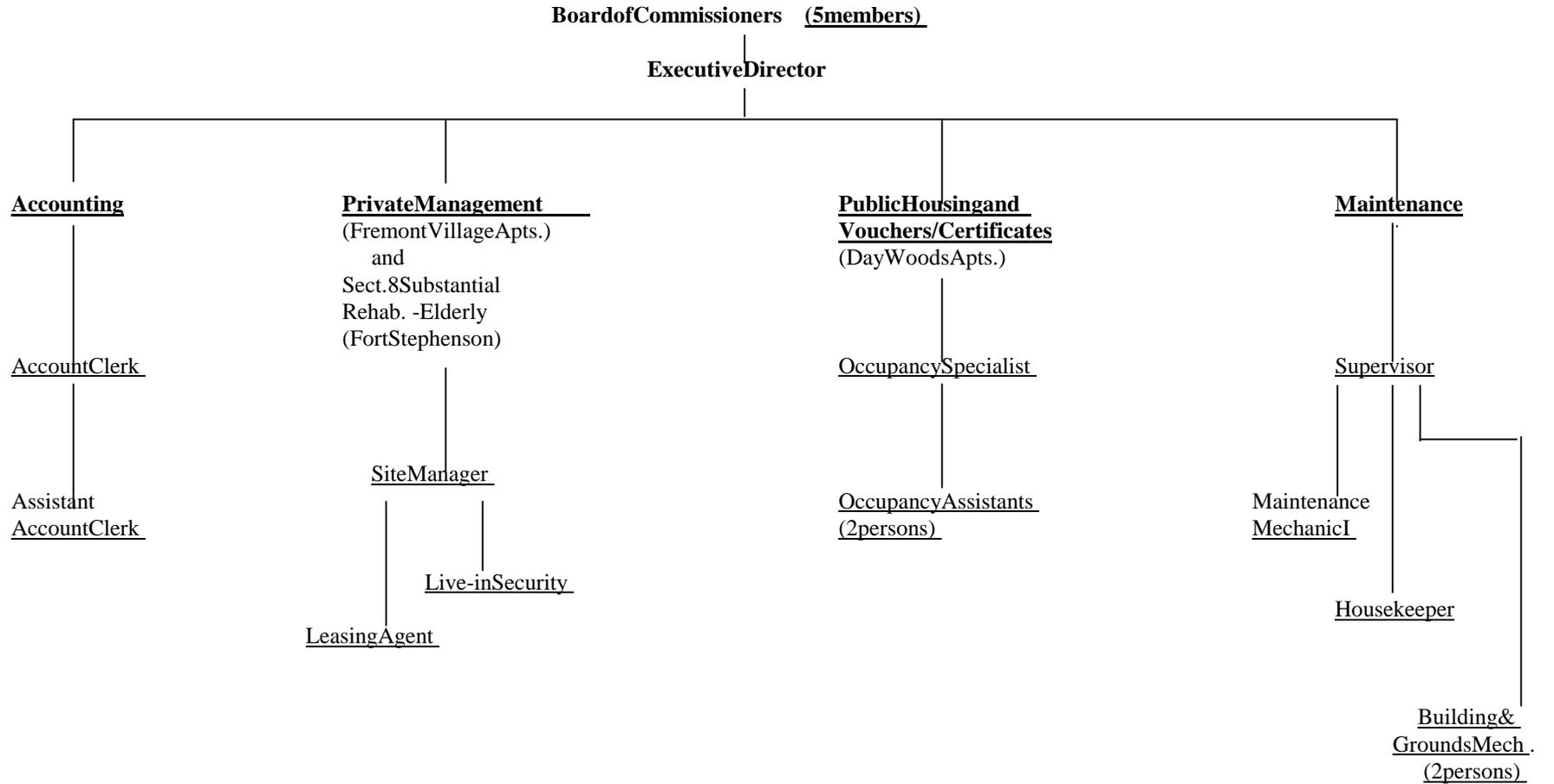
The delay in adopting this policy sooner was due to opposition of a Pet Policy by the Resident Advisory Board. The RAB's recommendation to the SMHA members was to not adopt a Pet Policy; however, a policy has now been adopted in accordance with HUD's requirements.

