

# PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004  
Annual Plan for Fiscal Year 2003

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

**PHA Plan  
Agency Identification**

**PHA Name:** Pickaway Metropolitan Housing Authority

**PHA Number:** OH059

**PHA Fiscal Year Beginning:** (mm/yyyy) 01/2003

**Public Access to Information**

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

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

**Display Locations For PHA Plans and Supporting Documents**

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

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

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

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

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

**A. Mission**

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

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The Pickaway Metropolitan Housing Authority's (PMHA) mission is to assist low and moderate income persons with safe, decent, and affordable housing opportunities as they strive to achieve self-sufficiency and improve the quality of their lives. The PMHA is committed to operating in an efficient, ethical, and professional manner and in partnership with clients and appropriate community agencies.

**B. Goals**

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

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

- PHA Goal: Expand the supply of assisted housing  
Objectives:
  - Apply for additional rental vouchers:
  - Reduce public housing vacancies:
  - Leverage private or other public funds to create additional housing opportunities:
  - Acquire or build units or developments
  - Other (list below)
- PHA Goal: Improve the quality of assisted housing  
Objectives:
  - Improve public housing management: (PHAS score)
  - Improve voucher management: (SEMAP score)

- Increase customer satisfaction: by creating a client-centered approach with a professional administration in housing programs
  - Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
  - Renovate or modernize public housing units:
  - Demolish or dispose of obsolete public housing:
  - Provide replacement public housing:
  - Provide replacement vouchers:
  - Other: (list below)
- PHA Goal: Increase assisted housing choices
- Objectives:
- Provide voucher mobility counseling:
  - Conduct outreach efforts to potential voucher landlords
  - Increase voucher payment standards
  - Implement voucher homeownership program:
  - Implement public housing or other homeownership programs:
  - Implement public housing site-based waiting lists:
  - Convert public housing to vouchers:
  - Other: (list below)

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

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

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

- PHA Goal: Promote self-sufficiency and asset development of assisted households
- Objectives:
- Increase the number and percentage of employed persons in assisted families:

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

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

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

**Other PHA Goals and Objectives: (list below)**

PHA Goal: Administer all Pickaway MHA programs on the basis of a client-centered and professional approach.

Objectives:

- ?? Pickaway MHA will reduce client complaints, questions, and misunderstandings..
- ?? Pickaway MHA will educate prospective applicants and clients to increase knowledge about PMHA/HUD programs.

PHA Goal: Manage the Pickaway MHA Public Housing Program in an efficient and effective manner.

Objectives:

- ?? Pickaway MHA will continue to be recognized by HUD as a High Performer, with no rating to fall below that of Standard Performer.
- ?? PMHA Public Housing units will be considered a housing of choice for low and moderate-income residents of Pickaway County.

PHA Goal: Manage the Pickaway MHA Section 8 Tenant-Based Program in an effective and efficient manner.

Objectives:

- ?? Pickaway MHA will achieve an overall Standard or High Performer status under the SEMAP evaluation procedure.
- ?? Pickaway MHA will continue to outreach to landlords and the rental community to foster communications and understanding of the Section 8 operations and regulations

?? Pickaway MHA will increase available voucher assistance through application for new increments and efficient use of Section 8 allocation.

PHA Goal: Collaborate with other service agencies, investigators, law enforcement agencies, and the public to ensure no tolerance and prosecution of fraud in all PMHA Housing Programs.

Objectives:

- ?? Pickaway MHA will maintain investigative contracts with Pickaway County Human Services.
- ?? Pickaway MHA will contract for investigative services for Public Housing.
- ?? Pickaway MHA will develop and increase communication with the Pickaway County Prosecutor's Office.

PHA Goal: Encourage, assist and provide Homeownership Opportunities for low and moderate-income residents.

Objectives:

- ?? Pickaway MHA will continue to offer homeownership opportunities to Public Housing residents.
- ?? Pickaway MHA will develop (through new construction or acquisition with rehabilitation) units for sale to low and moderate income residents of Pickaway County.
- ?? Pickaway MHA will establish a program to help some Tenant-Based Section 8 participants use vouchers for homeownership.

PHA Goal: Market Pickaway MHA as a Housing Management Contract in the community.

Objectives:

- ?? Pickaway MHA will maintain all current housing management contracts.
- ?? Pickaway MHA will continue to develop and expand staff capability in management of all types of housing developed under local, state or federal governmental programs.
- ?? Pickaway MHA will increase maintenance performance and response times.

PHA Goal: Deliver and maintain high quality maintenance to all residents of Pickaway MHA.

Objectives:

- ?? Pickaway MHA will inspect all Public Housing units once every two months (one staff person and one maintenance person).
- ?? Pickaway MHA will develop and maintain properties that are appealing to the community and foster a secure neighborhood.

PHA Goal: Enhance the image of Public and Assisted Housing in the community.

Objectives:

- ?? Pickaway MHA will promote and publicize positive activities and accomplishments of Pickaway MHA and its residents.

?? Pickaway MHA will educate the community and its leadership through presentations, reports and invitations to Pickaway MHA activities.

PHA Goal: Maintain financial stability through broad-based programs and management.

Objectives:

- ?? Pickaway MHA will expand training opportunities for accounting staff while converting to GAAP Accounting System.
- ?? Pickaway MHA will maintain an annual income stream that exceeds annual expenditures.
- ?? Pickaway MHA will continue to have annual independent audits and review of all Pickaway MHA programs to ensure compliance with all applicable standards.
- ?? Pickaway MHA will continually investigate and evaluate entrepreneurial and non-HUD opportunities and partnerships.

PHA Goal: Collaborate with other community agencies to ensure maximum service and program opportunities and assistance for all Pickaway MHA clients.

Objectives:

- ?? Pickaway MHA will continue its active status in Children and Family First/Community Agency Group.
- ?? Pickaway MHA staff will visit and share knowledge with other area agencies (e.g., Human Services, MRDD, Mental Health, and the Health Department) on an annual basis.



**Annual PHA Plan**  
**PHA Fiscal Year 2003**

[24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**Standard Plan**

**Streamlined Plan:**

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

- Troubled Agency Plan**

**ii. Executive Summary of the Annual PHA Plan**

[24 CFR Part 903.7 9 (r)]

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

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

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

The Pickaway Metropolitan Housing Authority's (PMHA) mission is to assist low and moderate-income persons with safe, decent, and affordable housing opportunities as they strive to achieve self-sufficiency and improve the quality of their lives. The PMHA is committed to operating in an efficient, ethical, and professional manner and in partnership with clients and appropriate community agencies.

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

PHA Goal: Administer all Pickaway MHA programs on the basis of a client-centered and professional approach.

Objectives:

- ?? Pickaway MHA will reduce client complaints, questions, and misunderstandings.
- ?? Pickaway MHA will educate prospective applicants and clients to increase knowledge about PMHA/HUD programs.

PHA Goal: Manage the Pickaway MHA Public Housing Program in an efficient and effective manner.

Objectives:

- ?? Pickaway MHA will continue to be recognized by HUD as a High Performer, with no rating to fall below that of Standard Performer.
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PHA Goal: Manage the Pickaway MHA Section 8 Tenant-Based Program in an effective and efficient manner.

Objectives:

- ?? Pickaway MHA will achieve an overall Standard or High Performer status under the SEMAP evaluation procedure.
- ?? Pickaway MHA will continue to outreach to landlords and the rental community to foster communications and understanding of the Section 8 operations and regulations
- ?? Pickaway MHA will increase available voucher assistance through application for new increments and efficient use of Section 8 allocation.

PHA Goal: Collaborate with other service agencies, investigators, law enforcement agencies, and the public to ensure no tolerance and prosecution of fraud in all PMHA Housing Programs.

Objectives:

- ?? Pickaway MHA will maintain investigative contracts with Pickaway County Human Services.
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- ?? Pickaway MHA will develop (through new construction or acquisition with rehabilitation) units for sale to low and moderate income residents of Pickaway County.
- ?? Pickaway MHA will establish a program to help some Tenant-Based Section 8 participants use vouchers for homeownership.

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Objectives:

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Objectives:

?? Pickaway MHA will promote and publicize positive activities and accomplishments of Pickaway MHA and its residents.

?? Pickaway MHA will educate the community and its leadership through presentations, reports and invitations to Pickaway MHA activities.

PHA Goal: Maintain financial stability through broad-based programs and management.

Objectives:

?? Pickaway MHA will expand training opportunities for accounting staff while converting to GAAP Accounting System.

?? Pickaway MHA will maintain an annual income stream that exceeds annual expenditures.

?? Pickaway MHA will continue to have annual independent audits and review of all Pickaway MHA programs to ensure compliance with all applicable standards.

?? Pickaway MHA will continually investigate and evaluate entrepreneurial and non-HUD opportunities and partnerships.

PHA Goal: Collaborate with other community agencies to ensure maximum service and program opportunities and assistance for all Pickaway MHA clients.

Objectives:

?? Pickaway MHA will continue its active status in Children and Family First/Community Agency Group.

?? Pickaway MHA staff will visit and share knowledge with other area agencies (e.g., Human Services, MRDD, Mental Health, and the Health Department) on an annual basis.

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

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

?? Information about our Admissions and Continued Occupancy Policy for our Public Housing program, including eligibility, waiting list organization, admissions preferences, and deconcentration and income mixing, as well as other relevant topic areas.

?? Information about our Admissions Policy for our tenant-based Section 8 program, including eligibility, waiting list organization, search time and admissions preferences, as well as other relevant topic areas.

- ?? Information about our rent determination policies, including minimum rent, rent re-determinations, and flat rents.
- ?? Information about our tenant-based Section 8 program, including payment standards, and minimum rent.
- ?? Information about our capital improvement needs, including the Capital Fund Program Annual Statement.
- ?? Information about our homeownership program and elderly designation plans.

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

### **iii. Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

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

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#### **Attachments**

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

#### Required Attachments:

- Attachment A - Admissions Policy for Deconcentration (included in the Admissions and Continued Occupancy Policy)
- Attachment B - FY 2003 Capital Fund Program Annual Statement
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

#### Optional Attachments:

- Attachment C - PHA Management Organizational Chart
- Attachment D - FY 2003 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- Attachment E - Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)  
Attachment F Summary of Pet Policy

- Attachment G Resident Membership on PMHA Board of Commissioners
- Attachment H – Membership of the Resident Advisory Board
- Attachment I – Section 8 Homeownership Capacity Statement and Update
- Attachment J – Statement of Progress in Meeting Five-Year Goals
- Attachment K –Resident Satisfaction Survey Follow Up Plan (SAFETY)

Attachments: Performance Reports; 1) CFP 501-00 2) CFP 501-01 3) CFP 501-02 4) CFP 501-03

### 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 Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies

<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	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing 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
	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
	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
X	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership

<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 Draft	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	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)
X	Policy on Administration of Community Service Requirements	
X	Policy on Ownership of Pets in Public Housing General Occupancy (Family) Developments	

## **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>							
<b>Family Type</b>	<b>Overall</b>	<b>Afford- ability</b>	<b>Supply</b>	<b>Quality</b>	<b>Access- ibility</b>	<b>Size</b>	<b>Loca- tion</b>
Income <= 30% of AMI	881	5	4	3	N/A	N/A	N/A
Income >30% but <=50% of AMI	438	5	4	3	N/A	N/A	N/A
Income >50% but <80% of AMI	142	2	2	2	N/A	N/A	N/A
Elderly	342	3	2	3	N/A	N/A	N/A

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Families with Disabilities	52	3	2	3	N/A	N/A	N/A
Race/Ethnicity – Black	7	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity - Hispanic	4	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity							
Race/Ethnicity							

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

- Consolidated Plan of the Jurisdiction/s
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset ..90 Census
- American Housing Survey data  
Indicate year:
- Other housing market study  
?? Pickaway County Affordable Housing Market Study, by Gregory Carr + Associates, November 25, 1996
- Other sources: (list and indicate year of information)  
?? Pickaway County Community Housing Strategy, 1993-94, and update February 1997  
?? City of Circleville 2001 CHIS Update

### **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.

<b>Housing Needs of Families on the Waiting List</b>			
Waiting list type: (select one)			
<input checked="" type="checkbox"/>	Section 8 tenant-based assistance		
<input 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	300		300 (100%)

<b>Housing Needs of Families on the Waiting List</b>			
Extremely low income <=30% AMI	257	86%	
Very low income (>30% but <=50% AMI)	35	12%	
Low income (>50% but <80% AMI)	8	3%	
Families with children	202	67%	
Elderly families	18	6%	
Families with Disabilities	45	15%	
Race/ethnicity	White: 282	94%	
Race/ethnicity	Black/Asian: 4	1%	
Race/ethnicity	Amer. Indian: 9	3%	
Race/ethnicity	Hispanic: 5	2%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes: How long has it been closed (# of months)? 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			

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	1,066		378 (35%)
Extremely low income <=30% AMI	874	82%	
Very low income (>30% but <=50% AMI)	160	15%	
Low income (>50% but <80% AMI)	32	3%	
Families with children	839	79%	
Elderly families	45	4%	
Families with Disabilities	191	18%	
	146	17%	
Race/ethnicity	White: 1001	94%	
Race/ethnicity	Black: 36	3%	
Race/ethnicity	Amer. Indian: 17	2%	
Race/ethnicity	Hispanic: 9	1%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	227	22%	
2 BR	671	63%	
3 BR	132	12%	
4 BR	36	3%	
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
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.

#### (1) Strategies

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

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

Select all that apply

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select if applicable

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

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

Select all that apply

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

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

**(2) Reasons for Selecting Strategies**

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

- Funding constraints
- Staffing constraints
- Limited availability of sites for assisted housing
- Extent to which particular housing needs are met by other organizations in the community
- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- Influence of the housing market on PHA programs
- Community priorities regarding housing assistance
- Results of consultation with local or state government

- Results of consultation with residents and the Resident Advisory Board
- Results of consultation with advocacy groups
- Other: (list below)

## **2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

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

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2003 grants)</b>		
a) Public Housing Operating Fund	250,000	
b) Public Housing Capital Fund	220,000	
c) HOPE VI Revitalization	0	
d) HOPE VI Demolition	0	
e) Annual Contributions for Section 8 Tenant-Based Assistance	2,750,000	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	0	
g) Resident Opportunity and Self-Sufficiency Grants	0	
h) Community Development Block Grant	0	
i) HOME	0	
Other Federal Grants (list below)	0	
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
Capital Fund 501-01	25,000	Capital Improvements
Capital Fund 501-02	216,987	Capital Improvements
<b>3. Public Housing Dwelling Rental Income</b>		
	215,000	Operations/ Maintenance
<b>4. Other income (list below)</b>		
Investment income, late fees, misc.	35,000	Investment and Administrative
<b>4. Non-federal sources (list below)</b>		

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
Management Fees and Shared Expenses	95,000	Salary and Administrative
<b>Total resources</b>	3,806,987	

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

[24 CFR Part 903.7 9 (c)]

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

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

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

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

- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe) Initial determination of eligibility if made at the time of application. When applicants reach a certain place on the waiting list (dependent upon bedroom size and the number of units available at the time) eligibility is determined.

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 – through prior and/or current landlord check
- Housekeeping – check with previous landlord; no home visits made
- Other (describe) Credit Report

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)

\*use The Registry – online database

##### **(2) Waiting List Organization**

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

- Community-wide list
- Sub-jurisdictional lists

- Site-based waiting lists
- Other (describe)

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

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

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

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

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

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

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

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

**(3) Assignment**

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

- One
- Two
- Three or More

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

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

**(4) Admissions Preferences**

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

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

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

3. Former Federal preferences:

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

Other preferences: (select below)

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

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

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  
Homelessness  
High rent burden

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

**(5) Occupancy**

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

- The PHA-resident lease
- The PHA's Admissions and (Continued) Occupancy policy
- PHA briefing seminars or written materials
- Other source (list)  
?? Resident Handbook

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

- At an annual reexamination and lease renewal
- Any time family composition changes
- At family request for revision
- Other (list)  
?? within ten (10) days of occurrence

**(6) Deconcentration and Income Mixing**

a.  Yes  No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

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

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

- Adoption of site-based waiting lists  
If selected, list targeted developments below:
- Employing waiting list “skipping” to achieve deconcentration of poverty or income mixing goals at targeted developments  
If selected, list targeted developments below:
- Employing new admission preferences at targeted developments  
If selected, list targeted developments below:
- Other (list policies and developments targeted below)

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

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

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

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

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

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

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

## B. Section 8

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

### (1) Eligibility

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- Criminal or drug-related activity only to the extent required by law or regulation
  - Criminal and drug-related activity, more extensively than required by law or regulation
  - More general screening than criminal and drug-related activity (list factors below)
  - Other (list below)

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

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

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

\* Use the **Ohio Department of Corrections Website** or **The Registry** Data Base (paid service).

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

- Criminal or drug-related activity
- Other (describe below)
  - ?? Names and ages of all household members
  - ?? Phone number
  - ?? Former addresses
  - ?? Former landlords
  - ?? Information concerning previous damages to units or complaints received

### (2) Waiting List Organization

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

- None
- Federal public housing
- Federal moderate rehabilitation
- Federal project-based certificate program
- Other federal or local program (list below)

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

- PHA main administrative office  
 Other (list below)

**(3) Search Time**

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

If yes, state circumstances below:

The Housing Authority may grant one or more extensions of the term, but the initial term plus any extensions will never exceed 120 calendar days from the initial date of issuance. To obtain an extension, the family must make a request in writing prior to the expiration date. A statement of the efforts the family has made to find a unit must accompany the request. A sample extension request form and a form for recording their search efforts will be included in the family's briefing packet. If the family documents their efforts and additional time can reasonably be expected to result in success, the Housing Authority will grant the length of request sought by the family or 60 days, whichever is less.

If the family includes a person with disabilities and the family requires an extension due to the disability, the Housing Authority will grant an extension allowing the family the full 120 days search time. If the Housing Authority determines that additional search time would be a reasonable accommodation, the Housing Authority will request HUD to approve an additional extension.

**(4) Admissions Preferences**

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

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

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
- Homelessness
- High rent burden

Other preferences (select all that apply)

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

- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

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

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

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

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

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

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

**(5) Special Purpose Section 8 Assistance Programs**

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

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

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

- Through published notices
- Other (list below)  
?? referrals from local agencies

**4. PHA Rent Determination Policies**

[24 CFR Part 903.7 9 (d)]

**A. Public Housing**

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

**(1) Income Based Rent Policies**

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) \_\_\_\_\_
- Other (list below) Any time the family experiences an income increase, the tenant must report that increase within ten (10) days of the occurrence, but there is no increase in rent unless there is an income increase above the threshold amount of 25%

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

**(2) Flat Rents**

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

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

**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)
- ?? Rent reasonableness factors

**(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**

[24 CFR Part 903.7 9 (e)]

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

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

Describe the PHA's management structure and organization.

(select one)

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

### **B. HUD Programs Under PHA Management**

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

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	108	32
Section 8 Vouchers	635	180
Section 8 Certificates	0	0
Section 8 Mod Rehab	0	0
Special Purpose Section 8 Certificates/Vouchers (list individually)	Family Unification 15 Non Elderly Disabled 41	15 10
Public Housing Drug Elimination Program (PHDEP)	0	0
Other Federal Programs(list individually)		

### **C. Management and Maintenance Policies**

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

(1) Public Housing Maintenance and Management: (list below)

**Leasing & Occupancy Policy; Resident Handbook; PMHA Lease; Pet Policy**

(2) Section 8 Management: (list below)

**Admin Plan; FSS Handbook; Personnel Policy Manual; Collab Agreement Job & Family Services**

**6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

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

**A. Public Housing**

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

If yes, list additions to federal requirements below:

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

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

**B. Section 8 Tenant-Based Assistance**

1.  Yes  No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

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

- PHA main administrative office  
 Other (list below)

**7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

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

**A. Capital Fund Activities**

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

**(1) Capital Fund Program Annual Statement**

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

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment B

-or-

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

## **(2) Optional 5-Year Action Plan**

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

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

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment D (state name OH0592002d02).

