

LAKE METROPOLITAN HOUSING AUTHORITY
2009 ANNUAL PLAN

Version 6

Streamlined Annual PHA Plan

Fiscal Year 2009

[24 CFR Part 903.12(c)]

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[24CFR 903.7(®)]

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PHA 5-Year and Annual Plan	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 4/30/2011
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1.0	PHA Information PHA Name: <u>Lake Metropolitan Housing Authority</u> PHA Code: _____ PHA Type: <input checked="" type="checkbox"/> Small <input type="checkbox"/> High Performing <input type="checkbox"/> Standard <input type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): <u>07/2009</u>					
2.0	Inventory (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: <u>240</u> Number of HCV units: <u>1,358</u>					
3.0	Submission Type <input type="checkbox"/> 5-Year and Annual Plan <input checked="" type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only					
4.0	PHA Consortia <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)					
	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program	
					PH	HCV
	PHA 1:					
	PHA 2:					
	PHA 3:					
5.0	5-Year Plan. Complete items 5.1 and 5.2 only at 5-Year Plan update.					
5.1	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 for the next five years: Not Applicable					
5.2	Goals and Objectives. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan. Not Applicable					
6.0	PHA Plan Update (a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission: Please see attached Resolutions on pages #46- #132 (b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions. The public may obtain copies of the Annual PHA Plan at the Administrative Office of the Lake Metropolitan Housing Authority, 189 First Street, Painesville, OH.					
7.0	Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers. Include statements related to these programs as applicable. Not Applicable					
8.0	Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable.					
8.1	Capital Fund Program Annual Statement/Performance and Evaluation Report. As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> , form HUD-50075.1, for each current and open CFP grant and CFFP financing.					

8.2	<p>Capital Fund Program Five-Year Action Plan. As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i>, form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan.</p>
8.3	<p>Capital Fund Financing Program (CFFP). <input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.</p>
9.0	<p>Housing Needs. Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.</p> <p>Not Applicable</p>
9.1	<p>Strategy for Addressing Housing Needs. Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.</p> <p>Not Applicable</p>
10.0	<p>Additional Information. Describe the following, as well as any additional information HUD has requested.</p> <p>(a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year Plan.</p> <p>Not Applicable</p> <p>(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of "significant amendment" and "substantial deviation/modification"</p> <p>Not Applicable</p>
11.0	<p>Required Submission for HUD Field Office Review. In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. Note: Faxed copies of these documents will not be accepted by the Field Office.</p> <p>(a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights)</p> <p>(b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only)</p> <p>(c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only)</p> <p>(d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only)</p> <p>(e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only)</p> <p>(f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations.</p> <p>(g) Challenged Elements</p> <p>(h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only)</p> <p>(i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)</p>

ATTACHMENTS FOR SECTION 6.0 – PHA PLAN UPDATE

PHA Plan Element 1 – Eligibility, Selection and Admissions Policies

Attachment to PHA Plan – for Fiscal Year 2009; Beginning 7/01/2009

Description of Notification of Eligibility Requirements for the Housing Choice Voucher Program

The Lake Metropolitan Housing Authority adopted a Resolution (13-2008) regarding the notification of eligibility requirements for the HCV Program. After the verification process is completed, the PHA will make a final determination of eligibility. The decision is based upon information provided by the family, the verification completed by the PHA, and current eligibility criteria in effect. If the family is determined to be eligible, the PHA will mail a notification of eligibility. A briefing will be scheduled so that a voucher can be issued and the family can be oriented to the housing program. If the notice is returned by the post office with no forwarding address, a notice of denial will be sent to the family's address. Applicants who fail to attend a scheduled briefing will automatically be scheduled for another briefing. The PHA will notify the family of the date and time of the second scheduled briefing. Applicants who fail to attend one of the scheduled briefings will be denied assistance and removed from the waiting list.

PHA Plan Element 2 – Financial Resources

Lake Metropolitan Housing Authority Annual Plan Expected Income

Monday, December 22, 2008

LMHA expects to receive the following funding from HUD and rental income over the next fiscal year:

Capital Funds	\$300,000
Operating Funds	\$500,000
Rental Income	\$400,000
Interest Income	\$10,000
W/D Income	<u>\$15,000</u>
Total	\$1,225,000

PHA Plan Element 3 – Rent Determination

Attachment to PHA Plan – for Fiscal Year 2009; Beginning 7/01/2009

PHA's Flat Rent Methodology

The PHA has a set flat rent for each public housing unit, based on the reasonable market value of the unit. The PHA's methodology is described in the PHA Agency Plan.

The PHA's flat rents have been established using the following methodology:

The PHA will utilize Section 8 rent comparability statistics to establish flat rents for each unit. The analysis will include relevant factors, such as age, location, condition, amenities, design and size of units, as well as unassisted rents for similar housing, as follows:

The PHA has adopted the following flat rents via resolution 2-2002

Public Housing Development

Jackson Towers

0 BR \$493

1 BR \$621

Washington Square

1 BR \$622

Woodlawn Homes

2 BR \$686

3BR \$852

4BR \$1062

Description of Fees and Nonpayment penalties for Low Income Public Housing

Rent Payments

The Lake Metropolitan Housing Authority adopted a Resolution (14-2008) regarding the tenant rent due date and late fees. The tenant rent is due and payable at the PHA –designated location on the 7th of every month. If the seventh falls on a weekend or holiday, the rent is due and payable on the first business day thereafter.

If the PHA does not receive payment by the agreed-upon date, a delinquent rent invoice will be sent.

Fees and nonpayment penalties

If the tenant fails to make payment by the 7th date of the month, and the PHA has not agreed to accept payment at a later date, a Notice to Vacate will be issued to the tenant with a 14 day notice period for failure to pay rent, demanding payment in full or the surrender of the premises.

If the tenant fails to make payment by the 7th day of the month, a late fee of \$20 will be charged.

A charge of \$5.00 will be assessed against the tenant for checks which are returned for non-sufficient funds (NSF), or checks written on a closed account. If the check is not redeemed and the rent satisfied by the 7th of the month, the rent will be considered unpaid.

The PHA will always consider the rent unpaid when a check is returned for NSF or a check is written on a closed account.

If the PHA has not agreed to accept payment at a later date, a Notice to Vacate will be issued for failure to pay rent.

Attachment to PHA Plan – for Fiscal Year 2009; Beginning 7/01/2009

Description of verification requirements for families claiming zero income for Low Income Public Housing

The Lake Metropolitan Housing Authority adopted a Resolution (60-2008) regarding verification requirements for zero income families. Families claiming to have no income will be required to execute verification forms to determine that forms of income such as unemployment benefits, AFDC, SSI etc. are not being received by the household.

The PHA will request information from the IRS. This shall be done through the EIV (Enterprise Income Verification System).

Attachment to PHA Plan – for Fiscal Year 2009; Beginning 7/01/2009

Description of Security Deposits for Unit Transferring of Low Income Public Housing

The Lake Metropolitan Housing Authority adopted a Resolution (63-2008) regarding the transferring of security deposits from one unit to another when a family transfers units. The family will be required to pay any additional monies due on a security deposit, based on current circumstances, in full and upon acceptance of a unit and will be informed of the manner in which it is to be paid. Security deposits will always be transferred from the losing development to the gaining development minus any damage or cleaning charges applicable to the losing unit.

Attachment to PHA Plan – for Fiscal Year 2009; Beginning 7/01/2009

Description of Security Deposits and Unit Inspections for Unit Transfers of Low Income Public Housing

The Lake Metropolitan Housing Authority adopted a Resolution (64-2008) regarding the inspection process and charges as a result of the inspection prior to a unit transfer. If the tenant transfers to another unit, the PHA will conduct a unit inspection prior to the transfer to determine if there are any tenant damages beyond normal wear and tear. If this is the case, the PHA will require that the tenant pay for these damages as well as the additional amount (if applicable) due on the new security deposit that is based on current information prior to the transfer.

Attachment to PHA Plan – for Fiscal Year 2009; Beginning 7/01/2009

Description of Policy Requirements for the Submittal of Rent Increase Requests by Participating Landlords in the Housing Choice Voucher Program

The Lake Metropolitan Housing Authority adopted a Resolution (52-2008) regarding policy requirements for the submittal of rent increase requests by participating landlords in the HCV Program. The HUD regulations relating to owner rent adjustments applicable to the Regular Tenancy Program will be used until the HAP Contract is no longer effective, which will be no later than the second regular re-examination of the family after the merger date.

Owners must request a rent increase in writing. Any increase will be effective the later of (1) the anniversary date of the contract, or (2) at least 60 days after the owner's request is received.

The approval or disapproval decision regarding the adjustment will be based on HUD-required calculations and rent reasonableness determination. The adjustment may be an increase or a decrease.

The notice of rent change does not affect the automatic renewal of the lease and does not require a new lease or contract or even an executed amendment.

For terminations of Premerger Regular Certificate HAPS, see "Contract Terminations" chapter.

To receive an increase resulting from the annual adjustment for an annual anniversary date, the owner must request the increase at least 60 days before the annual anniversary date.

The rent to owner for a unit will not be increased at the annual anniversary date, unless the owner has complied with all requirements of the HAP contract, including the compliance with HQS.

Attachment to PHA Plan – for Fiscal Year 2009; Beginning 7/01/2009

Description of Policy Guidelines for Payment Agreements Made with Participants of the Housing Choice Voucher Program

The Lake Metropolitan Housing Authority adopted a Resolution (65-2008) regarding policy guidelines for payment agreements made with participants of the HCV Program. Payment agreements will be executed between the PHA and the head of household and spouse.

The payment agreement must be executed by the Executive Director or their designee.

Monthly payments may be decreased in cases of family hardship and if requested with reasonable notice from the family, verification of the hardship, and the approval of the Program Manager.

No move will be approved until the debt is paid in full, unless the move is the result of the following causes, and the Payment Agreement is current:

- Family size exceeds the HQS maximum occupancy standards
- The HAP contract is terminated due to owner non-compliance or opt-out
- A natural disaster

Additional Monies Owed: If the family already has a Payment Agreement in place and incurs an additional debt to the PHA:

If a Payment Agreement is in arrears more than 60 days, any new debts must be paid in full.

The PHA will follow the guidelines within the cognitive promissory note when participants default on the repayment agreement.