## **ATTACHMENT F: Progress Meeting 5 Year Plan Mission and Goals**

1. We were not able to increase the Voucher and Certificate utilization as planned (95% as of June 2001), due to staff turnover during that fiscal year. Goal has been revised to be a 95% utilization by June, 2002, or to have contacted all names on the waiting list.
2. Did not increase PHAS score by ten (10) points during FYE 06/30/2001. Will strive to increase score to 85 points (original score) by 06/30/2003 and to 90 points by 06/2004.
3. Staff unable to attend training related to customer service and fair housing. Are currently reviewing video training options that are available, particularly for customer service and related areas. Fair housing training has been difficult to find; we are still looking.
4. Still working on improving quality control for unit inspections and tenant files. New staff had to be trained in HQS to conduct unit inspection QC.
5. During first nine (9) months of fiscal year 2001-02, 250 names contacted from waiting list (vs. 50 names during entire 2000-2001 fiscal year).
6. Have improved debt collection and converting manual bookkeeping to the computer. Are making arrangements with accounting consulting firm to assist in areas of accounting where we feel we are weak.
7. Major unit renovation out for bid in February, 2002. Four eligible bids submitted. All were over the amount of funding available. At March 2001 meeting, Sandusky MHA members voted to reject bids and re-bid project.
8. (New) Landlord outreach conducted periodically, with some success. Will continue making contacts on periodic basis. Have added at least six new landlords in past year.
9. Must increase Sandusky MHA Payment Standards to 110% of current FMR (last increase, 110% of October 1999 FMR). Must increase Ottawa Co. Payment Standard to 110% of current FMR (was originally set at 100% of FMR, November 2001). (NOTE: At April 2002 SMHA meeting, Payment Standards for both counties increased to 110% of current FMR.)
10. Have researched the implementation of voucher homeownership program; converting public housing to vouchers; and implementing public housing security improvements, but have decided not to pursue further at this time (April 2002). Have arranged with local off duty police officers to patrol premises on a random basis, but have been asked by RAB members to look at other methods of improving security.

ATTACHMENTG

**SanduskyMetropolitanHousingAuthority  
OrganizationChart**



**ATTACHMENTH**

<b>CapitalFundProgramFive -YearActionPlan</b>					
PartI:Summary					
PHANameSandusky MetropolitanHousingAuthority				<input type="checkbox"/> <b>Original5 -YearPlan</b> <input checked="" type="checkbox"/> <b>RevisionNo: 2</b>	
Development Number/Name/HA- Wide	Year1	WorkStatementforYear2 FFYGrant: PHAFY:2003	WorkStatementforYear3 FFYGrant: PHAFY:2004	WorkStatementforYear4 FFYGrant: PHAFY:2005	WorkStatementforYear5 FFYGrant: PHAFY:2006
<i>DayWoods54 -01</i>	Annual Statement	\$127,000	\$115,000	\$234,000	\$223,400
CFPFundsListed for5 -yearplanning		\$127,000	\$115,000	\$234,000	\$223,400
Replacement HousingFactor Funds					





## **ATTACHMENT I: Residents' Comments and Responses to Comments**

The Resident Advisory Board reviewed last year's Agency Plan and the proposed Plan for this year (07/01/02). They also assisted in putting together the Pet Policy.

1. Residents involved in the RAB are on record as still being opposed to the Pet Policy.
2. Residents would like to see more efforts made to beef up security at the property. Speeding cars are one concern.
3. Residents would like staff to consider a preference for Public Housing applicants that are employed.
4. Residents are concerned with traffic parking on Pinewood Blvd., very close to Pinewood/Cleveland Avenue intersection, which restricts traffic. Also concerned about blind spot caused by cars parked on Cleveland Avenue just south of Pinewood intersection (on east side of streetingrass).

RESPONSES: Staff will consider Nos. 2 and 3 above for possible implementation. Director Kocher will contact City of Fremont officials about parking situation in No. 4.

# ATTACHMENT J: Summary of Revisions to Section 8 Administrative Plan

Revisions were made regarding the method of delivery of tenant notices. Notices will be mailed by regular first class mail, as opposed to Registered mail, return receipt requested.

Revisions were made to Chapters 2, 3, 4, 6, 11, 13, and 19 to accommodate applicants from Ottawa County.

~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~

Below are procedures that apply to Ottawa County residents applying for Voucher that differ from procedures for residents of other counties, including Sandusky County.

## Eligibility for Admission (Chapter 2)

Income limits used will be Ottawa County's.

## Applying for Admission (Chapter 3)

When the waiting list is opened or closed, ads will be placed in Ottawa County area newspapers, including the Port Clinton News Herald, Ottawa County Exponent, and the Peninsula News.