-or-

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

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

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

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

1. Development name:

2. Development (project) number:

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

- Revitalization Plan under development  
 Revitalization Plan submitted, pending approval  
 Revitalization Plan approved

Activities pursuant to an approved Revitalization Plan underway

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

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

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

**8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

<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: <u>(DD/MM/YY)</u>
5. Number of units affected: 6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

7. 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**

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

<b>Designation of Public Housing Activity Description</b>
1a. Development name: Rustic Ridge 1b. Development (project) number: Oh16-PO59-001
2. Designation type: Occupancy by only the elderly <input checked="" type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA’s Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: (7/1/2003)
5. If approved, will this designation constitute a (select one) <input checked="" type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: 15 7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

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

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description

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

<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 <input type="checkbox"/> Other: (describe below)

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

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

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

[24 CFR Part 903.7 9 (k)]

**A. Public Housing**

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

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

2. Activity Description

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

<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>
1a. Development name: Rustic, Barry, Francine and Pontius Scattered Site 1b. Development (project) number: OH16-PO59-001
2. Federal Program authority: <input type="checkbox"/> HOPE I <input checked="" type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input checked="" type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: 05/10/1996)
5. Number of units affected: 8 total Authority-wide 6. Coverage of action: (select one) <input checked="" type="checkbox"/> Part of the development (any single-family detached unit) <input type="checkbox"/> Total development

<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>
1a. Development name: Rustic Court and Ashville Scattered Sites 1b. Development (project) number: OH16-PO59-002
2. Federal Program authority: <input type="checkbox"/> HOPE I <input checked="" type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input checked="" type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (05/10/1996)
6. Number of units affected: 8 total Authority-wide 6. Coverage of action: (select one) <input checked="" type="checkbox"/> Part of the development (any single-family detached unit) <input type="checkbox"/> Total development

<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>
1a. Development name: Williamsport, Kingston Court, Washington/Logan, Meadow Dr. 1b. Development (project) number: OH16-PO59-003
2. Federal Program authority: <input type="checkbox"/> HOPE I <input checked="" type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input checked="" type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (05/10/1996)
7. Number of units affected: 8 total Authority-wide 6. Coverage of action: (select one) <input checked="" type="checkbox"/> Part of the development (any single-family detached unit) <input type="checkbox"/> Total development

## **B. Section 8 Tenant Based Assistance**

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below: Participation in FSS Program.

**12. PHA Community Service and Self-sufficiency Programs**

[24 CFR Part 903.7 9 (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 residents and participants**

**(1) General**

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

<b>Services and Programs</b>				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
<i>5h Homeownership</i>		<i>Specific criteria</i>	<i>PHA Main Office</i>	<i>Public Housing</i>
FSS Program	10 to 20	FSS Criteria	PHA Main Office	Section 8

**(2) Family Self Sufficiency program/s**

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		
Section 8	8	21 as of 09/10/02

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

**C. Welfare Benefit Reductions**

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

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

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

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

[24 CFR Part 903.7 9 (m)]

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

**Not required; not participating in PHDEP.**

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

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)
- High incidence of violent and/or drug-related crime in some or all of the PHA's developments
  - High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments

- Residents fearful for their safety and/or the safety of their children
- Observed lower-level crime, vandalism and/or graffiti
- People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- Other (describe below)

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

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

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

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

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

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

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

**C. Coordination between PHA and the police**

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

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

- Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- Other activities (list below)

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

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

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

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

**14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

**15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

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

**16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

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

**17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

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

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

2. What types of asset management activities will the PHA undertake? (select all that apply)

- Not applicable
- Private management
- Development-based accounting
- Comprehensive stock assessment
- Other: (list below)

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

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

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

1.  Yes  No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)

- Attached at Attachment E (File name) OH059e02
- Provided below:

3. In what manner did the PHA address those comments? (select all that apply)

- Considered comments, but determined that no changes to the PHA Plan were necessary.
- The PHA changed portions of the PHA Plan in response to comments  
List changes below:
- Other: (list below)

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

1.  Yes  No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)

2.  Yes  No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

a. Nomination of candidates for place on the ballot: (select all that apply)

- Candidates were nominated by resident and assisted family organizations
- Candidates could be nominated by any adult recipient of PHA assistance
- Self-nomination: Candidates registered with the PHA and requested a place on ballot

Other: (describe)

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

### C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: State of Ohio
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)
  - The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
  - The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
  - The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
  - Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
    - ?? Provide rental assistance to very low and low income households
    - ?? Provide affordable rental housing for very low and low income households
    - ?? Develop strategies to replace housing stock sold through homeownership program
    - ?? Offer first-time homebuyer opportunities to low and moderate income families residing in public housing through the Section 5(h) Homeownership Program
  - Other: (list below)
3. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)
  - ?? Priority #1 – Low-Income Renter Households (0 to 80 Percent of Median Income) – Continue the Housing Development Assistance Program (HDAP) to provide “gap” financing for eligible housing projects to expand the supply of decent, safe, affordable housing for very low-income persons and households in the state of Ohio.
  - ?? Priority #2 – Low- and Moderate-Income Owners (0 to 80 Percent of Median Income) – Continue the Community Housing Improvement Program (CHIP) to distribute funds to support homebuyer, rental assistance and other housing activities, based on a locally adopted housing plan.

### 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.

- A: Public Housing Leasing and Occupancy Policy
- B: Capital Fund Table for 501-03
- C: PMHA Organizational Chart
- D: Capital Fund 5 Year Table
- E: Advisory Board Comments
- F: Summary of Pet Policy
- G: Resident Membership on Board of Commissioners Summary
- H: Resident Advisory Board Membership
- I: Section 8 Homeownership Summary
- J: Statement of Progress in Meeting Goals
- K: Resident Satisfaction Survey Follow Up Plan (Safety)

Performance Reports: 501-00, 501-01, 501-02

**PICKAWAY METROPOLITAN HOUSING AUTHORITY**

**PUBLIC HOUSING  
LEASING AND OCCUPANCY POLICY**

**ADOPTED: NOVEMBER, 1982**

**REVISED: SEPTEMBER, 2001  
AUGUST, 2002**

## PUBLIC HOUSING

This **Leasing and Occupancy Policy** is intended to be consistent with **The Department of Housing and Urban Development's Public Housing Occupancy Handbook, 7456.1**, including all other subsequent revisions. In the event of any inconsistencies, the provisions of that Handbook shall prevail.

Whenever words are used herein in any gender, they shall be construed as though they were used in the gender appropriate to the circumstances; and wherever words are used herein in the singular or plural form, they shall be construed as though they were used in the form appropriate of the circumstances.

# PICKAWAY METROPOLITAN HOUSING AUTHORITY ADMISSIONS AND OCCUPANCY POLICY

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This Admissions and Continued Occupancy Policy defines the Pickaway Metropolitan Housing Authority's (hereinafter known as "PMHA) policies for the operation for the Public Housing Program, incorporating Federal, State and Local Law. If there is any conflict between this policy and laws or regulations, the laws and regulations will prevail.

## 1.0 FAIR HOUSING

It is the policy of the PMHA to fully comply with all Federal, State and local nondiscrimination laws; the Americans with Disabilities Act; and the U.S. Department of Housing and Urban Development regulations governing Fair Housing and Equal Opportunity.

No person shall, on the grounds of race, color, sex, religion, national or ethnic origin, familial status, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under the Pickaway Metropolitan Housing Authority's programs.

To further its commitment for full compliance with applicable Civil Rights laws, the PMHA will provide Federal, State and local information to applicants and tenants of the Public Housing Program regarding discrimination and any recourse available to them if they believe they may be victims of discrimination. Such information is available to individuals throughout all stages of their involvement with the PMHA. In addition, all written information and advertisements will contain the appropriate Equal Opportunity language and logo.

The PMHA will assist any family that believes they have suffered illegal discrimination by directing them to the nearest Legal Aid office, and by providing them with the nearest address of the Office of Fair Housing and Equal Opportunity, and all other appropriate agencies.

## 2.0 REASONABLE ACCOMMODATION

Sometimes people with disabilities may need a reasonable accommodation in order to take full advantage of the PMHA's programs and related services. When such accommodations are granted, they do not confer special treatment or advantage for the person with a disability; rather, they make the program accessible to them in a way that would otherwise not be possible due to their disability. This policy clarifies how people can request accommodations and the guidelines the PMHA will follow in

determining whether it is reasonable to provide a requested accommodation. Because disabilities are not always apparent, the PMHA will ensure that all applicants and tenants are aware of the opportunity to request reasonable accommodations.

## 2.1 COMMUNICATION

All applications contain language indicating proper procedure for requesting reasonable accommodation.

Notifications of reexamination, inspection, appointment, or eviction will include information about requesting a reasonable accommodation. Any notification requesting action by the tenant will include information about requesting a reasonable accommodation.

All decisions granting or denying requests for reasonable accommodations will be in writing.

## 2.2 QUESTIONS TO ASK IN GRANTING THE ACCOMMODATION

- A. Is the requestor a person with disabilities? For this purpose the definition of person with disabilities is different than the definition used for admission. The Fair Housing definition used for this purpose is:

A person with a physical or mental impairment that substantially limits one or more life activities, has a record of such an impairment, or is regarded as having such an impairment. (The disability may not be apparent to others, i.e., a heart condition).

If the disability is apparent or already documented, the answer to this question is yes. It is possible that the disability for which the accommodation is being requested is a disability other than the apparent disability. If the disability is not apparent or documented, the PMHA will obtain verification that the person is a person with a disability.

- B. Is the requested accommodation related to the disability? If it is apparent that the request is related to the apparent or documented disability, the answer to this question is yes. If it is not apparent, the PMHA will obtain documentation that the requested accommodation is needed due to the disability. The PMHA will not inquire as to the nature of the disability.
- C. Is the requested accommodation reasonable? In order to be determined reasonable, the accommodation must meet two criteria:
1. Would the accommodation constitute a fundamental alteration? The PMHA's business is housing. If the request would alter the fundamental business the PMHA conducts, that would not be reasonable. For

instance, the PMHA would deny a request to have the PMHA do grocery shopping for a person with disabilities.

2. Would the requested accommodation create an undue financial hardship or administrative burden? Frequently the requested accommodation costs little or nothing. If the cost would be an undue burden, the PMHA may request a meeting with the individual to investigate and consider equally effective alternatives.
- D. Generally the individual knows best what it is they need; however, the PMHA retains the right to be shown how the requested accommodation enables the individual to access or use the PMHA programs or services.

If more than one accommodation is equally effective in providing access to the PMHA's programs and services, the PMHA retains the right to select the most efficient or economic choice.

Any request for an accommodation that would enable a tenant to materially violate essential lease terms will not be approved, i.e. allowing nonpayment of rent, destruction of property, disturbing the peaceful enjoyment of others, etc.

### 3.0 SERVICES FOR NON-ENGLISH SPEAKING APPLICANTS AND RESIDENTS

The PMHA will endeavor to have access to people who speak languages other than English in order to assist non-English speaking families. Resources will be language instructors at the local High Schools, Ohio University branches at Chillicothe and Lancaster, and The Ohio State University.

### 4.0 FAMILY OUTREACH

The PMHA will publicize the availability and nature of the Public Housing Program for extremely low-income, very low and low-income families in a newspaper of general circulation, minority media, and by other suitable means.

The PMHA will communicate the status of housing availability to other service providers in the community and inform them of housing eligibility factors and guidelines so they can make proper referrals for the Public Housing Program.

### 5.0 RIGHT TO PRIVACY

All adult members of both applicant and tenant households are required to sign HUD Form 9886, Authorization for Release of Information and Privacy Act Notice. The

Authorization for Release of Information and Privacy Act Notice states how family information will be released and includes the Federal Privacy Act Statement.

Any request for applicant or tenant information will not be released unless there is a signed release of information request from the applicant or tenant. This includes credit agencies, businesses, prospective or past landlords, or family members not on the lease. Credit information is reported to the Registry upon termination of the tenant from the program.

## 6.0 REQUIRED POSTINGS

In each of its offices, the PMHA will have available, the following information:

- A. Statement of Policies and Procedures governing Admission and Continued Occupancy
- B. A listing of all the developments by name, address, number of units, units designed with special accommodations, address of all project offices, office hours, telephone numbers, TDD numbers, and Resident Facilities and operation hours.
- C. Income Limits for Admission
- D. Utility Allowance Schedule
- E. Current Schedule of Routine Maintenance Charges
- F. Dwelling Lease
- G. Grievance Procedure
- H. Fair Housing Poster
- I. Equal Opportunity in Employment Poster

These documents are available for review by contacting the PMHA office for an appointment. Documents can be reviewed in the PMHA lobby, or by signing the document out of the PMHA office for a period not to exceed 72 hours.

## 7.0 TAKING APPLICATIONS

Families wishing to apply for the Public Housing Program will be required to complete an application for housing assistance. Applications will be accepted during regular business hours at the Pickaway Metropolitan Housing Authority office, 176 Rustic Drive, Circleville, Ohio 43113. Applications can be submitted by mail to the same address.

Applications are taken to compile a waiting list. Due to the demand for housing in the PMHA jurisdiction, the PMHA will take applications on an open enrollment basis. If the

waiting period exceeds two years for any bedroom size unit, the PMHA has the option to close that unit size list.

Completed applications will be accepted for all applicants. The PMHA requires proof of all household income, and copies of birth certificates and social security cards for all members of the household listed on the application. Proof of veteran status, if applicable, at the time of application is also appreciated, but not required until the intake appointment. Applications will only be withheld from the waiting list if the proof of income is incomplete.

Applications may be made in person at the Pickaway Metropolitan Housing Authority office, 176 Rustic Drive, Circleville, Ohio 43113 from 8:00 a.m. to 4:30 p.m., Monday through Friday of each week. Applications will be mailed to interested families upon request. Applications can be submitted by mail to the same address.

The completed application will be dated and time stamped upon its return to the PMHA.

Persons with disabilities who require a reasonable accommodation in completing an application may call the PMHA to make special arrangements. A Telecommunication Device for the Deaf (TDD) is available for the deaf. The TDD telephone number is

The application process will involve two phases. The first phase is the initial application for housing assistance. This first phase results in the family's placement on the waiting list.

Upon receipt of the family's initial application, the PMHA will make a preliminary determination of eligibility. Veterans Status will be awarded to applicants claiming the preference at this time. Proof of veterans status must be provided at the intake appointment, if not previously submitted.

The PMHA will notify the family in writing of placement on the waiting list, and the approximate wait before housing may be offered. If the PMHA determines the family to be ineligible, the notice will state the reasons therefore and will offer the family the opportunity of an informal review of the determination.

The applicant may at any time report changes in their applicant status including changes in mailing address, family composition, income, or veterans status. The PMHA will annotate the applicant's file and will update their place on the waiting list. Confirmation of the changes will be confirmed with the family in writing.

The second phase is the final determination of eligibility, referred to as the Personal Declaration. The Personal Declaration is mailed to the family when they are scheduled for their intake appointment. It must be completed and returned at that appointment. The PMHA will ensure that verification of all preferences, eligibility, suitability and selection factors are current in order to determine the family's final eligibility for admission into the Public Housing Program.

## 8.0 ELIGIBILITY FOR ADMISSION

### 8.1 INTRODUCTION

There are five eligibility requirements for admission to public housing: qualifies as a family, has an income within the income limits, meets citizenship/eligible immigrant criteria, provides documentation of Social Security numbers, and signs consent authorization documents. In addition to the eligibility criteria, families must also meet the PMHA screening criteria in order to be admitted to public housing.

### 8.2 ELIGIBILITY CRITERIA

#### A. Family Status.

1. A **family with or without children**. Such a family is defined as two or more persons sharing residency whose income and resources are available to meet the family's needs and who are related by blood, marriage, operation of law, or adoption of affinity, and who give evidence of a stable relationship over a period of time, or who live together in a stable family relationship.
  - a. Children temporarily absent from the home due to placement in foster care are considered family members.
  - b. Unborn children and children in the process of being adopted are considered family members for the purpose of determining bedroom size but are not considered family members for determining income limit.
2. An **elderly family**, which is:
  - a. A family whose head, spouse, or sole member is a person who is at least 62 years of age;
  - b. Two or more persons who are at least 62 years of age living together, or
  - c. One or more persons who are at least 62 years of age living with one or more live-in aides.
3. A **near-elderly family**, which is:
  - a. A family whose head, spouse, or sole member is a person who is at least 50 years of age but below the age of 62;
  - b. Two or more persons, who are at least 50 years of age but below the age of 62, living together, or
  - c. One or more persons, who are at least 50 years of age but

- Below the age of 62, living with one or more live-in aides.
4. A **disabled family**, which is:
    - a. A family whose head, spouse, or sole member is a person with disabilities;
    - b. Two or more persons with disabilities living together, or
    - c. One or more persons with disabilities living with one or more live-in aides.
  5. A **displaced family**, which is a family in which each member, or whose sole member, has been displaced by governmental action, or whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to Federal disaster relief laws.
  6. A **remaining member of a tenant family**.
  7. A **single person** who is not an elderly or displaced person, a person with disabilities, or the remaining member of a tenant family.

B. Income eligibility

1. To be eligible for admission to developments or scattered-site units, the family's annual income must be within the low-income limit set by HUD. This means the family income cannot exceed 80 percent of the median income for the area.
2. Income limits apply only at admission and are not applicable for continued occupancy.
3. A family may not be admitted to the public housing program from another assisted housing program (e.g., tenant-based Section 8) or from a public housing program operated by another housing authority without meeting the income requirements of the PMHA.
4. If the PMHA acquires a property for federal public housing purposes, the families living there must have incomes within the low-income limit in order to be eligible to remain as public housing tenants.
5. Income limit restrictions do not apply to families transferring within our Public Housing Program.

C. Citizenship/Eligibility Status

1. To be eligible each member of the family must be a citizen, national, or a noncitizen who has eligible immigration status under one of the categories set forth in Section 214 of the Housing and Community Development Act of 1980 (see 42 U.S.C. 1436a(a)).
2. Family eligibility for assistance.
  - a. A family shall not be eligible for assistance unless every member of the family residing in the unit is determined to have eligible status, with the exception noted below.
  - b. Despite the ineligibility of one or more family members, a mixed family may be eligible for one of three types of assistance. (See Section 13.6 for calculating rents under the noncitizen rule)
  - c. A family without any eligible members and receiving assistance on June 19, 1995 may be eligible for temporary deferral of termination of assistance.

#### D. Social Security Number Documentation

To be eligible, all family members 6 years of age and older must provide a Social Security number or certify that they do not have one.

#### E. Signing Consent Forms

1. In order to be eligible, each member of the family who is at least 18 years of age, and each family head and spouse regardless of Age, shall sign one or more consent forms.
2. The consent form must contain, at a minimum, the following:
  - a. A provision authorizing HUD or the PMHA to obtain from State Wage Information Collection Agencies (SWICAs) any information or materials necessary to complete or verify the application for participation or for eligibility for continued occupancy; and
  - b. A provision authorizing HUD or the PMHA to verify with previous or current employers income information pertinent to the family's eligibility for or level of assistance;
  - c. A provision authorizing HUD to request income information from the IRS and the SSA for the sole purpose of verifying income information pertinent to the family's eligibility or level of benefits; and
  - d. A statement that the authorization to release the information Requested by the consent form expires 15 months after the date the consent form is signed

- e. If any member of the applicant family was a prior resident of a public housing unit, in any location, they must have met all obligations of the lease agreement, including, but not limited, to, the provision for providing management with a 30 day move out notice.
- f. The applicant family must not owe the PMHA or any other Housing Authority or assisted housing provider any debt arising from previous occupancy in a public housing unit or participation in the Section 8 Existing program. Failure to disclose this information is grounds for lease termination.
- g. The members of the applicant family must not willingly or Intentionally falsify any information contained in either the Registration Form or HUD Form 50058.
- h. The members of the applicant family must be willing to pay the rent calculated using the HUD rules for rent calculation, or adopt the flat rent alternative method of rent payment.
- i. The applicant family must agree to use the PMHA provided residence as their only residence, and not be receiving assistance on any other unit.