Attachment to PHA Plan – for Fiscal Year 2009; Beginning 7/01/2009

Description of Payment Standards for the Housing Choice Voucher Program – PHA Plan Element 3

The Lake Metropolitan Housing Authority adopted a Resolution (85-2008) concerning payment standards for the Housing Choice Voucher Program. Payment standards for the HCV Program are hereby established at one hundred ten percent (110%) of the Fair Market Rents as published by the United States Department of Housing and Urban Development on October 1, 2008 and effective January 1, 2009 said amounts currently being:

-0- Bedrooms	1 Bedroom	2 Bedrooms	3 Bedrooms	4 Bedrooms
545	633	763	979	1039

PHA Plan Element 4 – Operation and Management

Attachment to PHA Plan – for Fiscal Year 2009; Beginning 7/01/2009

Description of Lease Requirements for Low Income Public Housing

The Lake Metropolitan Housing Authority adopted a Resolution (59-2008) regarding Lease requirements. The initial term of the lease will be for 12 months. The lease shall be automatically renewed for successive terms of one (1) month each, commencing on the first and ending on the last calendar day of each successive month unless otherwise sooner terminated by LMHA or the Tenant, with the following exception: LMHA will not renew the lease if the family has violated the community service requirement (24 CFR 966.4)

Attachment to PHA Plan – for Fiscal Year 2009; Beginning 7/01/2009

Description of Annual Inspection Policies of Low Income Public Housing

The Lake Metropolitan Housing Authority adopted a Resolution (62-2008) regarding failed housekeeping inspections for residents of low income Public Housing units. Residents who fail the inspection or cause excessive damage to the unit are in violation of their lease. Residents who are in violation of their lease due to a failed inspection will be served with a thirty day notice to vacate, which will provide for time to cure. On or before the date that the notice expires, the PH Manager will conduct a follow up inspection. If the unit is not in decent, safe and sanitary condition during the follow up inspection, the tenant will be served with a three (3) day notice to vacate. If on the other hand the unit is in decent, safe and sanitary condition, the thirty (30) day notice will be canceled.

Description of Policy Guidelines for Providing Proper Notice to Landlords and Participants of the Housing Choice Voucher Program regarding Housing Quality Standards Inspections

The Lake Metropolitan Housing Authority adopted a Resolution (84-2008) concerning policy guidelines for providing proper notice to landlords and participants of the HCV Program regarding Housing Quality Standards Inspections. When it has been determined that a unit on the program fails to meet Housing Quality Standards, and the owner is responsible for completing the necessary repair(s) in the time period specified by the PHA, the assistance payment to the owner will be abated.

Abatement

A Notice of Abatement will be sent to the owner, and the abatement will be effective from the first day of the month following the first failed re-inspection. Generally not more than 30 days will be allowed for the correction, unless an extension has been requested and granted.

The PHA will re-inspect abated units within five (5) business days of receipt of the owner's notification that repairs have been completed.

If the owner makes repairs during the abatement period, payment will resume on the day the unit passes inspection.

No retroactive payments will be made to the owner for the period of time that the rent was abated and the unit did not comply with HQS. The Notice of Abatement states that the tenant is not responsible for the PHA's portion of rent that is abated.

PHA Plan Element 5 – Grievance Procedures – Available for review

PHA Plan Element 6 – Designated Housing for Elderly & Disabled Families – Available for review

PHA Plan Element 7 – Community Service and Self-Sufficiency – Available for review

PHA Plan Element 8 – Safety and Crime Prevention

Lake Metropolitan Housing Authority is a member of Lake County Crime Free Housing. Additionally, LMHA has hired the Painesville Police Department on a rotating schedule for Security Purposes. The Police Department provides LMHA with weekly reports and five year statistical information. This information is available upon request.

PHA Plan Element 9 – Pets

Attachment to PHA Plan – for Fiscal Year 2009; Beginning 7/01/2009

Description of Pet Deposits for residents of Low Income Public Housing – PHA Plan Element 9

The Lake Metropolitan Housing Authority adopted a Resolution (61-2008) regarding pet deposits for Public Housing Residents. The amount of the Pet Deposit is \$250.00 for pets other than fish or birds. Tenants who use an aquarium greater in size than 2 gallons must pay a refundable pet deposit in the amount of \$100. The tenant must provide LMHA with a refundable pet deposit (for pets other than the aforementioned) in the amount of \$250, which is in addition to the normal security deposit. Payment of this deposit must be paid in full before the pet may be allowed to reside in the dwelling unit.

PHA Plan Element 10 – Civil Rights Certification- No revision, N/A

PHA Plan Element 11 – Is Available for review upon request

PHA Plan Element 12 – Asset Management – N/A

PHA Plan Element 13 – Violence Against Women Act

Violence Against Women and Department of Justice Re-Authorization Act of 2005:

Lake Metropolitan Housing Authority has provided proper notification to all Low Income Public Housing Program participants of their specific rights under this Act along with a copy of the Federal Register and contact information for reference and further guidance.

Lake Metropolitan Housing Authority has also notified all Housing Choice Voucher Program participants and landlords of this Act and provided them with a copy of the Federal Register and contact information for reference and further guidance.

We will continue to review updates pertaining to this law and our requirements and also reach out to local agencies for assistance and guidance on verification of acts of domestic violence.

7.0- N/A

8.0- Capital Improvements

**8.1 Capital Fund Program Annual Statement/Performance and
Evaluation
Report.**

**2005, 2006, 2007, and 2008
See attachment: A**

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

Part I: Summary		Grant Type and Number		FFY of Grant:	
PBA Name:		Capital Fund Program Grant No: OH12-PO25-501-05 Replacement Housing Factor Grant No:		2005	
Lake Metropolitan Housing Authority		Date of CFFP:		FFY of Grant Approval:	
				2005	
Type of Grant		Reserve for Disasters/Emergencies		Revised Annual Statement (Revision no:)	
<input checked="" type="checkbox"/> Original Annual Statement		<input type="checkbox"/>		<input type="checkbox"/> Final Performance and Evaluation Report	
Performance and Evaluation Report for Period Ending:		Total Estimated Cost		Total Actual Cost ¹	
Line	Summary by Development Account	Original	Revised ¹	Obligated	Expended
1	Total non-CFF Funds	20,953	20,953	20,953	20,953
2	1406 Operations (may not exceed 20% of line 21) ³	7,000	7,000	7,000	7,000
3	1408 Management Improvements	8,000	8,000	8,000	8,000
4	1410 Administration (may not exceed 10% of line 21)				
5	1411 Audit				
6	1415 Liquidated Damages	12,000	8,724	8,724	8,724
7	1430 Fees and Costs				
8	1440 Site Acquisition	25,000	50,963	50,963	50,963
9	1450 Site Improvement	213,000	199,027	199,027	199,027
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment		6,286	6,286	6,286
14	1485 Demolition				
15	1492 Moving to Work Demonstration	15,000			
16	1495.1 Relocation Costs				
17	1499 Development Activities ⁴				
18a	1501 Collateralization or Debt Service paid by the PHA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)	300,953	300,953	300,953	300,953
20	Amount of Annual Grant: (sum of lines 2 - 19)				
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities				
23	Amount of line 20 Related to Security - Soft Costs				
24	Amount of line 20 Related to Security - Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures				

¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFF Grants for operations.
⁴ RHF funds shall be included here.

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/2011

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

Part I: Summary		FFY of Grant: 2005	FFY of Grant Approval: 2005
FHA Name: Lake Metropolitan Housing Authority		Replacement Housing Factor Grant No: OH12- Capital Fund Program Grant No. <u> </u> Date of CFFP: <u> </u>	
Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending: Line Summary by Development Account		<input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Final Performance and Evaluation Report	
Signature of Executive Director <i>[Signature]</i>		Total Estimated Cost	Total Actual Cost
Date 6-8-09		Obligated	Expended
Signature of Public Housing Director <i>[Signature]</i>		Date 6-08-09	

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMR No. 2577-0226
Expires 4/30/2011

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

Part I: Summary		Grant Type and Number Capital Fund Program, Grant No: OH12-PO25-501-06 Replacement Housing Factor Grant No:		FY of Grant: 2006	
PHA Name: Lake Metropolitan Housing Authority		Date of CFFP:		FY of Grant Approval: 2006	
Type of Grant	Reserve for Disasters/Emergencies	Revised Annual Statement (revision no:)		Total Actual Cost ¹	
<input checked="" type="checkbox"/> Original Annual Statement	<input type="checkbox"/> Performance and Evaluation Report for Period Ending:	<input type="checkbox"/> Final Performance and Evaluation Report		Obligated	Expended
Line	Summary by Development Account	Total Estimated Cost	Revised ²		
1	Total non-CFFP Funds	28,102	36,404	36,404	36,404
2	1406 Operations (may not exceed 20% of line 21) ³	36,000	27,984	27,984	27,984
3	1408 Management Improvements	28,102	28,102	28,102	28,102
4	1410 Administration (may not exceed 10% of line 21)				
5	1411 Audit				
6	1413 Liquidated Damages	15,000	14,421	14,421	7,576
7	1430 Fees and Costs				
8	1440 Site Acquisition		16,385	1,485	
9	1450 Site Improvement	132,813	117,708	117,708	114,986
10	1460 Dwelling Structures	15,000	21,419	15,000	15,000
11	1465.1 Dwelling Equipment—Nonspendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition	11,000	26,896	26,896	11,000
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs	15,000	0	0	
17	1499 Development Activities ⁴				
18	1501 Collateralization or Debt Service paid by the PHA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant: (sum of lines 2 - 19)	281,017	289,319	268,000	241,052
21	Amount of line 20 Related to LIBF Activities				
22	Amount of line 20 Related to Section 504 Activities				
23	Amount of line 20 Related to Security - Soft Costs				
24	Amount of line 20 Related to Security - Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures				

¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFFP Grants for operations.
⁴ RHF funds shall be included here.

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/2011

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

Part I: Summary		FFY of Grant: 2006	FFY of Grant Approval: 2006
PHA Name: Lake Metropolitan Housing Authority		Replacement Housing Factor Grant No.:	
Grant Type and Number Capital Fund Program Grant No. OH12- Date of CFFP:		Replacement Housing Factor Grant No.:	
Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Final Performance and Evaluation Report	
<input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Performance and Evaluation Report for Period Ending:		Total Estimated Cost	Total Actual Cost
Line	Summary by Development Account	Revised?	Obligated
		Original	Expended
Signature of Executive Director		Date	
<i>[Signature]</i>		6-28-09	
Signature of Public Housing Director		Date	
<i>[Signature]</i>		6-28-09	

U.S. Department of Housing and Urban Development
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OMB No. 2577-0226
Expires 4/30/2011

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

Part I: Summary		Grant Type and Number		FFY of Grant: 2007	
PHA Name: Lake Metropolitan Housing Authority		Capital Fund Program Grant No: OH12-PO25-501-07		FFY of Grant Approval: 2007	
		Replacement Housing Factor Grant No:			
		Date of CFFP: 06/30/2008			
Type of Grant		<input type="checkbox"/> Revised Annual Statement (revision no:) <input checked="" type="checkbox"/> Final Performance and Evaluation Report			
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Performance and Evaluation Report for Period Ending:			
Line	Summary by Development Account	Original	Total Estimated Cost Revised ²	Obligated	Total Actual Cost ¹ Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) ³	29,614		29,614	29,614
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)	29,614		29,614	29,614
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	236,920		165,772	105,350
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities ⁴				

¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.
⁴ RHF funds shall be included here.