Local Ottawa County agencies listed below will also be notified of waiting list openings and closings.

Dept. of Job and Family Services	Ottawa County Transitional Housing
Veterans Services	Ottawa County MR/DD Board
Social Security Office	(East, Oak Harbor; West, Genoa)
Salvation Army	Ottawa Residential Services, Inc.

Applications may be obtained from and, upon completion, returned to Ottawa Residential Services, Inc. (ORSI), 400 W. Third Street, Port Clinton, OH. ORSI staff will note on each application the date and time the application is turned into ORSI. Staff will also confirm that the application is complete and that it includes copies of two pieces of business mail that confirm the applicant's address shown on the application. At least once weekly, ORSI staff will e-mail or fax a list of new applicant head of household names, including date and time application was submitted, to SMHA.

## Establishing Preferences and Maintaining the Waiting List (Chapter 4)

Ottawa County applicants' names will be placed on the single Voucher waiting list kept by SMHA. The names will be placed on the list by date and time.

## Factors Related to Total Tenant Payment and Family Share Determination (Chapter 6)

Income limits for Ottawa County will be used.

Utility allowances will be based on Ottawa County utility companies.

## Owner Rents, Rent Reasonableness, and Payment Standards (Chapter 11)

Payment standards will be based on Ottawa County fair market rents.

## Moves with Continued Assistance/Portability (Chapter 13)

During the first year of assisted occupancy, Ottawa County families must live in either Ottawa County or Sandusky County, after which time they can move outside the jurisdiction of either county.

## Complaints and Appeals (Chapter 19)

Informal reviews and informal hearings will take place at the Sandusky MHA Office in Fremont.

## **ATTACHMENTK:SummaryofRevisionstoPublicHousingAdmissionsand OccupancyPolicy**

Revisionsweremaderegardingthethodeliveryoftenantnotices.Noticeswillbemailedbyreularfirstclass mail,asopposedtoRegisteredmain,returnreceiptrequested.

APetPolicywasadoptedinFebruary2002.

ACommunityServicePolicywasadoptedinFebruary2002.

## **ATTACHMENT L: FOLLOWUP PLAN FOR RASS SURVEY, Summer ,2001**

RAB Members reviewed the RASS Survey results from 2001. Suggestions made to help improve scores in the areas of SAFETY and NEIGHBORHOOD APPEARANCE are as follows (not necessarily listed in a particular order of importance):

- ask (St. Joe) high school students to help with a spring clean -up (of the grounds) as part of their required community service project;
- send notice(s) to residents reminding them of their (lease) responsibilities to keep the areas surrounding their apartments clean and free from debris and to keep noise at a minimum;
- get residents involved in a spring clean -up of the grounds;
- be more vigilant with regards to sending lease violation notices to residents for violations related to security and neighborhood appearance;
- call police more often when there are known problems
- contract exterminators more regularly for rodent and insect infestations;
- get residents and staff involved in Block Watch;
- conduct residents survey (not RASS) to learn more about resident viewpoints concerning safety, neighborhood appearance, ten ants screening and communication;
- publish a newsletter with reminders about RAB meetings and other tenant events, lease reminders, etc.

Staff is concerned about security as it relates to landscaping, lighting, and the coming and going of "undesirable" persons on the premises. As of February 28, 2002, it is hoped that at least one SMHA staff person can attend the April 8, 2002, session at the Spring OHAC Conference concerning security matters. Staff has also discussed the possibility of purchasing a video security system for the property.

rkRASSfollowup2001

**ATTACHMENTM:CAPITALFUNDPROGRAMANNUALSTATEMENT,  
PERFORMANCEANDEVALUATIONREPORT**

This attachment is being transmitted as attachments named doh054a01; -b01; and -c01.