### 8.3 SUITABILITY

- A. Prior to signing the lease, all family head of households and other adult family members will be required to attend the Lease and Occupancy Orientation which occurs when they are contacted for their initial appointment from the waiting list. A family will not be processed if they do not attend the orientation. Applicants who provide prior notice of an inability to attend the orientation will be rescheduled. Failure of an applicant to attend the orientation, without good cause, will result in the removal of the applicant from the waiting list, and thereby for consideration for housing.
- B. Applicant families will be evaluated to determine whether, based on on their recent behavior, such behavior could reasonably be expected to result in noncompliance with the public housing lease. The PMHA will look at past conduct as an indicator of future conduct. Emphasis will be placed on whether a family's admission could reasonably be expected to have a detrimental effect on the development environment, other tenants, PMHA employees, or other people residing in the immediate vicinity of the property. Otherwise eligible families will be denied admission if they fail to meet the suitability criteria.

- C. The PMHA will consider objective and reasonable aspects of the family's background, including the following:
1. History of meeting financial obligations, especially rent;
  2. Ability to maintain (or with assistance would have the ability to maintain) their housing in a decent and safe condition based on living or housekeeping habits and whether such habits could adversely affect the health, safety, or welfare of other tenants;
  3. History of criminal activity by any household member involving crimes of physical violence against persons or property and any other criminal activity including drug-related criminal activity that would adversely affect the health, safety, or well being of other tenants or staff or cause damage to the property;
  4. History of disturbing neighbors or destruction of property.
  5. Having committed fraud in connection with any Federal housing assistance program, including the intentional misrepresentation of information related to their housing application or benefits derived therefrom; and
  6. History of abusing alcohol in a way that may interfere with the health, safety, or right to peaceful enjoyment by others.
- D. The PMHA will ask applicants to provide information demonstrating their ability to comply with the essential elements of the lease. The PMHA will verify the information provided. Such verification may include but may not be limited to, the following:
1. A credit check of the head, spouse and co-head will be obtained from a reputable credit service contracted by PMHA.  
  
A history of non-payment of rightful obligations shall constitute grounds for denial of a rental unit. In compliance with the Fair Credit and Reporting Act, the applicant shall be so notified of the basis for denial, along with the name and address of the credit-reporting agency from which the report was obtained. Opportunity to provide evidence of improved payment habits shall be given before a decision of denial is rendered.
  2. A rental history check of all adult family members. Each adult family member will be required to provide the name and address of their current landlord and the previous landlord. A poor landlord reference, reflecting poor rent payment habits, damage to the rental unit, disturbances or problems with neighbors, may be sole reason for rejection of an applicant when refuting documentation cannot be provided. Refuting documentation is three notarized

statements from neighbors or others knowledgeable (non-family) who will testify to the housekeeping and house condition, or other contestable situations of the applicant.

3. A criminal background check on all adult household members, including live-in aides. This check will be made through the Registry, or by accessing local or State law enforcement or court records in those cases where the household member has lived in the local jurisdiction for the last three years.

The applicant or any member of the Applicant's household expected to reside in the unit, must not have a record or history of serious criminal activity.

"Serious Criminal Activity" shall include prostitution, sale, possession, or trafficking of narcotics, repeated acts of violence, domestic violence, or theft, a pattern of conduct constituting danger to the peaceful operation of neighbors (such as initiating threats), confirmed drug addition or impairing the morals of a minor.

If a tenant fails to disclose a previous conviction of serious criminal activity which was not a disclosed through the screening process, the PMHA reserves the right to pursue immediate eviction action.

4. A check of the State's lifetime sex offender registration program for each adult household member, including live-in aides. No individual registered with this program will be admitted to public housing.

#### 8.4 GROUNDS FOR DENIAL

The PMHA is not required or obligated to assist applicants who:

- A. Do not meet any one or more of the eligibility criteria:
- B. Do not supply information or documentation required by the application process;
- C. Have failed to respond to a written request for information or a request to declare their continued interest in the program;
- D. Have a history of not meeting financial obligations, especially rent and utilities;
- E. Do not have the ability to maintain (with assistance) their housing in a decent and safe condition where such habits could adversely affect the health, safety, or welfare of other tenants;
- F. Have a history of criminal activity by any household member involving

crimes of physical violence against persons or property and any other criminal activity including drug-related criminal activity that would adversely affect the health, safety, or well being of other tenants or staff or cause damage to the property;

- G. Have a history of disturbing neighbors or destruction of property;
- H. Currently owes rent or other amounts to any housing authority in Connection with their public housing or Section 8 programs;
- I. Have committed fraud, bribery or any other corruption in connection with any Federal housing assistance program, including the intentional misrepresentation of information related to their housing application or benefits derived therefrom;
- J. Were evicted from assisted housing within three years of the projected date of admission because of drug-related criminal activity involving the personal use or possession for personal use;
- K. Were evicted from assisted housing within five years of the projected date of admission because of drug-related criminal activity involving the illegal manufacture, sale, distribution, or possession with the intent to manufacture, sell, distribute a controlled substance as defined in Section 102 of the Controlled Substances Act, 21 U.S.C. 802;
- L. Are illegally using a controlled substance or are abusing alcohol in a way that may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents. The PMHA may waive this requirement if:
  - 1. The person demonstrates to the PMHA's satisfaction that the person is no longer engaging in drug-related criminal activity or abuse of alcohol;
  - 2. Has successfully completed a supervised drug or alcohol rehabilitation program;
  - 3. Has otherwise been rehabilitated successfully; or
  - 4. Is participating in a supervised drug or alcohol rehabilitation program.
- M. Have engaged in or threatened abusive or violent behavior towards any PMHA staff or residents;
- N. Have a household member who has ever been evicted from public housing;
- O. Have a family household member who has been terminated under the certificate or voucher program;

- P. Denied for Life: If any family member has been convicted of manufacturing or producing methamphetamine (speed) in a public housing development or in a Section 8 assisted property;**
- Q. Denied for Life: Has a lifetime registration under a State sex offender registration program.**

#### 8.5 INFORMAL REVIEW

- A. If the PMHA determines that an applicant does not meet the criteria for receiving public housing assistance, the PMHA will promptly provide the applicant with written notice of the determination. The notice must contain a brief statement of the reason(s) for the decision and state that the applicant may request an informal review of the decision within 10 business days of the denial. The PMHA will describe how to obtain the informal review.

Grievances received by the PMHA office will be referred to the Executive Director. As soon as the Grievance is received, it will be reviewed by the Director to be certain that it is eligible for grievance procedure applicability, and that neither of the exclusions under Section II of the PMHA's Grievance Procedure, apply. If one of the exclusions does apply, the Complainant will be notified in writing that the matter raised is not subject to the PMHA's Grievance Procedure, with the reason therefor.

If neither of the exclusions do apply, the Complainant will be contacted to arrange a mutually convenient time, within ten (10) working days, to meet so the Grievance may be discussed informally and settled without a hearing. At the informal hearing, the Complainant will present the Grievance and the person in charge of the management office will attempt to settle the Grievance to the satisfaction of both parties.

Within five (5) working days, following the informal discussion, the PMHA shall prepare and either give or mail to the Complainant a summary of the informal discussion which specifies the names of the participants, the dates of the meeting, the nature of the proposed disposition of the complaint and the specific reasons therefor, and shall specify the procedures by which a formal hearing under this procedure may be obtained if the Complainant is not satisfied. A copy of this summary shall also be placed in the Complainant's file.

- B. The participant family may request that PMHA provide for an Informal Hearing after the family has notification of an INS decision on their citizenship status on appeal, or in lieu of request of appeal to the INS. This request must be made by the participant family within 30 days of receipt of the Notice of Denial or Termination of Assistance, or within 30 days of receipt of the INS appeal decision.

For the participant families, the Informal Hearing Process will be utilized with the exception that the participant family will have up to 30 days of receipt of the Notice of Denial or Termination of Assistance, or of the INS appeal decision.

- C. A copy of the PMHA Public Housing Grievance Procedure is available the PMHA office.

## **9.0 MANAGING THE WAITING LIST**

### **9.1 OPENING AND CLOSING THE WAITING LIST**

Opening of the waiting list will be announced with a public notice stating that applications for public housing will again be accepted. The public notice will state where, when, and how to apply. The notice will be published in a local newspaper of general circulation and also by any available minority media. The public notice will state any limitations to who may apply.

The notice will state that applicants already on waiting lists for other housing programs must apply separately for this program and such applicants will not lose their place on other waiting lists when they apply for public housing. The notice will include the Fair Housing logo and slogan and will be in compliance with Fair Housing requirements.

Closing of the waiting list will also be announced with a public notice. The public notice will state the date the waiting list will be closed and for what bedroom sizes. The public notice will be published in a local newspaper of general circulation and also by any available minority media.

### **9.2 ORGANIZATION OF THE WAITING LIST**

The waiting list will be maintained in accordance with the following guidelines:

- A. The application will be a permanent file;
- B. All applications will be maintained in order of bedroom size, preference, and then in order of date and time of application; and
- C. Any contacts between the PMHA and the applicant will be documented in the applicant file.

### **9.3 FAMILIES NEARING THE TOP OF THE WAITING LIST**

When a family appears near the top of the waiting list, the family will be invited to an interview and the verification process will begin. It is at the is point in time that the family's veteran status will be verified, if

applicable. If the family no longer qualifies to be near the top of the list, the family's name will be returned to the appropriate spot on the waiting list. The PMHA must notify the family in writing of this determination and give the family the opportunity for an informal review.

Once the veterans status has been verified, the family's eligibility will be determined, and all citizenship/eligible immigrant information, Consent for Release of Information forms, and other relevant release forms will be signed.

#### 9.4 PURGING THE WAITING LIST

The PMHA will update and purge its waiting list at least annually to ensure that the pool of applicants reasonably represents the interested families for whom the PMHA has current information, i.e. applicant's address, family composition, income category, and preferences.

#### 9.5 REMOVAL OF APPLICANTS FROM THE WAITING LIST

The PMHA will not remove an applicant's name from the waiting list unless:

- A. The applicant requests in writing that the name be removed;
- B. The applicant fails to respond to a written request for information or a request to declare their continued interest in the program; or
- C. The applicant does not meet either the eligibility or suitability criteria for the program.

#### 9.6 MISSED APPOINTMENTS

All applicants who fail to keep a scheduled appointment with the PMHA will be removed from the waiting list. Those individuals must reapply for the waiting list. The PMHA reserves sole discretion in reinstating an application to the waiting list when the applicant failed to keep a scheduled appointment.

The PMHA will allow the family to reschedule an appointment for good cause when contacted about the scheduling conflict in advance. Generally, no more than one opportunity will be given to reschedule without good cause, and no more than two opportunities will be given for good cause. When good cause exists for missing an appointment, the PMHA will work closely with the family to find a more suitable time.

#### 9.7 NOTIFICATION OF NEGATIVE ACTIONS

Any applicant whose name is being removed from the waiting list will be notified by the PMHA, in writing, that they have ten (10) calendar days from the date of the written correspondence to present mitigating circumstances or request an informal review. The letter will also indicate that their name will be removed from the waiting list if they fail to respond

within the timeframe specified. The PMHA systems of removing applicant names from the waiting list will not violate the rights of persons with disabilities. If an applicant claims that their failure to respond to a request for information or updates was caused by a disability, the PMHA will verify that there is in fact a disability and the disability caused the failure to respond, and provide a reasonable accommodation. An example of a reasonable accommodation would be to reinstate the applicant on the waiting list based on the date and time of the original application.

## 10.0 TENANT SELECTION AND ASSIGNMENT PLAN

### 10.1 PREFERENCES

The PMHA will select families based on the following preference within each bedroom size category:

Any head of household, spouse or co-head who has served in the active military or naval service of the United States and who was discharged or released there from under conditions other than dishonorable. Reserve training is not "veterans" preference.

Based on the above, all families meeting the veteran preference will be offered housing before other families.

The date and time of application will be noted and utilized to determine the sequence within the above prescribed preference.

### 10.2 ASSIGNMENT OF BEDROOM SIZES

The following guidelines will determine each family's unit size without overcrowding or over-housing:

<u>Number of Bedrooms</u>	<u>Number of Persons</u>	
	<u>Minimum</u>	<u>Maximum</u>
1	1	2
2	2	4
3*	3*	6*
4	4	8

\*In the Kingston Court and Logan Manor apartments, the three bedroom guidelines are minimum number of occupants 3, and maximum number of occupants 5, unless the tenant family requests 6 persons be housed in the unit. This request must be made in writing.

These standards are based on the assumption that each bedroom will accommodate no more than two (2) persons. Two adults will share a bedroom unless related by blood.

In determining bedroom size, the PMHA will include the presence of children to be born to a pregnant woman, who must provide written documentation of pregnancy, children who are in the process of being

adopted, children whose custody is being obtained, children who are temporarily away at school, children who are temporarily in foster-care, children who reside in the unit at least 50% or more of the time due to shared custody agreements, or foster care children who are in the home.

Children who are in the unit only on weekends should not be counted when determining unit size.

In addition, the following considerations may be taken in determining bedroom size:

- A. Children of the same sex may share a bedroom.
- B. For reasons of health (old age, physical disability, etc.), separate bedrooms may be provided for individual family members with a physician's statement outlining the need, or at the discretion of the PMHA.
- C. Adults and children will not be required to share a bedroom with family members, nor will they be barred from sharing a bedroom if so desired.
- D. Foster-adults and/or foster children will not be required to share a bedroom with family members.
- E. Live-in aides will get a separate bedroom.
- F. Children more than 6 years apart will be considered for separate bedrooms. The actual birth date is the guide. For example: two girls born May 16, 1980 and May 31, 1986 would be given separate bedrooms.
- G. Unrelated adults and persons of the opposite sex (except spouse) would not be required to share a bedroom.

Exceptions to normal bedroom size standards include the following:

- A. Units smaller than assigned through the above guidelines – A family may request, in writing, a smaller unit size than the guidelines allow.

The PMHA will allow the smaller size unit so long as generally no more than two (2) people per bedroom are assigned. In such situations, the family will sign a certification stating they understand they will be ineligible for a larger size unit for 3 years or until the size changes, whichever may occur first.

- B. Units larger than assigned through the above guidelines – A family may request a larger unit size than the guidelines allow. The PMHA will allow the larger size unit only if the family provides a verified medical need that the family be housed in a larger unit.

- C. If there are no families on the waiting list for a larger size, smaller families may be housed if they sign a release form stating they will transfer (at the family's own expense) to the appropriate size unit when an eligible family needing the larger unit applies. The family transferring will be given a 30-day notice before being required to move.
- D. Larger units may be offered in order to improve the marketing of a specific bedroom size.
- E. After move-in, if a unit becomes over-crowded or underutilized, the family can be asked to move into an appropriately sized unit. This request will be made at PMHA's discretion and will involve waiting list considerations, unit availability, and the housekeeping standard of the family.

### 10.3 SELECTION FROM THE WAITING LIST

The PMHA shall follow the statutory requirement that at least 40% of newly admitted families in any fiscal year be families whose annual income is at or below 30% of the area median income. To insure this requirement is met we shall quarterly monitor the incomes of newly admitted families and the incomes of the families on the waiting list. If it appears that the requirement to house extremely low-income families will not be met, we will skip higher income families on the waiting list to reach extremely low-income families.

If there are not enough extremely low-income families on the waiting list we will conduct outreach on a non-discriminatory basis to attract extremely low-income families.

If there are not extremely low-income families on the waiting list we will conduct outreach on a non-discriminatory basis to attract extremely low-income families to reach the statutory requirement.

### 10.4 DECONCENTRATION POLICY

It is the Pickaway Metropolitan Housing Authority's policy to provide for a deconcentration of poverty in projects and/or neighborhoods. PMHA will monitor and analyze for poverty concentration and encourage income mixing by housing higher income families in lower income developments and vice-versa.

**It should be noted that Pickaway MHA's family housing stock is entirely scattered site housing, being either a duplex style or single family unit. Presently the highest concentration of family housing is 25 units.**

However, in monitoring lower income concentrations, the PMHA will skip families on the waiting list to reach a family with a higher or lower income

in order to deconcentrate an area of public housing. PMHA staff will accomplish this review and selection from the waiting list in a uniform and non-discriminatory manner.

The PMHA will affirmatively market our housing to all eligible income groups. Lower income residents will not be steered toward lower income developments and higher income people will not be steered toward higher income developments.

Prior to the beginning of each fiscal year, we will analyze the income levels of families residing in our housing, the income levels of census tracts in which our developments are located, and the income levels of the families on the waiting list. Based on this analysis, we will determine the level of marketing strategies and deconcentration incentives to implement.

#### 10.5 DECONCENTRATION INCENTIVES

The PMHA may offer one or more incentives to encourage applicant families whose income status would help to meet the deconcentration efforts in any PMHA housing neighborhood/development.

Various incentives may be used at different times, or under different conditions, but will always be provided in a consistent and nondiscriminatory manner.

Incentives may include:

- ?? Skip ahead on the waiting list.
- ?? Receive payment for moving costs
- ?? PMHA will pay part or all of security deposit.

#### 10.6 OFFER OF A UNIT

When the PMHA discovers that a unit will become available, we will contact the first eligible family on the waiting list who has the highest priority for this type of unit or development and whose income category would help to meet the deconcentration goal and/or the income targeting goal.

The PMHA will contact the eligible family first by telephone to make the unit offer. If the family cannot be reached by telephone, the family will be notified of a unit offer via first class mail. The family will be given five (5) business days from the date the letter was mailed to contact the PMHA regarding the offer.

The family will be offered the opportunity to view the unit if it is vacant, or a similar vacant unit, if one is available. After the opportunity to view the

unit, the family will have two (2) business days to accept or reject the unit. This verbal offer and the family's decision must be documented in the tenant file. If the family rejects the offer of the unit, the PMHA will send the family a letter documenting the offer and the rejection.

#### 10.7 REJECTION OF UNIT

If in making the offer to the family, the PMHA skipped over other families on the waiting list in order to meet their deconcentration goal or offered the family any other deconcentration incentive and the family rejects the unit, the family will not lose their place on the waiting list and will not be otherwise penalized.

If the PMHA did not skip over other families on the waiting list to reach this family, did not offer any other deconcentration incentive, and the family rejects the unit without good cause, the family will forfeit their application. The family will be required to reapply. Whenever possible, the applicant will be given the opportunity to reside in the municipality requested.

All rejected or removed applicants are given the right to an informal review of the decision.

#### 10.8 ACCEPTANCE OF UNIT

The family will be required to sign a lease that will become effective upon a date mutually agreed to by both PMHA and the family.

The applicant will be provided a signed copy of the lease within 5 days of signature by the Executive Director. At the lease signing, each family will be given an Public Housing Handbook which contains policy, grievance procedure information, utility allowance information, current maintenance charges and reasonable accommodation information. The applicant will sign a certification that they have received these documents and that they have reviewed them with Housing Authority personnel. The certification will be filed in the tenant's file.

The signing of the lease and the review of financial information are to be privately handled. The head of household and all adult family members will be required to execute the lease prior to admission. On executed copy of the lease will be furnished to the household within five days of signature by the Executive Director, and the PMHA will retain the original executed lease in the tenant's file.

