

PHA Plans

Streamlined 5-Year/Annual Version

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

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This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937 that introduced 5-year and annual PHA Plans. The full PHA plan provides a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form allows eligible PHAs to make a streamlined annual Plan submission to HUD consistent with HUD's efforts to provide regulatory relief to certain PHAs. Public reporting burden for this information collection is estimated to average 11.7 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development, Federal Housing Administration, is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Information in PHA plans is publicly available.

Vinton Metropolitan Housing Authority OH078

Streamlined 5-Year Plan for Fiscal Years 2005 - 2009

Streamlined Annual Plan for Fiscal Year 2007

NOTE: This PHA Plan template (HUD-50075-SA) is to be completed in accordance with instructions contained in previous Notices PIH 99-33 (HA), 99-51 (HA), 2000-22 (HA), 2000-36 (HA), 2000-43 (HA), 2001-4 (HA), 2001-26 (HA), 2003-7 (HA), and any related notices HUD may subsequently issue. Full reporting for each component listed in the streamlined Annual Plan submitted with the 5-year plan is required.

Streamlined Five-Year PHA Plan Agency Identification

PHA Name: Vinton Metropolitan Housing Authority

PHA Number: OH078

PHA Fiscal Year Beginning: 10/01/2006

PHA Programs Administered:

- Public Housing and Section 8** **Section 8 Only** **Public Housing Only**
Number of public housing units: Number of S8 units: Number of public housing units:
Number of S8 units:

PHA Consortia: (check box if submitting a joint PHA Plan and complete table)

Participating PHAs	PHA Code	Program(s) Included in the Consortium	Programs Not in the Consortium	# of Units Each Program
Participating PHA 1:				
Participating PHA 2:				
Participating PHA 3:				

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 and attachments (if any) 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)

Streamlined Five-Year PHA Plan

PHA FISCAL YEARS 2005- 2009

[24 CFR Part 903.12]

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 PHA's mission is:

The mission of the Vinton Metropolitan Housing Authority is to assist the very low income, extremely low income, and low income families of Vinton County with decent, safe, and affordable housing opportunities.

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:
-Apply for number of new vouchers if and when made available by HUD, that the Housing Authority feels is within it's capacity to administrate.
 - 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)
-Improve score to 90 or above
 - Increase customer satisfaction:
-Maintain standard performance level
 - Concentrate on efforts to improve specific management functions:
-Strive to address all SEMAP deficient indicators within 1 year or in accordance to a timeline specified in a Corrective Action Plan
 - 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
-Conduct marketing efforts to attract new voucher landlords
-Continue to maintain potential landlord list
 - Increase voucher payment standards
 - Implement voucher homeownership program:
-Continue Voucher Homeownership Program
-Strive to add 5 new participants per year
 - 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:
-Add working family preference to current waiting list preferences during 2005-2009
 - 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:
-Maintain existing relationships and encourage coordination between Fair Housing and Equal Opportunity Agencies
 - 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)

Streamlined Annual PHA Plan

PHA Fiscal Year 2006

[24 CFR Part 903.12(b)]

Table of Contents

Provide the following table of contents for the streamlined Annual Plan submitted with the Five-Year Plan, including all streamlined plan components, and additional requirements, together with the list of supporting documents available for public inspection.

A. ANNUAL STREAMLINED PHA PLAN COMPONENTS

<input checked="" type="checkbox"/>	1. Housing Needs	7
<input checked="" type="checkbox"/>	2. Financial Resources	11
<input checked="" type="checkbox"/>	3. Policies on Eligibility, Selection and Admissions	16
<input checked="" type="checkbox"/>	4. Rent determination and policies	20
<input checked="" type="checkbox"/>	5. Homeownership	26
<input checked="" type="checkbox"/>	6. Civil Rights Certifications (included with PHA Certifications of Compliance)	27
<input checked="" type="checkbox"/>	7. Additional Information	28
	a. PHA Progress on Meeting 5-Year Mission and Goals	
	b. Criteria for Substantial Deviations and Significant Amendments	
	c. Other Information Requested by HUD	
	i. Resident Advisory Board Membership and Consultation Process	
	ii. Resident Membership on the PHA Governing Board	
	iii. PHA Statement of Consistency with Consolidated Plan	
	iv. (Reserved)	
<input checked="" type="checkbox"/>	8. Supporting Documents Available for Review	31
<input checked="" type="checkbox"/>	9. Other (Certifications)	93

B. SEPARATE HARD COPY SUBMISSIONS TO LOCAL HUD FIELD OFFICE

Form HUD-50077, PHA Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans;

Certification by State or Local Official of PHA Plan Consistency with Consolidated Plan.

For PHAs APPLYING FOR CAPITAL FUND PROGRAM (CFP) GRANTS:

Form HUD-50070, Certification for a Drug-Free Workplace;

Form HUD-50071, Certification of Payments to Influence Federal Transactions;

Form SF-LLL & SF-LLLa, Disclosure of Lobbying Activities.

Executive Summary (optional)

This executive summary contains a brief overview of the PHA Plan being submitted by the Vinton Metropolitan Housing Authority. The VMHA is a small Section 8 only Housing Authority that administers 196 Housing Choice Vouchers. The VMHA also administrates a Family Self Sufficiency Program, and a Homeownership Program.

This plan will layout the needs of the VMHA, the goals of the VMHA, and the strategies that the VMHA will implement in order meet those goals.

1. Statement of Housing Needs [24 CFR Part 903.12 (b), 903.7(a)]

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

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

Housing Needs of Families on the PHA's Waiting Lists			
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	130		
Extremely low income <=30% AMI	69		
Very low income (>30% but <=50% AMI)	47		
Low income (>50% but <80% AMI)	14		
Families with children	88		
Elderly families	29		
Families with Disabilities	30		
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	31		
2 BR	42		
3 BR	31		
4 BR	16		
5 BR	6		
5+ BR	4		
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 checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

B. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families on the PHA's public housing and Section 8 waiting lists **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 903.12 (b), 903.7 (c)]

List on the following table 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.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 20__ grants)		
a) Public Housing Operating Fund		
b) Public Housing Capital Fund		
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	675,334	
f) Resident Opportunity and Self-Sufficiency Grants		
g) Community Development Block Grant		
h) HOME		
Other Federal Grants (list below)	112,524	
Homeownership/FSS Coordinators		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
3. Public Housing Dwelling Rental Income		
4. Other income (list below)		
4. Non-federal sources (list below)		
Total resources	787,858	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.12 (b), 903.7 (b)]

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)

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

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

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

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

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

(2) Waiting List Organization

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

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

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

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

c. Site-Based Waiting Lists-Previous Year

1. Has the PHA operated one or more site-based waiting lists in the previous year? If yes, complete the following table; if not skip to d.

Site-Based Waiting Lists				
Development Information: (Name, number, location)	Date Initiated	Initial mix of Racial, Ethnic or Disability Demographics	Current mix of Racial, Ethnic or Disability Demographics since Initiation of SBWL	Percent change between initial and current mix of Racial, Ethnic, or Disability demographics

2. What is the number of site based waiting list developments to which families may apply at one time? ___

3. How many unit offers may an applicant turn down before being removed from the site-based waiting list? ___

4. Yes No: Is the PHA the subject of any pending fair housing complaint by HUD or any court order or settlement agreement? If yes, describe the order, agreement or complaint and describe how use of a site-based waiting list will not violate or be inconsistent with the order, agreement or complaint below:

d. Site-Based Waiting Lists – Coming Year

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

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

- Date and Time

Former Federal preferences:

- 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)

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)

(6) Deconcentration and Income Mixing

a. Yes No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question.

b. Yes No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete. If yes, list these developments on the following table:

Deconcentration Policy for Covered Developments			
Development Name	Number of Units	Explanation (if any) [see step 4 at §903.2(c)(1)(iv)]	Deconcentration policy (if no explanation) [see step 5 at §903.2(c)(1)(v)]

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):
- 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)

The Vinton Metropolitan Housing Authority does access information via the internet regarding criminal history for screening purposes.

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

- Criminal or drug-related activity
- Other (describe below)

Past rental history

(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:

Yes, if the family has demonstrated a good effort toward the location of a unit, the HA may grant up to two 30-day extensions, for a maximum possible total of 120 days.

(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)

1. Households that are clients of the local Mental Retardation Board.

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.

3 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

- 2 Working families and those unable to work because of age or disability
- 1 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
- 1 Victims of reprisals or hate crimes
- Other preference(s) (list below)

1 Households that are clients of the local Mental Retardation Board.

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)

4. PHA Rent Determination Policies

[24 CFR Part 903.12(b), 903.7(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 of the following two)

- 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))
- 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% of 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)
- 95th 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)

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

a. 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)

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)

In order to try to be under budget for HAP spending the VMHA reduced it's payment standards to 90% of the FMR.

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

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

Whether or not there are budget constraints in place.

(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)

If the household is scheduled for eviction, because of their inability to pay the minimum rent.

If the household's income is below the current public assistance rate for the family size.

5. Capital Improvement Needs

[24 CFR Part 903.12(b), 903.7 (g)]

Exemptions from Component 5: Section 8 only PHAs are not required to complete this component and may skip to Component 6.

A. Capital Fund Activities

Exemptions from sub-component 5A: PHAs that will not participate in the Capital Fund Program may skip to component 5B. All other PHAs must complete 5A as instructed.

(1) Capital Fund Program

- a. Yes No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete items 12 and 13 of this template (Capital Fund Program tables). If no, skip to B.
- b. Yes No: Does the PHA propose to use any portion of its CFP funds to repay debt incurred to finance capital improvements? If so, the PHA must identify in its annual and 5-year capital plans the development(s) where such improvements will be made and show both how the proceeds of the financing will be used and the amount of the annual payments required to service the debt. (Note that separate HUD approval is required for such financing activities.).

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

Applicability of sub-component 5B: 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.

(1) Hope VI Revitalization

- a. Yes No: Has the PHA received a HOPE VI revitalization grant? (if no, skip to next component; if yes, provide responses to questions on chart below 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)
Development name:
Development (project) number:
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
- c. Yes No: Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year? If yes, list development name/s below:
- d. Yes No: 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:
- e. Yes No: 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:

6. Demolition and Disposition

[24 CFR Part 903.12(b), 903.7 (h)]

Applicability of component 6: Section 8 only PHAs are not required to complete this section.

- a. Yes No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 or 24 (Hope VI) of the U.S. Housing Act of 1937 (42 U.S.C. 1437p) or Section 202/Section 33 (Mandatory Conversion) in the plan Fiscal Year? (If "No", skip to component 7; if "yes", complete one activity description for each development on the following chart.)

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

7. Section 8 Tenant Based Assistance--Section 8(y) Homeownership Program

[24 CFR Part 903.12(b), 903.7(k)(1)(i)]

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

(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, what is the maximum number of participants this fiscal year? **25**

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:

b. What actions will the PHA undertake to implement the program this year (list)?

In the past the VMHA didn't have the proper staffing to administrate the HO Program effectively., the VMHA has now begun receiving funding for homeownership coordinators that will give the VMHA the proper staff in order to be more effective. Connections have been made within the community as well as with lending institutions. Effective marketing strategies will be put into place to ensure participation. The ability to now obtain credit checks and help families begin to deal with any credit problems has been a big help. The VMHA has had 1 closing in the past year and there are several clients in the process of becoming homeowners.

(3) Capacity of the PHA to Administer a Section 8 Homeownership Program

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

- a. Establishing a minimum homeowner downpayment requirement of at least 3 percent of purchase price and requiring that at least 1 percent of the purchase price comes from the family's resources.
- b. Requiring that financing for purchase of a home under its Section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards.
- c. Partnering with a qualified agency or agencies to administer the program (list name(s) and years of experience below).

Hocking Housing Management, Inc.

- d. Demonstrating that it has other relevant experience (list experience below).
Working closely with the Jackson Vinton Community Action Program for down payment assistance and other resources they provide as well as a close working relationship with the local Community Development Program.

8. Civil Rights Certifications

[24 CFR Part 903.12 (b), 903.7 (o)]

Civil rights certifications are included in the *PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans*, which is submitted to the Field Office in hard copy—see Table of Contents.