**Annual Statement/Performance and Evaluation Report**

**Capital Fund Program & Capital Fund Program Replacement Housing (CFP/CFPRHF)**

**Part II: Supporting Pages**

U.S. Department of Housing

and Urban Development

Office of Public and Indian Housing

OMB Approval No. 2577-0157 (Exp. 7-31-95)

PHAN Name: Sandusky Metropolitan Housing Authority		Grant Type and Number CFP Capital Fund Program No. OH12-P054-501-00 Replacement Housing Factor Grant No.			Federal FY of Grant: 2000		Original	
Development Number/Name HA-Wide Activities	General Description of Proposed Work Items	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
Day Woods	Replace Kitchen Cabinets, Sinks, Faucets & Countertops	1460	10 units	\$31,250.00				Design Phase Pending
1	Seel & Stripe Parking Lot areas	1450	lot	\$11,000.00				
1	Install Carpet in LR, Tile in Entry Kitchen & Utility Room	1460	10	\$25,000.00				Design Phase
1	A&E Fees	1430		\$10,000.00				
1	Consultant Fees	1430		\$12,000.00		12,000.00		Contract SMHA
PHA	Administrative Salaries	1410		\$7,220.00		7,220.00		
	Funding Grant Total			\$96,470.00	\$0.00	\$19,220.00	\$0.00	
	Summary of Accounts:	1410		\$7,220.00	\$0.00	\$7,220.00	\$0.00	
		1430		\$22,000.00	\$0.00	\$12,000.00	\$0.00	
		1450		\$11,000.00	\$0.00	\$0.00	\$0.00	
		1460		\$56,250.00	\$0.00	\$0.00	\$0.00	
		Totals		\$96,470.00	\$0.00	\$19,220.00	\$0.00	

1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement. (2) To be completed for the Performance and Evaluation Report.

Signature of Executive Director and Date

Signature of Public Housing Director/Office of Native American Programs Administrator and Date

# ATTACHMENTM:CFP ANNUAL STATEMENT/PERFORMANCE AND EVALUATION REPORT

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program (CFP) Part I: Summary</b>	<b>U.S. Department of Housing and Urban Development</b> Office of Public and Indian Housing	OMB Approval No. 2577-0157 (Exp. 7-31-95)
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PHA/IHAN Name <p style="text-align: center;">Sandusky Metropolitan Housing Authority</p>	Capital Fund Program Number <p style="text-align: center;">OH12-P054-501-00</p>	FFY of Grant Approval <p style="text-align: center;">2000</p>
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<input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Program Year Ending 12/31/2001	<input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement/Revision Number ____ <input type="checkbox"/> Final Performance and Evaluation Report
--	--

Line No.	Summary by Development Account	Budgeted Cost		Total Actual Cost (2)	
		Original	Revised (1)	Obligated	Expended
1	Total Non-CGPF Funds				
2	1406 Operations (may not exceed 10% of line 19)				
3	1408 Management Improvements				
4	1410 Administration	\$7,220.00		\$7,220.00	
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$22,000.00		\$12,000.00	
8	1440 Site Acquisition				
9	1450 Site Improvement	\$11,000.00			
10	1460 Dwelling Structures	\$56,250.00			
11	1465.1 Dwelling Equipment-Non Expendable				
12	1470 Non Dwelling Structures				
13	1475 Non Dwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve Non-Dwelling Equipment				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency (may not exceed 8% of line 19)				
21	<b>Amount of Annual Grant (Sum of lines 2-15)</b>	<b>\$96,470.00</b>	<b>\$0.00</b>	<b>\$19,220.00</b>	<b>\$0.00</b>
22	Amount of line 21 Related to LBP Activities	n/a			
23	Amount of line 21 Related to Section 504 Compliance	n/a			
24	Amount of line 21 Related to Security-Soft Costs	n/a			
25	Amount of Line 21 Related to Security-Hard Costs	n/a			
26	Amount of Line 16 Related to Energy Conservation Measures	n/a			

1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement. (2) To be completed for the Performance and Evaluation Report.

Signature of Executive Director and Date	Signature of Public Housing Director/Office of Native American Programs Administrator and Date
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**Annual Statement/Performance and Evaluation Report**

**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**

**Part III: Implementation Schedule**

PHAName: <b>Sandusky Metropolitan Housing Authority</b>		Grant Type and Number: <b>CFP</b> Capital Fund Program No: <b>OH12-P054-501-00</b> Replacement Housing Fund No:			Federal FY of Grant: <b>2000</b>		
Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons For Revised Target Dates (2)
	Original	Revised (1)	Actual (2)	Original	Revised (1)	Actual (2)	
Day Woods 1  PHA	9/30/01	3/31/02		3/31/02	9/30/02		Agency Plan Not Approved in Time ACC receipt was delayed  Scheduled Bids Anticipated in March
1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement. (2) To be completed for the Performance and Evaluation Report.							
Signature of Executive Director and Date				Signature of Public Housing Director/Office of Native American Programs Administrator and Date			