The family will pay a security deposit at the time of lease signing. The security deposit will be **\$100.00**.

The Security Deposit can be paid by the following methods:

A. In full, by the household, at the time the lease is signed.

- B. By paying \$25 at the time of lease signing, and by making \$25 payments each month thereafter until the balance is paid in full. Failure to make the payment may be grounds for lease termination.
- C. Use of PMHA's security deposit loan fund. PMHA will loan eligible families the security deposit under terms established by the PMHA.

In the case of a move within public housing, the security deposit for the first unit will be transferred to the second unit.

In the event there are costs attributable to the family for bringing the first unit into condition for re-renting, the family shall be billed for these charges.

## **11.0 INCOME, EXCLUSIONS FROM INCOME, AND DEDUCTIONS FROM INCOME**

To determine annual income, the PMHA counts the income of all family members, excluding the types and sources of income that are specifically excluded. Once the annual income is determined, the PMHA subtracts all allowable deductions (allowances) to determine the Total Tenant Payment.

### **11.1 INCOME**

Annual income means all amounts, monetary or not, that:

- A. Go to (or on behalf of) the family head or spouse (even if temporarily absent) or to any other family member; or
- B. Are anticipated to be received from a source outside the family during the 12-month period following admission or annual reexamination effective date; and
- C. Are not specifically excluded from annual income.

Annual income includes, but is not limited to:

- A. The full amount, before any payroll deductions, of wages and salaries, overtime pay, commissions, fees, tips and bonuses, and other compensation for personal services.
- B. The net income from the operation of a business or profession. Expenditures for business expansion or amortization of capital indebtedness are not used as deductions in determining net income. An allowance for depreciation of assets used in a business or profession may be deducted, based on straight-line depreciation, as provided in Internal Revenue Service regulations. Any withdrawal of cash or assets from the operation of a business or profession is included in income, except to the extent the withdrawal is a reimbursement of cash or assets invested in the operation by the family.

- C. Interest, dividends, and other net income of any kind from real or personal property. Expenditures for amortization of capital indebtedness are not used as deductions in determining net income. An allowance for depreciation of assets used in a business or profession may be deducted, based on straight-line depreciation, as provided in Internal Revenue Service regulations. Any withdrawal of cash or assets from an investment is included in income, except to the extent the withdrawal is reimbursement of cash or assets invested by the family. Where the family has net family assets in excess of \$5,000, annual income includes the greater of the actual income derived from all net family assets or a percentage of the value of such assets based on the current passbook savings rate, as determined by HUD.
- D. The full amount of periodic amounts received from Social Security, annuities, insurance policies, retirement funds, pensions, disability or death benefits, and other similar types of periodic receipts, including a lump-sum amount or prospective monthly amounts for the delayed start of a periodic amount. (However, deferred periodic amounts from supplemental security income and Social Security benefits that are received in a lump sum amount or in prospective monthly amounts are excluded.)
- E. Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation, and severance pay. (However, lump sum additions such as insurance payments from worker's compensation are excluded.)
- F. Welfare assistance.
  - 1. If the welfare assistance payment includes an amount specifically Designated for shelter and utilities that is subject to adjustment by the welfare assistance agency in accordance with the actual cost of shelter and utilities, the amount of welfare assistance income to be included as income consists of:
    - a. The amount of the allowance or grant exclusive of the amount specifically designated for shelter or utilities; plus
    - b. The maximum amount that the welfare assistance agency could in fact allow the family for shelter and utilities. If the family's welfare assistance is ratably reduced from the standard of need by applying a percentage, the amount calculated under this requirement is the amount resulting from one application of the percentage.
  - 2. If the amount of welfare is reduced due to an act of fraud by a family member or because of any family member's failure to comply with requirements to participate in an economic self-sufficiency program or work activity, the amount of rent required to be paid by the family will not be decreased. In such cases, the amount of income attributable to the family will include what the family would have received had they complied with the welfare requirements and/or had not committed an act of fraud. The amount of imputed income will be offset by income from other sources received by the family after the sanction is imposed.

3. If the amount of welfare assistance is reduced as a result of a lifetime time limit, the reduced amount is the amount that shall be counted as income.
- G. Periodic and determinable allowances, such as alimony, child support payments, and regular contributions or gifts received from organization or from persons not residing in the dwelling.
- H. All regular pay, special pay, and allowances of a member of the Armed Forces. (Special pay to a member exposed to hostile fire is excluded.)

## 11.2 ANNUAL INCOME

Annual income does not include the following:

- A. Income from employment of children (including foster children) under the age of 18 years;
- B. Payments received for the care of foster children or foster adults (usually persons with disabilities, unrelated to the tenant family, who are unable to live alone);
- C. Lump-sum additions to family assets, such as inheritances, insurance payments (including payments under health and accident insurance and worker's compensation), capital gains, and settlement for personal or property losses;
- D. Amounts received by the family that are specifically for, or in reimbursement of, the cost of medical expenses for any family member;
- E. Income of a live-in aide;
- F. The full amount of student financial assistance paid directly to the student or to the educational institution;
- G. The special pay to a family member serving in the Armed Forces who is exposed to hostile fire;
- H. The amounts received from the following programs:
  1. Amounts received under training programs funded by HUD;
  2. Amounts received by a person with a disability that are disregarded for limited time for purposes of Supplemental Security Income eligibility and benefits because they are set aside for use under a Plan to Attain Self-Sufficiency (PASS);
  3. Amounts received by a participant in other publicly assisted programs

that are specifically for or in reimbursement of out-of-pocket expenses incurred (special equipment, clothing, transportation, child care, etc.) and that are made solely to allow participation in a specific program;

4. Amounts received under a resident service stipend. A resident service stipend is a modest amount (not to exceed \$200 per month) received by a resident for performing a service for the Housing Authority or owner, on a part-time basis, that enhances the quality of life in the development. Such services may include, but are not limited to, fire patrol, hall monitoring, lawn maintenance, and resident initiatives coordination. No resident may receive more than one such stipend during the same period of time;
5. Incremental earnings and benefits resulting to any family member from participation in qualifying State or local employment training programs (including training programs not affiliated with a local government) and training of a family member as resident management staff. Amounts excluded by this provision must be received under employment training programs with clearly defined goals and objectives and are excluded only for the period during which the family members participates in the employment training program;
6. Temporary, nonrecurring or sporadic income (including gifts);
7. Reparation payments paid by a foreign government pursuant to claims filed under the laws of that government by persons who were persecuted during the Nazi era;
8. Earnings in excess of \$480 for each full-time student 18 years old or older (excluding the head of household and spouse);
9. Adoption assistance payments in excess of \$480 per adopted child;
10. For family members who enrolled in certain training programs prior to 10/1/99, the earnings and benefits resulting from the participation if the program provides employment training and supportive services in accordance with the Family Support Act of 1988, Section 22 of the 1937 Act (42 U.S.C. 1437t), or any comparable Federal, State, or local law during the exclusion period. For purposes of this exclusion the following definitions apply:
  - a. Comparable Federal, State or local law means a program providing employment training and supportive services that:
    - i. Is authorized by a Federal, State or local law;
    - ii. Is funded by the Federal, State or local government;
    - iii. Is operated or administered by a public agency; and
    - iv. Has as its objective to assist participants in acquiring employment skills.
  - b. Exclusion period means the period during which the family member

participates in a program described in this section, plus 18 months from the date the family member begins the first job acquired by the family member after completion of such program that is not funded by public housing assistance under the 1937 Act. If the family member is terminated from employment with good cause, the exclusion period shall end.

- c. Earnings and benefits means the incremental earnings and benefits Resulting from a qualifying employment training program or subsequent job.

11. The incremental earnings due to employment during the 12-month period following date of hire shall be excluded. In the second 12 month period, 50% of the incremental increase will be disallowed. This exclusion is only available to the following families:

- a. Families whose income increases as a result of employment of a family member who was previously unemployed for one or more years.
- b. Families whose income increases during the participation of a family member in any family self-sufficiency program.
- c. Families who are or were, within 6 months, assisted under a State TANF program.

(While HUD regulations allow for the housing authority to offer an escrow account in lieu of having a portion of their income excluded under this paragraph, it is the policy of this housing authority to provide the exclusion in all cases.)

The amount of the incremental increase is calculated by comparing the amount of the family member's income before the beginning of qualifying employment to the amount of such income after beginning the employment. It is this amount that is subject to being disregarded.

The disallowance is limited to one 48 month period from the beginning of the first month after commencement of qualifying employment of an individual family member. During this 48 month period, for a maximum of 12 months, the incremental increase is disregarded, and for a maximum of twelve months, 50% of the incremental increase is disregarded.

If the period of increased income does not last for 12 consecutive months, the disallowance period may be resumed at any time within 48 month period. However, each qualifying family member is only entitled to a total of 12 months of each disallowance.

Disallowance of an incremental increase of income as a result of employment is only applied to determine the annual income of families residing in public housing units, not to determine annual income of applicants for purposes of income eligibility or targeting.

12. Deferred periodic amounts from supplemental security income and Social Security benefits that are received in a lump sum amount or in prospective monthly amounts;
13. Amounts received by the family in the form of refunds or rebates Under State or local law for property taxes paid on the dwelling unit;
14. Amounts paid by a State agency to a family with a member who has a Developmental disability and is living at home to offset the cost of Services and equipment needed to keep the developmentally disabled family member at home; or
15. Amounts specifically excluded by any other Federal statute from consideration as income for purposes of determining eligibility or benefits. These exclusions include:
  - a. The value of the allotment provided to an eligible household under the Food Stamp Act of 1977 (7 U.S.C. 2017(b));
  - b. Payments to volunteers under the Domestic Volunteer Services Act of 1973 (42 U.S.C. 5044(g), 5058);
  - c. Payments received under the Alaska Native Claims Settlement Act (43 U.S.C. 1626(c));
  - d. Income from certain submarginal land of the U.S. that is held in trust for certain Indian tribes (25 U.S.C. 459e)';
  - e. Payments or allowances made under the Department of Health and Human Services Low-Income Energy Assistance Program (42 U.S.C. 8624(f));
  - f. Payments received under programs funded in whole or in part under the Job Training Partnership Act (29 U.S.C. 1552(b)); (effective July 1, 2000, references to Job Training Partnership Act shall be deemed to refer to the corresponding provision of the Workforce Investment Act of 1998 (29 U.S.C. 2931);
  - g. Income derived from the disposition of funds of the Grand River Band of Ottawa Indians (Pub. L. 94-540, 90 Stat. 2503-04);
  - h. The first \$2000 of per capita shares received from judgment funds awarded by the Indian Claims Commission or the U.S. Claims Court, the interests of individual Indians in trust or restricted lands, including the first \$2000 per year of income received by individual Indians from funds derived from interests held in such trust or restricted lands (25 U.S.C. 1407-1408);
  - i. Amounts of scholarships funded under title IV of the Higher Education Act of 1965, including awards under Federal work-study

program or under the Bureau of Indian Affairs student assistance programs (20 U.S.C. 1087 uu);

- j. Payments received from programs funded under Title V of the Older American Act of 1985 (42 U.S.C. 3056(f));
- k. Payments received on or after January 1, 1989, from the Agent Orange Settlement Fund or any other fund established pursuant to the settlement in In Re Agent-product liability litigation, M.D.L. No 381 (E.D.N.Y.);
- l. Payments received under the Maine Indian Claims Settlement Act of 1980 (25 U.S.C. 1721);
- m. The value of any child care provided or arranged (or any amount received as payment for such care or reimbursement for costs incurred for such care) under the Child Care and Development Block Grant Act of 1990 (42 U.S.C. 9858q);
- n. Earned income tax credit (EITC) refund payments received on or after January 1, 1991 (26 U.S.C. 32(j));
- o. Payments by the Indian Claims Commission to the Confederated Tribes and Bands of Yakima Indian Nation or the Apache Tribe of Mescalero Reservation (Pub. L. 95-433);
- p. Allowances, earnings and payments to AmeriCorps participants under the National and Community Service Act of 1990 (42 U.S.C. 12637(d));
- q. Any allowance paid under the provisions of 38 U.S.C. 1805 to a child suffering from spina bifida who is the child of a Vietnam veteran (38 U.S.C. 1805);
- r. Any amount of crime victim compensation (under the Victims of Crime Act) received through crime victim assistance (or payment or reimbursement of the cost of such assistance) as determined under the Victims of Crime Act because of the commission of a crime against the applicant under the Victims of Crime Act (42 U.S.C. 10602); and
- s. Allowances, earnings and payments to individuals participating in programs under the Workforce Investment Act of 1998 (29 U.S.C. 2931).

The PMHA will not provide exclusions from income in addition to those already provided for by HUD.

### 11.3 DEDUCTIONS FROM ANNUAL INCOME

The following deductions will be made from annual income:

- A. \$480 for each dependent;
- B. \$400 for any elderly family or disabled family;
- C. For any family that is not an elderly or disabled family but has a member (other than the head or spouse) who is a person with a disability, disability assistance expenses in excess of 3% of annual income. This allowance may not exceed the employment income received by family members who are 18 years of age or older as a result of the assistance to the person with disabilities.
- D. For any elderly or disabled family:
  - 1. That has no disability assistance expenses, an allowance for medical expenses equal to the amount by which the medical expenses exceed 3% of annual income;
  - 2. That has disability expenses greater than or equal to 3% of annual income, an allowance for disability assistance expenses computed in accordance with paragraph C, plus an allowance for medical expenses that equal the family's medical expenses;
  - 3. That has disability assistance expenses that are less than 3% of annual income, an allowance for combined disability assistance expenses and medical expenses that is equal to the total of these expenses less 3% of annual income.
- E. Child care expenses.

## 12.0 VERIFICATION

The PMHA will verify information related to waiting list preferences, eligibility, admission and level of benefits prior to admission. Periodically during occupancy, items related to eligibility and rent determination shall also be reviewed and verified. Income, assets, and expenses will be verified, as well as disability status, need for a live-in aide and other reasonable accommodations; full time student status of family members 18 years of age and older; Social Security numbers; and citizenship/eligible noncitizen status. Age and relationship will only be verified in those instances where needed to make a determination of level of assistance.

### 12.1 ACCEPTABLE METHODS OF VERIFICATION

Age, relationship, U.S. citizenship, and Social Security numbers will generally be verified with documentation provided by the family. For citizenship, the family's certification will be accepted. (Or for citizenship documentation such as listed

below will be required.) Verification of these items will include photocopies of the Social Security cards and other documents presented by the family, the INS SAVE approval code, and forms signed by the family.

Other information will be verified by third party verification. This type of verification includes written documentation with forms sent directly to and received directly by a source, not passed through the hands of the family. This verification may also be direct contact with the source, in person or by telephone. It may also be a report generated by a request from the PMHA or automatically by another government agency, i.e. the Social Security Administration. Verification forms and reports received will be contained in the applicant/tenant file. Oral third party documentation will include the same information as if the documentation had been written, i.e. name, date of contact, amount received, etc.

When third party verification cannot be obtained, the PMHA will accept documentation received from the applicant/tenant. Hand-carried documentation will be accepted if the PMHA has been unable to obtain third party verification in a 4-week period of time. Photocopies of the documents provided by the family will be maintained in the file.

When neither third party verification nor hand-carried verification can be obtained, the PMHA will accept a notarized statement signed by the head, spouse or co-head. Such documents will be maintained in the file.

## 12.2 TYPES OF VERIFICATION

The chart below outlines the factors that may be verified and gives common examples of the verification that will be sought. To obtain written third party verification, the PMHA will send a request form to the source along with a release form signed by the applicant/tenant via first class mail.

### Verification Requirements for Individual Items

<u>Item to be Verified</u>	<u>3<sup>rd</sup> party verification</u>	<u>hand-carried verification</u>
<u>General Eligibility Items</u>		
<u>Social Security Number</u>	Letter from SSA, electronic reports	<u>Social Security card</u> Signed certification, Voter's regis. Card, birth certificate, etc.
<u>Citizenship</u>	N/A	

Eligible immigration status	INS SAVE #	INS card
Disability	Letter from medical professional, SSI, etc	Proof of SSI or Social Sec. Disability pymts.
Full time student Status (if >18)	Letter from school	Proof of SSI or Social Security disability Payments
Need for a live-in Aide	Letter from doctor or other professional Knowledgable of Condition	N/A
Child care costs	Letter from care provider	bills and receipts
Disability assistance Expenses	Letter from suppliers, care givers, Etc.	bills and records of payment
Medical expenses	Letters from providers prescription record from pharmacy, medial professional's letter stating assistance or a companion animal is needed	Bills, receipts, records of payment, dates of trips, mileage log, receipts for fares and tolls

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#### **VALUE OF AND INCOME FROM ASSETS**

Savings, checking Accounts	letter from institution	passbook, most current statements
CD's, bonds,etc	Letter from Institution	Tax return, information brochure from institution the CD, the bond

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#### **Value of and Income from Assets**

Stocks	Letter from broker Or holding company	Stock or most current statement, price in newspaper or through Internet
Real Property	Letter from tax office, Assessment, Etc.	Property tax statement (for current value), assessment, records or income and expenses, tax return
Personal Property	Assessment, bluebook Etc.	Receipt for purchase other evidence of worth
Cash Value of Life Insurance policies	Letter from insurance company	Current statement
Assets disposed of	N/A	Original receipt and



The citizenship/eligible noncitizen status of each family member regardless of age must be determined.

Prior to being admitted, or at the first reexamination, all citizens and nationals will be required to sign a declaration under penalty of perjury. They will be required to show proof of their status by such means as a Social Security card, birth certificate, military ID, or military DD214 Form.

Prior to being admitted or at the first reexamination, all eligible noncitizens who are 62 years of age or older will be required to sign a declaration under penalty of perjury. They will also be required to show proof of age.

Prior to being admitted or at the first reexamination, all eligible noncitizens must sign a declaration of their status and a verification consent form and provide their original INS documentation. The PMHA will make a copy of the individual's INS documentation and place the copy in the file. The PMHA will also verify their status through the INS SAVE system. If the INS SAVE system cannot confirm eligibility, the PMHA will mail information to the INS in order that a manual check can be made of INS records.

Family members who do not claim to be citizens, nationals, or eligible noncitizens must be listed on a statement of noneligible members and the list must be signed by the head of household.

Noncitizen students on student visas, through in the country legally, are not eligible to be admitted to public housing.

Any family member who does not choose to declare their status must be listed on the statement of noneligible members.

If no family member is determined to be eligible under this section, the family's eligibility will be denied.

The family's assistance will not be denied, delayed, reduced, or terminated because of a delay in the process of determining eligible status under this section, except to the extent that the delay is caused by the family.

If the PMHA determines that a family member has knowingly permitted an ineligible noncitizen (other than any ineligible noncitizens listed on the lease) to permanently reside in their public housing unit, the family will be evicted. Such family will not be eligible to be readmitted to public housing for a period of 24 months from the date of eviction or termination.

#### 12.4 VERIFICATION OF SOCIAL SECURITY NUMBERS

Prior to admission, each family member who has a Social Security number and who is at least 6 years of age must provide verification of their Social Security number. New family members at least 6 years of age must provide this verification prior to being added to the lease.

Children in assisted households must provide this verification at the first regular reexamination after turning six.

The best verification of the Social Security number is the original Social Security card. If the card is not available, the PMHA will accept letters from the Social Security Agency that establishes and states the number. Documentation from other governmental agencies will also be accepted that establishes and states the number. Driver's licenses, military IDs, passports, or other official documents that establish and state the number are also acceptable.

If an individual states that they do not have a Social Security number, they will be required to sign a statement to this effect. The PMHA will not require any individual who does not have a Social Security number to obtain a Social Security number.