9. Additional Information

[24 CFR Part 903.12 (b), 903.7 (r)]

A. PHA Progress in Meeting the Mission and Goals Described in the 5-Year Plan

The VMHA increased it's SEMAP score to 93 which is in the high performer

category. The VMHA is operating a Homeownership Program ,and was successful in re-applying for funding of a Homeownership Coordinator. The VMHA has been able to have several families complete homeownership training classes, several of which have been approved for financing. There has been good growth in the Homeownership program. There was one closing in the past year and several clients that getting close. The number of FSS families with an active escrow account have remained consistent. The VMHA was able to increase the number of landlords through different marketing efforts to attract new landlords. The VMHA has seen an increase in the percentage of employed persons in assisted families. The VMHA has ensured access to assisted housing to families regardless of race, color, religion, national origin, sex, familial status, or disability. The VMHA has improved it's screening of potential applicants. The VMHA has been able to exceed the HUD Federal targeting requirements for families at or below 30% of AMI. The one area that the VMHA had to adjust it's five year plan and annual plan was in the category of it's payment standards and lease up rates. The VMHA in order to get below budget constraints lowered it's payment standards to 90% of the FMR. Lease up rates also went down in order to get below budget.

B. Criteria for Substantial Deviations and Significant Amendments

(1) Amendment and Deviation Definitions

24 CFR Part 903.7(r)

PHAs are required to define and adopt their own standards of substantial deviation from the 5-year Plan and Significant Amendment to the Annual Plan. The definition of significant amendment is important because it defines when the PHA will subject a change to the policies or activities described in the Annual Plan to full public hearing and HUD review before implementation.

a. Substantial Deviation from the 5-Year Plan

The VMHA will not have a substantial deviation of the 5 year Plan without a public hearing and HUD review before implementation

b. Significant Amendment or Modification to the Annual Plan

The VMHA will not have a significant amendment or modification to the annual plan without a public hearing and HUD review before implementation. The VMHA may make non-significant modifications or amendments but only with a Board Resolution, and only as an ongoing effort to provide rental assistance to low income families. For example the VMHA may implement an amendment to it's admission process such as a change in the application point structure, this would only be done with a Board Resolution and this would not be a significant change or modification to the plan.

C. Other Information

[24 CFR Part 903.13, 903.15]

(1) Resident Advisory Board Recommendations

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

If yes, provide the comments below:

The resident Advisory Board would like to see the VMHA return it's payment standards to 100% of the FMR in order to provide as much assistance as possible to each individual client.

- b. 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)

The VMHA is in agreement to the suggestions of the Residents Advisory Board and hopes that there will not be financial restraints in place. The VMHA hopes that if increased funding is available in the future it will be able to return to having it's payment standards be 100% of the FMR which was always the policy of the VMHA in the past.

(2) Resident Membership on PHA Governing Board

The governing board of each PHA is required to have at least one member who is directly assisted by the PHA, unless the PHA meets certain exemption criteria. Regulations governing the resident board member are found at 24 CFR Part 964, Subpart E.

- a. Does the PHA governing board include at least one member who is directly assisted by the PHA this year?

Yes No:

If yes, complete the following:

Name of Resident Member of the PHA Governing Board:

Method of Selection:

Appointment

The term of appointment is (include the date term expires):

Election by Residents (if checked, complete next section--Description of Resident Election Process)

Description of Resident Election Process

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)

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)

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)

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

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

Date of next term expiration of a governing board member: 12/31/2008

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

Mayor of largest incorporated community.

(3) PHA Statement of Consistency with the Consolidated Plan

[24 CFR Part 903.15]

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

Consolidated Plan jurisdiction: (provide name here)

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

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

(4) (Reserved)

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

10. Project-Based Voucher Program

- a. Yes No: Does the PHA plan to “project-base” any tenant-based Section 8 vouchers in the coming year? If yes, answer the following questions.
- b. Yes No: Are there circumstances indicating that the project basing of the units, rather than tenant-basing of the same amount of assistance is an appropriate option?

If yes, check which circumstances apply:

- Low utilization rate for vouchers due to lack of suitable rental units
- Access to neighborhoods outside of high poverty areas
- Other (describe below:)

- c. Indicate the number of units and general location of units (e.g. eligible census tracts or smaller areas within eligible census tracts):

VINTON METROPOLITAN HOUSING AUTHORITY

ADMINISTRATIVE PLAN FOR VINTON METROPOLITAN HOUSING AUTHORITY HOUSING CHOICE VOUCHER PROGRAM

Program Approach and General Strategy

The purpose of this plan will be to outline procedures to introduce, inform, and implement the Voucher Program for the Vinton Metropolitan Housing Authority.

Introduction: Information Landlord

Upon receipt of final approval of the Voucher Program, a general press release will be made to all media, requesting interested landlords to contact the Vinton Metropolitan Housing Authority. A meeting will be scheduled for those responding and for all other potential landlords or renters to inform them of the mechanics of the program and the benefits to be derived. A list of those willing to participate will be prepared for contact later.

Introduction: Information Potential Residents

A press release will be made to the local radio station (WKOV AM-FM) and the Vinton County Courier explaining the program benefits. A flyer with EEO logo will be prepared to inform potential applicants of the benefits of this program. These will be made available to all interested parties inquiring and distributed to various public gathering areas and posting boards, where potential applicants would be found employment offices, vocational; rehabilitation; CAP agencies; health departments; and welfare departments; also the personnel heads of various businesses organizations. Community contracts would be made with local service, fraternal, ministerial and veteran's organizations willing to cooperate.

I. Selection and Assignment Plan:

A simple pre-application will be taken by mail, or in person (date and time stamped and filed

sequentially) to make a preliminary determination of eligibility. If the preliminary determination indicated the applicant to be eligible, the will be so advised by phone or mail to make an appointment to execute a complete application and supply any supporting documentation if needed. If it is found the person is unable to make an appearance, transportation for the applicant will be solicited, if none is available we will try to contact the applicant. If an applicant applies in person and the pre-application indicates eligibility, a complete application will then be executed. If the complete application indicates eligibility and no further supporting documentation is needed, the application will be filed accordingly to date and time and the particular bedroom size needed and the applicant informed of his/her eligibility.

II. Eligibility for Admission

The applicant for a Voucher must qualify as a family. A family is either a single person or group of persons and includes:

A household with or without children. A child who is temporarily away due to placement in foster care should be considered a member of the family.

A single person who is:

- At least 62 years of age or
- Displaced by urban renewal or other governmental action; or
- Handicapped within the meaning of Section 202 of the Housing Act of 1959 or
- Disabled within the meaning of Section 223 of the Social Security Act or
- Under a disability as defined in Section 102 (5) of the Development Disabilities Services and Families Construction Amendments of 1970 or
- Remaining member of tenant family or
- A single person who is not elderly or a displaced person, or a person with disabilities, or the remaining member of a tenant family.

An elderly family which is defined as a family whose head, co-head, spouse, or sole member is at least 62 years of age, or two or more persons with disabilities, or one or more such individuals living together with another person who is determined to be essential to their care or well being.

The combined gross family income shall not exceed the following amounts:

<u>NUMBER OF PERSONS</u>	<u>VERY-LOW INCOME</u> <u>(50 % OF MEDIAN)</u>
1	\$18,150
2	\$20,700
3	\$23,300
4	\$25,900

5	\$27,950
6	\$30,050
7	\$32,100
8	\$34,200

Assets are defined as the value in equity in real property, saving, stocks, Bonds, and other forms of capital investments. The value of necessary items of personal property such as furniture and automobiles shall be excluded.

Ineligible Applicants: The **VMHA** shall determine if the applicant is eligible or ineligible, in accordance with HUD regulations. Individuals that **VMHA** shall automatically determine to be ineligible are:

Individuals convicted of a felony within 3 years of the date of the application and/or individuals having been released from prison in the last 3 years previous of the date of application.

Individuals convicted of certain drug related felonies regardless of the date of conviction.

Individuals convicted of sex related felonies regardless of the date of conviction. Any individual that has been categorized as a sexual predator. Regardless of the date of conviction.

Any individual male or female that has been convicted of domestic violence regardless of the date of conviction.

Any individual convicted of a serious violent felony crime, such as murder, regardless of the date of conviction.

Any individual that has previously committed fraud, bribery, or any other corrupt or criminal act in connection with the program.

VMHA reserves the right to review each applicant on an individual basis to determine if there are circumstances that may warrant acceptance of the application, **VMHA** also reserves the right to deny assistance to any convicted felon regardless of the time frame or crime. **VMHA** may also deny assistance based upon an individuals/families past rental history. The **VMHA** shall also reserve the right to deny assistance to any individuals/families that the **VMHA** is aware of having been terminated previously from any other Section 8/ Public Housing Program throughout the United States.

If an applicant is determined ineligible by the **VMHA** on the basis of income, family composition, fraud, breach of a previous Section 8 contract, or for any reason:

1. **VMHA** shall promptly notify the applicant by letter of the determination and the reasons therefore.
2. The letter shall state that the applicant has the right within reasonable time (specified in the letter) to request an informal hearing, and how to obtain such a hearing.

3. If after conducting such an informal hearing, **VMHA** determines that the applicant is ineligible, it shall notify the applicant in writing. This does not preclude the applicant.
4. **VMHA** shall retain for three years a copy of the application, the notification letter, the applicant's response, if any, the record of any hearing and a statement of final disposition.

Informal Review Procedures

After receiving proper request for an informal hearing, a date for the hearing will be mutually agreed upon by the applicant and reviewing staff.

A review will be conducted by any person designated by the Housing Authority who did not make or approve any decision (or any of their subordinates) regarding eligibility.

Applicant will be given opportunity to present written or oral objections to decision.

The **VMHA** is not required to provide informal review on:

Class grievances

General policy issues

PHA discretionary administrative determinations

PHA decisions on:

- e. Number of bedrooms on Voucher issued under PHA standards.
- f. Unit not meeting Housing Quality Standards.
- g. Not approving unit lease.
- h. Voucher extensions.

Closing/Reopening Waiting List.

The **VMHA** shall close its Waiting List once the Waiting List exceeds the number of vouchers the HA is able to administer. For example the HA administers 196 vouchers the waiting shall be closed once it reaches 197 eligible applications. If the Waiting list is to be closed:

- a. Notice will be presented to the population as available.
 - a) Newspaper
 - b) Radio/TV

Such notification shall also be given once the number of applications fall below the number of administered vouchers and the waiting list is re-opened.

III. Preference in Selection of Families

The **Vinton Metropolitan Housing Authority** shall not, on the account of race, color, religion, sex, or national origin discriminate in the leasing or rental, or in the use of occupancy thereof, nor

deny to any family the opportunity to apply for such leasing, nor deny to any such housing suitable to its needs.

Families will be selected and Vouchers issued upon completion of a voucher briefing session to applicants determined eligible for the section 8 Voucher Assistance Program in the following order:

Federal Preferences 30 points each

- 1) Involuntary displacement: Whether the applicant is a displaced family or about to be displaced by the local governing body, the State of Ohio, or the U.S. Government or any programs administered by the above.
- 2) Substandard Housing: Those homes determined to be dilapidated, such as but not limited to; no electricity, kitchen, plumbing, heat, etc.
- 3) Rent and Utilities are more than 50% of the monthly income: The applicant must provide verification; such as proof of income, rent and utility receipts.
- 4) The applicant's age, disability, or handicap: priority will be given to the elderly and handicapped, ONLY for those units designated for elderly and handicapped.

Local Preferences

- 1) Servicemen and veterans, including their families.
- 2) Clients of the local Tri County Mental Health Program and the local Mental Retardation Board (MRDD)
- 3) The **VMHA** shall also from time to time determine to enlist preference to those individuals who are a victim of specific natural disaster. The Housing Authority Board of Commissioners would be required to execute a Board Resolution identifying the disaster, and the number of preference points to be assigned. Such action is seen as a non significant change to the Administrative Plan and is designed to best meet the needs of low income families in obtaining decent, safe, sanitary, and affordable housing.

Families that have received a Voucher before and did not use it within the 60-day period (120 days is extensions are granted) or returned it to the **VMHA** will be accepted for application, but will be placed behind the last category in order to give the families who have not had an opportunity to participate in the program a chance to get their own Voucher. If circumstances indicate that the family should be allowed to participate in a higher category, they may request, in writing, a waiver from the Executive Director.

Families who previously received Voucher assistance and for whom a damage claim was made and approved will not be permitted to participate in the Voucher Program until the Landlord has been compensated for said claim, or as an alternative, the family has executed an agreement to compensate for said claim that is satisfactory to all parties. The provision of said alternative shall be entirely at the discretion of the **Vinton Metropolitan Housing Authority**. Families that execute such an agreement shall continue to receive assistance for only as long as they abide by

the agreement or complete the terms of the agreement. Families that fail to complete the agreement shall be terminated from the Program and assistance shall end.

Families who previously received Voucher Assistance and were terminated from the program for unsatisfactory reasons, ie Rules & Regulation violations, moved without notice, tenant caused damages, etc. may be excluded from any future participation in the Voucher Program. However, such families may request, in writing, a waiver from the Executive Director. If circumstances indicate that the family should be allowed to participate again there shall be a 1-year wait from the date of termination until an application may be submitted.