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

Part I: Summary		FFY of Grant: 2007 FFY of Grant Approval: 2007		
PHA Name: Lake Metropolitan Housing Authority		Grant Type and Number Capital Fund Program Grant No: OH12-FO25-501-07 Replacement Housing Factor Grant No: Date of CFFP:		
Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Reserve for Disasters/Emergencies		<input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Final Performance and Evaluation Report		
Line	Summary by Development Account	Total Estimated Cost Original	Total Actual Cost ¹ Revised ² Obligated	Expended
18a	1501 Collateralization or Debt Service paid by the PHA			
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment			
19	1502 Contingency (may not exceed 8% of line 20)		225,000	164,578
20	Amount of Annual Grant: (sum of lines 2 - 19)	296,148		
21	Amount of line 20 Related to LBP Activities			
22	Amount of line 20 Related to Section 504 Activities			
23	Amount of line 20 Related to Security - Soft Costs			
24	Amount of line 20 Related to Security - Hard Costs			
25	Amount of line 20 Related to Energy Conservation Measures			
Signature of Executive Director		Signature of Public Housing Director		Date
				2/17/10

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U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/2011

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

Part I: Summary		FFY of Grant: 2007	
PHA Name: Lake Metropolitan Housing Authority		FFY of Grant Approval: 2007	
Grant Type and Number Capital Fund Program Grant No: <u>OH2-</u>		Replacement Housing Factor Grant No:	
Date of CRFP:			
<input type="checkbox"/> Reserve for Disasters/Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 2) <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input checked="" type="checkbox"/> Final Performance and Evaluation Report <input type="checkbox"/> Total Estimated Cost	
<input type="checkbox"/> Summary by Development Account <input type="checkbox"/> Signature of Executive Director		<input type="checkbox"/> Total Actual Cost <input type="checkbox"/> Obligated <input type="checkbox"/> Expended	
Signature of Executive Director 		Signature of Public Housing Director 	
Date 6-8-09		Date 6-08-09	

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

Part I: Summary		Grant Type and Number		FFY of Grant: 2008	
PHA Name: Lake Metropolitan Housing Authority		Capital Fund Program Grant No: OHH2-PO25-501-08		FFY of Grant Approval: 2008	
Replacement Housing Factor Grant No:		Date of CFFP:			
Type of Grant		Reserve for Disasters/Emergencies		Revised Annual Statement (revision no:)	
<input checked="" type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Final Performance and Evaluation Report	
<input type="checkbox"/> Summary by Development Account		Summary by Development Account		Total Estimated Cost	
Line		Original	Revised ²	Obligated	Expended
1	Total non-CFF Funds	29,114		29,114	29,114
2	1406 Operations (may not exceed 20% of line 21) ³	7,000			
3	1408 Management Improvements	29,114		29,114	29,114
4	1410 Administration (may not exceed 10% of line 21)				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement	25,921		9,459	9,459
10	1460 Dwelling Structures	150,000			
11	1465.1 Dwelling Equipment—Nonexpendable	50,000			
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities ⁴				

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⁴ RHF funds shall be included here.

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

Part I: Summary		FFY of Grant: 2008 FFY of Grant Approval: 2008	
PHA Name: Lake Metropolitan Housing Authority	Grant Type and Number Capital Fund Program Grant No: OH12-PO25-501-08 Replacement Housing Factor Grant No: Date of CFFP:		
Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending: Summary by Development Account		<input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Final Performance and Evaluation Report	
Line	Original	Revised	Total Actual Cost ¹ Obligated Expended
18a	1501 Collateralization or Debt Service paid by the PHA		
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment		
19	1502 Contingency (may not exceed 8% of line 20)		67,687
20	Amount of Annual Grant:: (sum of lines 2 - 19)	291,149	67,687
21	Amount of line 20 Related to LBP Activities		
22	Amount of line 20 Related to Section 504 Activities		
23	Amount of line 20 Related to Security - Soft Costs		
24	Amount of line 20 Related to Security - Hard Costs		
25	Amount of line 20 Related to Energy Conservation Measures		
Signature of Executive Director		Signature of Public Housing Director	
Date		Date	

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U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/2011

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

Part I: Summary		FFY of Grant: 2008	FFY of Grant Approval: 2008
FEA Name: Lake Metropolitan Housing Authority		Replacement Housing Factor Grant No.:	
Grant Type and Number Capital Fund Program Grant No. OH12- Date of CFPP:		OH12- 2008-0000000000	
Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Final Performance and Evaluation Report	
Line Summary by Development Account		Total Estimated Cost	Total Actual Cost ¹
Signature of Executive Director:		Obligated	Expended
Date: 5-8-09		Revised:	Date: 6-18-09
Signature of Public Housing Director:		Signature of Public Housing Director: <i>Guca Peavy</i>	

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

Part I: Summary		Grant Type and Number Capital Fund Program Grant No: OH12S02550109	Replacement Housing Factor Grant No: ()	FFY of Grant: 2009
PHA Name: Lake Metropolitan Housing Authority		Date of CFFP: 2009		FFY of Grant Approval: 2009
Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:)		
Summary by Development Account		Total Estimated Cost	Revised ¹	Obligated
Line		Original		Expended
1	Total non-CFP Funds			
2	1406 Operations (may not exceed 20% of line 21) ³			
3	1408 Management Improvements			
4	1410 Administration (may not exceed 10% of line 21)			
5	1411 Audit			
6	1415 Liquidated Damages			
7	1430 Fees and Costs			
8	1440 Site Acquisition	87,000		
9	1450 Site Improvement	135,000		
10	1460 Dwelling Structures			
11	1465.1 Dwelling Equipment—Nonexpendable			
12	1470 Non-dwelling Structures	146,537		
13	1475 Non-dwelling Equipment			
14	1485 Demolition			
15	1492 Moving to Work Demonstration			
16	1495.1 Relocation Costs			
17	1499 Development Activities ⁴			
18a	1501 Collateralization or Debt Service paid by the PHA			
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment			
19	1502 Contingency (may not exceed 8% of line 20)	368,537		
20	Amount of Annual Grant: (sum of lines 2-19)			
21	Amount of line 20 Related to LBP Activities			
22	Amount of line 20 Related to Section 504 Activities			
23	Amount of line 20 Related to Security - Soft Costs			
24	Amount of line 20 Related to Security - Hard Costs			
25	Amount of line 20 Related to Energy Conservation Measures			

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³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.
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U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/2011

Annual Statement of Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

Part I: Summary		FFY of Grant: 2009	
PHA Name: Lake Metropolitan Housing Authority		FFY of Grant Approval: 2009	
Grant Type and Number Capital Fund Program Grant No.: OH12S02550109		Replacement Housing Factor Grant No:	
Date of CFFP: 2009			
<input type="checkbox"/> Reserve for Disasters/Emergencies <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Final Performance and Evaluation Report	
Line	Summary by Development Account	Total Estimated Cost	Total Actual Cost ¹
		Revised ²	Obligated
Signature of Executive Director		Signature of Public Housing Director	
Date		Date	
4-6-09			

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/2011

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

Part I: Summary		FFY of Grant: 2009 <i>EMPH</i>	
PHA Name: Lake Metropolitan Housing Authority		FFY of Grant Approval:	
Grant Type and Number Capital Fund Program Grant No: CFRC		Replacement Housing Factor Grant No:	
Date of CFPP:			
<input type="checkbox"/> Reserve for Disasters/Emergencies <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Final Performance and Evaluation Report	
Line	Summary by Development Account	Total Estimated Cost	Total Actual Cost
		Revised	Obligated
Signature of Executive Director		Date	
<i>[Signature]</i>		07/02/2009	
Signature of Public Housing Director		Date	
<i>[Signature]</i>		07/02/2009	

8.2 Capital Fund Program Five –Year Action Plan

13. Capital Fund Program Five-Year Action Plan

Capital Fund Program Five-Year Action Plan						
Part I: Summary						
PHA Name Lake Metropolitan Housing Authority	Original 5-Year Plan					
	Development Number/Name/HA- Wide	Year 1	Work Statement for Year 2 FFY Grant: 2006 PHA FY:	Work Statement for Year 3 FFY Grant: 2007 PHA FY:	Work Statement for Year 4 FFY Grant: 2008 PHA FY:	Work Statement for Year 5 FFY Grant: 2009 PHA FY:
	Annual Statement					
HA-Wide-Operations		20,000	25,000	25,000	25,000	25,000
HA-Wide-Administration		15,000	15,000	15,000	15,000	15,000
HA-Wide-Fees		12,000	12,000	12,000	12,000	12,000
Jackson Towers		183,000	183,000	183,000	183,000	183,000
Washington Square		30,000	30,000	30,000	30,000	30,000
Woodlawn		40,000	40,000	40,000	40,000	40,000
CFP Funds Listed for 5-year planning		300,000	300,000	300,000	300,000	300,000
Replacement Housing Factor Funds						

8.3 Capital Fund Financing Program (CFFP) – N/A

9.0 Housing Needs – N/A

10. Additional Information – N/A

11.0 Required Submission for HUD Field Office Review:

**PHA Certifications of Compliance
with PHA Plans and Related
Regulations**

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

**PHA Certifications of Compliance with the PHA Plans and Related Regulations:
Board Resolution to Accompany the PHA 5-Year and Annual PHA Plan**

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the 5-Year and/or Annual PHA Plan for the PHA fiscal year beginning 2009, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA certifies that there has been no change, significant or otherwise, to the Capital Fund Program (and Capital Fund Program/Replacement Housing Factor) Annual Statement(s), since submission of its last approved Annual Plan. The Capital Fund Program Annual Statement/Annual Statement/Performance and Evaluation Report must be submitted annually even if there is no change.
4. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
6. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
7. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
8. For PHA Plan that includes a policy for site based waiting lists:
 - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2006-24);
 - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
 - Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
 - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
 - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
10. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
11. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
12. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.

13. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
14. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
15. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
16. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
17. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
18. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
19. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
20. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
21. The PHA provides assurance as part of this certification that:
 - (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
 - (ii) The changes were duly approved by the PHA Board of Directors (or similar governing body); and
 - (iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.
22. The PHA certifies that it is in compliance with all applicable Federal statutory and regulatory requirements.