If a member of an applicant family indicates they have a Social Security number, but cannot readily verify it, the family cannot be housed until verification is provided.

If a member of a tenant family indicates they have a Social Security number, but cannot readily verify it, they shall be asked to certify to this fact and shall have up to sixty (60) days to provide the verification. If the individual is at least 62 years of age, they will be given one hundred and twenty (120) days to provide the verification. If the individual fails to provide the verification within the time allowed, the family will be evicted.

## 12.5 TIMING OF VERIFICATION

Verification information must be dated within ninety (90) days of certification or reexamination. If the verification is older than this, the source will be contacted and asked to provide information regarding any changes.

When an interim reexamination is conducted, the Housing Authority will only verify and update those elements reported to have changed.

## 12.6 FREQUENCY OF OBTAINING VERIFICATION

For each family member, citizenship/eligible noncitizen status will be verified only once. This verification will be obtained prior to admission. If the status of any family member was not determined prior to admission, verification of their status will be obtained at the next regular reexamination. Prior to a new member joining the family, their citizenship/eligible noncitizen status will be verified.

For each family member age 6 and above, verification of Social Security number will be obtained only once. This verification will be accomplished prior to admission. When a family member who did not have a Social Security number at

admission receives a Social Security number, that number will be verified at the next regular reexamination. Likewise, when a child turns six, their verification will be obtained at the next regular reexamination.

## 13.0 **DETERMINATION OF TOTAL TENANT PAYMENT AND TENANT RENT**

### 13.1 FAMILY CHOICE

At admission and each year in preparation for their annual reexamination, each family is given the choice of having their rent determined under the formula method or having their rent set at the flat rent amount.

- A. Families who opt for the flat rent will be required to go through the income reexamination process every three years, rather than the annual review they would otherwise undergo.
- B. Families who opt for the flat rent may request to have a reexamination and return to the formula based method at any time for any of the following reasons:
  - 1. The family's income has decreased.
  - 2. The family's circumstances have changed increasing their expenses for child care, medical care, etc.
  - 3. Other circumstances creating a hardship on the family such that the formula method would be more financially feasible for the family.

### 13.2 THE FORMULA METHOD

The total tenant payment is equal to the highest of:

- A. 10% of monthly income;
- B. 30% of adjusted monthly income; or
- C. The welfare rent

In the case of a family who has qualified for the income exclusion at Section 11.2(H)(11), upon the expiration of the 12-month period described in that section, an additional rent benefit accrues to the family. If the family member's employment continues, then for the 12-period following the 12-month period of disallowance, the resulting rent increase will be capped at 50 percent of the rent increase the family would have otherwise received.

### 13.3 MINIMUM RENT

HUD regulation allows PHA's to set a minimum rent between \$0 and \$50. The PMHA has set the minimum rent at \$0.

### 13.4 THE FLAT RENT

The PMHA has set a flat rent for each public housing unit. In doing so, it considered the size and type of the unit, as well as its condition, amenities services, and neighborhood. The PMHA determined the market value of the unit and set the rent at the market value. The amount of the flat rent will be reevaluated annually and adjustments applied. Affected families will be given a 30-day notice of any rent change. Adjustments are applied on the anniversary date for each affected family (for more information on flat rents, see Section 15.3).

The PMHA will post the flat rents in the central office, and they are incorporated in this policy upon approval by the Board of Commissioners.

### 13.5 RENT FOR FAMILIES UNDER THE NONCITIZEN RULE

A mixed family will receive full continuation of assistance if all of the following conditions are met:

- A. The family was receiving assistance on June 19, 1995;
- B. The family was granted continuation of assistance before November 29, 1996;
- C. The family's head or spouse has eligible immigration status;  
And
- D. The family does not include any person who does not have any person who does not have eligible status other than the head of household, the spouse of the head of household, any parent of the head or spouse, or any child (under the age of 18) of the head or spouse.

If a mixed family qualifies for prorated assistance but decides not to accept it, or if the family has no eligible members, the family may be eligible for temporary deferral of termination of assistance to permit the family additional time for the orderly transition of some or all of its members to locate other affordable housing. Under this provision, the family receives full assistance. If assistance is granted under this provision prior to November 29, 1996, it may last no longer than three (3) years. If granted after that date, the maximum period of time for assistance under the provision is eighteen (18) months. The PMHA will grant each family a period of six (6) months to find suitable affordable housing. If the family cannot find suitable affordable housing, the PMHA will provide additional search periods up to the maximum

time allowable.

Suitable housing means housing that is not substandard and is of appropriate size for the family. Affordable housing means that it can be rented for an amount not exceeding the amount the family pays for rent, plus utilities, plus 25%.

The family's assistance is prorated in the following manner:

- A. Determine the 95<sup>th</sup> percentile of gross rents (tenant rent plus utility Allowance) for the PMHA. The 95<sup>th</sup> percentile is called the maximum rent.
- B. Subtract the family's total tenant payment from the maximum rent. The resulting number is called the maximum subsidy.
- C. Divide the maximum subsidy by the number of family members and multiply the result times the number of eligible family members. This yields the prorated subsidy.
- D. Subtract the prorated subsidy from the maximum rent to find the prorated total total tenant payment. From this amount subtract the full utility allowance to obtain the prorated tenant rent.

### 13.6 Utility Allowance

The PMHA shall establish a utility allowance for all check-metered utilities and for all tenant-paid utilities. The allowance will be based on a reasonable consumption of utilities by an energy-conservative household of modest circumstances consistent with the requirements of a safe, sanitary, and healthful environment. In setting the allowance, the PMHA will review the actual consumption of tenant families as well as changes made or anticipated due to modernization (weatherization efforts, installation of energy-efficient appliances, etc). Allowances will be evaluated at least annually as well as any time utility rate changes by 10% or more since the last revision to the allowances.

Utility Allowances currently adopted by the PMHA are:

1 bedroom	\$25	electric only
2 bedroom	\$85	gas and electric
3 bedroom	\$95	gas and electric
4 bedroom	\$120	gas and electric

The utility allowance will be subtracted from the family's formula or flat rent to determine the amount of the Tenant Rent. The Tenant Rent is the amount the family owes each month to the PMHA. The amount of the utility allowance is then still available to the family to pay the cost of their utilities. Any utility cost above the allowance is the responsibility of the tenant. Any savings resulting from utility costs below the amount of the allowance belongs to the tenant.

For PMHA paid utilities, the PMHA will monitor the utility consumption of each household. Repeated consumption in excess of the allowance established by the PMHA may be billed to the tenant.

Utility allowance revisions based on rate changes shall be effective retroactively to the first day of the month following the month in which the last rate change took place. Revisions based on changes in consumption or other reasons shall become effective at each family's next annual reexamination.

Families with high utility costs are encouraged to contact the PMHA for an energy analysis. The analysis may identify problems with the dwelling unit that once corrected will reduce energy costs. The analysis can also assist the family in identifying ways they can reduce their costs.

Requests for relief from surcharges for excess consumption of PMHA purchased utilities or from payment of utility supplier billings in excess of the utility allowance for tenant-paid utility costs may be granted by the PMHA on reasonable grounds. Requests shall be granted to families that include an elderly member or a member with disabilities. Requests by the family shall be submitted under the Reasonable Accommodation Policy. Families shall be advised of their right to individual relief at admission to public housing and at time of the utility allowance changes.

#### 13.7 PAYING RENT

Rent and other charges are due and payable on the first day of the month. All rents should be paid at the PMHA office, 176 Rustic Court, Circleville, Ohio. Reasonable accommodations for this requirement will be made for persons with disabilities. As a safety measure, no cash shall be accepted as a rent payment. Rents may be paid in person, between the hours of 8 a.m. – 4:30 p.m., Monday – Friday, by mail or by use of the agency drop box.

If the rent is not paid by the close of business on the tenth of the month, a Notice of Termination of Tenancy will be issued to the tenant. In addition, a \$10 late charge will be assessed to the tenant. If rent is paid by a personal check and the check is returned for insufficient funds, this shall be considered a non-payment of rent and will incur the late charge plus an additional charge of \$10 for processing costs.

#### 13.8 INCOME AND INCOME DISCREPANCY NOTIFICATION

A family must promptly furnish to the PMHA, any letter from HUD concerning the amount or verification of family income

The PMHA must, in turn, verify the information received from the family and make appropriate adjustments in the amount of income or rent.

For families no longer in occupancy, the PMHA can pursue issues related to excess rental assistance, such as reporting the deficiency of payments to credit bureaus and attempts to recover the excess assistance through legal recourse.

## **14.0 CONTINUED OCCUPANCY AND COMMUNITY SERVICE**

Community Service requirements were suspended by the Department of Housing and Urban Development. This section is reserved, pending any further action on this requirement.

## **15.0 RECERTIFICATION**

At least annually, the PMHA will conduct a reexamination of family income and circumstances. The results of the reexamination determine (1) the rent the family will pay, and (2) whether the family is housed in the correct unit size.

### **15.1 GENERAL**

The PMHA will send a notification letter to the family letting them know that it is time for their annual reexamination, giving them the option of selecting either the flat rent or formula method, and scheduling an appointment if they are currently paying a formula rent. If the family thinks they may want to switch from a flat rent to a formula rent, they should request an appointment. At the appointment, the family can make their final decision regarding which rent method they will choose. The letter also includes, for those families paying the formula method, forms for the family to complete in preparation for the interview. The letter includes instructions permitting the family to reschedule the interview if necessary. The letter tells families who may need to make alternate arrangements due to a disability that they may contact staff to request an accommodation of their needs.

During the appointment, the PMHA will determine whether family composition may require a transfer to a different bedroom size unit, and if so, the family's name will be placed on a transfer list.

### **15.2 MISSED APPOINTMENTS**

If the family fails to respond to the letter and fails to attend the interview, a second letter will be mailed. The second letter will advise of a new time and date for the interview, allowing for the same considerations for rescheduling and accommodation as above. The letter will also advise that failure by the family to attend the second scheduled interview will result in the PMHA taking eviction actions against the family.

### **15.3 FLAT RENTS**

The annual letter to flat rent payers regarding the reexamination process will state the following:

- A. Each year at the time of the annual reexamination, the family has the option of selecting a flat rent amount in lieu of completing the reexamination process and having their rent based on the formula amount.
- B. The amount of the flat rent
- C. Families who opt for the flat rent will be required to go through the income reexamination process every three years, rather than the annual review they otherwise would undergo.
- D. Families who opt for the flat rent may request to have a reexamination and return to the formula-based method at any time for any of the following reasons:
  - 1. The family's income has decreased.
  - 2. The family's circumstances have changed increasing their expenses for child care, medical care, etc.
  - 3. Other circumstances creating a hardship on the family such that the formula method would be more financially feasible for the family.
- E. The dates upon which the PMHA expects to review the amount of the flat rent, the approximate rent increase the family could expect, and the approximate date upon which a future rent increase could become effective.
- F. The name and phone number of an individual to call to get additional information or counseling concerning flat rents.
- G. A certification for the family to sign accepting or declining the flat rent.

Each year prior to their anniversary date, the PMHA will send a reexamination letter to the family offering the choice between a flat or a formula rent. The opportunity to select the flat rent is available only at this time. At the appointment, the PMHA may assist the family in identifying the rent method that would be most advantageous for the family. If the family wishes to select the flat rent method without meeting with the PMHA representative, they may make the selection on the form and return the form to the PMHA. In such case, the PMHA will cancel the appointment.

#### 15.4 THE FORMULA METHOD

During the interview, the family will provide all information regarding income, assets, expenses, and other information necessary to determine the family's share of rent. The family will sign the HUD consent form and other consent forms that later will be mailed to the sources that will verify the family circumstances.

Upon receipt of verification, the PMHA will determine the family's annual income and will calculate their rent as follows.

The total tenant payment is equal to the highest of:

- A. 10% of monthly income;
- B. 30% of adjusted monthly income; or
- C. The welfare rent.

#### 15.5 EFFECTIVE DATE OF RENT CHANGES FOR ANNUAL REEXAMINATIONS

The new rent will generally be effective upon the anniversary date with thirty (30) days notice of any rent increase to the family.

If the rent determination is delayed due to a reason beyond the control of the family, then any rent increase will be effective the first of the month after the month in which the family receives a 30-day notice of the amount. If the new rent is a reduction and the delay is beyond the control of the family, the reduction will be effective as scheduled on the anniversary date.

If the family caused the delay, then any increase will be effective on the anniversary date. Any reduction will be effective the first of the month after the rent amount is determined.

#### 15.6 INTERIM REEXAMINATIONS

During an interim reexamination, only the information affected by the changes being reported will be reviewed and verified.

Families are required to report the following changes to the PMHA between regular reexaminations. If the family's rent is being determined under the formula method, these changes will trigger an interim reexamination. The family shall report these changes within ten (10) days of their occurrence.

- A. A member has been added to the family through birth or adoption or court-awarded custody.
- B. A household member is leaving or has left the family unit.
- C. A household member has had an income increase or decrease

In order to add a household member other than through birth or adoption (including a live-in aide), the family must request that the new member be added to the lease. No individual will be added to the lease if they have an indebtedness to the PMHA. Before adding the new member to the lease, the individual must complete an application form stating their income, assets, and all other information required of an applicant. The individual must provide their Social Security number if they have one and must verify their citizenship/eligible immigrant status. (Their housing will not be delayed due to delays in verifying eligible immigrant status other than delays caused by the family.) The new family member will go through the screening process similar to the process for applicants. The PMHA will determine the eligibility of the individual before adding them to the lease. If the individual is found to be ineligible or does not pass the screening criteria, they will be advised in writing and given the opportunity for an informal review. If they are found to be eligible and do pass the screening criteria, their name will be added to the lease. At the same time, if the family's rent is being determined under the formula method, the family's annual income will be recalculated taking into account the circumstances of the new family member. The effective date of the new rent will be in accordance with paragraph below 15.8.

Families are not required to, but may at any time, request an interim reexamination based on a decrease in income, an increase in allowable expenses, or other changes in family circumstances. Upon such request, the PMHA will take timely action to process the interim reexamination and recalculate the tenant's rent.

A net increase in income of at least twenty-five (25%) percent in the total family income shall be necessary before any change in rent will be calculated or deemed necessary.

#### 15.7 SPECIAL REEXAMINATIONS

If a family 's income is too unstable to project for twelve (12) months, including families that temporarily have no income (0 renters) or have a temporary decrease in income, the PMHA may schedule special reexaminations every sixty (60) days until the income stabilizes and an annual income can be determined.

#### 15.8 EFFECTIVE DATE OF RENT CHANGES DUE TO INTERIM OR SPECIAL REEXAMINATIONS

Unless there is a delay in reexamination processing caused by the family, any rent increase will be effective the first of the second month after the month in which the family receives notice of the new rent amount. If the family causes a delay, then the rent increase will be effective on the date it would have been effective had the process not been delayed (even if this means a retroactive increase).

If the new rent is a reduction and any delay is beyond the control of the family, the reduction will be effective the first of the month after the interim reexamination should have been completed.

If the new rent is a reduction and the family caused the delay or did not report the change in a timely manner, the change will be effective the first of the month after the rent amount is determined.

#### 15.9 REMOVAL OF MEMBER FROM LEASE

Whenever members of the household determine that their living situation is no longer satisfactory, they have the right to ask that their name be removed from the lease.

When this situation occurs, PMHA asks for the cooperation of the involved family member in providing a dated, written statement which requests their name be removed. When this is received, PMHA will remove the person with the understanding that no reconsideration of this person's status will take place for a minimum of 30 days. The PMHA will also prepare a lease addendum removing the member which will also reflect any rent change based on loss of income for the absent family member.

If the family member does not cooperate in requesting their name be removed, after they have physically left the household, the PMHA will take all precaution to determine the status of this member in the household. This can include, but not be limited to, discussions or receipt of written statements from neighbors and family members of the remaining or removed household members, interviews with employers of the removed member, or interviews with other service providing agencies such as DHS.

### 16.0 UNIT TRANSFERS

#### 16.1 OBJECTIVES OF THE TRANSFER POLICY

The objectives of the Transfer Policy include the following:

- A. To address emergency situations.
- B. To fully utilize available housing resources while avoiding overcrowding by insuring that each family occupies the appropriate size unit.
- C. To facilitate a relocation when required for modernization or other management purposes.
- D. To facilitate relocation of families with inadequate housing accommodations.

- E. To provide an incentive for families to assist in meeting the PMHA Housing Authority's deconcentration goal.
- F. To eliminate vacancy loss and other expense due to unnecessary transfers.

## 16.2 CATEGORIES OF TRANSFERS

Category 1: Emergency transfers. These transfers are necessary when conditions pose an immediate threat to the life, health, or safety of a family or one of its members. Such situations may involve defects of the unit or the building in which it is located, the health condition of a family member, a hate crime, the safety of witnesses to a crime, or a law enforcement matter particular to the neighborhood.

Category 2: Immediate administrative transfers. These transfers are necessary in order to permit a family needing accessible features to move to a unit with such a feature or to enable modernization work to proceed.

Category 3: Regular administrative transfers. These transfers are made to offer incentives to families willing to help meet certain PMHA occupancy goals, to correct occupancy standards where the unit size is inappropriate for the size and composition of the family, to allow for non-emergency but medically advisable transfers, and other transfers approved by the PMHA when a transfer is the only or best way of solving a serious problem.

## 16.3 DOCUMENTATION

When the transfer is at the request of the family, the family may be required to provide third party verification of the need for the transfer. The decision on whether to grant transfers made at the request of the family is made at the sole discretion of the PMHA after careful consideration of all facts.

## 16.4 PROCSSING TRANSFERS

Upon offer and acceptance of a unit, the family will execute all lease up documents. Any increase or decrease in rent payments will be effective the 1<sup>st</sup> of the month following the transfer.

The following is the policy for the rejection of an offer to transfer:

- A. If the family rejects with good cause any unit offered, they must state so in writing. They will be offered one additional transfer option.
- B. If the transfer is being made at the request of the PMHA and the family rejects two offers without good cause, the PMHA will take action to terminate their tenancy, if the request was made due to a

health or safety issue, or an issue of neighborhood stability. If the reason for the transfer is that the current unit is too small to meet the PMHA optimum occupancy standards, the family may request in writing to stay in the unit without being transferred so long as their occupancy will not exceed two people per living/sleeping room.

- C. If the transfer is being made at the family's request and the rejected offer provides deconcentration incentives, the family will maintain their place on the transfer list and will not otherwise be penalized.
- D. If the transfer is being made at the family's request, the family may, without good cause and without penalty, turn down one offer that does not include deconcentration incentives. After turning down a second such offer without good cause, the family's name will be removed from the transfer list.

#### 16.5 COST OF THE FAMILY'S MOVE

The cost of the transfer generally will be borne by the family in the following circumstances:

- A. When the transfer is made at the request of the family or by others on behalf of the family (i.e. by the police);
- B. When the transfer is needed to move the family to an appropriately sized unit, either larger or smaller;
- C. When the transfer is necessitated because a family with disabilities needs the accessible unit into which the transferring family moved (The family without disabilities signed a statement to this effect prior to accepting the accessible unit); or
- D. When the transfer is needed because action or inaction by the family caused the unit to be unsafe or uninhabitable.

The cost of the transfer will be borne by the PMHA in following circumstances:

- A. When the transfer is needed in order to carry out rehabilitation activities, or
- B. When action or inaction by the PMHA has caused the unit to be unsafe or inhabitable.

The responsibility for moving costs in other circumstances will be determined on a case by case basis.

#### 16.6 TENANTS IN GOOD STANDING

When the transfer is at the request of the family, it will not be approved unless the family is in good standing with the PMHA. This means the family must be in compliance with their lease, current in all payments to the Housing Authority, and must pass a housekeeping inspection.