Families will be informed of these conditions at their briefing session and prior to signing their lease.

IV. Verification of Applicant's Statements and Income and Determination of Gross Family Contribution

A. Verification of Applicant's Statements and Income Statements

Statements

- 1) Applicants and residents shall be required to furnish proof of their statements when required by management to assure reasonable accuracy.
- 2) For those claiming disability it shall be defined as in section 223 of the Social Security Act or in Section 102 (5) of the development Disabilities Service and Facilities constriction Amendments of 1970 or handicapped within the meaning of the Housing Act of 1959.

Income

- 1) All earned income shall be verified at the time of admission of annual or reexamination. Verification will be obtained in the following order of availability:
- 2) The **VMHA** shall obtain and document Upfront Income Verification (UIV). UIV is defined as obtaining income verification from an independent source that systematically maintains income verification in computerized form for a large number of individuals. When UIV is not available the **VMHA** shall attempt to obtain verification by:
- 3) Third Party Verification. Third Party Verification is defined as independent verification of income and/or expenses by contacting the individual income/expense source by the PHA and returned directly to the PHA. When Third Party Verification is not available **VMHA** shall attempt to obtain verification by:
- 4) Oral third Party Verification. Independent verification of income/expenses via the telephone, fax, e-mail, or in person visit. When Oral Third Party Verification is not available **VMHA** shall try to obtain verification by:

- 5) Document Review. The PHA reviews original documents provided by the tenant in support of their declaration of income/expense. When Document Review Verification is not available **VMHA** shall try to obtain verification by:
- 6) Tenant Declaration. The tenant submits an affidavit or statement of reported income/expenses. Tenant Declaration will only be used by the **VMHA** as a last resort.

- 7) Family/individual income may not exceed the limits as set for by HUD Regulations. A family who is below the income limits may find themselves over the income limit for a certain unit, depending upon the size of the unit and family composition. For example a family that the Housing Authority has issued a 4 bedroom voucher may decide to lease a 3 bedroom unit. In this case the 3 bedroom payment standard shall be used and the family may find that 30 % of their adjusted monthly income exceeds the payment standard. In such cases the family shall be informed of the situation and encouraged to locate another unit.

All determinations shall be fully documented in the file.

B. Determination of Gross Family Contribution

- 1) Determination of income anticipated by the family over the next twelve months will include income from all sources and other income. Also to be considered are the family's assets to the extent that they are to supplement income. All information provided by the applicant will be verified in writing and properly documented.
- 2) In cases of other families the monthly gross family contribution shall be thirty (30%) of the families income after allowance.
- 3) The median income for McArthur, Ohio and Vinton County is 25,000.
- 4) Lower income families are the one whose income does not exceed eighty percent (80%) of the median income adjusted for smaller or larger income families.
- 5) A very low-income family is one whose income does not exceed fifty percent (50%) of the median income.

The anticipated total annual income of an eligible family from all sources for the twelve-month period must be considered. All income from all sources received by the family head and each additional member of the family household shall be included in the annual income of a family.

Annual Income, less:

- 1) \$480 for each dependant and:
- 2) Medical expenses which exceed three percent (3%) of the annual income for elderly families:
- 3) Child care expenses necessary to enable family members to be employed or for their education:
- 4) \$400 for any elderly/handicapped family.

B. Definitions

Dependant: A member of a family's household (excluding foster children) other than the head of the family or spouse, who is under eighteen (18) years of age, or is a full time student and is disabled or handicapped age 18 or over.

Medical Expenses: Medical Expenses are ongoing expenses for a medical condition (e/g/ diabetes, asthma), payments on accumulated medical bills, dental expenses, prescription medicines, transportation expenses directly related to medical treatment, eyeglasses, medical insurance premiums, hearing aids and batteries, and the cost of a live-in resident assistant that are not covered by insurance and exceeding three percent (3%) of the total annual income.

Child Care Expenses: Amounts paid by the family for the care of children under thirteen years of age when determined to be necessary to the employment of a family member or to further his/her education and the amount allowable as usual expense shall not exceed the amount of income for such employment.

Elderly Family: Any member over the age of sixty-two (62), or who is handicapped or disabled, as per the definitions in Section II. A.2.c.d. And e.

The monthly total tenant payment less any utilities allowances become the net contribution to be paid by the eligible, lower-income family. To compute the monthly family contribution and monthly housing payment under Section 8, the following definitions relating to income eligibility and deductions will prevail:

- 1) Income includes all money receipts from all sources of:
 - a. The head of the household and spouse (including a family head who is temporarily absent);

- b. Each additional member of the family residing in the household who is not the head or spouse anticipated to be receiving income during the twelve months following admission or re-determination of family income; excluding the non-recurring income defined in #2 below. Income of the employment of children under 18 years of age is excluded.

Income itself include:

- a. The full amount, before any payroll deductions, of wages and salaries, including compensation for overtime and other compensations for personal services such as commission, fees, tips and bonuses;
 - c. Net income from operation of a business or profession. Expenditures for business expansion or amortization of capital indebtedness and an allowance for depreciation of capital assets shall NOT be deducted to determine net income from a business;
 - d. Interest and dividends, or other income derived from assets. When there are assets over the sum of \$5,000 shall be figured as income either by the actual amount earned, or by the asset amount times the passbook rate as determined by HUD, whichever is higher;
- d. The full amount received from annuities, periodic payments from insurance policies, retirement income, pensions, periodic benefits for disability or death, and other types of periodic receipts including a lump-sum payment for delayed start of periodic payment.
- e. Payments in lieu of earnings such as unemployment and disability compensation, social security benefits, workman's compensation and dismissal wages, but excluding lump sum payments under health and accident insurance and under workmen's compensation.
- f. Cash relief recipients including rental allowance.
 - g. Periodic and determinable allowances, such as alimony and regular contributions of gifts, including amounts received from any persons residing in the dwelling.
 - h. All regular pay, special payments, and allowances (such as longevity overseas duty, rental allowances, allowances for dependants, etc), received by a family member of the armed forces who is head of the family whether or not he is living in the dwelling. Note the exception item 2 below.

2. Non-recurring and Temporary Income

The following are not to be considered as income, and therefore not included in determining "Total Annual Income":

- a. Casual, sporadic, and irregular gifts, and amounts, which are specifically received for, or are a reimbursement of the cost of illness or medical care.
- b. Lump sum additions to family assets, such as inheritance, insurance payments, including payments under health and accident insurance and workman's compensation, capital gains, and settlements for personal or property losses.
- c. Amounts of educational scholarships paid directly to the student or to the educational institution and amounts paid by the United States government to a veteran for use in meeting the cost of tuition, fees, and books, to the extent that such amounts are so used. Any of such amounts not so used and any amounts available for subsistence are to be included in income.
- d. Hazardous pay to serviceman family away from home and exposed to hostile fire.
- e. Relocation Payments made pursuant to Title II of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970.
- f. Foster Child Care payments.
- g. The value of the coupon allotments for the purchase of foods in excess of the amount actually charged the eligible households, pursuant to the Food Stamp Act of 1964.
- h. Payments received pursuant to participation in the following volunteer programs under the Domestic Volunteer Act of 1973.
- i. Payments received under the Job Training Partnership Act of 1983.
- j. Payments received under the Alaska Native Claims Settlement Act.
- k. Income derived from certain submarginal land of the United States that is held in trust for certain Indian tribes.
- l. Payments or allowances made under the Department of Health and Human Services' Low-Income Home Energy Assistance Program.
- m. Income derived from the disposition of funds of the Grand River band of Ottawa Indians'
- n. The first \$2,000 of per capita shares received from judgment funds awarded by the Indian Claims Commission or the Court of Claims or from funds held in trust for an Indian tribe by the Secretary of Interior.

3) Benefits:

These include all sources of income such as Social Security, Railroad Retirement, U.S. Military retirement, Miner's Black Lung benefits, Veteran's Administration Pensions, and retirement pensions into which the individual has made payments by virtue of the previous participation by the individual, spouse or head of household. All Veteran's Administration funds, including those given to families with limited income are included as government benefits.

4) Other Income

Includes funds from all other income sources other than wages or salary, welfare (public assistance) and benefits. It includes funds from individuals, such as alimony, child support, etc.

5) Public Assistance

This includes payments to families or individuals on the basis of economic need, age, family compensation and size, and the health of recipient. Funding for such programs will be the basis of federal, state or local government, or a combination thereof.

The following are examples of federal and state programs:

- a) Aid to Families with Dependent Children (AFDC)(OWF)
- b) General Relief (GR)
- c) Supplement Security Income (SSI)
- d) Mandatory Minimum State Supplementation of SSI Benefits
- e) Optional State Supplementation of SSI Benefits

V. Briefing and Issuance of Vouchers

When a family is found to be eligible and selected after briefing, they shall be given a Voucher. The Housing Authority will fully inform the family of its responsibilities and provide the family with enough information so that they can discuss the program with the owner.

The following shall be provided to assist the family to find a suitable unit and apprise the family of its responsibilities as well as the responsibilities of the owner:

A. Briefing sessions will be held individually or in small groups of families as deemed necessary. Adequate opportunities shall be provided for families to raise questions and discuss the information provided. Briefing sessions will include the following information:

- 1) Voucher holders will be briefed on the families and owner's responsibilities under the lease and contract;
 - a.. Family responsibilities, the family must not;
 - 1. The family must not own or have any interest in the unit. (exception, those families renting a mobile home lot).

2. Commit any serious or repeated violation of the lease. (examples: unit repetitively in unsanitary condition, damaging the unit, repeated late payment of rent share, repeated disturbance of the peace).
3. The family must not commit fraud, bribery, or any other corrupt or criminal act in connection of the program.
4. The family must not engage in drug related criminal activity or other violent criminal activity that threatens the health, safety, or right to peaceful enjoyment of other residents or persons residing in the immediate vicinity of the premises.
5. the family must not sublease or let the unit or assign the lease or transfer the unit.
6. The family must not, receive housing choice voucher assistance while receiving another housing subsidy, for the same unit or a different unit under any other Federal, State, or local housing assistance program.
7. The family must not damage the unit or premises other than damage from ordinary wear and tear, or permit any guest to damage the unit or premises. The tenant is responsible for the unit and the actions of any guests at the unit. When there is a dispute as to who caused damage at the unit the tenant is ultimately responsible.
8. The family must not receive housing choice voucher assistance while residing in a unit owned by a parent, child, grandparent, grandchild, sister or brother of any member of the family, unless the housing Authority has determined (and has notified the owner and the family of such determination) that approving rental of the unit, notwithstanding such relationship, would provide reasonable accommodation for a family member who is a person with disabilities. Such determination will not be based upon convenience to the family. Any family/individual claiming the need to be able to rent from a family member under this provision must provide the Housing Authority with a written statement from a Doctor or Psychiatrist stating that rental of the unit would provide reasonable accommodations for a family member who is a person with disabilities. The provision also states relationship to any member of the family, for example, the tenant may claim that the owner is their mother or father in law, or former mother or father in law, however if there are children in the home that are the grandchildren of the mother or father in law the family would be excluded from renting from this owner.
9. The family must not engage in abuse of alcohol in a way that threatens the health, safety or right to peaceful enjoyment of the other residents and persons residing in the immediate vicinity of the

premises.

10. The family must not engage in threatening the safety or well being of any staff member of the Housing Authority by action or by words. The VMHA reserves the right to terminate any tenant who makes threats or verbally abuses Housing Authority staff whether or not on Housing Authority property. (Family obligations pertain to the tenant as well as any member of the family)

11. Other family obligations are listed on the Housing Choice Voucher Program Voucher as well as other literature provided to the family at the Voucher Briefing.

b. Family responsibilities, the family must;

1. Supply any information that the HA or HUD determines is necessary in the administration of the program, including submission of required evidence of citizenship or eligible immigration status. It is not the responsibility of the Housing Authority to obtain this information.

2. Supply any information requested by the HA or HUD for use in a regularly scheduled reexamination or interim examination of family income or composition in accordance with HA or HUD requirements.

3. Disclose and verify social security numbers and sign and submit consent forms for obtaining information. Any member of the family age 18 or over must sign the consent forms.

4. Supply any information requested by the HA to verify that the family is residing in the unit or information related to family absence from the unit. A family member may be away from the unit for a period not to exceed one month for reasons that must be reported and approved by the Housing Authority. For example a family member may need to be away from the unit to help in the care of an elderly family member that resides at a separate premises. The family may also from time to time have visitors. Visitors are limited to 3 weeks, after this time they must be added to the family composition. A visitor may not stay for three weeks, leave and return again for 3 weeks in order to avoid being added to the family composition.