Lake Metropolitan Housing Authority

OH025

PHA Name

PHA Number/HA Code

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

X Annual PHA Plan for Fiscal Years 20⁰⁹ - 20¹⁰

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

Cindy Brooks

Title

Chairperson

Signature



Date

2-20-09

Certification for a Drug-Free Workplace

U.S. Department of Housing and Urban Development

Applicant Name

Lake Metropolitan Housing Authority

Program/Activity Receiving Federal Grant Funding

Low Income Public Housing OH025

Acting on behalf of the above named Applicant as its Authorized Official, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the sites listed below:

I certify that the above named Applicant will or will continue to provide a drug-free workplace by:

a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

b. Establishing an on-going drug-free awareness program to inform employees ---

(1) The dangers of drug abuse in the workplace;

(2) The Applicant's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph a.;

d. Notifying the employee in the statement required by paragraph a. that, as a condition of employment under the grant, the employee will ---

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

e. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

f. Taking one of the following actions, within 30 calendar days of receiving notice, under subparagraph d.(2), with respect to any employee who is so convicted ---

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs a. thru f.

2. **Sites for Work Performance.** The Applicant shall list (on separate pages) the site(s) for the performance of work done in connection with the HUD funding of the program/activity shown above: Place of Performance shall include the street address, city, county, State, and zip code. Identify each sheet with the Applicant name and address and the program/activity receiving grant funding.)

Check here if there are workplaces on file that are not identified on the attached sheets.

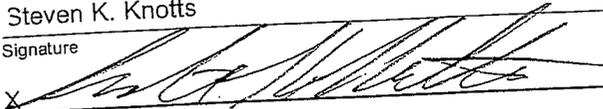
I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.
(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

Steven K. Knotts

Signature



Title

Executive Director

Date

12-27-08

**LAKE METROPOLITAN HOUSING AUTHORITY
SITES FOR WORK PERFORMANCE
Attachment D**

Place of Performance: Washington Square
Address: 111 East Washington Street
City, State, and Zip: Painesville, OH 44077
County: Lake County

Place of Performance: Jackson Towers
Address: 200 West Jackson Street
City, State, and Zip: Painesville, OH 44077
County: Lake County

Place of Performance: Woodlawn Homes
Address: 553 Sanders Avenue
City, State, and Zip: Painesville, OH 44077
County: Lake County

Certification of Payments to Influence Federal Transactions

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

Applicant Name	Lake Metropolitan Housing Authority	OH025
Program/Activity Receiving Federal Grant Funding	Low Income Public Housing & Housing Choice Voucher Program	

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.
(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official	Title
Steven K. Knotts	Executive Director
Signature	Date (mm/dd/yyyy)
	12-22-08

DISCLOSURE OF LOBBYING ACTIVITIES

Approved by OMB
0348-0046

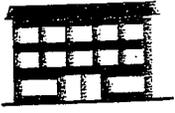
Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure.)

1. Type of Federal Action: <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	2. Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. Report Type: <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: year _____ quarter _____ date of last report _____
4. Name and Address of Reporting Entity: <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known: _____ Congressional District, if known: 4c	5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: Congressional District, if known: _____	
6. Federal Department/Agency:	7. Federal Program Name/Description: CFDA Number, if applicable: _____	
8. Federal Action Number, if known:	9. Award Amount, if known: \$ _____	
10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI):	b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI):	
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature:  Print Name: Steven K. Knotts Title: Executive Director Telephone No.: 440-354-3347, extension 18 Date: 12-22-08	
Federal Use Only:		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

11.0 (e) N/A

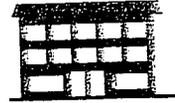
11.0 (g) Challenged elements – NA

Corresponding Resolutions:



Jackson Resident Association

200 W. Jackson St. Suite #315
Painesville, OH 44077-3156



February 2, 2009

Dear Director;

After review of Lake Metropolitan Housing Authority's Annual Plan, it is our recommendation that LMHA proceed in the submission of this Plan to HUD for acceptance.

If we can be of any more assistance in this matter, please do not hesitate to contact us.

Sincerely,

Diane Branstein
Chairperson, Board of Jackson Resident Association

11.0 (g) Challenged elements - NA

Corresponding Resolutions:

RESOLUTION 20 -2008

A RESOLUTION AUTHORIZING THE FINANCE DEPARTMENT TO ISSUE ACCOUNTS PAYABLE CHECKS WITH THE AUTO SIGNATURE FEATURE FOR RECURRING UTILITY BILLS AND MONTHLY CONTRACT EXPENSES OF THE LAKE METROPOLITAN HOUSING AUTHORITY.

WHEREAS, the Members of the Lake Metropolitan Housing Authority have, upon recommendation of the Executive Director, found and determined that the Lake Metropolitan Housing Authority is in need of authorizing the Finance Department to issue accounts payable checks with the auto signature feature for recurring utility bills and monthly contract expenses in order to reduce the turn over time for payment of said bills to eliminate late fees and finance charges, and to reduce the number of checks that will require the signature of the Executive Director and/or the Board Members.

NOW, THEREFORE, BE IT RESOLVED BY THE MEMBERS OF THE LAKE METROPOLITAN HOUSING AUTHORITY, THAT:

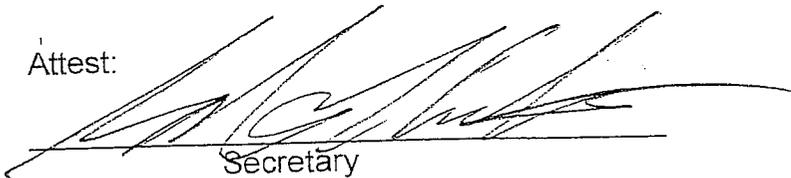
SECTION 1. The Finance Department be and hereby is authorized to issue accounts payable checks with the auto signature feature for recurring utility bills and monthly contract expenses. Bills that are auto signed will not exceed \$3,000 with exception to OMER-ESA (Health Insurance), MetLife (Dental Insurance), VSP (Vision Insurance), and Ohio Public Employees (Deferred Compensation). All bills paid in this manner shall continue to be reported on the monthly board report.

SECTION 2. It is found and determined that all formal actions of the Lake Metropolitan Housing Authority concerning and relating to the adoption of this Resolution were adopted in an open meeting of the Lake Metropolitan Housing Authority; and that, except as otherwise provided by Section 121.22 of the Ohio Revised Code, all deliberations of the Lake Metropolitan Housing Authority and any of its committees that resulted in such formal actions were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 3. This Resolution shall go into effect at the earliest time allowed under law.

Passed: March 11, 2008

Attest:


Secretary


Chairman

This Resolution first appeared 583 # 12-2008 which was tabular on 2/12/08.

RESOLUTION 19 - 2008

A RESOLUTION AUTHORIZING LAKE METROPOLITAN HOUSING AUTHORITY TO BEGIN CAPITALIZING ANY ASSET PURCHASED FOR MORE THAN \$5,000.

WHEREAS, the Members of the Lake Metropolitan Housing Authority have, upon recommendation of the auditor and the Executive Director, found and determined that the Lake Metropolitan Housing Authority is in need of capitalizing any asset purchased for more than \$5,000.00; and,

WHEREAS, Lake Metropolitan Housing Authority will continue to inventory and track purchase of all assets, the Authority will only depreciate the items that are over the \$5,000.00 threshold.

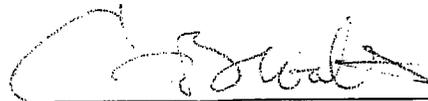
NOW, THEREFORE, BE IT RESOLVED BY THE MEMBERS OF THE LAKE METROPOLITAN HOUSING AUTHORITY, THAT:

SECTION 1. Lake Metropolitan Housing Authority is hereby directed to inventory, capitalize and depreciate assets with a purchase price over \$5,000 in value.

SECTION 2. It is found and determined that all formal actions of the Lake Metropolitan Housing Authority concerning and relating to the adoption of this Resolution were adopted in an open meeting of the Lake Metropolitan Housing Authority and that, except as otherwise provided by Section 121.22 of the Ohio Revised Code, all deliberations of the Lake Metropolitan Housing Authority and any of its committees that resulted in such formal actions were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 3 This Resolution shall go into effect at the earliest time allowed under law.

Passed: March 11, 2008


Chairman

ATTEST:


Secretary

ATTEST:


Secretary

RESOLUTION 15-2008

A RESOLUTION AUTHORIZING LAKE METROPOLITAN HOUSING AUTHORITY TO BEGIN TO DISBURSE THE GSA TRAVEL ALLOWANCE PER DIEM TO TRAVELERS FOR AUTHORIZED TRAVEL.

WHEREAS, the Members of the Lake Metropolitan Housing Authority, upon recommendation of the Executive Director, have found and determined that the Lake Metropolitan Housing Authority is in need of authorizing travel allowances at the current GSA rate per diem for authorized travel so that the Lake Metropolitan Housing Authority may disburse the GSA rate per diem, and not require receipts to be returned if the traveler does not exceed the advanced per diem rate, and,

WHEREAS, a traveler will be reimbursed for any amount expended above the advanced GSA rate per diem, up to the amount authorized per the travel policy of Lake Metropolitan Housing Authority, so long as receipts and travel expense report is returned verifying additional expenditures.

NOW, THEREFORE, BE IT RESOLVED BY THE MEMBERS OF THE LAKE METROPOLITAN HOUSING AUTHORITY, THAT:

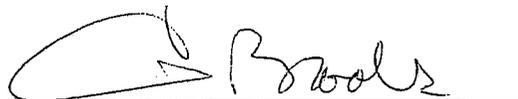
SECTION 1. Lake Metropolitan Housing Authority is hereby authorized to disburse current GSA travel per diem rates and not require receipts if expenditures do not exceed this rate.

SECTION 2. Lake Metropolitan Housing Authority is hereby authorized to reimburse travelers for any amount expended above the disbursed GSA per diem rate, up to the amount authorized per the travel policy of Lake Metropolitan Housing Authority, so long as receipts and travel expense reports are presented verifying additional expenditures

SECTION 3. It is found and determined that all formal actions of the Lake Metropolitan Housing Authority concerning and relating to the adoption of this Resolution were adopted in an open meeting of the Lake Metropolitan Housing Authority and that, except as otherwise provided by Section 121.22 of the Ohio Revised Code, all deliberations of the Lake Metropolitan Housing Authority and any of its committees that resulted in such formal actions were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 4. This Resolution shall go into effect at the earliest time allowed under law.

Passed: March 11, 2008



Chairman

EXHIBIT B

The PHA will return the Pet Deposit to the former tenant or to the person designated by the former tenant in the event of the former tenant's incapacitation or death.