#### 16.7 TRANSFER REQUESTS

A tenant may request a transfer at any time by contacting the PMHA office. In considering the request, the PMHA may request a meeting with the tenant to better understand the need for transfer and to explore possible alternatives. The PMHA will review the request in a timely manner and if a meeting is desired, it shall contact the tenant within ten (10) business days of receipt of the request to schedule a meeting.

The PMHA will grant or deny the transfer request in writing within ten (10) business days of receiving the request or holding the meeting, whichever is later.

If the transfer is approved, the family's name will be added to the transfer waiting list.

If the transfer is denied the denial letter will advise the family of their right to utilize the grievance procedure.

#### 16.8 RIGHT OF THE PMHA IN TRANSFER POLICY

The provisions listed above are to be used as a guide to insure fair and impartial means of assigning units for transfers. It is not intended that this policy will create a property right or any other type of right for a tenant to transfer or refuse to transfer.

### 17.0 INSPECTIONS

An authorized representative of the PMHA will inspect the premises prior to commencement of occupancy. A written statement of the condition of the premises will be made, all equipment will be provided, and the statement will be signed by both parties with a copy retained in the PMHA file and a copy given to the family member. An authorized PMHA representative will inspect the premises at the time the resident vacates and will furnish a statement of any charges to be made provided the resident turns in the proper notice under State law. The resident's security deposit can be used to offset against any PMHA damages to the unit.

#### 17.1 MOVE-IN INSPECTIONS

The PMHA will inspect the unit prior to signing the lease. Any adult family members may participate in this inspection or may inspect the unit prior to signing the lease. Both parties will sign a written statement of the condition of the unit. A copy of the signed inspection will be given to the family and the original will be placed in the tenant file.

## 17.2 ANNUAL INSPECTIONS

The PMHA will inspect each public housing unit annually to ensure that each unit meets the PMHA 's housing standards. Work orders will be submitted and completed to correct any deficiencies.

## 17.3 PREVENTATIVE MAINTENANCE INSPECTIONS

This is generally conducted along with the annual inspection. This inspection is intended to keep items in good repair. It checks weatherization; checks the condition of the smoke detectors, water heaters, furnaces, automatic thermostats and water temperatures; checks for leaks; and provides an opportunity to change furnace filters and provide other minor servicing that extends the life of the unit and its equipment.

## 17.4 SPECIAL INSPECTIONS

A special inspection may be scheduled to enable HUD or others to inspect a sample of the housing stock maintained by the PMHA.

## 17.5 HOUSEKEEPING INSPECTIONS

The PMHA conducts housekeeping inspections on a monthly basis on an established rotation. On occasion, due to holiday's or PMHA staff responsibilities and time constraints, inspections are not held in a particular month. Notice of the inspections are included in the monthly newsletter provided with each tenant's rent statement.

The monthly inspection is considered by the PMHA staff to be preventative in nature. Simple maintenance tasks are completed during the actual course of the inspection, with notation made when additional work is needed.

The monthly inspection also serves as a housekeeping inspection. The purpose is to guarantee the care of the property by the resident, as well as a preventative measure to avoid problems which may arise. The monthly inspection is specifically geared to detect problems that result in damage to the unit itself, and to detect the potential for pest infestation, including, but not limited to, cockroach infestation.

## 17.9 PEST CONTROL

Pest control is conducted four times annually in each unit, unless a doctor statement prohibits treatment for medical reasons.

If an infestation problem develops, special sprayings are completed based upon a contractual agreement with the pest control company. If

the infestation develops in a unit that is a duplex, both units will be treated until the infestation is eradicated.

#### 17.6 NOTICE OF INSPECTION

For inspections defined as annual inspections, preventative maintenance inspections, special inspections, and housekeeping inspections the PMHA will give the tenant at least two (2) days written notice.

#### 17.7 EMERGENCY INSPECTIONS

If any employee and/or agent of the PMHA has reason to believe that an emergency exists within the housing unit, the unit can be entered without notice. The person(s) that enters the unit will leave a written notice to the resident that indicates the date and time the unit was entered and the reason why it was necessary to enter the unit.

#### 17.8 MOVE-OUT INSPECTIONS

The PMHA conducts the move-out inspection after the tenant vacates to assess the condition of the unit and determine responsibility for any needed repairs. When possible, the tenant is notified of the inspection and is encouraged to be present. This inspection becomes the basis for any claims that may be assessed against the security deposit.

### 18.0 **PET POLICY**

#### 18.1 EXCLUSIONS

This policy does not apply to animals that are used to assist persons with disabilities. Assistive animals are allowed in all public housing facilities with no restrictions other than those imposed on all tenants to maintain their units and associated facilities in a decent, safe, and sanitary manner and to refrain from disturbing their neighbors.

#### 18.2 PETS IN SENIOR BUILDINGS

The PMHA will allow for pet ownership in projects or buildings designed for use by elderly and/or disabled families and in any project or building for which elderly and/or disabled families are given preference. Except at the Rustic Ridge Elderly Building, pet ownership is prohibited in all public housing properties.

#### 18.3 APPROVAL

Residents of the Rustic Ridge Elderly building must have the prior approval of the Housing Authority before moving a pet into their unit. residents must request approval on the Authorization for Pet Ownership

form that must be fully completed before the Housing Authority will approve the request.

#### 18.4 PET POLICY AS ATTACHMENT 1 TO THE LEASE AGREEMENT

The following rules are established to govern the keeping of pets in and on properties owned and managed by the Pickaway Metropolitan Housing Authority.

THIS POLICY DOES NOT APPLY TO ANIMALS THAT ARE USED TO ASSIST PERSONS WITH DISABILITIES. ASSISTIVE ANIMALS ARE ALLOWED IN ALL PUBLIC HOUSING FACILITIES WITH NO RESTRICTIONS OTHER THAN THOSE IMPOSED ON ALL TENANTS TO MAINTAIN THEIR UNITS AND ASSOCIATED FACILITIES IN A DECENT, SAFE AND SANITARY MANNER AND TO REFRAIN FROM DISTURBING THEIR NEIGHBORS. IN ORDER FOR AN ANIMAL TO QUALIFY AS AN "ASSISTIVE ANIMAL" THE PET OWNER MUST PROVIDE CERTIFICATION FROM A TRAINER, THAT THIS ANIMAL HAS BEEN TRAINED TO ASSIST PERSONS WITH A SPECIFIC HANDICAP, I.E., AID THE SIGHT-IMPAIRED, HEARING-IMPAIRED, ETC., THE HOUSEHOLD HAS A MEMBER WHO IS ELDERLY OR HANDICAPPED, AND THAT THE ANIMAL DOES ASSIST THE HANDICAPPED INDIVIDUAL.

The resident assumes full responsibility and liability for the pet and agrees to hold the Pickaway Metropolitan Housing Authority harmless from any claims caused by an action or inaction of the pet.

A pet is defined as a domesticated animal such as dog, cat, bird, rodent, fish or turtle, traditionally kept in the home for pleasure, not commercial purposes. Rodents are defined as gerbils, hamsters, and guinea pigs. No reptiles except turtles allowed as reptiles are not considered common household pets. Excluded are snakes, iguanas, ferrets, spiders, or any exotic species.

Vicious and/or intimidating breeds of dogs and cats are not allowed. These include, but are not limited to: Rotweiler, Chow, Pit Bull, Miniature Doberman, German Shepherds, and Dobermans. No attack or fight trained dogs are allowed. Any dogs determined vicious by a judge or law enforcement official will fall under this category.

Regulations:

**?? ALL PETS MUST BE REGISTERED WITH THE PICKAWAY METROPOLITAN HOUSING AUTHORITY (PMHA). HOUSING ANY PET WITHOUT MANAGEMENT AUTHORIZATION IS A VIOLATION AND COULD LEAD TO LEASE TERMINATION. ALL REQUIREMENTS OF THIS POLICY MUST BE MET AND HAVE PRIOR WRITTEN APPROVAL OF THE HOUSING AUTHORITY**

**BEFORE MOVING A PET INTO ANY HOUSING UNIT. RESIDENTS MUST REQUEST APPROVAL ON THE AUTHORIZATION FOR PET OWNERSHIP FORM THAT MUST BE FULLY COMPLETED BEFORE THE HOUSING AUTHORITY WILL CONSIDER AUTHORIZATION OF THE PET.**

- ?? Only one uncaged pet per household will be permitted. Only one caged pet per child allowed.
- ?? Owners of dogs and cats will be required to furnish the following before permission will be granted to house such pets:
  - ?? Certificate signed by a licensed veterinarian (THIS WILL BE REQUIRED ANNUALLY), stating that the pet has received all inoculations required by state/local law, is in good health, and has been spayed and neutered. Puppies must be spayed and neutered at six months.
  - ?? Signed statement from the tenant accepting complete responsibility for the care and cleaning of the pet.
  - ?? A signed statement by a sponsor who will remove the pet from the premises when the tenant is away overnight or longer, and who will be responsible to take the pet from the premises within twelve hours after an emergency occurs which causes the owner not to be able to care for the animal. In the event that this sponsor cannot be located within a reasonable amount of time, the Pickaway Metropolitan Housing Authority has permission to call the local Pickaway County Humane Society or local law enforcement agency to take the pet and care for it until family or friends would claim the pet and assume responsibility for it. Any expenses incurred will be the responsibility of the pet owner.
  - ?? Proof of current license issued by the appropriate authority if applicable.
- ?? Pets may not be left unattended in a dwelling unit for over twelve hours. If the pet is left unattended and no arrangements have been made for its care, the Housing Authority will have the right to enter the premises and take the uncared for pet to be boarded at a local animal care facility at the total expense of the resident.
- ?? All dogs must wear a tag bearing the resident's name and phone number and the date of the latest rabies inoculation.
- ?? A picture of the pet must be provided to the Housing Authority so the animal can be identified if it is running loose.
- ?? Pet bedding shall not be washed in any common laundry facilities.
- ?? No pets may be kept in violation of state humane or health laws, or local ordinances.

- ?? Dogs and cats shall remain inside a resident's unit unless they are on a leash, and directly controlled BY AN ADULT. Birds and rabbits must be confined to a cage of all times, unless being held. With the exception of assistive animals, no pets are permitted in the lobby, offices, community room, laundry room, public bathroom, or hallways (except during transition) of the elderly residential facilities Rustic Ridge, Eden Place, Pickaway Terrace and Louise Terrace. No outdoor cages may be constructed at any PMHA property.
- ?? To accommodate residents who have medically certified allergic or phobic reactions to dogs, cats, or other pets, those pets may be barred from certain wings (or floors) in our development(s)/building(s). This shall be implemented based on demand for this service.
- ?? Costs of extermination of fleas, ticks, and other animal related pests caused by the pet will be borne by the owner.
- ?? Mature size/growth of a pet shall not exceed 15 inches in height measured from ground to shoulder, and 25 pounds in weight, projected to full adult size.
- ?? Visiting pets are not allowed on the premises.
- ?? Residents are prohibited from breeding or harboring stray animals. The feeding of stray animals shall constitute housing a pet without permission.
- ?? Resident are not permitted to "pet set" for other persons.
- ?? Dogs must be housebroken.
- ?? A cat must be litter box trained. Residents owning cats shall maintain waterproof litter boxes for cat waste.
- ?? Refuse from litter boxes shall not accumulate or become unsightly or unsanitary. Cat litter must be wrapped in plastic bags and sealed. The bags must then be disposed of in a sanitary manner through a trash receptacle or dumpster. Owners of dogs are responsible to scrape and dispose of outdoor waste.
- ?? No pets may be left unattended outdoors and may not run loose.
- ?? No animal of any kind shall be raised, bred or kept in any unit for any commercial purpose.
- ?? Residents shall take adequate precautions to eliminate any pet odors within and around their unit and maintain such unit in a sanitary condition at all times.
- ?? The owner, upon approval of the pet must pay a \$50.00 non-refundable fee by the PMHA. (This does not apply to residents at Pickaway Terrace, Eden Place, and Louise Terrace).

- ?? A \$200.00 pet deposit will be required above and beyond the non-refundable fee and the regular resident security deposit. \$50.00 is required at the time of pet approval by the PMHA, with \$10.00 increments paid monthly thereafter. Failure to make the required payment is grounds to revoke permission for the pet. Once a resident has moved, or the pet is removed while the resident still occupies an apartment, a refund will be treated in the same manner as a security deposit. The pet deposit will be applied to any costs for fumigation, cleaning/deodorizing, defleaing, emergency board, staff costs, etc. upon move-out. During residency, the resident will be required to pay for visible and notable damages, fumigation, cleaning/deodorizing, etc. The pet deposit will be held in an interest bearing account. The unused portion of the pet deposit, including applied interest, will be refunded within a reasonable time after the tenant moves or no longer owns or keeps the pet in the unit.
- ?? The Housing Authority can consider the financial history of the tenant in deciding to grant the application for pet approval.
- ?? Should another resident or staff member consider the pet to be a problem or a nuisance for good reason, he/she may file a complaint with management and/or law enforcement officers. The complaint will be discussed with the pet owner and may lead to management revoking approval for housing the pet, should allegations prove true. Pets who make noise continuously and/or incessantly for a period of 10 minutes or intermittently for one half hour or more to the disturbance of any person at any time of day or night shall be considered a nuisance. Any pet owner found to be in violation of any local or state regulation regarding a nuisance animal will be mandated to remove the animal permanently from the home.
- ?? A pet owner shall physically control or confine his/her pet during the times when Housing Authority employees, agents of the Housing Authority or others must enter the pet owner's apartment to conduct business, provide services, enforce lease terms, etc.
- ?? All cats must be declawed according to acceptable practices.
- ?? The vocal cords of all animals must be intact and cannot be surgically altered.
- ?? If a pet causes harm to any person, the pet's owner shall be required to permanently remove the pet from the Housing Authority's property within 24 hours of written notice from the Housing Authority. The pet owner may also be subject to termination of his/her dwelling lease.
- ?? A pet owner who violated any other conditions of this policy may be required to remove his/her pet from the development within 10 days of written notice from the Housing Authority. The pet owner may also be subject to termination of his /her dwelling lease.

- ?? The Housing Authority's grievance procedures shall be applicable to all individual grievances or disputes arising out of violations or alleged violations of this policy.
- ?? The Pickaway Metropolitan Housing Authority, or an appropriate community authority, shall require the removal of any pet from a project if the pet's conduct or condition is determined to be a nuisance or threat to the health or safety of other occupants of the project or of other persons in the community where the project is located.
- ?? The resident agrees that with written notice, these rules may be amended as needed. Resident agrees to sign this Pet Policy as an acknowledgement of acceptance.

## **19.0 REPAYMENT AGREEMENTS**

When a resident owes the PMHA back charges and is unable to pay the balance by the due date, the resident may request that the PMHA allow them to enter into a Repayment Agreement. The PMHA has the sole discretion of whether to accept such an agreement. All Repayment Agreements must assure that the full payment is made within a period not to exceed twelve (12) months. All Repayment Agreements must be in writing and signed by both parties. Failure to comply with the Repayment Agreement terms may subject the Resident to eviction procedures.

## **20.0 TERMINATION**

### **20.1 TERMINATION BY TENANT**

The tenant may terminate the lease at any time upon submitting a 30-day written notice. If the tenant vacates prior to the end of the thirty (30) days, they will be responsible for rent through the end of the notice period or until the unit is re-rented, whichever occurs first.

### **20.2 TERMINATION BY THE HOUSING AUTHORITY**

The PMHA after 10/1/2000 will not renew the lease of any family that is not in compliance with the community service requirement or an approved Agreement to Cure. If they do not voluntarily leave the property, eviction proceedings will begin.

The PMHA will terminate the lease for serious or repeated violations of material lease terms. Such violations include but are not limited to the following:

- A. Nonpayment of rent or other charges;
- B. A history of late rental payments;

- C. Failure to provide timely and accurate information regarding family composition, income circumstances, or other information related to eligibility or rent;
- D. Failure to allow inspection of the unit;
- E. Failure to maintain the unit in a safe and sanitary manner;
- F. Assignment or subletting of the premises;
- G. Use of the premises for purposes other than as a dwelling unit (other than for housing authority approved resident businesses);
- H. Destruction of property;
- I. Acts of destruction, defacement, or removal of any part of the premises or failure to cause guests to refrain from such acts;
- J. Any criminal activity on the property or drug-related criminal activity on or off the premises. This includes but is not limited to the manufacture of methamphetamine on the premises of the PMHA;
- K. Non-compliance with Non-Citizen Rule requirements;
- L. Permitting persons not on the lease to reside in the unit more than fourteen (14) days each year without the prior written approval of the Housing Authority; and
- M. Other good cause.

The PMHA will take immediate action to evict any household that includes an individual who is subject to a lifetime registration requirement under a State sex offender registration program.

### 20.3 RETURN OF SECURITY DEPOSIT

After a family moves out, the PMHA will return the security deposit within 30 days, when a forwarding address has been provided by the tenant to the PMHA, or give the family a written statement of why all or part of the security deposit is being kept. The rental unit must be restored to the same conditions as when the family moved in, except for normal wear and tear. Deposits will not be used to cover normal wear and tear or damage that existed when the family moved in.

The PMHA will be considered in compliance with the above if the required payment, statement, or both, are deposited in the U.S. mail with first class postage paid within 30 days from receipt of the keys.

### 20.4 GUESTS AND VISITORS

PMHA reserves the right to limit the amount of time a visitor or guest may stay at the premises of a tenant. Visitors or guests who reside in a county not contiguous to Pickaway County, may visit overnight for up to two weeks (14 days), three times annually.

Visitors or guests who reside in a contiguous county to Pickaway, may stay overnight two nights in any 30 day period.

For any other visitor or guest, daily visits are not prohibited. However, daily visitors spending in excess of 6-8 hours when not providing child care, assistance, etc. are considered abusing the definition of visitor or guest and will likely cause surveillance activity of the tenant in question.

## 20.5 CHANGING THE LEASE

PMHA can modify the current lease at any time during the lease term, so long as it notifies all residents and resident organizations at least 60 days prior to implementation of the modification. Any comments made by the residents or the resident organizations must be considered before adopting any new lease form.

The individual lease between a resident and the PMHA can be modified at any time by written agreement of both parties. If the resident refuses to accept a revision to the lease after being given at least 60 days notice of its proposed effect and being allowed a reasonable time to respond, the PMHA may terminate the lease.

## 20.6 POLICY ON CHECKS RETURNED FOR NON-SUFFICIENT FUNDS

When a resident's check for payment is returned due to non-sufficient funds in the resident's checking account, the resident rent is readjusted to reflect that the payment was not able to be applied. In addition, a \$10.00 late fee is charged and a \$10.00 returned check fee is charged

The PMHA will immediately contact the resident to inform them of the status of their account. The PMHA will allow the resident one week from the date of that letter to bring a money order into the office. The money order must cover the entire balance due (rent, plus late fee, plus non-sufficient charge before it will be accepted for payment. If the payment is not received prior to the deadline established, a Notice of Termination of Tenancy will be issued to the resident.

## 20.7 GRIEVANCE PROCEDURE

The PMHA has an adopted Public Housing Grievance Procedure for setting forth requirements, standards and criteria for the purpose of hearing about any dispute which a Tenant may have with respect to PHA action or failure to act in accordance with the individual Tenant's lease or PHA regulations which adversely affects the individual Tenant's rights, duties, welfare or status.

A copy of the grievance procedure is available during PMHA business

hours, and is attached to this Admissions and Occupancy Policy.

## GLOSSARY

**50058 FORM:** The HUD form that housing authorities are required to complete for each assisted household in public housing to record information used in the certification and re-certification process and, at the option of the housing authority, for interim reexamination.

**1937 Housing Act:** The United States Housing Act of 1937 (42 U.S.C. 1437 et seq.)(24CFR 5.100).

**Adjusted Annual Income:** The amount of household income, after deductions for specified allowances, on which tenant rent is based. (24 CFR 5.622).