5. Allow the HA to inspect the unit at reasonable times and after reasonable notice. The unit must be inspected at least annually, and may be inspected if there are reports of damage or lease violations. The HA will provide reasonable notification in such instances.

6. Notify the HA and the owner in writing before moving out of the unit or terminating the lease. The HA will assist the family in providing proper notification. Families that move or terminate the lease without proper notification to the HA or owner will be terminated from the program. The term of the lease is 1 year unless otherwise approved by the HA.
7. Use the assisted unit for residence by the family, the unit must be the family's only residence.
8. Promptly notify the HA in writing of the birth, adoption, or court awarded custody of a child.
9. Request HA written approval to add any other family member as an occupant of the unit. The Family must also obtain written approval from the owner to add any additional individuals not listed on the lease. The family must also obtain written approval from the HA and owner to remove any person listed on the lease.
10. Provide the HA with a copy of any eviction notice.
11. Pay utility bills and provide and maintain any appliances that the owner is not required to provide under the lease. The HA will not pay assistance for a unit that the utilities have been shut off. If the family is unable to have utility service returned in a reasonable time frame the family will be terminated for failure of this family obligation.
12. Notification to the Housing Authority is not leaving a message on the HA answering machine the family must come into the **VMHA** office to provide notification, and in some instances will also be required to provide written notification.

Families that provide false or purposely inaccurate information or documentation to the Housing Authority may be punishable by Federal Law or applicable State or Local Law. Providing false statements, false information or documentation, or purposely inaccurate information or documentation to the VMHA shall be grounds for termination of assistance from the Housing Choice Voucher Program

- 2) Instructions on how to find suitable units fitting their need;
- 3) Applicable housing quality standards and procedures for Joint family and owner inspection and for individual certifications of compliance with these standards;
- 4) Applicable states and local laws;
- 5) Briefing families on federal, state, and local fair housing laws;
- 6) Expiration and extension of their Voucher;
- 7) How utility allowances help tenants;
- 8) Full explanation of the Voucher Holder's Packet, which will contain the following forms and information:
 - a. Request for Lease Approval;

- b. Agency Determination with respect for Lease Approval;
- c. Required Lease Provisions and Prohibited Lease Provisions;
- d. Booklet: "Protect your family from Lead";
- e. **VMHA** statement on Housing Quality Standards and Booklet "A Good Place To Live".
- f. Housing Assistance Payment Contract;
- g. Booklets: "Your Housing Rights and Fair Housing, USA";
- h. List of Owners properties available for rent;
- i. Information as to the gross family contribution appropriate for the family size and composition;
- j. **VMHA's** Schedule of Allowance for Utilities and other services;
- k. Information on **VMHA's** procedures for an Informal Hearing.
- l. Owners Handbook
- m. Tenant Handbook
- n. Tenant/Landlord Guide

B. The Vouchers

- 1) Vouchers will show the date of issuance, as well as the date of their expiration. Time of expiration shall be the close of business of the date indicated. If such date falls on the weekend or a holiday, the close of business the following business day.

Families will be selected for issuance of a Voucher in the following manner:

C. Selection

Vouchers will be issued to families based upon their placement on the waiting list. The **VMHA** will follow the procedures outlined in Preference of Selection of Families in which the **VMHA** follows a point accumulative system based upon Federal and local preferences. When there is an equal point score ranking on the waiting list and selection for voucher issuances shall be based upon date and time received. The maximum family size is two persons per bedroom.. Example: A two-bedroom unit Voucher will be issued to a family with no more than four members, and no less than two. Efficiency apartments (zero bedrooms) are for single occupants only.

Families may be permitted to rent units that are larger or smaller than their Voucher indicates. For example a two bedroom voucher issued family may rent a 3 bedroom unit, in this instance however assistance shall be based on the two bedroom payment standard.

D. Dwelling Unit Location Period

The following assistance will be provided to those Voucher holders who are experiencing difficulty in the search of housing:

- 1) If a request for lease approval is submitted before expiration of the original Voucher, but the request is disapproved, **VMHA** shall determine whether sufficient time remains to find another unit. If the remaining time is determined to be insufficient, **VMHA** shall extend the time.
- 2) If a family has experienced difficulty in locating a unit because of illness or other unforeseen circumstances, **VMHA** will renew the Voucher for 30 days, up to 2 extensions are possible, not to exceed sixty days (60). After the voucher is issued the family will have up to 120 days if issued 2 extensions. After that a voucher may not be extended unless approved by the Executive Director.
- 3) An extension will not be granted past the expiration date of the original issuance or date of the first extension. If the Voucher expires the family must re-apply with a separate application.
- 4) Process for extension would include documentation of search with no results.
- 5) The **VMHA** will maintain a list of interested owners to aid families in locating units. (Landlord list)

VI. Housing Quality Standards

The **VMHA** will use the acceptability criteria in the program regulations and the HUD inspection booklet.

- 1) Families and owners both will be making self-inspections of the unit using the HUD Dwelling Unit Inspection Report booklet.
- 2) The family and owner will list all the repairs he or she thinks may be needed. Such repairs must be finished prior to inspection of the unit by the **VMHA**.
- 3) The dwelling unit shall be in compliance with HUD Lead-Based Paint Regulations, 24 CFR, Part 35, issued pursuant to the Lead Based Paint Poisoning Prevention Act, 42, USC 4801, and owner shall provide a certificate that the dwelling is in accordance with such HUD regulations.
- 4) If requested the **VMHA** shall provide the owner and/or the tenant a summary of HQS regulations to assist in determining the units eligibility.

If the property was constructed prior to 1978 the family upon occupancy shall be furnished the

notice required by HUD Lead-based paint regulations and procedures regarding the hazard of lead-based paint poisoning, the symptoms and treatment of lead poisoning, and the precautions to be taken against lead poisoning.

The Vinton Metropolitan Housing Authority reserves the right to disapprove of an owner that has proved to be unsuitable on the program at a previous time whether by failure to maintain a unit or by personal actions.

Inspection Prior To Lease Approval

VMHA will perform all Voucher inspections. Annual inspections, as well as complaints from families for owner's non-compliance of Housing Quality Standards, as well as complaints from owners for tenant non-compliance with the lease.

- 1) All inspections of units will be made in accordance with Section 982.401.
- 2) If there are defects or deficiencies, which must be corrected in order for units to be decent, safe and sanitary, the owner and family shall be advised by the **VMHA**. Each report shall specify:
 - a. Any defects or deficiencies, a record of which shall be maintained for use in the event of a subsequent claim by the owner that they were caused during the period of occupancy by the family.
 - b. In some instances a recommendation by the HA of how to correct the defect or deficiencies.
 - c. Date and time of the next scheduled re-inspection
- 3) Inspections shall be scheduled and performed within reasonable time, allowing for an answer to the owner and the family.
- 4) The owner must maintain the unit to Housing Quality Standards. If the owner fails to do so, the HA may terminate, suspend, or reduce HAP payments and terminate the HAP contract. The owner is not responsible for a breach of the HQS for which the family is responsible.
- 5) The owner must adhere to provisions on modifications to a dwelling unit occupied or to be occupied by a disabled person.(982.452)
- 6) Repairs must be completed within 30 days of the date of inspection unless an extension has been granted by the Housing Authority.

VII. Lease Approval and Housing Assistance Payments Contract

If the **VMHA** determines that a unit, which an eligible family wishes to lease, is in decent, safe and sanitary condition, the rent is approvable and the proposed lease complies with the following requirements, the **VMHA** shall approve the lease and shall notify the family of its determination.

A. Lease Requirements

- 1) Term of Lease: The term of the lease shall be for not less than one year unless approved by the Executive Director
- 2) That the term of the contract shall be the term of the lease.
- 3) That the lease contains the required lease provisions specified in the regulations.
- 4) The lease shall not contain any prohibited provisions, which fall within the classifications listed in the regulations.
- 5) **VMHA** will encourage landlords to use a uniform lease; all other leases will be reviewed with the owner and Voucher holder of the lease conditions which will include the following:
 - a. The Owner's obligation to the **VMHA**;
 - b. The resident's obligation to the landlord;
 - c. The owner's and resident's required cooperation for annual inspections;
 - d. Rent payment procedures;
 - e. Annual income reviews;
 - f. Dwelling inspection procedures;
 - g. Conditions for continuation of subsidy of family monies;
 - h. Move-out procedures;
 - i. Security Deposit amount (The HA shall decide disputes over Security deposits, rather this is something that must be settled between the tenant and the landlord, and may require litigation in small claims court).

The owner shall provide all the services, maintenance and utilities, which agree to provide under the contract and compliance by the owner with equal opportunity requirements.

The owner shall be obligated to abide by the Housing Quality Standards as presented. If the owner does not comply the **VMHA** will take corrective measure

B. Explanation to Participating Owners

If requested briefing sessions will be held to explain the program. If an owner is unable to attend any briefing session, documents including the Owner's Handbook will be provided

and if necessary a representative will be sent to the owner to explain the program to him/her.

VIII. Payments

Housing assistance payments shall be paid to an owner in accordance with his or her contract for the dwelling unit owner lease by an eligible family. These housing assistance payments will cover the difference between the Contract Rent and the portion of said rent payable by the family as determined in accordance with HUD-established schedules and criteria.

In some instances a family may be entitled to receive assistance above and beyond the amount of the rent. In such instances the family shall receive a Utility Assistance Payment (UAP) which will list the family's name as well as a designated utility company. These UAP,s are to be used for the specified utility and are not to be cashed by the family. If a family is found to be cashing these UAP checks they will be given 1 warning from the HA. Repeated or continued cashing of UAP checks shall be seen as fraud toward or abuse of the program and could result in termination of assistance from the Housing Choice Voucher Program

Accuracy

Within five days after the end of the month payment will be made to the owner according to his HAP contract. Verifying the following:

- 1) Payee;
- 2) Family name, address, and applicable rent portion;
- 3) Total amount to be received by owner;
- 4) Net rent due owner by **VMHA**;
- 5) Any and all prior or current month's rent adjustments shall be applied this time.

Owner's endorsements of check certificates that all conditions of the HAP Contract have been complied with. Tenants shall be responsible to make arrangements to pay their share of the rent, if any, to the landlords **VMHA** will not collect rent on behalf of the landlord.

IX. Review of Family Circumstances, Rents and Utilities and Housing Quality

A. Annual Reexaminations

- 1) Reexamination of family income, composition and the extent of medical or other unusual expenses incurred by the family shall be made by the **VMHA** at least annually.
- 2) Appropriate re-determination shall be made by **VMHA** of the amount of gross family contribution and the amount of the housing assistance payment, all in accordance with schedules and criteria by HUD.
- 3) Overcrowded Unit: **VMHA** will determine whether a dwelling unit is decent, safe and sanitary by reason of an increase in family size; if not, the family and **VMHA** shall try to find an acceptable unit as soon as possible. The **VMHA** may also increase the voucher size or payment standard if the unit is larger than specified in the original voucher if the family size has increased. For example a 2 bedroom voucher issued family may rent a 3 bedroom unit, at the time of annual or interim reexamination the family's size may have increased the HA may change the Voucher to a 3 bedroom voucher and also base assistance upon the 3 bedroom payment standard.
- 4) Adjustments of allowance for utilities and other services: At least annually, **VMHA** shall determine whether there has been a substantial change in utility rates or other changes of general applicability and whether an adjustment is required in the allowance of utilities and other services, taking into consideration size and type of dwelling units and other pertinent factors and shall furnish HUD with a copy of the adjusted schedule. The Executive Director shall be responsible for the annual review of utilities allowances.
- 5) Effect on Fair Market Rents: If **VMHA** finds that utility costs changes are causing substantial difficulties in leasing decent, safe and sanitary housing within the existing fair market rent limitations, **VMHA** shall furnish appropriate documentation to HUD with a request for the consideration of the need for a change in the fair market rents. Otherwise the **VMHA** shall base it's payment standards at 100% of the Fair Market Rents.
- 6) Rent Adjustments: Contract rents may be adjusted on the anniversary date of the HAP Contract upon request of the owner provided that the unit is in safe and sanitary condition and that the owner is otherwise in compliance with the terms of the lease. Any or all adjustments will be made in accordance with 24 CER Section 882.108.
- 7) Periodic Inspection: In addition to the initial inspection **VMHA** will inspect or cause to be inspected each dwelling unit leased to an eligible family at least annually and at such other times as may be necessary to assure that the owner and family are meeting their obligations to maintain the unit in a safe and sanitary condition and to provide the agreed upon utilities and other services.