The PHA will provide the tenant of designee identified above with a written list of any charges against the security or pet deposits. If the tenant disagrees with the amount charged to the security of pet deposits, the PHA will provide a meeting to discuss the charges.

The resident must leave the dwelling unit in a clean and undamaged (beyond normal wear and tear) condition and must furnish a forwarding address to the PHA. All keys to the unit must be returned to the Management upon vacating the unit.

The PHA will not use the security deposit for payment of rent or other charges while the tenant is living in the unit.

If the tenant transfers to another unit, the PHA will refund the security deposit, less damages, and collect a new deposit, using the current information regarding Total Tenant Payment. If applicable, the tenant will be informed of the new deposit amount. However, the new deposit will not be collected until the old deposit (if any) is refunded.

Pet Deposit

The amount of the Pet Deposit is \$450.

H. RENT PAYMENTS

The tenant rent is due and payable at the PHA-designated location on the **7th** of every month. If the **7th** falls on a weekend or holiday, the rent is due and payable on the first business day thereafter.

If the PHA does not receive payment by the agreed-upon date, a delinquent rent notice will be sent.

I. FEES AND NONPAYMENT PENALTIES

If the tenant fails to make payment by the **7th** date of the month, and the PHA has not agreed to accept payment at a later date, a Notice to Vacate will be issued to the tenant with a 14 day notice period for failure to pay rent, demanding payment in full or the surrender of the premises.

If the tenant fails to make payment by the **7th** day of the month, a late fee of the \$20 will be charged.

A charge of \$5.00 will be assessed against the tenant for checks which are returned for non-sufficient funds (NSF), or checks written on a closed account. If the check is not redeemed and the rent satisfied by the **7th** of the month, the rent will be considered unpaid.

The PHA will always consider the rent unpaid when a check is returned as NSF or a check is written on a closed account.

If the PHA has not agreed to accept payment at a later date, a *Notice to vacate* will be issued for failure to pay rent.

EXHIBIT A

The PHA will return the Pet Deposit to the former tenant or to the person designated by the former tenant in the event of the former tenant's incapacitation or death.

The PHA will provide the tenant or designee identified above with a written list of any charges against the security or pet deposits. If the tenant disagrees with the amount charged to the security of pet deposits, the PHA will provide a meeting to discuss the charges.

The resident must leave the dwelling unit in a clean and undamaged (beyond normal wear and tear) condition and must furnish a forwarding address to the PHA. All keys to the unit must be returned to the Management upon vacating the unit.

The PHA will not use the security deposit for payment of rent or other charges while the tenant is living in the unit.

If the tenant transfers to another unit, the PHA will refund the security deposit, less damages, and collect a new deposit, using the current information regarding Total Tenant Payment. If applicable, the tenant will be informed of the new deposit amount. However, the new deposit will not be collected until the old deposit (if any) is refunded.

Pet Deposit

The amount of the Pet Deposit is \$450.

H. RENT PAYMENTS

The tenant rent is due and payable at the PHA-designated location on the 14th of every month. If the 14th falls on a weekend or holiday, the rent is due and payable on the first business day thereafter.

If the PHA does not receive payment by the agreed-upon date, a delinquent rent notice will be sent.

I. FEES AND NONPAYMENT PENALTIES

If the tenant fails to make payment by the 14th date of the month, and the PHA has not agreed to accept payment at a later date, a Notice to Vacate will be issued to the tenant with a 14 day notice period for failure to pay rent, demanding payment in full or the surrender of the premises.

If the tenant fails to make payment by the 14th day of the month, a late fee of the \$20 will be charged.

A charge of \$5.00 will be assessed against the tenant for checks which are returned for non-sufficient funds (NSF), or checks written on a closed account. If the check is not redeemed and the rent satisfied by the 14th of the month, the rent will be considered unpaid.

The PHA will always consider the rent unpaid when a check is returned as NSF or a check is written on a closed account.

If the PHA has not agreed to accept payment at a later date, a *Notice to vacate* will be issued for failure to pay rent.

RESOLUTION 14-2008

A RESOLUTION AMENDING CHAPTER 9 OF THE ADMISSIONS AND CONTINUED OCCUPANCY POLICY OF THE LAKE METROPOLITAN HOUSING AUTHORITY.

WHEREAS, the Members of the Lake Metropolitan Housing Authority have found and determined that it is necessary to amend Chapter 9 of the Admissions and Continued Occupancy Policy of the Lake Metropolitan Housing Authority regarding fees and nonpayment penalties .

NOW, THEREFORE, BE IT RESOLVED BY THE MEMBERS OF THE LAKE METROPOLITAN HOUSING AUTHORITY, THAT:

SECTION 1. The Admissions and Continued Occupancy Policy, Chapter 9, of the Lake Metropolitan Housing Authority be and hereby is amended from its existing form as shown in Exhibit A to incorporate the change to Paragraph I, Fees and Nonpayment Penalties as shown in **bold** on Exhibit B attached hereto and incorporated herein to provide for a new "late" date for payment of rent.

SECTION 2. It is found and determined that all formal actions of the Lake Metropolitan Housing Authority concerning and relating to the adoption of this Resolution were adopted in an open meeting of the Lake Metropolitan Housing Authority; and that, except as otherwise provided by Section 121.22 of the Ohio Revised Code, all deliberations of the Lake Metropolitan Housing Authority and any of its committees that resulted in such formal actions were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 3. This Resolution shall go into effect at the earliest time allowed under law.

Passed: March 11, 2008

Attest:


Secretary


Chairman

*This first appeared as Resolution # 45-2007 but was tabled at that time.
(12/13/07)*

RESOLUTION 13-2008
EXHIBIT B

Chapter 3, Section H to read: After the verification process is completed, the PHA will make a final determination of eligibility. This decision is based upon information provided by the family, the verification completed by the PHA, and current eligibility criteria in effect. If the family is determined to be eligible, the PHA will mail a notification of eligibility. A briefing will be scheduled so that a voucher can be issued and the family can be oriented to the housing program. **If the notice is returned by the post office with no forwarding address, a notice of denial will be sent to the family's address. Applicants who fail to attend a scheduled briefing will automatically be scheduled for another briefing. The PHA will notify the family of the date and time of the second scheduled briefing. Applicants who fail to attend one of the scheduled briefings will be denied assistance and removed from the waiting list.**

RESOLUTION 13-2008
EXHIBIT A

Chapter 3, Section H to read: After the verification process is completed, the PHA will make a final determination of eligibility. This decision is based upon information provided by the family, the verification completed by the PHA, and current eligibility criteria in effect. If the family is determined to be eligible, the PHA will mail a notification of eligibility. A briefing will be scheduled so that a voucher can be issued and the family can be oriented to the housing program.

RESOLUTION 13-2008

A RESOLUTION AMENDING THE LAKE METROPOLITAN HOUSING AUTHORITY'S ADMINISTRATIVE PLAN FOR THE HOUSING CHOICE VOUCHER PROGRAM.

WHEREAS, the Lake Metropolitan Housing Authority has an Administrative Plan for the Housing Choice Voucher Program; and,

WHEREAS, the members of the Lake Metropolitan Housing Authority have been recommended to amend said Administrative Plan so as to more efficiently and effectively operate the program; and,

WHEREAS, the members of the Lake Metropolitan Housing Authority hereby deem the proposed amendments to be in the best interests and general welfare of the Lake Metropolitan Housing Authority and the applicants/participants for whom Housing Choice Voucher assistance is provided.

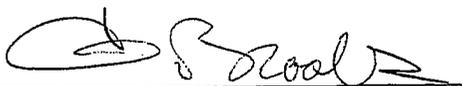
NOW, THEREFORE, BE IT RESOLVED BY THE MEMBERS OF THE LAKE METROPOLITAN HOUSING AUTHORITY, THAT:

SECTION 1: The Lake Metropolitan Housing Authority's Administrative Plan for the Housing Choice Voucher Program, Chapter 3, Section H will be and hereby is amended from its existing form as shown in Exhibit A to incorporate the additional paragraph to Chapter 3, Section H as shown in bold on Exhibit B attached hereto and incorporated herein regarding the notification of eligibility.

SECTION 2: It is found and determined that all formal actions of the Lake Metropolitan Housing Authority concerning and relating to the adoption to the resolution were adopted in an open meeting of the Lake Metropolitan Housing Authority; and that, except as otherwise provided by Section 121.22 of the Ohio Revised Code, all deliberations of the Lake Metropolitan Housing Authority and any of its committees that resulted in such formal actions were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 3: This Resolution shall go into at the earliest time allowed by law.

PASSED: March 11, 2008


Chairman

ATTEST:


Secretary

FOR WAIVER OF PUBLIC RECORD FEES

Attachment C

Documents requested:

Reason for request of Waiver of record fees:

Print Name: _____ Date: _____

Signature: _____ Phone number: _____

APPROVED: _____

DENIED: _____ REASONS: _____

Housing Authority Public Records Officer Signature: _____

Date: _____

LMHA employee

Date

PUBLIC RECORDS ARE UNAVAILABLE
Attachment B

The Public Records you requested are not available:

- The request involves records that have never been maintained by the LMHA
- The request involves records that are no longer maintained or have been disposed of or transferred pursuant to applicable LMHA Schedules of Record Retention and Disposition (RC-2)
- The request involves a record that has been disposed of pursuant to an Application of the One-Time Record Disposal (RC-1)
- The request involves a record that does not exist. In accordance with ORC Section 149.40, the LMHA is under no obligation to create records to meet public records requests
- The requested record is prohibited from release due to applicable state or federal law.

LMHA Public Records Officer

Date

REQUEST FOR PUBLIC RECORDS

Attachment A

Date

Name of Requesting Party (Optional)

Street Address

City

State

Zip Code

Information Requested:

Information is to be _____ mailed. (Stamped self-addressed envelope provided)
_____ picked up personally.

Signature of Requesting Party (Optional)

CHARGES:

_____ pages at \$ _____ = \$ _____

_____ pages at \$ _____ = \$ _____

Other _____ = \$ _____

Total charge: \$ _____

(Forward payment and copy of receipt to Accounting Department)

Payment received by: _____

be advised that Ohio Revised Code section 149.43 provides a legal means for addressing their complaint in these disputes. (R.C. 149.43(C)(1)(2)).

V. Training and Education

The LMHA continues to update and address all education, training, disclosure, and policy requirements mandated by R.C. 109.43 and R.C. 149.43(E)(1)(2).

- i. Employees may check the appropriate box on Attachment A if they are simply applying the statutory exclusion.
- ii. Otherwise, legal counsel will respond with the legal authority for a denial.