**Adult:** A household member who is 18 years or older or who is the head of the household, or spouse, or co-head.

**Allowances:** Amounts deducted from the household's annual income in determining adjusted annual income (the income amount used in the rent calculation). Allowances are given for elderly families, dependents, medical expenses for elderly families, disability expenses, and child care expenses for children under 13 years of age. Other allowance can be given at the discretion of the housing authority.

**Annual Contributions Contract (ACC):** The written contract between HUD and a housing authority under which HUD agrees to provide funding for a program under the 1937 Act, and the housing authority agrees to comply with HUD requirements for the program (24CFR 5.403).

**Annual Income:** All amounts, monetary or not, than:

- A. Go to (or on behalf of) the family head or spouse (even if temporarily absent) or to any other family member; or
- B. Are anticipated to be received from a source outside the family during the month period following admission or annual reexamination effective date; and
- C. Are not specifically excluded from annual income.

Annual income also includes amounts derived (During the 12 month period) from assets to which any member of the family has access. (1937 Housing Act; 24 CFR 5.609)

**Applicant (applicant family):** A person or family that has applied for admission to a program but is not yet a participant in the program (24 CFR 5.403).

**As-Paid States:** States where the welfare agency adjusts the shelter and utility component of the welfare grant in accordance with actual housing costs. Currently, the four as-paid States are New York, New Hampshire, Oregon, and Vermont.

**Assets:** The value of equity in savings, checking, IRA and Keogh accounts, real property, stocks, bonds and other forms of capital investment. The value of necessary items of personal property such as furniture and automobiles are not counted as assets (Also see "net family assets.").

**Asset Income:** Income received from assets held by family members. If assets total more than \$5,000, income from the assets is "imputed" and the greater of actual asset income and imputed asset income is counted in annual income. (See "imputed asset income" below).

**Ceiling Rent:** Maximum rent allowed for some units in public housing projects.

**Certification:** The examination of a household's income, expenses, and family composition to determine the family's eligibility for program participation and to calculate the family's share of rent.

**Child:** For purposes of citizenship regulations, a member of the family other than the family head or spouse who is under 18 years of age. (24CFR 5.504 (b)).

**Child Care Expenses:** Amounts anticipated to be paid by the family for the care of children under 13 years of age during the period for which annual income is computed, but only where such care is necessary to enable a family member to actively seek employment, be gainfully employed, or to further his or her education and only to the extent such amounts are not reimbursed. The amount deducted shall reflect reasonable charges for child care. In the case of child care necessary to permit employment, the

amount deducted shall not exceed the amount of employment income that is included in annual income. (24 CFR 5.504(b)).

**Citizen:** A citizen or national of the United States (24 CFR 5.504(b)).

**Consent Form:** Any consent form approved by HUD to be signed by assistance applicants and participants for the purpose of obtaining income information from employers and SWICAs, return information from the Social Security Administration, and return information for unearned income from the Internal Revenue Service. The consent forms may authorize the collection of other information from assistance applicants or participant to determine eligibility or level of benefits (24 CFR 5.214).

**Decent, Safe and Sanitary:** Housing is decent, safe and sanitary if it satisfies the applicable housing quality standards.

**Department:** The Department of Housing and Urban Development (24 CFR 5.100).

**Dependent:** A member of the family (except foster children and foster adults), other than the family head or spouse, who is under 18 years of age or is a person with a disability or is a full-time student (24 CFR 5.603(d)).

**Dependent Allowance:** An amount, equal to \$480 multiplied by the number of dependents, that is deducted from the household's annual income in determining adjusted annual income.

**Disability Assistance Expenses:** Reasonable expenses that are anticipated, during the period for which annual income is computed, for attendant care and auxiliary apparatus for a disabled family member and that are necessary to enable a family member (including the disabled member) to be employed, provided that the expenses are neither paid to a member of the family nor reimbursed by an outside source (24 CFR 5.603(d)).

**Disability Assistance Expense Allowance:** In determining adjusted annual income, the amount of disability assistance expenses deducted from annual income for families with a disabled household member.

**Disabled Family:** A family whose head, spouse or sole member is a person with disabilities, two or more persons with disabilities living together; or one or more persons with disabilities living with one or more live-in aides (24 CFR 5.403(b))(Also see "person With disabilities").

**Disabled Person:** See "person with disabilities."

**Displaced Family:** A family in which each member, or whose sole member, is a person displaced by governmental action (such as urban renewal), or a person whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to Federal disaster relief laws. (24 CFR 5.403(b)).

**Displaced Person:** A person displaced by governmental action or a person whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to Federal disaster relief laws (1937 Ac).

**Drug-Related Criminal Activity:** Drug trafficking or the illegal use, or possession for personal use, of a controlled substance as defined in Section 102 of the Controlled Substances Act (21 U.S.C. 802).

**Economic Self-Sufficiency Program:** Any program designed to encourage, assist, train, or facilitate the economic independence of assisted families or to provide work for such families. Economic self-sufficiency programs can include job training, employment counseling, work placement, basic skills training, education, English proficiency, workfare, financial or household management, apprenticeship, and any other program necessary to ready a participant to work (such as substance abuse or mental health treatment). As defined, "economic self-sufficiency program" includes any work activities as defined in the Social Security Act.

**Elderly Family:** A family whose head, spouse or sole member is a person who is at least 62 years of age; two or more persons who are at least 62 years of age living together; or one or more persons who are at least 62 years of age living with one or more live-in aides (24 CFR 5.403).

**Elderly Family Allowance:** For elderly families, an allowance of \$400 is deducted from the household's annual income in determining adjusted annual income.

**Elderly Person:** A person who is at least 62 years of age (1937 Housing Act).

**Extremely low-income families:** Those families whose incomes do not exceed 30% of the median income for the area, as determined by the Secretary with adjustments for smaller and larger families.

**Fair Housing Act:** Title VIII of the Civil Rights Act of 1968, as amended by the Fair Housing Amendments Act of 1988 (42 U.S.C. 3601 et seq.)(24 CFR 5.100)

**Family** includes but is not limited to:

- A. A family with or without children;
- B. An elderly family;
- C. A near-elderly family;
- D. A disabled family;
- E. A displaced family;
- F. The remaining member of a tenant family; and
- G. A single person who is not an elderly or displaced person, a person with disabilities, or the remaining member of a tenant family. (24 CFR 5.403).

**Family Members:** All members of the household other than live-in aides, foster children, and foster adults. All family members permanently reside in the unit, though they may be temporarily absent. All family members are listed on the lease.

**Family Self-Sufficiency Program (FSS Program):** The program established by a housing authority to promote self-sufficiency amount participating families, including the coordination of supportive services (24 CFR 984.103(b)).

**Flat Rent:** A rent amount the family may choose to pay in lieu of having their rent determined under the formula method. Families selecting the flat rent option have their income evaluated once every three years, rather than annually.

**Formula Method:** A means of calculating a family's rent based on 10% of their monthly income, 30% of their adjusted monthly income, the welfare rent, or the minimum rent. Under the formula method, rents may be capped by a ceiling rent. Under this method, the family's income is evaluated at least annually.

**Full Time Student:** A person who is carrying a subject load that is considered full-time for day students under the standards and practices of the educational institution attended. An educational institution includes a vocational school with a diploma or certificate program, as well as an institution offering a college degree (24CFR5.603(d)).

**Head of Household:** The adult member of the family who is the head of the household for purposes of determining income eligibility and rent (24 CFR 5.504(b)). Any head of household must be a minimum of 18 years of age, or be an emancipated minor.

**Household Members:** All members of the household including members of the family, live-in aides, foster children, and foster adults. All household members are listed on the lease, and no one other than household members are listed on the lease.

**Housing Assistance Plan:** A housing plan that is submitted by a unit of general local government and approved by HUD as being acceptable under the standards of 24 CFR 570.

**Imputed Income:** For households with net family assets of more than \$5,000, the amount calculated by multiplying net family assets by a HUD-specified percentage. If imputed income is more than actual income from assets, the imputed amount is used as income from assets in determining annual income

**In-Kind Payments:** Contributions other than cash made to the family or to a family member in exchange for services provided or for the general support of the family (e.g. groceries provided on a weekly basis, baby sitting provided on a regular basis).

**Interim (examination):** A reexamination of a family income, expenses, and household composition conducted between the regular annual recertifications when a change in a household's circumstances warrants such a reexamination.

**Live-In Aide:** A person who resides with one or more elderly persons, near-elderly persons, or persons with disabilities and who:

- A. Is determined to be essential to the care and well-being of the Persons;
- B. Is not obligated for the support of the persons; and
- C. Would not be living in the unit except to provide the necessary supportive services (24 CFR 5.403(b)).

**Low-Income Families:** Those families whose incomes do not exceed 80% of the median income for the area, as determined by the Secretary with adjustments for smaller and larger families, except that the Secretary may establish income ceilings higher or lower than 80% of the median for the area on the basis of the Secretary's findings that such variations are necessary because of prevailing levels of construction costs or unusually high or low family incomes (1937 Act).

**Medical Expenses:** Medical expenses (of all family members of an elderly or disabled family), including medical insurance premiums, that are anticipated during the period for which annual income is computed and that are not covered by insurance (24 CFR 5.603(d)). These expenses include, but are not limited to, prescription and non-prescription drugs, costs for doctors, dentists, therapists, medical facilities, care for a service animal, transportation for medical purposes.

**Military or Naval Service of the United States:** Means only the Army, Navy, Air Force, Marine Corps, Coast Guard, and since July 20, 1945, the commissioned corps of the United States Public Health Service. Such service does not include Merchant Marine, Red Cross, UNRAA, ECA, or any other organization not actually a part of the military or naval service of the United States.

**Mixed Family:** A family whose members include those with citizenship or eligible immigration status and those without citizenship or eligible immigration status (24 CFR 5.504(b)).

**Monthly Adjusted Income:** One twelfth of adjusted income (24 CFR 5.504(b))>

**Monthly Income:** One twelfth of annual income (24 CFR 5.603(d)).

**National:** A person who owes permanent allegiance to the United States, for example, as a result of birth in a United States territory or possession (24 CFR 5.504(b)).

**Near-Elderly Family:** A family whose head, spouse, or sole member is a person who is at least 50 years of age but below the age of 62; two or more persons, who are at least 50 years of age but below the age of 62, living together; or one or more persons who are at least 50 years of age but below the age of 62 living with one or more live-in aides (24 CFR 5.403(b)).

**Net Family Assets:**

- A. Net cash value after deducting reasonable costs that would be incurred in disposing of real property, savings, stocks, bonds and other forms of capital investment, excluding interests in Indian trust land and excluding equity accounts in HUD homeownership programs. The value of necessary items of personal property such as furniture and automobiles shall be excluded.
- B. In cases where a trust fund has been established and the trust is not revocable by, or under the control of, any member of the family or household, the value of the trust fund will not be considered an asset so

long as the fund continues to be held in trust. Any income distributed from the trust fund shall be counted when determining annual income.

- C. In determining net family assets, housing authorities or owners, as applicable, shall include the value of any business or family assets disposed of by an applicant or tenant for less than fair market value (including a disposition in trust, but not in a foreclosure or bankruptcy sale) during the two years preceding the date of application for the program or reexamination, as applicable, in excess of the consideration received therefor. In the case of a disposition as part of a separation or divorce settlement, the disposition will not be considered to be for less than fair market value if the applicant or tenant receives important consideration not measurable in dollar terms (24 CFR 5.603(d)).

**Non-Citizen:** A person who is neither a citizen or national of the United States (24 CFR 5.504(b)).

**Occupancy Standards:** The standards that a housing authority establishes for determining the appropriate number of bedrooms needed to house families of different sizes or composition.

**Person with Disabilities:** A person who:

- A. Has a disability as defined in Section 223 of the Social Security Act, which states:

“Inability to engage in any substantial, gainful activity by reason of any medically determinable physical or mental impairment that can be expected to result in death or that has lasted or can be expected to last for a continuous period of not less than 12 months, or

In the case of an individual who attained the age of 55 and is blind and unable by reason of such blindness to engage in substantial, gainful activity requiring skills or ability comparable to those of any gainful Activity in which he has previously engaged with some regularity and over a substantial period of time.”
- B. Is determined, pursuant to regulations issued by the Secretary, to have a physical, mental, or emotional impairment that:
  - 1. Is expected to be of long-continued and indefinite duration;
  - 2. Substantially impedes his or her ability to live independently; and
  - 3. Is of such a nature that such ability could be improved by more suitable housing conditions, or
- B. Has a developmental disability as defined in Section 102(7) of the Developmental Disabilities Assistance and Bill of Rights Act, which states:

“Severe chronic disability that:

  - 1. Is attributable to a mental or physical impairment or combination of

mental and physical impairments;

2. Is manifested before the persons attains age 22;
3. Is likely to continue indefinitely;
4. Results in substantial functional limitation in three or more of the following areas of major life activity: (1) self care, (2) receptive and responsive language, (3) learning, (4) mobility, (5) self-direction, (6) capacity for independent living, and (7) economic self-sufficiency; and
5. Reflects the person's need for a combination and sequence of special, interdisciplinary, or generic care, treatment, or other services that are of lifelong or extended duration and are individually planned and coordinated."

This definition includes that no individual will be considered a person with disabilities solely on the basis of any drug or alcohol dependence.

This definition does not exclude persons who have the disease of acquired immunodeficiency syndrome or any conditions arising from the etiologic agent for acquired immunodeficiency syndrome (1937 Act).

**PMHA:** Pickaway Metropolitan Housing Authority.

**Proration of Assistance:** The reduction in a family's housing assistance payment to reflect the proportion of family members in a mixed family who are eligible for assistance (24 CFR 5.520).

**Public Housing Agency (PHA):** Any State, county, municipality, or other governmental entity or public body (Or agency or instrumentality thereof), which is authorized to engage in or assist in the development or operation of low-income housing under the 1937 Housing Act. (24 CFR 5.100).

**Recertification:** The annual reexamination of a family's income, expenses, and composition to determine the family's rent.

**Remaining Member of a Tenant Family:** A member of the family listed on the lease who continues to live in the public housing dwelling after all other family members have left. (Handbook 5.1 REV-2,3-5b).

**Self-Declaration:** A type of verification statement by the tenant as to the amount and source of income, expenses, or family composition. Self-declaration is acceptable verification only when third-party verification or documentation cannot be obtained.

**Shelter Allowance:** That portion of a welfare benefit (e.g., TANF) that the welfare agency designates to be used for rent and utilities.

**Single Person:** Someone living alone or intending to live alone who does not qualify as an elderly family, a person with disabilities, a displaced person, or the remaining member of a tenant family (Public Housing Handbook 7465.1 REV-2,3-5).

**State Wage Information Collection Agency (SWICA):** The State agency receiving quarterly wage reports from employers in the State or an alternative system that has been determined by the Secretary of Labor to be as effective and timely in providing employment-related income and eligibility information (24 CFR 5.214).

**Temporary Assistance to Needy Families (TANF):** The program that replaced the Assistance to Families with Dependent Children (AFDC) that provides financial assistance to need families who meet program eligibility criteria. Benefits are limited to a specified time period.

**Tenant:** The person or family renting or occupying an assisted dwelling unit (24 CFR 5.504(b)).

**Tenant Rent:** The amount payable monthly by the family as rent to the housing authority. Where all utilities (except telephone) and other essential housing services are supplied by the housing authority or owner, tenant rent equals total tenant payment. Where some or all utilities (except telephone) and other essential housing services are supplied by the housing authority and the cost there of is not included in the amount paid as rent, tenant rent equals total tenant payment less the utility allowance (24 CFR 5.603(d)).

**Third-Party (verification):** Written or oral confirmation of a family's income, expenses, or household composition provided by a source outside the household.

**Total Tenant Payment (TTP):**

A. Total tenant payment for families whose initial lease is effective on or after August 1, 1982:

1. Total tenant payment is the amount calculated under Section 3(a)(1) of the 1937 Act which is the higher of:
  - a. 30% of the family's monthly adjusted income;
  - b. 10% of the family's monthly income; or
  - c. If the family is receiving payments for welfare assistance from a public agency and a part of such payments, adjusted in accordance with the family's actual housing costs, is specifically designated by such agency to meet the family's housing costs, the portion of such payments which is so designated.

If the family's welfare assistance is ratably reduced from the standard of need by applying a percentage, the amount calculated under section 3(a)(1) shall be the amount resulting from one application of the percentage.

2. Total tenant payment for families residing in public housing does not include charges for excess utility consumption or other miscellaneous charges.
- B. Total tenant payment for families residing in public housing whose initial lease was effective before August 1, 1982: Paragraphs (b) and (c) of 24 CFR 913.107, as it existed immediately before November 18, 1996, will continue to govern the total tenant payment of families, under a public housing program, whose initial lease was effective before August 1, 1982.

**Utility Allowance:** If the cost of utilities (except telephone) and other housing services for an assisted unit is not included in the tenant rent but is the responsibility of the family occupying the unit, an amount equal to the estimate made by a housing authority of the monthly cost of a reasonable consumption of such utilities and other services for the unit by an energy-conservative household of modest circumstances consistent with the requirements of a safe, sanitary and healthful living environment.

**Utility Reimbursement:** The amount, if any, by which the utility allowance for the unit, if applicable, exceeds the total tenant payment for the family occupying the unit (24 CFR 5.603).

**Very Low-Income Families:** Low-income families whose incomes do not exceed 50% of the median family income for the area, as determined by the Secretary with adjustments for smaller and larger families, except that the Secretary may establish income ceilings higher or lower than 50% of the median for the areas on the basis of the Secretary's findings that such variations are necessary because of unusually high or low family incomes. Such ceilings shall be established in consultation with the Secretary of Agriculture for any rural area as defined in Section 520 of the Housing Act of 1949, taking into account the subsidy characteristics and types of programs to which such ceilings apply (1937 Act).

**Veteran:** A person who has served in the active military or naval service of the United States and who was discharged or released therefrom under conditions other than dishonorable. Reserve training is not "veterans" preference.

**Welfare Assistance:** Welfare or other payments to families or individuals, based on need, that are made under programs funded by Federal, State or local governments (24 CFR 5.603(d)).