Should the unit not pass an inspection, the landlord and tenant will be notified in writing requesting compliance within thirty days. In event the unit does not pass inspection after the thirty days notice, the HAP Contract will be cancelled. The tenant will be notified as to the procedure for moving. If the unit does not pass inspection due to tenant caused damages the tenant will have the same opportunity to make

repairs. If after 30 days those repairs are not completed the HAP Contract will be cancelled and the family will not be permitted to move to another assisted unit until the repairs have been completed or the owner reimbursed for said damages, or an agreement for repayment reached that is satisfactory to all parties.

All repairs by the owner or tenant must be completed within 30 days of the inspection unless a approved extension has been granted by the Housing Authority.

VMHA will take into account complaints and any other information coming to its attention in scheduling inspections. All complaints families have concerning compliance by the owner with the **VMHA** housing quality standards shall be retained in the **VMHA** files for three years. These complaints must be presented to the **VMHA** in written, dated form.

8) The **VMHA** may schedule annual reexaminations up to 120 days prior to the date of implementation. In such cases, increases or decreases may not go into effect until the implementation date of the annual reexamination. The **VMHA** shall try to take into consideration what is best for the family when making such determinations. For example, a family's annual reexamination is scheduled for January 1st, the annual appointment may be conducted on November 15th, during the appointment it may be discovered that the family's income has decreased, this decrease may take effect December 1st instead of waiting until January 1st. Likewise it may be discovered that the family's income has increased recently and the increase would not take effect until January 1st.

9) Termination and Family Moves:

Families will be briefed prior to issuance of the Vouchers concerning their responsibility to give the owner and **VMHA** advance notice of any move to a new unit.

- a. Each family will be instructed at each annual review of its obligation to inform the owner and **VMHA** of their intention of moving or requesting another unit with at least thirty days notice.
- b. Continued participation when assisted family moves: If an assisted family notifies the **VMHA** that it wishes to obtain another Voucher for the purpose of finding another dwelling unit, or that it has found another unit it wishes to move into, the following shall prevail:

- 1) **VMHA** shall (unless it does not have sufficient ACC authority for continued assistance to the family) issue another Voucher or process a request for lease approval as the case may be.

- 2) **VMHA** shall determine whether the owner is entitled to any payment if the family does not provide proper notification.

Continued participation when assisted family stays in the same rental unit:

- 1) The family will be continuously assisted as long as the family complies with the program regulations unless the HA does not have sufficient ACC authority for continued assistance.

B. Interim Re-determination

- 1) The **VMHA** requires all families to report any change in income, family compensation, medical expense or childcare expenses. Should such a change occur, the family is required to report to the **VMHA** within ten (10) days of the change, and schedule an appointment for an interim Re-examination. Failure to report can result in termination of the HAP contract.
- 2) Procedures for an interim reexamination will be identical to the annual reexamination, utilizing the same forms and requiring the same verifications. The **VMHA** will determine the amount of adjustments to be made in the amount of Housing Assistance Payments, and shall notify the owner and family accordingly.
- 3) Changes, which will result in an increased Gross Family Contribution (GFC) and therefore a decreased HAP payment, will be implemented with the following month's rent if given thirty-day notice. In any event, the family will be told that it does have a right to an informal hearing if it wishes, prior to the effective date of the increase.
- 4) Changes that will result in a decreased Gross Family Contribution (GFC), and therefore an increased the **VMHA** HAP payment will go into effect prior to the next month's rent, if possible. Any such change made after the 25th of the month and reported to will be considered and every attempt will be made to increase the HAP payment prior to the first of the month. However, the **VMHA** dose reserve the right, if a change after the 25th, to postpone the change to the following month.
- 5) The **VMHA** has determined that interim redeterminations are cost-effective, and necessary to the honesty and fairness of the Voucher Program. By requiring ALL changes (i.e., increases AND decreases in the GFC) to be reported, the **VMHA** not only will save money because of reported increases, but **VMHA** will also save on the costs of processing evictions by requiring decreases to be reported as well.
- 6) The **VMHA** may seek to collect any overpaid assistance on behalf of families who do not properly report changes in income. Failure to repay any overpaid assistance shall result in termination of assistance. Families will be given an opportunity to make

arrangements for repayment but the agreement must be satisfactory to **VMHA**. If an agreement is reached and the family later fails to follow through with the arrangements, assistance shall be terminated.

X. Evictions

A. The owner shall not evict any family unless the owner complies with the requirement of state/local law.

B. Review of Claims for Loss of Rent

1) If an eligible family vacates its unit in violation of the provisions of the provision of the lease or tenancy agreement, the owner shall receive the housing assistance payment due under the hap contract for the period of the month the unit is vacant.

- a. That if owner collects any of the family's share of the rent for this period in an amount which results in more than the contract rent, such as excess shall payable to **VMHA** or as **VMHA** may direct; and provide further;
- b. That is the vacancy is the result of action by the owner, the owner shall not receive any payment if his action was in violation of the lease or contract or any applicable law, or if the owner has not notified the family and **VMHA** of eviction causing vacancy.

2) The owner shall not be entitled to any unless he/she:

- a. Immediately upon learning of the vacancy, has notified **VMHA** of the vacancy or prospective vacancy;
- b. Has taken and continues to take all feasible actions to fill the vacancy including, but not limited to, contacting and requesting **VMHA** to refer eligible applicants, and has not rejected any eligible applicant except for good cause acceptable to **VMHA**.

The owner shall not be entitled to housing assistance payment form **VMHA** if payment from other sources, such as payments for losses of rental income incurred for holding units vacancy for relocates, or from payment deducted from the family's security deposit were received.

C. Damages

The owner may **not** claim reimbursement from **VMHA**. If owner claims damages **VMHA** shall request an itemized list of said damages.

VMHA will inspect or cause to inspect the unit to determine if owner's claims are justified and reasonable.

VMHA will notify the tenant of the amount of owner's claim and reimbursement or payment agreement must be completed within 60 days. (Or a schedule that is agreed upon by all parties: owner, family, VMHA).

Determination as to whether the family gave proper notice when leaving, **VMHA** will determine whether the family gave proper notice when leaving, **VMHA** will determine whether the family had given a proper prior notice in writing to the owner and **VMHA** of its intention to vacate as agreed in the lease agreement (that owner or family may terminate the lease by giving thirty days notice in writing of its intentions to do so, or by mutual rescission of lease).

If the HAP Contract is terminated and a family does not continue in the program, **VMHA** shall:

- 1) Issue a Voucher to the next eligible family on the waiting list.

To make known to voucher holders who have not located suitable unit the availability of such units.

Monitoring Program Performance

The **Vinton Metropolitan Housing Authority** will analyze its leasing program at monthly

internals to determine whether its activities are proceeding in such a manner to meet its quarterly goals as specified in its approved HUD leasing schedule.

- a. Record of all unit bedroom sizes leased will be kept in such a way that **VMHA** will be able to determine what unit size in the program needs special attention and effort to meet its program mix.

If in any given quarter determination is made that unit quota is not being met, then the next quarter the quota will be increased to compensate for the pervious quarter.

The following data will be collected to determine the weakness of the program in meeting its twelve-month lease schedule:

- 1) Lack of units in the locality, which meet the housing quality standards, imposed.
- 2) Lack of owner's understanding of, and cooperation with the program.
- 3) Inadequacy of the utility allowances.
- 4) Inappropriate scheduling of issuance of Vouchers in regard to available staff time.

If any one of these determinations has been made, then these problems will be corrected to issue **VMHA** meeting its twelve months leasing schedule.

Contingency plans would be:

- 1) Increase efforts to encourage owner participation in the program.
- 2) Review scheduling of issuance of Voucher.
- 3) Quality Control Inspections will be performed each month choosing the units randomly from the lease end date listing.

Miscellaneous Items

This administrative plan shall be automatically amended to correspond with the

applicable Acts of Congress and the rules and regulations of the U.S. Department of Housing and Urban Development, as they shall from time to time be amended.

Unless noted otherwise, the duties of the PHA as specified in this Administrative Plan will be carried out by the staff or by contract with independent contractors.

<u>NUMBER OF EMPLOYEES</u>	<u>POSITION</u>	<u>FUNCTION</u>
1	Secretary	Welcome guest, answers telephone, type documents and keeps records. Manage waiting list.
1	Executive Director	Performs duties as defined by the Ohio Revised Code, HUD Regulations, and the Housing Authority Board. Day-to day management of the Authority Office Performs Duties of the Voucher Program as they relate directly to the Applicants, Tenants and Owners.

ADDENDUM #1 TO ADMINISTRATIVE PLAN

The **VMHA** has one hundred sixty one (161) housing Vouchers available. The purpose of this Addendum will be to outline procedures to introduce, inform, and implement the Housing Voucher Program for the Vinton Metropolitan Housing Authority.

Initial Leasing Schedule

The **VMHA** will utilize the following schedule for initial lease-up:

January 1, 1994-154 Vouchers

June 1, 1994-161 Vouchers

October 1, 2001- 196 Vouchers

I. Selection and Assignment Plan

The **VMHA** will follow the same application procedures as those currently outlined in the Voucher Program Administrative Plan (Section I).

II. Eligibility for Admission

Eligibility requirements are the same as those for the Voucher Program and are outlined in the Section II of the current Administrative Plan.

III. Preference in Selection of Families

The Vinton Metropolitan Housing Authority shall not, on account of race, color, creed, religion, sex, age, or national origin, discriminate in the leasing or rental, or in the use or occupancy thereof, nor deny to any family the opportunity to apply for such leasing, nor deny to any eligible applicant the opportunity to lease or rent any dwelling in any such housing suitable to its needs.

Selection of Housing Voucher recipients shall be in accordance with the procedures outlined in Section III of the current Voucher Administrative Plan.

Recipients shall be selected from the current Voucher Waiting List.

IV. Verification of Applicant's Statements and Income and Determination of Total Tenant Payment

The **VMHA** will follow the same procedures as outlined in Section IV of the current Voucher Administrative Plan.

V. Issuance of Housing Vouchers and Briefing of Participants

When an eligible family is issued a Housing Voucher, the Housing Authority will fully inform the family of its responsibilities and provide the family with enough information so they can discuss the program with the owner.

A. Housing Voucher Briefing Sessions

Housing Voucher briefing sessions will be conducted in the same manner as those outlined in Section V of the Administrative Plan for the Voucher Program, except that the information and forms provided will be those tailored to and necessitated by the Housing Voucher program, including:

- 1) Information regarding the family and owner responsibilities under lease and contract;
- 2) Instructions on how to find a suitable unit for fitting their needs;
- 3) Applicable Housing Quality Standards and procedures for joint family and owner inspection and for individual certifications of compliance with these standards;
- 4) Applicable state and local laws;
- 5) Briefing families on federal, state, and local, fair housing laws;
- 6) Expiration and extension of their Housing Voucher;
- 7) How utility allowances help tenants;
- 8) Full explanation of the Housing Voucher Packet, which will contain the following forms and information;
 - a. Request for Lease Approval;
 - b. Agency Determination with respect to Lease Approval;
 - c. Required Lease Provisions and Prohibited Lease Provisions;
 - d. Booklet: "Protect Your Family From Lead";
 - e. **VMHA** statement on Housing Quality Standards and Booklet "A Good Place To Live".
 - f. Booklets: "Your Housing Rights" and "Fair Housing, USA":

- g. **VMHA's** Schedule of Allowances for Utilities;
- h. Information on the **VMHA's** procedures for an informal hearing.

The Housing Voucher briefings will also include information applicable to the Housing Voucher program, including;

- 1) Determination of Total Tenant Payment, which will vary depending on the rent charged by the owner for the unit selected by the family;
- 2) The minimum Total Tenant Payment (30 percent of the family's gross monthly income);
- 3) The maximum amount of subsidy for which the family could be eligible (the difference between the applicable payment standard and 30 percent of the family's adjusted monthly income); new lease ups cannot exceed 40%
- 4) The unit size for which the family is eligible based on PHA occupancy standards, and the flexibility of the family's choice of unit size under the Housing Voucher Program;
- 5) The family's right to choose any standard housing in the PHA's jurisdiction, in regard to Fair Market Rents, and the effect on the tenant's budget .

B. Issuance of Housing Vouchers

Eligible families will be issued a Housing Voucher, which will show the date of issuance and the deadline by which the Voucher must be used. A copy of the Voucher will be filed with the application. **VMHA** will utilize the Housing Voucher (Form 52646) as supplied by HUD.

C. Unit Size Selection

Housing Vouchers allocated initially will be issued to families based on the amount of funding available to assist the unit size coupled with the need to decrease the waiting period for a given family size on the current waiting lists.