D. Redacting Exempted Records/Procedure

1. "Redaction" means obscuring or deleting any information that is exempt from the duty to permit public inspection or copying from an item that otherwise meets the definition of a "record" in section 149.011 of the Ohio Revised Code. (R.C. 149.43 (A)(11));
 - a. A redaction shall be deemed a denial of a request to inspect or copy the redacted information, except if federal or state law authorizes or requires a public office to make the redaction. (R.C. 149.43(B)(1)).
 - b. If a request is ultimately denied, in part or in whole, the LMHA shall provide the requester with an explanation, including legal authority, setting forth why the request was denied. (R.C. 149.43 (B)(3)).
2. If a public record contains certain information that is exempt from the duty to permit public inspection or to copy the public record, the LMHA shall make available of the information within the public record that is not exempt.
3. When making that public record available for public inspection or copying that public record, the LMHA shall notify the requester of any redaction or make the redaction plainly visible. (R.C. 149.43(B)(1)).
4. The releasing employee shall then reproduce a copy of the page with the redactions; the resulting copy shall be the page that is released to the requester.

Remedy

A. Grievances

1. If a person allegedly is aggrieved due to the inability to inspect a public record or due to the inability to receive a copy of the public record, the person shall be advised that they may:
 - a. Contact the Executive Director.
 - b. If the person is not satisfied after contacting the Executive Director, they shall

shall be processed in the same manner as mailed requests.

Response and Denials

A. Requests for inspection and/or copies of public records, which are not maintained by the LMHA shall be processed in the following manner:

1. If the LMHA receives a request for a record that it does not maintain, or the request is for a record which is no longer maintained, the requestor shall be so notified in writing (see Attachment B) that one of the following applies:
 - a. Their request involves records that have never been maintained by the LMHA;
 - b. Their request involves records that are no longer maintained or have been disposed of or transferred pursuant to applicable Record Retention and Disposition policy;
 - c. Their request involves a record that has been disposed of pursuant to an Application of the One-Time Records Disposal policy;
 - d. If the requested record is not used or maintained by the LMHA, the requestor shall be notified that, in accordance with Ohio Revised Code Section 149.40, the LMHA is under no obligation to create records to meet public record requests.

B. Ambiguous or Overly Broad Request for Public Records

If a requestor makes an ambiguous or overly broad request or has difficulty in making a request for copies or inspection of public records such that the Assistant Director cannot reasonably identify what public records are being requested:

1. The LMHA may deny the request.
2. However, the LMHA shall provide the requester with an opportunity to revise the request by informing the requestor of the manner in which records are maintained by the LMHA in the ordinary course of business. (R.C. 149.43(B)(2)).

C. Denial of a Record Maintained by the LMHA

The LMHA may deny request for a record maintained by the Housing Authority if:

1. The record that is requested is prohibited from release due to applicable state or federal law.
 - a. Employees of the LMHA shall consult legal counsel if they are unsure of whether the record requested should be withheld from disclosure.

Public Records Requests

A. Mailed Requests for Public Records:

1. Upon receiving a written request for copies of a public record made in accordance with section 149.43 of the Ohio Revised Code via the United States Postal Service, the LMHA shall promptly respond to the request.
2. An authorized employee of the LMHA shall, by any means practical, contact the requestor and advise them that: advance payment is required prior to providing copies of public records; and the fee shall also include the cost of postage and the envelope. (R.C. 149.43(B)(7)).
3. When practical, the LMHA may forward copied records by any other means reasonably acceptable to the requestor.
 - a. If a person requests a copy of a public record, the LMHA shall permit the requestor to choose to have the public record duplicated on paper or upon the same medium upon which the LMHA maintains the public record or upon any other medium on which the record can reasonably be duplicated as an integral part of the normal operations of the LMHA, or the responsible LMHA employee for the public record.
 - b. Persons seeking copies of public records are not permitted to make their own copies of the requested records by any means. (R.C. 149.43(B)(6)).
4. In accordance with section 149.43(B)(7) of the Ohio Revised Code, the LMHA limits the number of requested public records, to be transmitted through the U. S. Mail, to a maximum of ten records per month, unless the requestor certifies that the records or information in them will not be used for commercial purposes.
 - a. "Commercial purposes" shall be narrowly construed and does not include: the reporting or gathering of news or other information to assist citizen oversight; an understanding of the operation or activities of government; or nonprofit educational research.
5. Authorized LMHA employees shall comply with the following procedures upon receiving a valid public record request through the United States Postal System:
 - a. LMHA employees shall promptly process requests.
 - b. Requestors shall be charged the postage fees and the cost of the envelope required to properly send the requested records through the mail.

B. Written or verbal requests for copies made by the public records requester or their designee

1. Prompt inspection and copies of records within a reasonable amount of time contemplates the opportunity for legal review.
 2. Although the LMHA may ask the requestor to make the request in writing, for the requestor's identity, and may inquire about the intended use of the information requested, the requester shall be advised that:
 - a. The requests are not mandatory; and
 - b. The requestor's refusal to complete "Request for Public Records" form does not impair the requestor's right to inspect and/or receive copies of the public record. (R.C. 149.43(B)(5)).
 3. Any person, including corporations, individuals, and even governmental agencies, may request public records, and will be allowed prompt inspection of public records and copies within a reasonable amount of time upon request.
- C. In the event a request is made to inspect and/or obtain a copy of a record maintained by the LMHA whose release may be prohibited or exempted by either state or federal law, the request shall be forwarded to legal counsel for the LMHA for research and/or review. The person submitting the request shall be advised that their request is being reviewed by legal counsel to ensure that protected and/or exempted information is not improperly released by the LMHA.
- D. Records, whose release is prohibited or exempted by either state or federal law, or not considered public records as defined by R.C. 149.43(A)(1), shall NOT be subject to public inspection (See Attachment B). The following represents a partial list of records maintained by the LMHA, that may **not** be inspected or copied:
1. Client files (with the exception of the client requesting their own file).
 2. Health information
 3. Infrastructure record (the configuration of a public office's critical systems).
 4. Law enforcement investigations
 5. Records containing information that was specifically compiled in reasonable anticipation of civil or criminal action or proceeding.
 6. Security record (information that was used for protecting or maintain the security of a public office against attack, interference, or sabotage.)
 7. Social Security numbers

3. Fees:

A. The LMHA, in accordance with Section 149.43 of the Revised Code, has established the following fees for providing copies or reproductions of public records maintained by the LMHA:

1. For photocopies of either letter or legal size documents, the fees shall be \$.05 per photocopy calculated from the first photocopy. Advance payment is required before any copies are prepared.
2. For video tapes, cassette tapes or for any other type of media, the fee shall be the replacement cost or the reproduction (copying) cost. Reproduction costs may only be charged if a commercial or professional service is contracted to provide the copy.
3. Established costs/fees under this policy shall be clearly posted and visible to the public.
4. The Freedom of Information Act waiver provision, 5 U.S.C. Section 552(a)(4)(A)(iii), directs agencies to furnish documents free or at a reduced charge if "disclosure of the information is in the public interest because it is likely to contribute significantly to public understanding of the operations or activities of the government and is not primarily in the commercial interest of the requester." If an individual/group requests a "waiver" of the copy fees that individual/group must complete a Waiver form (Attachment C). This form will then be submitted to the Assistant Director for approval. If approved, the Housing Authority will waive the cost of copies.

4. Availability

Inspection

- A. All public records maintained by the LMHA shall be promptly prepared and made available for inspection to any person during regular business hours as well as a copy of the LMHA's current records retention schedule(s) (R.C. 149.43(B)(1)). Note that promptness is to be determined by the facts and circumstances of each public records request. Regular business hours for the LMHA are Monday through Friday (except holidays), from 8:30 AM to 5:00 PM.
- B. For the purpose of enhancing the ability of the LMHA to identify, provide for prompt inspection, and produce copies of the requested items in a reasonable period of time, the LMHA shall provide to the requester a "Request for Public Records" form for the requester to complete (Attachment A).

Standard Operating Procedure

Name of Procedure: Public Records Policy

Effective Date: February 12, 2008

CFR Reference Number: Public Records Act, R.C. 149.43, 149.011

Policy Reference:

1. Purpose:

The Lake Metropolitan Housing Authority (LMHA) acknowledges that it maintains many records that are used in the administration and operation of the Housing Authority. In accordance with state law and the *Lake County Records Commission*, the Housing Authority has adopted Schedules of Records Retention and Disposition that identify records which are stored on a fixed medium (paper, computer, film, etc.) and created, received, or sent under the jurisdiction of the LMHA. Further, they document the organization, functions, policies, decisions, procedures, operations, or other activities of the Housing Authority (R.C. 149.011(G); R.C. 149.43(A) (1)). The records maintained by the LMHA and the ability to access them serve as a means for providing trust between the public and the Housing Authority.

2. Scope:

- A. LMHA has a designated employee, the Assistant Director, who serves as the custodian of all records maintained by the office, department or function and has a copy of the LMHA's Public Records policy (R.C. 149:43(E)(2)).
- B. The LMHA's Public Record policy as well as the Records Retention and Disposition are made available to the public upon request.
- C. The LMHA public records policy is addressed in the LMHA Personnel Policy Manual.
- D. The LMHA displays a poster which generally describes the Public Records policy in the waiting area.

**A RESOLUTION ADOPTING THE PUBLIC RECORDS POLICY OF THE
LAKE METROPOLITAN HOUSING AUTHORITY**

WHEREAS, the Members of the Lake Metropolitan Housing Authority, upon the recommendation of the Executive Director and legal counsel of the Lake Metropolitan Housing Authority, have reviewed and do approve of a new Public Records Policy, a copy of which is attached hereto.

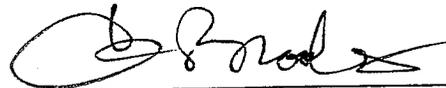
NOW, THEREFORE, BE IT RESOLVED BY THE MEMBERS OF THE LAKE METROPOLITAN HOUSING AUTHORITY, THAT:

SECTION 1. The Public Records Policy attached hereto of even date herewith be and hereby is adopted .

SECTION 2. It is found and determined that all formal actions of the Lake Metropolitan Housing Authority concerning and relating to the adoption of this Resolution were adopted in an open meeting of the Lake Metropolitan Housing Authority; and that, except as otherwise provided by Section 121.22 of the Ohio Revised Code, all deliberations of the Lake Metropolitan Housing Authority and any of its committees that resulted in such formal actions were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

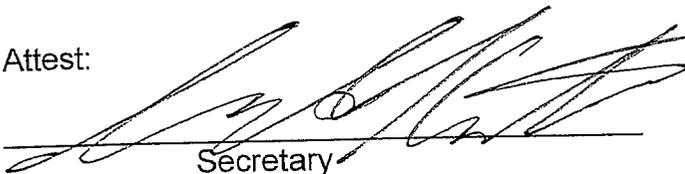
SECTION 3. This Resolution shall go into effect at the earliest time allowed under law.