**Welfare Rent:** In "as-paid" welfare programs, the amount of the welfare benefit designated for shelter and utilities.

## ACRONYMS

ACC            Annual Contributions Contract

CFR	Code of Federal Regulations
FSS	Family Self Sufficiency (program)
HCDA	Housing and Community Development Act
HQS	Housing Quality Standards
HUD	Department of Housing and Urban Development
INS	(U.S.) Immigration and Naturalization Service
NAHA	(Cranston-Gonzalez) National Affordable Housing Act
NOFA	Notice of Funding Availability
OMB	(U.S.) Office of Management and Budget
PHA	Public Housing Agency
QHWR	Quality Housing and Work Responsibility Act of 1998
SSA	Social Security Administration
TTP	Total Tenant Payment

# PHA Plan Table Library

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

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

Capital Fund Grant Number 501-03 FFY of Grant Approval: 12/31/03

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	
4	1410 Administration	1,000
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	18,000
8	1440 Site Acquisition	
9	1450 Site Improvement	3,000
10	1460 Dwelling Structures	185,000
11	1465.1 Dwelling Equipment-Nonexpendable	10,000
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	3,000
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	<b>220,000</b>
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	185,000

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

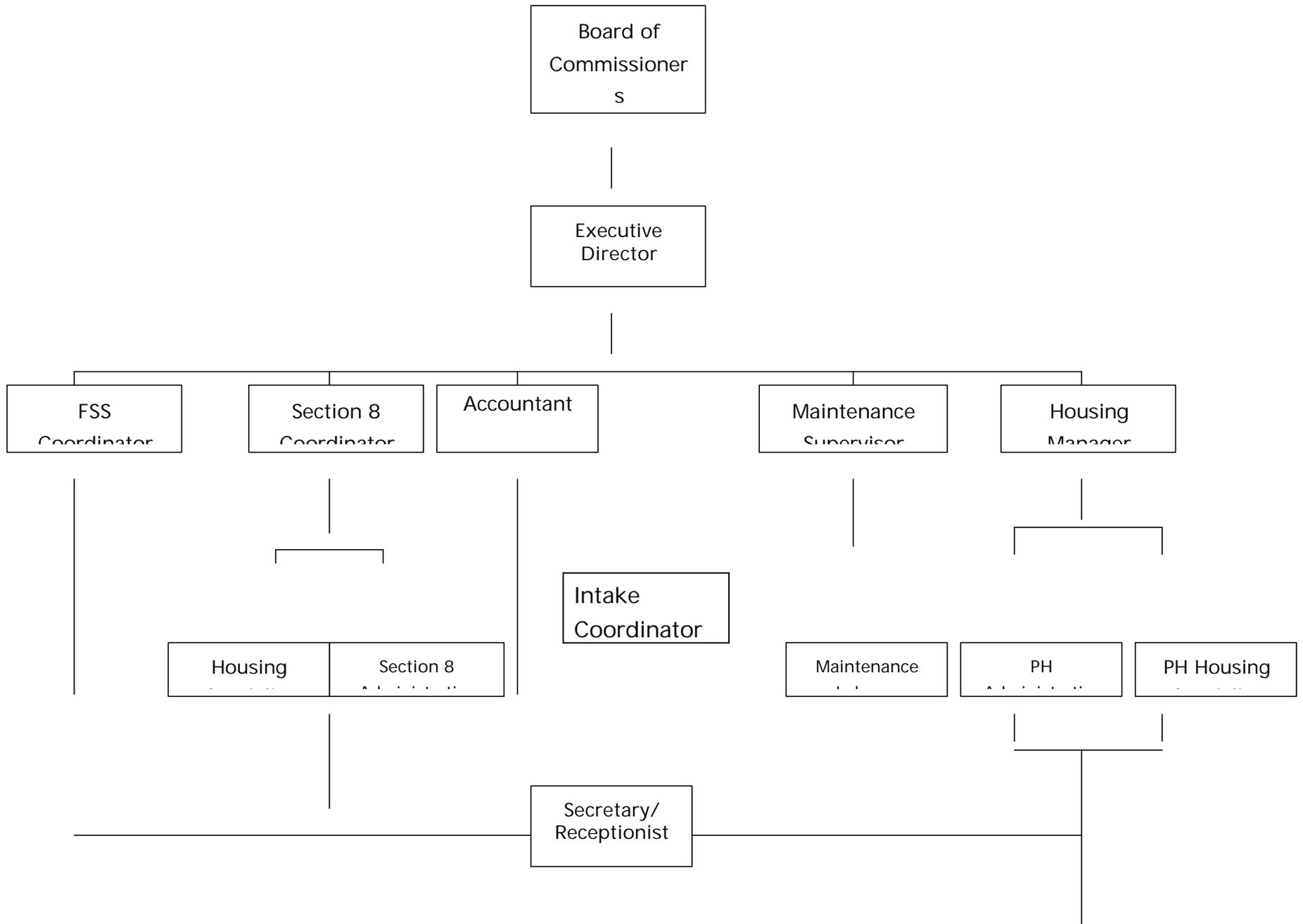
Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
PHA-wide	Community Space Equipment	1475	3,000
059-001	Window Replacement	1460	60,000
059-001	Replace Siding (10 Units)	1460	55,000
059-001	Flooring/Elderly Common Area	1460	10,000
059-002	Replace Roofing	1460	60,000
PHA Wide	Architect/ Consultant	1430	18,000
PHA Wide	Administration	1410	1,000
059-001	Parking Lot Resurface	1450	3,000
059-003	Appliance Replacement	1465	10,000
			<b>220,000</b>

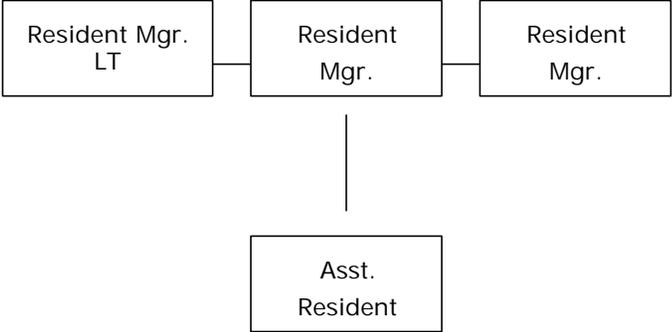
**Annual Statement**  
**Capital Fund Program (CFP) Part III: Implementation Schedule**

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
059-001,002,003	12/31/05	12/31/07
PHA-wide	12/31/05	12/31/07



PICKAWAY METROPOLITAN HOUSING AUTHORITY  
ORGANIZATIONAL CHART





**Five-Year Action Plan**  
 Part I: Summary  
 Capital Fund Program (CFP)

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

PHA/IHA Name <b>Pickaway Metropolitan Housing Authority</b>		Locality (City/County & State) <b>Cicleville, Pickaway, Ohio</b>				[x] Original [ ] Revision No. _____
A. Development Number/Name	Work Statement For Year 1 FFY:2003	Work Statement for Year 2 FFY: _2004_	Work Statement for Year 3 FFY: _2005_	Work Statement For Year 4 FFY: _2006_	Work Statement for Year 5 FFY: _2007_	
<b>059-001, Rustic Ridge</b>	<b>See Annual Statement</b>	\$24,000.00	\$0.00	\$51,500.00	\$0.00	
<b>059-002, Scattered Sites</b>		\$135,000.00	\$120,000.00	\$1,920.00	\$0.00	
<b>059-003, Scattered Sites</b>		\$12,000.00	\$100,000.00	\$223,520.00	\$385,000.00	
<b>B. Physical Improvements Subtotal</b>		\$171,000.00	\$220,000.00	\$276,940.00	\$385,000.00	
<b>C. Management Improvements</b>						
<b>D. HA-Wide Nondwelling Structures and Equipment</b>		\$34,000.00	\$40,000.00	\$10,000.00	\$25,500.00	
<b>E. Administration</b>			\$1,000.00	\$1,000.00	\$1,000.00	
<b>F. Other</b>		\$18,000.00	\$25,000.00	\$25,000.00	\$25,000.00	
<b>G. Operations</b>		\$10,013.00	\$20,000.00	\$20,000.00	\$20,000.00	
<b>H. Demolition</b>						
<b>I. Replacement Reserve</b>						
<b>J. Mod Used for Development</b>						
<b>K. Total CFP Funds</b>	\$233,013.00	\$306,000.00	\$332,940.00	\$456,500.00		
<b>L. Total non-CFP Funds</b>	\$0.00	\$0.00	\$0.00	\$0.00		
<b>M. Grand Total</b>	\$233,013.00	\$306,000.00	\$332,940.00	\$456,500.00		
Signature of Executive Director <b>X</b>	Date	Signature of Public Housing Director/Office of Natl <b>X</b>	Date			

## Comments of Resident Advisory Board

The Pickaway MHA Tenant Advisory Board met on October 2, 2002 at 5:00 p.m. in the conference room of the Pickaway MHA.

Present: Frank Mitchell  
Linda Nicklas  
Greg Bigam, Executive Director

Absent: Patty Lane  
Dorothy Wamsley  
Kristina Perea

1. Minutes of October 16, 2001:

Director Bigam reviewed the minutes of the October 16, 2001 Advisory Board Meeting.

2. Review of 2003 Annual Plan:

Director Bigam reviewed the 2003 Annual Plan, highlighting the changes in law and the required additions. He also reviewed preference options, capital fund schedules for 2002, 2003, and the five year capital plan. Director Bigam discussed the pending administrative office addition.

3. Comments:

The Advisory Board offered the following comments:

?? The Advisory Board again noted support for a computer / study room for residents to access. New office addition should free up the existing Director's Office for such a resident study area.

?? Both Ms. Nicklas and Mr. Mitchell prioritized the 001 Window Replacement and the 001, 002, 003 floor replacement as much needed improvements for public housing.

?? There is still support for offering homeownership opportunities.

4. Adjournment:

The Advisory Board meeting was adjourned.

Recorded and Submitted,

Gregory D. Bigam, Executive Director



### Summary of PHA Pet Policy

The Pet Policy of the Pickaway Metropolitan Housing Authority begins with a statement that declares that the policy does not apply to pets that are assistive animals to persons with disabilities.

The Policy also includes definitions of domesticated animals which are allowed under the policy, and intimidating breeds of animals which are not allowed. Height and weight restrictions are included.

A complete list of requirements for approval of the pet is included, as well as requirements for the care and management of the pet while it lives in the housing unit.

The policy requires a \$200 security deposit, and a \$50 non-refundable fee.

### Resident Membership on the PHA Board

As of submission of the 2003 Annual Plan, there **is** a resident or tenant serving on the Pickaway MHA Board of Commissioners.

.  
In Ohio, Housing Authority Board Members are appointed by local elected officials. Common Pleas Judge Randy Knece did appoint Dorothy K. Wamsley, a participant of the Section 8 Program, as a voting member of the Pickaway Metropolitan Housing Authority Board of Commissioners, effective January 1, 2001. Ms. Wamsley is still an active voting member of the Pickaway MHA Board of Commissioners.

Pickaway MHA Resident Advisory Board

<u>Name</u>	<u>Representing</u>
Frank Mitchell	Public Housing
Linda Nicklas	Public Housing
Dorothy Wamsley	Section 8
Patty Lane	Section 8
Kristina Perea	Public Housing

Section 8 Homeownership Capacity Statement **OCTOBER 02**

The Pickaway Metropolitan Housing Authority does have the capacity to administer a Section 8 Homeownership Program. Pickaway MHA has an approved Section 5(h) Homeownership Plan, and has successfully sold seven (7) (out of eight proposed for sale) single-family homes to eligible public housing families over the past four years.

Pickaway MHA has developed a homeownership program, established a relationship with the local down payment grant program, and cooperatively set up a "homebuyer" education program with the local community action agency. Our existing Section 5(h) program in public housing is evidence of our capacity to administer a successful homeownership program.

It is the goal of Pickaway MHA to adopt a final Section 8 Homeownership Plan and implement homeownership vouchers in FY 2003. Pickaway MHA has developed a "Draft Homeownership Plan" and has requested a lending institution to review the draft.

In 2002, Pickaway MHA staff and Executive Director have attended training sessions involving the Section 8 Homeownership Program. PMHA has met with other housing authorities, reviewed other PHA Homeownership Plans, and is planning to host a training session on Voucher Homeownership for staff and community partners, prior to final adoption of a Homeownership Plan.

Pickaway MHA applied for a full time FSS Coordinator (current FSS Coordinator is shared with Fairfield MHA), in anticipation of the FSS Coordinator being the primary person to implement the Voucher Homeownership Program. An independent FSS Coordinator for Pickaway MHA was NOT funded at this time.

### Statement of Progress in Meeting Five-Year Goals

Pickaway MHA established ten (10) goals in its initial Five-Year Plan (FY 2000-2004). A review of these goals and objectives shows positive activity by Pickaway MHA in meeting all ten areas.

Pickaway MHA improved its client-centered approach and was recognized as a high performer in 2001 both in Public Housing (**92 of 100**) and in Section 8 (**100 of 100**). PMHA has continued Section 8 education and landlord outreach, continues to collaborate with all local agencies, and has renewed all management contracts for management of outside projects.

Pickaway MHA needs to continue action toward more efficient and higher quality maintenance, and continue efforts toward more homeownership opportunities.

Pickaway MHA does continue to improve our image in the community, and the financial stability of the Authority continues to be excellent. In summary, Pickaway MHA is making positive progress in meeting all goals and objectives.

## **2001 RESIDENT SATISFACTION SURVEY**

### **FOLOW UP PLAN**

#### **SAFETY:**

The Resident Survey Results produced a satisfaction score of 67.5% for safety, thus requiring a follow up plan to address safety for Pickaway MHA residents. Results showed a slightly higher concern at Project 001 which includes the elderly units, and at 003 which includes two units where evictions recently took place for drug involvement.

Firstly, recent eviction action at the Walnut/ Washington Street site should alleviate safety concerns in that area of 003. Frequent police calls were centered around these two units and PMHA action has resulted in evictions from both units. In review of other noted safety areas, Pickaway MHA will address concerns as follows:

#### A) Lighting

New outside lighting has been installed at the Rustic Ridge Senior Housing site. Security lighting has also been added at the Kingston Court site, and more is proposed. Pickaway MHA will continue to request the City of Circleville and Villages of Ashville and Williamsport for additional street lighting where necessary.

#### B) Expanded Screening Service

Pickaway MHA expanded its tenant screening capabilities with criminal background data base services through First Registry. Also, PMHA has requested the other PHA's in Ohio for information and data bases that they use for background checks.

#### C) Entry Doors

Pickaway MHA has installed new front entry doors on all 001 units with new key entry locks. PMHA units in 002 and 003 are scheduled for door replacements in the PMHA Capital Fund Five Year Plan.

#### D) Investigative Services

Pickaway MHA has a current contract with a retired Sheriff's Department Detective to perform investigative and surveillance duties for public housing.

This will assist our staff in identifying problems and gathering evidence. Also, Pickaway MHA recently met with Pickaway County Job and Family Services Investigative Unit to facilitate information sharing and collaborative investigations of clients.

E) Local Law Enforcement

Pickaway MHA Staff will continue to meet and communicate with the Circleville Police Department, the Ashville Police Department, and the Pickaway County Sheriffs Department.

F) Community Patrol

Pickaway MHA Staff will encourage and assist with Tenant Patrol or Assistance if it is desired, but Pickaway MHA Resident neighborhoods are very small and scattered and thus far not conducive to tenant type patrols. The best source is still direct tenant reports to the Pickaway MHA staff.

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program (CFP) Part I: Summary

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

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

Revision 5

PHA/IHA Name		Capital Fund Program Number	FFY of Grant Approval		
Pickaway Metropolitan Housing Authority		OH16-P059-501-00	2000		
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input checked="" type="checkbox"/> Revised Annual Statement/Revision Number _#5_ <input type="checkbox"/> Performance and Evaluation Report for Program Year Ending _6/30/02_ <input type="checkbox"/> Final Performance and Evaluation Report					
Line No	Summary by Development Account	Total Estimated Cost		Total Actual Cost (2)	
		Original	Revised (1)	Obligated	Expended
1	Total Non-CGP Funds				
2	1406 Operations (may not exceed 10% of line 19)	\$0.00	\$266.38	\$266.38	\$0.00
3	1408 Management Improvements				
4	1410 Administration	\$526.50	\$526.50	\$526.50	\$526.50
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$25,330.00	\$25,220.88	\$25,220.88	\$25,220.88
8	1440 Site Acquisition				
9	1450 Site Improvement	\$11,081.50	\$5,207.91	\$5,207.91	\$5,207.91
10	1460 Dwelling Structures	\$155,035.00	\$160,757.60	\$160,757.60	\$160,757.60
11	1465.1 Dwelling Equipment-Non Expendable	\$12,810.00	\$12,805.10	\$12,805.10	\$12,805.10
12	1470 Nondwelling Structures	\$24,209.00	\$24,208.68	\$24,208.68	\$24,208.68
13	1475 Nondwelling Equipment	\$290.00	\$288.95	\$288.95	\$288.95
14	1485 Demolition				
15	1490 Replacement Reserve Non-Dwelling Equipment				
16	1495.1 Relocation Costs				
17	1498 MOD Used for Development				
18	1502 Contingency (may not exceed 8% of line 19)				
19	<b>Amount of Annual Grant (Sum of lines 2-15)</b>	<b>\$229,282.00</b>	<b>\$229,282.00</b>	<b>\$229,282.00</b>	<b>\$229,015.62</b>
20	Amount of line 16 Related to LBP Activities	n/a			
21	Amount of line 16 Related to Section 504 Compliance	n/a			
22	Amount of Line 16 Related to Security	\$8,795.00	\$8,782.37	\$8,782.37	\$8,782.37
23	Amount of Line 16 Related to Energy Conservation Measures	\$128,265.00	\$128,265.00	\$128,265.00	\$128,265.00
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			

PHA/IHA Name <b>Pickaway Metropolitan Housing Authority</b>		Capital Fund Program Number <b>OH16-P059-501-01</b>		FFY of Grant Approval <b>2001</b>	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement/Revision Number _#2_ <input checked="" type="checkbox"/> Performance and Evaluation Report for Program Year Ending 6/30/02 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No	Summary by Development Account	Total Estimated Cost		Total Actual Cost (2)	
		Original	Revised (1)	Obligated	Expended
1	Total Non-CFP Funds				
2	1406 Operations (may not exceed 10% of line 21)				
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$19,600.00	\$19,600.00	\$19,468.00	\$8,268.00
8	1440 Site Acquisition				
9	1450 Site Improvement	\$0.00	\$5,300.00	\$5,300.00	\$5,300.00
10	1460 Dwelling Structures	\$62,893.51	\$62,893.51	\$64,187.76	\$64,187.76
11	1465.1 Dwelling Equipment-Non Expendable	\$6,454.49	\$6,454.49	\$0.00	\$0.00
12	1470 Nondwelling Structures	\$100,000.00	\$100,000.00	\$0.00	\$0.00
13	1475 Nondwelling Equipment	\$44,065.00	\$38,765.00	\$31,250.05	\$26,263.05
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 21)				
21	<b>Amount of Annual Grant (Sum of lines 2-15)</b>	<b>\$233,013.00</b>	<b>\$233,013.00</b>	<b>\$120,205.81</b>	<b>\$104,018.81</b>
22	Amount of line 16 Related to LBP Activities	n/a			
23	Amount of line 16 Related to Section 504 Compliance	n/a			
24	Amount of Line 16 Related to Security - Soft Costs	n/a			
25	Amount of Line 16 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			

PHA/IHA Name <b>Pickaway Metropolitan Housing Authority</b>		Capital Fund Program Number <b>OH16-P059-501-02</b>		FFY of Grant Approval <b>2002</b>	
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement/Revision Number ____ <input type="checkbox"/> Performance and Evaluation Report for Program Year Ending _6/30/02_ <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost (2)	
		Original	Revised (1)	Obligated	Expended
1	Total Non-CGP Funds				
2	1406 Operations (may not exceed 10% of line 19)				
3	1408 Management Improvements	\$3,974.00			
4	1410 Administration	\$1,000.00			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$18,000.00			
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	\$186,000.00			
11	1465.1 Dwelling Equipment-Non Expendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	\$8,013.00			
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>\$216,987.00</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			

PHA/IHA Name		Capital Fund Program Number		FFY of Grant Approval	
<b>Pickaway Metropolitan Housing Authority</b>		<b>OH16-P059-501-03</b>		<b>2003</b>	
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement/Revision Number ____ <input type="checkbox"/> Performance and Evaluation Report for Program Year Ending ____ <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost (2)	
		Original	Revised (1)	Obligated	Expended
1	Total Non-CGP Funds				
2	1406 Operations (may not exceed 10% of line 21)				
3	1408 Management Improvements				
4	1410 Administration	\$1,000.00			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$18,000.00			
8	1440 Site Acquisition				
9	1450 Site Improvement	\$3,000.00			
10	1460 Dwelling Structures	\$185,000.00			
11	1465.1 Dwelling Equipment-Non Expendable	\$10,000.00			
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	\$3,000.00			
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 21)				
21	<b>Amount of Annual Grant (Sum of lines 2-20)</b>	<b>\$220,000.00</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	\$115,000.00			
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			