D. Explanation to Participating Owners

Briefing sessions will be held to explain the program either in groups or individually. If

an owner is unable to attend any briefing session, the owner may schedule a briefing with staff at a designated time, as well briefing materials will be made available to owners who may be interested in participating in the Program.

VIII. Payments

Housing Voucher Payment shall be paid to an owner in accordance with his/ her contract for the dwelling unit lease by an eligible family. These Housing Voucher payments will cover the difference between the applicable payments standard and the Total Tenant Payment as determined in accordance with HUD-established schedules and criteria. **VHMA** will utilize the Housing Voucher Payment Contract provided by HUD (From 52647).

Accuracy

Within five days after the end of the month payment will be made to the owner according to his Housing Voucher Payments Contract, verifying the following:

- 1) Payee;
- 2) Family name, address, and applicable rent portion;
- 3) Total amount to be received by owner;
- 4) Net rent due owner by **VMHA**;
- 5) Any and all prior or current month's rent adjustments that shall be applied at this time.

Owner's endorsement of check certifies that all conditions of the Housing Voucher Payments Contract have been complied with.

IX. Review of Family Circumstances, Rents and Utilities and Housing Quality

These reviews shall be conducted in accordance with the guidelines contained in Sections IX of the Voucher Administrative Plan.

X. Termination Of Tenancy

A. Evictions

The owner shall not evict any family unless the owner complies with the requirements or state and local law.

B. Review of Claim for Payment of Tenant-Caused Damages, Unpaid Rent, and Vacancy Loss.

The **VMHA** shall adhere to the policies out lined in section X of the current Voucher Administrative Plan regarding claims for payment of tenant-cause damages, unpaid rent, and vacancy loss, with the following exceptions:

- 1.) Security deposits collected may not exceed 1-months rents of the unit. **VMHA** shall not be responsible for any loss caused by tenant caused damages.
- 2.) Regarding vacancy loss, the owner retains the Housing Voucher Contract payment the month in which the vacancy occurs; the **VMHA will** make a determination whether an additional vacancy loss payment is made in regard to the tenant not providing proper notice.

XI. Housing Voucher Portability Procedures

If a family with a current Housing Voucher or a family eligible for a Housing Voucher notifies the **VMHA** that it wishes to move to another PHA jurisdiction, the **VMHA** shall:

- 1.) Contact the PHA in the new area to see if it administers a Housing Voucher Program, whether the PHA is willing to administer the Housing Voucher assistance on be half of the family or offer the family one of its Section 8 Vouchers.
- 2.) If the receiving PHA is willing to administer the Housing Voucher assistance, the **VMHA** shall notify the Receiving PHA to expect the family and verify:
 - a) That the family met the income-eligibility requirements for admission to the **VMHA**'s program, and
 - b) That the **VMHA** issued the family a Housing Voucher and the date by which the family must submit a request for lease approval to receiving PHA: and

- 3.) Upon proper notification from the Receiving PHA of the family's compliance with the procedures for leasing a unit and submitting the proper paperwork within the prescribed time limits, the **VMHA** shall process any billing from the Receiving PHA for the Housing Voucher Payments on behalf of the family:
- 4.) **VMHA** shall not port or receive families that have violated HUD or **VMHA** rules or regulations. (i.e., unpaid rent, unpaid tenant caused damages, improper notification to owner or HA.
- 5.) The **VMHA** shall further administer Housing Voucher Portability as per applicable HUD regulations.

XII. Dwelling Unit Location Period

- A) For Housing Voucher holders who are experiencing difficulty in locating suitable housing, the same procedures will be following as are outlined in Section V of the Voucher Administrative Plan.

XIV. Refusal of Housing Voucher

- A) **VMHA** does not foresee any family refusing a Housing Voucher.

However, for the initial Housing Voucher rent up, no family will be penalized if they refuse a Voucher. The Voucher will than be offered to the next family on the waiting list.

XIV. Housing Quality Standards

- A) The **VMHA** will use the acceptability criteria in the program regulations and the inspection booklet, and the same procedures will be the followed as are listed in the Voucher Administrative Plan (Section VI).

XV. Lease Approval And Housing Payments Contract

- A) Lease Requirements

If the **VMHA** determines that a unit which an eligible family wishes to lease is in decent, safe, and sanitary condition, and the proposed lease complies with the lease requirements as outlined in Section VII (A) of the Voucher Administrative Plan, the **VMHA** shall approve the lease and shall notify the family of the determination. **VMHA** will utilize the

addendum to the lease for the Housing Voucher Program provided by HUD.

XVI. Monitoring Program Performance

A) The **VMHA** will analyze its leasing program at monthly intervals to determine whether its activities are proceeding in such a manner to meet its quarterly goals as specified in its approved HUD leasing schedule. The procedure for monitoring the Housing Voucher Program will be substantially the same as that outlined in the Voucher Administrative Plan (Section XI), with the following exceptions:

- 1) Fair Market Rent limitations do not apply to the Housing Voucher Program;
- 2) Applicable Payment Standards will be reviewed periodically to assure affordability;
- 3) In the event that the **VMHA** determines an increase in Applicable Payment Standards is necessary, **VMHA** will follow HUD requirements in requesting any increase, with the limitation the Applicable Payment Standards cannot be increased more than twice in five (5) years.

XVII. Transfer Policy

Transfers will be made only when a change in the size of the unit occupied is indicated by a reexamination of family composition or when the physical condition of a family member requires that a move to be made to a different unit.

To qualify for a transfer, the following conditions will be considered:

- a) A child of one year of age or older occupies the same bedroom as the parent(s) or another adult;
- b) Children of the opposite sex, one of which is 6 years old or older, occupy the same bedroom;
- c) Three children of one year of age or older occupy the same bedroom and at least two of the children are five (5) years of age or older;
- d) The family now needs fewer bedrooms.
- e) A provable physical impairment or handicap dictates that an individual member of a tenant family requires separate bedroom or that family be housed in a unit with certain structural characteristics to meet their physical needs;
- f) Others to be determined by the Director or his designated representative.

Tenants shall not be transferred to dwelling unit of equal size except for alleviating hardship as in (e) above or as determined by the director or his designated representative.

Tenants will be required to transfer when **VMHA** offers a unit of appropriate size or type unless tenant proves that such a move at that time would cause the family undue hardship.

ADDENDUM #2 – TO ADMINISTRATIVE PLAN

Family Self Sufficiency Program

The following pertains particularly to the family self-sufficiency program. In the following pages will be referred to as **FSS**

- (1) There will be 32 participants in the program.
- (2) The program characteristics will include racial and ethnic data pursuant to Section 808(e) of the Fair Housing Act & Section 562 of the Housing & Community Development Act of 1987.
- (3) The needs of the families are expected to be pertaining to education as follows:

Rio Grand College, Hocking College, Southeastern Business College, Abe Wellston Library, ABE McArthur Elementary School, ABE Vinton County Jr. High School, Job Club- JPTA Training Site, Vinton Count High School, Buckeye Hills Career Center, Tri-County Vocational School, Ohio University, Tri-County Mental Health & Counseling, Ohio University – Chillicothe, Vinton County Schools –ABE (JVCAA BLD) Adult Literacy Program, OWE-Buckeye Valley Career Center.

- (4) The services activities provided to families from both public and private resources are as following:
The Vinton County Services Director
- (5) The composition of Board certifies that there is no duplication of services and activities provided to the participants by the Vinton Metropolitan Housing Authority.
- (6) A detailed plan for the implementation of the FSS Program is the Action Plan.

- (a) The program was offered to the Voucher holders according to data of the original application, then according to the application response data and time.
- (b) The contract will be accepted when proof of education is provided to the way of:
 - (1) Letter of acceptance
 - (2) Class schedule
 - (3) Receipt of fees paid
- (c) Desertification every three months.
 - (7) No one will be skipped over due to unavailability of necessary of necessary services. An intense search will be for the services while the tenant is waiting.
 - (8) The termination for FSS Families will be the same as for the regular Voucher after all efforts have been made to keep the family in education.
 - (9) Portability will be available for the participants as it is for the regular Voucher holders. If the services are available at the receiving PHA the Voucher holder will be transferred. If the services are not available the contract will be terminated when the family moves.
 - (10) The Policy toward the escrow account is in the Action Plan.



Vinton Metropolitan Housing Authority

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*Executive Director
J. Richard Griffith*

FAMILY SELF-SUFFICIENCY (FSS) ACTION PLAN

REVISED JANUARY 1996

Vinton Metropolitan Housing Authority, Athens Metropolitan Housing Authority and Hocking

Metropolitan Housing Authority have joined together for a three (3) county Family Self-Sufficiency (FSS) Program with Vinton MHA as the lead agency.

Goals and Objectives	Page 1
Demographics and Program Type	Page 2
Needs Assessment and Identification	Page 3
Public and Private Resources and Supportive Services	Page 4
Timetable of Implementation	Page 4
Outreach	Page 4
Selection Process	Page 4-5
Certifications	Page 5
Portability	Page 6
Policies	Page 6

FAMILY SELF-SUFFICIENCY GOALS AND OBJECTIVES

The overall goal of our Family Self-Sufficiency (FSS) Program is to enable families to become economically and socially independent through the coordination and delivery of existing community services. Based on past experiences with low-income families, we know that there exist both societal and individual barriers to break down before a family can obtain a measure of independence.

We also know that an effective FSS Program requires a mixture of creativity and flexibility, in addition to accountability, for both the family and service providers.

The Program's objectives are as follows:

1. Improve coordination of both planning and delivery of services to participants based on the commitment to make families self-sufficient.
2. Implement a case management system to identify needs, plan, and deliver services to an FSS family based on the family's commitment to become self-sufficient.
3. Document the implementation of services for future planning of a broader based FSS Program.
4. Establish interagency partnerships to achieve high quality comprehensive service delivery to all members of a family with long-term results. Assess the accountability of the family, the case management, and the agencies and entities providing services and resources.

The family's objectives will be to achieve the following:

1. Elevate itself from a status of dependency to that of self-reliance and growth towards the goals of self-sufficiency.
2. Achieve a greater level of self-discipline, self-esteem and self-motivation by accepting responsibility for decisions and actions.
3. Demonstrate commitment and accountability to the goals, in the Individual Training and Services Plan (a customized service plan for participating individuals) including the mandatory goals of obtaining and maintaining employment and becoming independent of public assistance at least one-year prior to the expiration date of the Contract of Participation.

Page 1

DEMOGRAPHICS AND PROGRAM TYPE

The Vinton County Housing Authority (VMHA) will maintain an FSS Program comprised of 32 families currently receiving Housing Assistance from our Section 8 Existing Housing Voucher Program.

Indicative of the population of Vinton County (which, according to the 1990 has less than one-half percent minority population) the current Section 8 Existing Voucher Program does not contain representatives of minority groups. The waiting list for the Voucher Program does contain at least one minority family. The VMHA will make every effort to ensure that any percentage of minority groups represented in the Section 8 Existing Housing Voucher Program in the future will also be represented in the Family Self-Sufficiency Program.

Some additional demographic information:

1. 77% of the families presently on Housing Assistance have female heads of household.
2. 29% of the families presently on Housing Assistance have at least one employed adult household member.
3. 5% of the families presently on Housing Assistance have 2 or more employed adult household members.

VMHA's FSS Program will strive to have FSS participants work-ready and job qualified. The area has sufficient educational resources available. These resources include Ohio University, Hocking College, Tri-County Vocational School and Gallia-Jackson-Vinton Joint Vocational School.

VMHA will not, on account of race, color, creed, gender, national origin, family status or handicap, deny to any family the opportunity to participate in the FSS Program.

VMHA assures that a family's decision not to participate in the FSS Program will not affect the family's current participation in the Section 8 Existing Housing Voucher Payments Program.

Page 2

NEEDS ASSESSMENT AND IDENTIFICATION

In order to determine the needs of the applicant family the Amah's FSS Program Coordinator will conduct an individual needs assessment with each family at the time of the application and if there is a period of waiting, again when they are ready to enter the FSS Program. Upon completion of the needs assessment and identification of the family's needs, the family and the FSS Coordinator will jointly draft the Individual Training and Services Plan for the Head of the Household and all adult members of the household who elect to participate. The FSS Coordinator will work with the families to develop a precise Individual Training and Services Plan that contains clear goals with realistic completion dates.