Passed: February 12, 2008



Chairman

Attest:



Secretary

EXHIBIT B

U. PHA's FLAT RENT METHODOLOGY:

The PHA has set a flat rent for each public housing unit, based on the reasonable market value of the unit. The PHA's methodology is described in the PHA Agency Plan.

The PHA's flat rent has been established using the following methodology:

The PHA will utilize Section 8 rent comparability statistics to establish flat rents for each unit. The analysis will include relevant factors, such as age, location, condition, amenities, design and size of units, as well as unassisted rents for similar housing, as follows:

The PHA has adopted the following flat rents:

Public Housing Development		Flat rent	
Jackson Towers	0 BR	\$441	\$493
	1 BR	\$507	\$621
Washington Square	1 BR	\$507	\$622
Woodlawn Homes	2 BR	\$588	\$686
	3 BR	\$685	\$852
	4 BR	\$900	\$1062

EXHIBIT A

U. PHA'S FLAT RENT METHODOLOGY:

The PHA has set a flat rent for each public housing unit, based on the reasonable market value of the unit. The PHA's methodology is described in the PHA Agency Plan.

The PHA's flat rent has been established using the following methodology:

The PHA will utilize Section 8 rent comparability statistics to establish flat rents for each unit. The analysis will include relevant factors, such as age, location, condition, amenities, design and size of units, as well as unassisted rents for similar housing, as follows:

The PHA has adopted the following flat rents:

Public Housing Development	Flat rent
Jackson Towers	
0 BR	\$441
1 BR	\$507
Washington Square	
1 BR	\$507
Woodlawn Homes	
2 BR	\$588
3 BR	\$685
4 BR	\$900

RESOLUTION NO. 17-2009

A RESOLUTION AMENDING THE STATEMENT OF POLICIES GOVERNING THE ADMISSIONS AND CONTINUED OCCUPANCY POLICY OF THE LAKE METROPOLITAN HOUSING AUTHORITY.

WHEREAS, the Members of the Lake Metropolitan Housing Authority has a statement of policies governing Admission to and Continued Occupancy of Low Rent Public Housing; and

WHEREAS, the members of the Lake Metropolitan Housing Authority desire to amend said Statement of Policies so as to establish flat rents for public housing units.

WHEREAS, the Members of the Lake Metropolitan Housing Authority hereby deem the proposed amendments to be in the best interest and general welfare of the Lake Metropolitan Housing Authority and the tenants for whom public housing is provided.

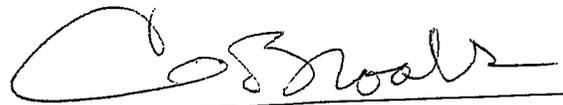
NOW, THEREFORE, BE IT RESOLVED BY THE MEMBERS OF THE LAKE METROPOLITAN HOUSING AUTHORITY, THAT:

SECTION 1. The Admissions and Continued Occupancy Policy, Chapter 6, Section U. of the Lake Metropolitan Housing Authority be and hereby is amended from its existing form as shown in Exhibit A to incorporate the change as shown in **bold** on Exhibit B attached hereto and incorporated herein to revise the flat rents for the Lake Metropolitan Housing Authority's Low Income Public Housing Units.

SECTION 2. It is found and determined that all formal actions of the Lake Metropolitan Housing Authority concerning and relating to the adoption of this Resolution were adopted in an open meeting of the Lake Metropolitan Housing Authority; and that, except as otherwise provided by Section 121.22 of the Ohio Revised Code, all deliberations of the Lake Metropolitan Housing Authority and any of its committees that resulted in such formal actions were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 3. This Resolution shall go into effect at the earliest time allowed under law.

Passed: March 10, 2009



Chairman

Attest:


Secretary

**EXHIBIT B FOR RESOLUTION 36-2008
HCV RECORDS RETENTION**

<u>DESCRIPTION OF RECORDS</u>	<u>SUGGESTED METHOD OF FILING</u>	<u>RECOMMENDED RETENTION</u>
Participant Files	Jeter File/Alphabetically	<p>During the term of each assisted lease and for three years thereafter, the PHA will maintain:</p> <p>Copy of lease, HAP contract, RFTA, Inspections, Lead Base Paint Reports, Rent Reasonableness, all records required By HUD, Verifications of income, racial, ethnic, gender, and disability status.</p> <p>In addition the PHA will maintain the "Initial" move in/lease up documentation for each participant until three years after termination from participation. And all demographic documentation such as: Birth Certificates, Social Security Cards, Photo ID's, Citizenship verifications, Marriage licenses, divorce decrees and Custodial documentation.</p>
Participant Debt Information	Binder	Disposal not recommended.

RESOLUTION 36-2008

A RESOLUTION AMENDING THE LAKE METROPOLITAN HOUSING AUTHORITY'S RECORD RETENTION POLICY.

WHEREAS, the Lake Metropolitan Housing Authority has a Records Retention Policy for the governance of record retention and disposition; and,

WHEREAS, the members of Lake Metropolitan Housing Authority intend to amend the Records Retention Policy to include the retention of operational and policy guidelines to be consistent with current regulations and federal law for the retention and disposition of Housing Choice Voucher Participant records; and,

WHEREAS, the Members of the Lake Metropolitan Housing Authority hereby deem the amendment to be in the best interests and general welfare of the Lake Metropolitan Housing Authority.

NOW, THEREFORE, BE IT RESOLVED BY THE MEMBERS OF THE LAKE METROPOLITAN HOUSING AUTHORITY, THAT:

SECTION 1. The Lake Metropolitan Housing Authority amends the previous Records Retention Policy attached hereto as "Exhibit A" to include the information contained in "Exhibit B" attached hereto and incorporated herein.

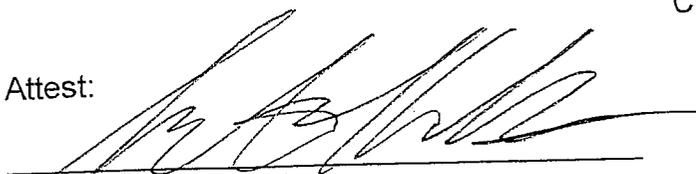
SECTION 2. It is found and determined that all formal actions of the Lake Metropolitan Housing Authority concerning and relating to the adoption of this Resolution were adopted in an open meeting of the Lake Metropolitan Housing Authority; and that except as otherwise provided by Section 121.22 of the Ohio Revised Code, all deliberations of the Lake Metropolitan Housing Authority and any of its committees that resulted in such formal actions were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 3. This Resolution shall go into immediate effect.

Passed: May 13, 2008


Chairman

Attest:


Secretary

EXIHIBIT B

PARAGRAPH 11:

SECTION G: OWNER PAYMENT IN THE PREMERGE REGULAR CERTIFICATE PROGRAM [24CFR 982.502 (d), 982.519, 982.520]

The HUD regulations relating to owner rent adjustments applicable to the Regular Tenancy Program will be used until the HAP Contract is no longer effective which will be no later than the second regular reexamination of the family after the merger date.

Owners must request a rent increase in writing. Any increase will be effective the later of (1) the anniversary date of the contract, or (2) at least 60 days after the owner's request is received.

The approval of disapproval decision regarding the adjustment will be based on HUD-required calculations and rent reasonableness determination. The adjustment may be an increase or a decrease.

The notice of rent change does not affect the automatic renewal of the lease and does not require a new lease or contract or even an executed amendment.

For terminations of Premerger Regular Certificate HAPS, see "Contract Terminations" chapter.

To receive an increase resulting from the annual adjustment for an annual anniversary date, the owner must request the increase at least sixty days before the annual anniversary date.

The rent to owner for a unit will not be increased at the annual anniversary date, unless the owner has complied with all requirements of the HAP contract, including the compliance with HQS.

EXIHIBIT A

CHAPTER 11:

SECTION G: OWNER PAYMENT IN THE PREMERGE REGULAR CERTIFICATE PROGRAM [24CFR 982.502 (d), 982.519, 982.520]

The HUD regulations relating to owner rent adjustments applicable to the Regular Tenancy Program will be used until the HAP Contract is no longer effective which will be no later than the second regular reexamination of the family after the merger date.

~~The PHA will notify owners of their right to request a rent adjustment.~~

Owners must request a rent increase in writing. Any increase will be effective the later of (1) the anniversary date of the contract, or (2) at least 60 days after the owner's request is received.

The approval of disapproval decision regarding the adjustment will be based on HUD-required calculations and rent reasonableness determination. The adjustment may be an increase or a decrease.

The notice of rent change does not affect the automatic renewal of the lease and does not require a new lease or contract or even an executed amendment.

For terminations of Premerger Regular Certificate HAPS, see "Contract Terminations" chapter.

To receive an increase resulting from the annual adjustment for an annual anniversary date, the owner must request the increase at least sixty days before the annual anniversary date.

The rent to owner for a unit will not be increased at the annual anniversary date, unless the owner has complied with all requirements of the HAP contract, including the compliance with HQS.

RESOLUTION 52-2008

A RESOLUTION AMENDING CHAPTER 11 OF THE LAKE METROPOLITAN HOUSING AUTHORITY'S ADMINISTRATIVE PLAN FOR THE HOUSING CHOICE VOUCHER PROGRAM.

WHEREAS, the Lake Metropolitan Housing Authority has found and determined that it is necessary to amend Chapter 11 of the Administrative Plan of the Lake Metropolitan Housing Authority regarding owners' requests for rent adjustments.

NOW, THEREFORE, BE IT RESOLVED BY THE MEMBERS OF THE LAKE METROPOLITAN HOUSING AUTHORITY, THAT:

SECTION 1. Chapter 11 of the Lake Metropolitan Housing Authority's Administrative Plan for the Housing Choice Voucher Program be and hereby is amended from its existing form as shown in Exhibit A to read in such a way that the existing language to be removed from Exhibit A is shown as ~~stricken~~ and the language to remain retains the existing font style reflected in the exhibit as Chapter 11, Paragraph G, Owner Payment in the Premerger Regular Certificate Program, to allow the agency to discontinue sending out landlord notices as shown in Exhibit B as the revised Chapter 11, Paragraph G attached hereto and incorporated herein .