The FSS Coordinator will ultimately be responsible for monitoring the family's progress or lack thereof. On at least a quarterly basis FSS Program participants will meet with the FSS

Coordinator to assess their progress in attaining the goals they set in their Individual Training and Services Plan. As needed the Individual Training and Services Plan will be modified to reflect changes in the family's goals due to personal decisions or barriers to previous goals. The VMHA is committed to providing continuous support in order to facilitate the success of the FSS Participants. The delivery of services will be made in conjunction with the supportive service resources in both the public and private sectors of our community.

PUBLIC / PRIVATE RESOURCES AND SUPPORTIVES SERVICES

The VMHA, in conjunction with our Program Coordinating Committee (PCC), has identified specific supportive services for clients participating in our FSS Program. The VMHA has full intent to continue to identify needs of participants and obtain commitments from additional resources for service provisions.

Coordination of services include:

- Childcare
- Transportation
- Remedial education
- Education for completion of high school (GED)
- Post-secondary education
- Job training, preparation and placement
- Treatment and counseling for substance and alcohol abuse
- Counseling in homemaking, parenting skills, financial management and Household management.

Page 3

TIMETABLE OF IMPLEMENTATION

VMHA's FSS Program began outreach efforts for the initial award of 25 units prior to December 31, 1991 and participant enrollment began in October 1993. The VMHA expects to attain full enrollment by September 30, 1996 and maintain a waiting list sufficient to handle participant turnover by December 31, 1996.

OUTREACH

The VMHA is committed to a broad outreach effort designed to avoid exclusion of any families participating in our current Section 8 Existing Voucher Program who are interested in

FSS. In the broad approach, we feel confident that both minority and non-minority groups will be reached in accordance with our Equal Opportunity Housing Plan. VMHA currently utilizes the following outreach methods:

1. The display of FSS Flyers in various locations throughout the jurisdiction of the VMHA.
2. Sending FSS information with annual mailings to current Section 8 participants.
3. Section 8 Existing Staff inform current participants of the program during annual appointments and other contacts.
4. Requesting referrals from Program Coordinating Committee members and other service agencies.

SELECTION PROCESS

An application for FSS shall be offered to all Section 8 Existing Voucher rental assistance program participants. Every application for the FSS will be examined by the VMHA and determined to be eligible for FSS assistance, or ineligible due to lack of supportive services. Every applicant shall be promptly notified in writing as to whether they are eligible or ineligible. If an applicant is determined to be ineligible due to lack of supportive services VMHA will offer the applicant the opportunity to request a meeting with VMHA to review that determination. This meeting does not preclude the applicant pursuing other appeals or judicial review of VMHA's action in accordance with VMHA's governing administrative plan

If there is no available slot for the applicant family on the FSS Program, the applicant family will be placed on the FSS waiting list. All applicant families will be selected into the FSS Program as space becomes available based upon the length of time on the waiting list and the total preference points the applicant family has. The VMHA will give preference points for the head of household's participation in the FSS-like activities as follows.

Page 4

Participation in or application to JOBS	1 point
Participation in or application to JTPA	1 point
Enrollment in our application to an Educational or training program	1 point
Currently employed	1 point

Selection based on these preferences will not exceed 50% of chosen participants.

When an applicant family is selected for participation in the FSS Program they will be

notified in writing of this selection and given an appointment time to appear in the VMHA office. If the applicant family does not appear at this appointment or call to reschedule they will be notified in writing a second and final time with an appointment time to appear in the VMHA office. If the applicant family does not respond to this notification their name will be removed from the FSS waiting list and the VMHA will move to the next person on the FSS waiting list.

Families selected for FSS will again be briefed on the program during the in office interview. At this time the FSS Coordinator will also conduct a Participant Needs Assessment with the family. If the family still wishes to participate and it is determined that the supportive services needed are available another appointment will be scheduled to sign the FSS Contract of Participation and develop the Individual Training and Services Plan for the Head of Household and other participating member of the FSS family. If it has been more than one hundred and twenty (120) days since the last annual or interim re-certification the FSS Coordinator will process an interim change in order to accurately reflect the current income of the family on the FSS Contract of Participation.

Applicant families determined to be ineligible for FSS due to lack of supportive services will be identified by CODE FSS and also maintained on the waiting list for participation. The VMHA will make every effort to coordinate the provision of services not currently provided. When needed services become available the applicant family will no longer be identified by CODE FSS and will be selected as any other applicant family.

CERTIFICATIONS

Coordination of the development of services and activities required for the FSS Program will be ongoing and reevaluated and the Program Coordinating Committee. Implementation will continue to be coordinated in order to avoid duplication of services and activities. The required certifications for the FSS Program are on file.

Page 5

PORTABILITY

If an FSS family exercises their right to portability under the FSS Program rules and regulations, after having met the initial residency requirements of one year, the VMHA will comply with the regulations governing portability. No FSS Participant selection will be included at this time.

POLICIES

VMHA, in conjunction with our program Coordinating Committee, has adopted the following FSS Program termination policy. This policy is based on our desire to continue to provide housing, as is our central mission.

If a family had made sincere efforts to obtain employment and has otherwise complied with the Contract of Participation and all applicable Section 8 Assistance Program rules and regulations, the family will be terminated from the FSS Program but will continue to receive Section 8 subsidy, Families such as this will be terminated only after every effort has been made by the family and the VMHA to avoid this end.

If a family fails to abide by the rules and regulations of the FSS Program and the Section 8 Existing Housing Assistance Program, the family will be subject to sanctions as outlined in the VMHA's governing Administration Plan.

If a family fails to abide by the terms of the Contract of Participation and / or repeatedly fails to attend required FSS appointments the VMHA will terminate the Contract of Participation and the family will lose supportive services as well as any escrow that has accumulated on their behalf but not lose Section 8 subsidy. The PCC and the VMHA Executive Director will review all terminations

VMHA warning forms for identification of non-compliance are on file. Warning forms are used to monitor at-risk families and continue in our plan to recognize barriers contributing to family setbacks.

VMHA's FSS Program will adhere to all HUD regulations identified in the Code of Federal Regulations and Housing Authority policies identified in the governing administrative plan.

Addendum #3 to Administration Plan

Vinton Metropolitan Housing Authority

Section 8 Housing Choice Homeownership Program

Background

The Quality Housing and Work Responsibility Act of 1998 has established that local housing authorities may adopt a homeownership program within the Section 8 Housing Choice Voucher Program. In order to increase the housing choice options within Vinton County, Vinton Metropolitan Housing Authority is choosing to develop such a program in compliance with the Federal Regulations published September 12, 2000 and identified as 24 CFR 982.625.

Eligible participants for the homeownership program must have completed an initial Section 8 lease term, may not owe VMHA or any other Housing Authority an outstanding debt, and must meet the eligibility criteria set forth herein.

The implementation date will be October 1, 2003

Number of Vouchers Available for Homeownership

VMHA will provide a total of 3 Housing Choice Voucher participants, which meet the criteria to qualify for this option, the opportunity to participate in the homeownership program in the initial year of implementation. VMHA will continue to add 3 qualified participants in each subsequent year up to year ten, maximum number of homeownership participants will be thirty.

In any given year if the homeownership options are not used they shall return to the rental Voucher pool. VMHA will not increase the subsequent year homeownership participant number to meet the target homeownership participant goal. If at year ten VMHA has not achieved the target of 30 homeownership participants, it will continue providing homeownership options until the maximum number has been met.

When participants exit the homeownership program, their vouchers will be returned to the rental pool of vouchers. The Authority will continue providing the homeownership option in a manner to assure program stability.

VMHA will review this program annually and adjust program goals with the preparation of the Annual Plan. VMHA reserves the right to discontinue the homeownership option program subject to public notification with the Annual Plan Existing homeownership participants can continue until such time as they exit the program.

Eligibility

The homeownership program is open to current Section 8 program participants that are on the homeownership waiting list. The following criteria must be met to be eligible to

participate in the homeownership program:

1. *The family is a current Section 8 Housing Choice Voucher participant and has completed an initial lease term of at least 12-months and must be in full compliance of program regulations.*
2. The family meets the criteria established for a first-time homeowner. (See definition first-time homeowner).
3. The family meets the following income guidelines;
 - a. At least one adult of the family must be employed full-time (average 30 hours per week).
 - b. The family gross annual income of the adult family members who will own the home, is not less than the Federal minimum hourly wage times 2000 hours as determined by the PHA.
 - c. Except in cases of elderly and handicapped families, welfare assistance shall not count in determining annual income under this section. However, welfare assistance will be included in the calculation of your homeownership assistance payments.
 - d. The employed adult must have been continuously employed for one year. VMHA has discretion in determining the family's eligibility under this requirement.
 - e. Elderly, handicapped, and disabled families are exempt from this employment requirement.
 - f. Families that have previously participated in this program and defaulted on the mortgage are not eligible.
4. The family has fully repaid any outstanding debt owed to VMHA or any Housing Authority.

Work Interruptions

VMHA shall consider the following interruptions of the 12-month work requirements as exceptions to the continuous work rule:

1. Pregnancy leave for up to two months.
2. Interruptions that were not within the individuals control such as plant closings, strikes and lay-offs.
3. Breaks in work to attend training or higher education to improve employability.
4. VMHA will count successive jobs during the 12-month period if the adult obtained more than one job.
5. Any other considerations will be reviewed at the discretion of the VMHA.

Program Requirements

Prior to being issued a Homeownership Choice Voucher the prospective participant must complete the following activities:

A. Homeownership Counseling

The family must attend and satisfactorily complete the pre-assistance counseling program required by the PHA prior to the commencement of the homeownership assistance. Such counseling will include topics of home maintenance, budgeting and money management, credit counseling, how to negotiate the purchase price of a home, how to obtain homeownership financing and loan pre-approvals, how to find a home in the PHA jurisdiction, advantages of purchasing a home in an area that does not have a high concentration of low-income families, fair housing, and real estate settlement procedures and predatory lending issues. VMHA has discretion to adapt the subjects covered to local circumstances and the needs of individual families.

B. VMHA Assessment

The family will be required to meet with VMHA personnel who will review each family's individual financial circumstances and estimated household expenses. Based upon the information obtained, staff will prepare a Section 8 homeownership calculation worksheet outlining housing assistance and total tenant payments.

C. Participant Financial Commitment

VMHA will require a minimum homeowner down payment of at least 3% of the purchase price, and require that at least 1% of the down payment be contributed from the family's personal resources. However VMHA has discretion to reduce the required 1% family contribution if it has coordinated the down payment assistance with other available community services. The participating family is encouraged to obtain additional down payment assistance from other programs that may be available from the city, county or participating financial institutions.

D. Financing Requirements

VMHA requires the financing for the purchase of a home under the Section 8 Homeownership Program:

- a. Be provided, insured, or guaranteed by the state or Federal government:
- b. Comply with secondary mortgage market underwriting standards;
- c. Comply with generally accepted private sector underwriting requirements.
- d. Seller financing is not an eligible financing option for this program;
- e. Balloon payments will not be permitted in this program.

The participant may choose any financial institution that meets these requirements. They may also choose to use Rural Development or products offered from the State of Ohio, or other governmental or non-profit entities.

First-time Homeowner

For the purposes of this program, first-time homeowner is defined as follows:

A family of which no member has any present, ownership or interest in a residence during the three years before commencement of homeownership assistance. A single parent or displaced homemaker who while married owned a home with his or her spouse or resided in a home owned by his or her spouse will qualify for participation if meeting all other requirements under the program. Displaced homemaker is defined by 12 USC 12713. A cooperative member as defined in 24 CFR 982.4 or a family of which a family member is a person with disabilities, and use of the homeownership option is needed as a reasonable accommodation so that the program is readily accessible to and usable by such person, and the family satisfies any other initial requirements as established by the PHA.

Unit Eligibility

The unit selected must meet the following criteria:

1. VMHA must determine the unit is eligible.
2. The unit was either under construction or already existing at the time the housing authority already determined that the family was eligible to purchase the unit.
3. The unit is a one-unit property or a single dwelling unit in a cooperative or condominium.
4. The unit has been inspected by the housing authority inspector and satisfies HQS.

5. The unit has been inspected by an independent inspectors designated and paid by the family with a copy of the inspection provided to the family and the VMHA.
6. Any unit in a flood hazard area must be documented as such and must be insured for flood damage.
7. The Housing Authority may not approve a unit if HUD has notified the PHA that the seller has been debarred, suspended, or subject to limited denial of participation under part 24 CFR 982.

Housing Types

The participant is responsible for selecting his or her housing unit. For the purposes of this program the participant may select from any of the special housing types:

1. A mobile or modular home, including land, which is deeded as real estate.
2. For the purpose of this program VMHA will not allow the purchase of cooperatives unless the family was a cooperative member prior to the commencement of the homeownership rule.
3. Single-family dwelling consisting of a house and the land on which it sits.

The Executive Director shall review other proposed dwellings, not listed herein, to determine if they comply with the spirit of this program. He/she may deny such proposal in writing citing the bases for his/her decision. Participants may request a administrative hearing for denial of property.

Inspections

VMHA cannot commence homeownership assistance for a family until the Authority has inspected the unit for HQS requirements. The prospective buyer must also hire an independent certified inspector to inspect the home. Members of the American Society for Home Inspection (ASHI) or similar certifying organizations can be submitted for approval prior to purchasing the inspection service. A copy of the inspection is to be provided to the Authority. The independent inspection must cover all of the major building systems and components. Cooperatives will be inspected on an Annual basis for the term of HAP.

VMHA has the right to deny participation if the independent home inspection discloses unfavorable information even if the unit meets HQS guidelines. VMHA will conduct an HQS inspection at initial participation and on one subsequent annual thereafter. Any HQS findings or concerns will be addressed with the family and the family will be required to remedy them to VMHA's satisfaction in order to continue participation.

Contract of Sale

Prior to commencement of homeowner participation, the prospective buyer must provide VMHA with a copy of the proposed purchase contract. At a minimum the contract must contain the following information:

1. The location of the proposed home and a property description,
2. Identify the seller of the property,
3. Specify the price, terms and conditions of the seller to the purchaser,
4. Provide that the purchaser will arrange for a pre-purchase inspection of the unit by a certified home inspection company of their choice and at their expense, as outlined in this agreement,
5. Provide that the purchaser is not obligated to purchase the unit unless the inspection is satisfactory to the purchaser and the Authority,
6. Provide that the purchaser is not responsible for any required repairs,
7. Contain a certification from the seller that the seller has not been debarred, suspended or subject to a limited denial of participation under part 24 CFR 982.628 (b).

Lease-Purchase

Families may enter into lease-purchase agreements while receiving Section 8 rental assistance. All requirements of the Housing Choice Voucher program apply lease-purchase agreements, except that families are permitted to pay an extra amount of out-of-pocket to the owner for purchase related expenses a "homeownership premium." Any "home ownership premium," defined as an increment of value attributable to the value of the lease-purchase right or agreement, is excluded from VMHA's rent reasonableness determination and subsidy calculation, and must be absorbed by the family. When a lease-purchase participant family is ready to exercise their option, they must notify the VMHA and apply for the homeownership option. If determined eligible for home ownership assistance, the family may be admitted to the homeownership

program and must meet all the requirements of these policies.

Affordability

A homeownership credit counselor shall develop an affordability plan with the program participant prior to them selecting and purchasing a home. The counselor shall develop a financial plan that allows up to a maximum of 33% of the prospective buyers income for housing costs. The counselor shall review the client's income to assure that maximum debt to income ratio does not exceed 45% for all sources of debt.

Upon completion of the affordability plan, the counselor will help the client select an appropriate financial institution that matches their affordability plan. The counselor will assist the client with the mortgage application.

When the client receives their loan commitment letters the Housing Voucher will be converted to a homeownership agreement.

Any client that has excessive debt ratios or bad credit will be provided an opportunity to correct those deficiencies within twelve months. At that time, they will become eligible to participate in the program.

Executing a Homeowner Agreement

Upon completion of the eligibility criteria established in this plan, the proposed homeownership participant will have 180 days to find a home and complete the closing. During that period, the homeowner participant will be required to report their progress monthly.

The program report shall include the number of homes that the client has researched, and negotiating that has occurred, and a copy of any contractual documents that have been signed. VMHA has discretion to grant additional time on a case-by-case basis if needed.

Term of Assistance

The maximum term of assistance for the program shall be determined as follows.

1. Fifteen years, if the initial mortgage term is 20 years or longer.
2. Ten years, if the initial mortgage term is less than 20 years.
3. Elderly and disabled families are exempt from the term limitation.

4. If during the course of the homeownership assistance, the family ceases to qualify and an elderly or disabled family, the maximum term of the initial mortgage becomes applicable from the time the assistance commenced.
5. Families who no longer qualify for elderly or disability status during the course of homeownership assistance will be given six (6) month's additional assistance if the maximum term has lapsed, provided the family is otherwise eligible for assistance.
6. If the family has received assistance for different homes or from different PHA's, the total of such assistance cannot exceed the maximum term described herein.

Determination of Housing Assistance

VMHA shall make monthly Housing Assistance Payments to the homeowner participant based on the following:

1. The payment shall be the lower of:
 - A. The payment standard minus the total tenant payment or
 - B. The family's monthly homeownership expense minus the total tenant payment.
2. The payment standard shall be the lower of:
 - A. The payment standard for the family unit size or
 - B. The payment standard for the size of the home.
3. The payment standards for the family is the greater of:
 - A. The payment standard shall be in accordance with 2 (A) or 2 (B) at the Commencement of the homeownership assistance. OR
 - B. The payment standard shall be determined in accordance with 2 (A) or 2 (B) at the most recent regular reexamination of family income the family composition since the commencement of the homeownership option.

The Authority shall use the same payment standard schedule, payment amount, and subsidy standards pursuant to 24 CFR 982.402 and 982.503 for this program.

Determination of Homeownership Expenses

VMHA shall allow the following expenses in determining payment assistance:

- A. Principal and interest on first mortgage of private residence.
- B. Property taxes and public assessments on private residence.
- C. Home Insurance.
- D. Current utility allowance for the home.
- E. VMHA will consider additional expenses occurred to provide reasonable accommodation for persons with disability.

Portability

A family may qualify to move outside of the VMHA's jurisdiction. To be eligible for portability of homeownership the following conditions must be met:

- 1. The receiving housing authority has an active homeownership program.
- 2. The homeowner has complied with all of the homeowner responsibilities and obligations, including the recapture provision,
- 3. The receiving housing authority has notified the initial housing authority of a home purchase within 120 days of porting.
- 4. Continued assistance is subject to 24 CFR 982.637.
- 5. The family is prohibited from moving more than once in a twelve-month period.

Move with Continued Assistance

An individual may choose to move and receive assistance under the Homeowner Assistance Option. To be eligible to receive continued assistance the following conditions must be met:

- 1. VMHA cannot commence continued payment for a new unit so long as any family member retains title to the former unit,
- 2. A family cannot move to a new dwelling until 12-months has lapsed on the initial home. After initial period, the family is limited to one move per 12-month period.

3. VMHA will determine if the participant has met and continues to meet the home ownership criteria as established in this plan prior to moving to a new residence.
4. Pre-planning counseling and first-time homebuyer requirements do not apply to movers.
5. VMHA may deny continuing assistance if funding is not available or if family has violated the conditions established for denial of continued assistance.

Recapture of assistance

VMHA shall recapture a percentage of the homeownership assistance provided to the family based upon the family's sale or refinancing of the home. VMHA shall require the participant to sign a mortgage to be registered with the Vinton County Recorder. This mortgage can be subordinated to a refinanced mortgage.

The recapture of assistance shall be based upon the criteria established in 24 CFR 982.640 and are included in this plan by reference.

Denial of Participation or Termination of Benefits

VMHA may terminate Homeownership Assistance if it is found that the family has violated any of the following conditions:

- A. Per 982.552 the family has participated in criminal activities.
- B. The family has failed to comply with the family obligations as established in 982.551 982.633.
- C. The family has defaulted on their mortgage and failed to comply with the conditions established under 982.638 (d).

Addendum #4 to Administration Plan

Assistance to Disaster affected Families

The **Vinton Metropolitan Housing Authority** currently uses Federal Preference points to govern the **VMHA** Waiting List. Federal Preference gives 30 points to families or individuals that are a victim of a natural disaster. The **VMHA** Board of Commissioners by this addendum to the **VMHA** Administration Plan will also give an additional 5 points to applicants that are displaced as a result of Hurricane Katrina. This should be seen as a non significant change to the **VMHA** Administration Plan and part of an ongoing effort to provide rental assistance to low income families.

Addendum # 5 to Administration Plan

Waiting list preferences

The VMHA Board of Commissioners by this addendum shall give an additional 5 points to working families and 35 points to families that are lender ready for the Homeownership Program.

11. List of Supporting Documents Available for Review for Streamlined Five-Year/ Annual PHA Plans

PHAs are to indicate which documents are available for public review by placing a mark in the “Applicable & On Display” column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
X	<i>PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans.</i>	Standard 5 Year and Annual Plans; streamlined 5 Year Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan.	5 Year Plans
X	Fair Housing Documentation Supporting Fair Housing Certifications: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Housing Needs Statement of the Consolidated Plan for the jurisdiction(s) in which the PHA is located and any additional backup data to support statement of housing needs for families on the PHA’s public housing and Section 8 tenant-based waiting lists.	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources
	Public Housing Admissions and (Continued) Occupancy Policy (A&O/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP] and the Site-Based Waiting List Procedure.	Annual Plan: Eligibility, Selection, and Admissions Policies
	Any policy governing occupancy of Police Officers and Over-Income Tenants in Public Housing. <input type="checkbox"/> Check here if included in the public housing A&O Policy.	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public housing rent determination policies, including the method for setting public	Annual Plan: Rent

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
	housing flat rents. <input type="checkbox"/> Check here if included in the public housing A & O Policy.	Determination
	Schedule of flat rents offered at each public housing development. <input type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies (if included in plan, not necessary as a supporting document) and written analysis of Section 8 payment standard policies. <input checked="" type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Annual Plan: Rent Determination
	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation).	Annual Plan: Operations and Maintenance
	Results of latest Public Housing Assessment System (PHAS) Assessment (or other applicable assessment).	Annual Plan: Management and Operations
	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency
X	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
	Any policies governing any Section 8 special housing types <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
	Consortium agreement(s).	Annual Plan: Agency Identification and Operations/ Management
	Public housing grievance procedures <input 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 Capital Fund/Comprehensive Grant Program Annual Statement /Performance and Evaluation Report for any active grant year.	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants.	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans, or any other approved proposal for development of public housing.	Annual Plan: Capital Needs
	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. See PIH Notice 99-52 (HA).	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing.	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans).	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937.	Annual Plan: Conversion of Public Housing
	Documentation for required Initial Assessment and any additional information required by HUD for Voluntary Conversion.	Annual Plan: Voluntary Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans.	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program (Section _____ of the Section 8 Administrative Plan)	Annual Plan: Homeownership
	Public Housing Community Service Policy/Programs <input type="checkbox"/> Check here if included in Public Housing A & O Policy	Annual Plan: Community Service & Self-Sufficiency
X	Cooperative agreement between the PHA and the TANF agency and between the	Annual Plan: Community

PHA Name:
HA Code:

5-Year Plan for Fiscal Years: 20__ - 20__

Annual Plan for FY 20__

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
	PHA and local employment and training service agencies.	Service & Self-Sufficiency
X	FSS Action Plan(s) for public housing and/or Section 8.	Annual Plan: Community Service & Self-Sufficiency
	Section 3 documentation required by 24 CFR Part 135, Subpart E for public housing.	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports for public housing.	Annual Plan: Community Service & Self-Sufficiency
	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G). <input type="checkbox"/> Check here if included in the public housing A & O Policy.	Pet Policy
X	The results of the most recent fiscal year audit of the PHA conducted under the Single Audit Act as implemented by OMB Circular A-133, the results of that audit and the PHA's response to any findings.	Annual Plan: Annual Audit
	Consortium agreement(s), if a consortium administers PHA programs.	Joint PHA Plan for Consortia
	Consortia Joint PHA Plans ONLY: Certification that consortium agreement is in compliance with 24 CFR Part 943 pursuant to an opinion of counsel on file and available for inspection	Joint PHA Plan for Consortia
	Other supporting documents (optional). List individually.	(Specify as needed)

12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name:		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No:			Federal FY of Grant:
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)				
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

13. Capital Fund Program Five-Year Action Plan

Capital Fund Program Five-Year Action Plan					
Part I: Summary					
PHA Name				<input type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:	
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: PHA FY:	Work Statement for Year 3 FFY Grant: PHA FY:	Work Statement for Year 4 FFY Grant: PHA FY:	Work Statement for Year 5 FFY Grant: PHA FY:
	Annual Statement				
CFP Funds Listed for 5-year planning					
Replacement Housing Factor Funds					

13. Capital Fund Program Five-Year Action Plan

Capital Fund Program Five-Year Action Plan						
Part II: Supporting Pages—Work Activities						
Activities for Year 1	Activities for Year : ____ FFY Grant: PHA FY:			Activities for Year: ____ FFY Grant: PHA FY:		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See						
Annual						
Statement						
Total CFP Estimated Cost			\$			\$

13. Capital Fund Program Five-Year Action Plan