SECTION 2. It is found and determined that all formal actions of the Lake Metropolitan Housing Authority concerning and relating to the adoption of this Resolution were adopted in an open meeting of the Lake Metropolitan Housing Authority; and that except as otherwise provided by Section 121.22 of the Ohio Revised Code, all deliberations of the Lake Metropolitan Housing Authority and any of its committees that resulted in such formal actions were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

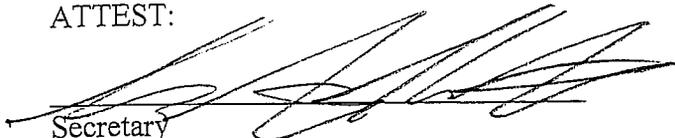
SECTION 3. This Resolution shall go into immediate effect.

Passed: June 10, 2008



Chairman

ATTEST:



Secretary

REPAYMENT AGREEMENT

I, _____ and I, _____ do hereby agree that I/we owe the Lake Metropolitan Housing Authority, hereinafter referred to as LMHA, the amount of \$ _____ .00 as a result of my/our occupancy at _____ in _____ Ohio. This debt is the result of the following program violation(s): _____

I/We have made a payment of \$ _____ .00 towards this debt today or I/we will make a payment of \$ _____ .00 towards this debt by _____, 200____. I/We agree to pay LMHA \$ _____ .00 per month until the balance is paid in full. My/Our monthly payments will be due on the _____ day of each month, and the first monthly payment will be due on _____, 200____. So long as I/we make the scheduled payments on time and in full, the unpaid balance will not bear interest. If I/we are late with a payment, miss a payment and/or fail to make a full payment, then LMHA may assess interest on the unpaid balance at the rate of 10% per year. The interest may be calculated and compounded monthly and LMHA may demand repayment of the entire balance at once.

I have read the "Repayment Agreement Policy" below and agree that any failure to abide by, and perform the stated actions above, this Repayment Agreement may result in the enforcement of any or all of the actions listed in the Repayment Agreement Policy below.

Signature of Participant

Signature of Participant

Date

Date

Address

Phone

Witness Signature

Date

REPAYMENT AGREEMENT POLICY

It is the policy of Lake Metropolitan Housing Authority, hereinafter referred to as LMHA, not to provide Rental Assistance through the Section 8 Program or Public Housing to any member of any family who owes money to LMHA, unless the debt owed has been repaid in full or is being repaid under the terms of a Repayment Agreement when payment(s) are due.

A minimum down payment of 17% to 33% of the total amount due is required as stated in a Repayment Agreement when such agreement is executed. Monthly payment amounts will take family income into account, but a reasonable short repayment period will be required. So long as payments are made when due, in full, an applicant and/or tenant will be considered in good standing with LMHA, but if a payment is late or is missed, regardless of whether previous payments were late or were missed, LMHA may do one of the following:

1. Remove a Section 8 and/or Public Housing applicant from any waiting list, and suspend any application which is pending;
2. Terminate any rental assistance to Section 8 tenant(s) and terminate the Housing Assistance Contract;
3. After two or more payments are not made when due, or if the entire amount plus interest is demanded and has not been paid within thirty (30) days of the demand, LMHA may take any lawful collection action- including filing suit to recover judgement for the amount due plus interest and court costs, and may thereafter execute on such judgement via attachments, wage garnishments or other lawful means.

I understand that default under the terms of this Note will also result in the following actions:

- (1) The unpaid balance, interest, costs and attorney's fees will be entered as a Confessed Judgment against me and the Judgment may be turned over to a collection agency.
- (2) The Judgment will be reflected on my credit report.

WARNING - BY SIGNING THIS PAPER YOU GIVE UP YOUR RIGHT TO NOTICE AND COURT TRIAL. IF YOU DO NOT PAY ON TIME A COURT JUDGMENT MAY BE TAKEN AGAINST YOU WITHOUT YOUR PRIOR KNOWLEDGE AND THE POWERS OF A COURT CAN BE USED TO COLLECT FROM YOU REGARDLESS OF ANY CLAIMS YOU MAY HAVE AGAINST THE CREDITOR WHETHER FOR RETURNED GOODS, FAULTY GOODS, FAILURE ON HIS PART TO COMPLY WITH THE AGREEMENT, OR ANY OTHER CAUSE.

Witness

Debtor/Promisor
(Signature)

Tenant File Number

Name (Printed)

Social Security Number

Program: _____ Voucher
 _____ Mod Rehab
 _____ Other

Address

Telephone Number

ACKNOWLEDGEMENT

State of Ohio, Lake County, to-wit: -

I hereby certify, that on this the ____ day _____, 200__, before the subscriber, Notary Public of the State of Ohio, in and for Lake County, personally appeared _____ and acknowledged the foregoing Cognovit Promissory Note to be his/her act.

(Notary Seal)

Notary Public

Name of Notary Public (Printed)

My Commission Expires: _____

COGNOVIT PROMISSORY NOTE

For value received, I promise to pay to the Lake Metropolitan Housing Authority, hereinafter "LMHA" the sum of _____ (\$_____.00), until paid in accordance with the following. I promise to make payments to the LMHA on a deferred payment schedule of _____ (\$_____.00) per month with the first payment of _____ (\$_____.00) due on the _____ day of _____, 200____, and each additional payment due on the _____ day of each month thereafter, until the total sum owed is paid in full. The total sum owed, together with all accrued and unpaid interest thereon, unless accelerated, shall be due and payable on the _____ day of _____, 200____. **Payments must be made by certified check or money order payable to LMHA** and sent to 189 First Street, Painesville, Ohio 44077, or such other offices as the Holder may direct in writing so as to reach the office on the due date.

Upon failure to make any such installment payment, or the entire Note when due, LMHA shall provide me with a written notice of apparent default. If I fail to cure the apparent default, to the satisfaction of the Holder within 30 days receipt of said notice, LMHA may, at its sole option, immediately declare a default and accelerate the entire unpaid amount, together with interest on this amount at the rate of ten percent (10 %) per annum, from the date of this Note. I hereby empower any attorney of record within the United States or elsewhere then to appear for me and confess judgment without prior hearing against me in favor of LMHA, or the Holder, for the unpaid balance due, together with interest at the rate of ten percent (10 %) per annum, reasonable attorney's fees and costs of suit thereon. I irrevocably submit to the jurisdiction of any state or Federal court sitting in the State of Ohio over any suit, action or proceeding arising out of this Note. I hereby release all errors and waive all right of appeal. The provisions of this Note shall be construed and enforced in accordance with laws of the State of Ohio as the same may be in effect from time to time. Any objection to venue in Lake County, Ohio is hereby waived. Stay of execution is hereby waived, and no benefit or exemption will be claimed under and by virtue of any exemption is hereby waived, and no benefit or exemption will be claimed under and by virtue of any exemption law now in force or which may hereinafter be passed. Presentment, demand, protest, notice of dishonor and notice of non-payment is hereby waived by the undersigned and each endorser of this Note. The authority and power to appear for and enter judgment against me shall not be exhausted by one or more exercises thereof or by any imperfect exercise thereof or by any imperfect exercise thereof and shall not be extinguished by any judgment entered pursuant thereto. Such authority may be exercised on one or more occasions or from time to time in the same or different jurisdictions as often as the Holder shall deem necessary or desirable, for all of which this Note shall be a sufficient warrant. I also state that this Promissory Note authority confession of judgment was not executed by me as a buyer under Chapter 13 of the Ohio Revised Code.

I hereby agree that I owe the amount stated above as a result of my occupancy at, and that the debt is the result of the following program violation(s):

I hereby waive any defense I might have to the above referenced debt and I hereby waive any rights that I may have to a hearing under the appropriate CFR citations, including but not limited to, Section 8 Certificate and Voucher programs 24 CFR 982.552; Public Housing Programs 966 and Indian Housing Programs 950.340, regarding said debt. I understand that this Notice is a legal document affecting my rights and that I may consult an attorney prior to the execution of this Note.

Exhibit B

Chapter 18:

Section E. Guidelines For Payment Agreements [CFR 982.552 © (v-vii)]

Payment agreements will be executed between the PHA and the head of household and spouse.

The Payment Agreement must be executed by the Executive Director or their designee.

Monthly payments may be decreased in cases of family hardship and if requested with reasonable notice from the family, verification of the hardship, and the approval of the Program Manager.

No move will be approved until the debt is paid in full unless the move is the result of the following causes, and the Payment Agreement is current:

- Family size exceeds the HQS maximum occupancy standards
- The HAP contract is terminated due to owner non-compliance or opt-out
- A natural disaster

Additional Monies Owed: If the family already has a Payment Agreement in place and incurs an additional debt to the PHA:

If a Payment Agreement is in arrears more than 60 days, any new debts must be paid in full.

The PHA will follow the guidelines within the cognitive promissory note when participants default on the repayment agreement.

Exhibit A

Chapter 18:

Section E. Guidelines For Payment Agreements [CFR 982.552 © (v-vii)]

Payment agreements will be executed between the PHA and the head of household and spouse.

The Payment Agreement must be executed by the Executive Director or their designee.

Monthly payments may be decreased in cases of family hardship and if requested with reasonable notice from the family, verification of the hardship, and the approval of the Program Manager.

No move will be approved until the debt is paid in full unless the move is the result of the following causes, and the Payment Agreement is current:

Family size exceeds the HQS maximum occupancy standards

The HAP contract is terminated due to owner non-compliance or opt-out

A natural disaster

Additional Monies Owed: If the family already has a Payment Agreement in place and incurs an additional debt to the PHA:

If a Payment Agreement is in arrears more than 60 days, any new debts must be paid in full.

RESOLUTION 65-2008

A RESOLUTION AMENDING CHAPTER 18 OF THE ADMINISTRATIVE PLAN FOR THE LAKE METROPOLITAN HOUSING AUTHORITY'S HOUSING CHOICE VOUCHER PROGRAM.

WHEREAS, the Members of the Lake Metropolitan Housing Authority have found and determined that it is necessary to amend Chapter 18 of the Administrative Plan for the Lake Metropolitan Housing Authority's Housing Choice Voucher Program regarding the guidelines for payment agreements.

NOW, THEREFORE, BE IT RESOLVED BY THE MEMBERS OF THE LAKE METROPOLITAN HOUSING AUTHORITY, THAT:

SECTION 1. Section E of Chapter 18 of the Administrative Plan for the Lake Metropolitan Housing Authority's Housing Choice Voucher Program be and hereby is amended from its existing form as shown in Exhibit A to read in such a way that newly added language is shown as **bold**, and the language to remain retains the existing font and format style as depicted in Exhibit B attached hereto and incorporated herein to provide for compliance with the guidelines found within the Cognitive Promissory Note when HCV Program participants default on the repayment agreement.

SECTION 2. It is found and determined that all formal actions of the Lake Metropolitan Housing Authority concerning and relating to the adoption of this Resolution were adopted in an open meeting of the Lake Metropolitan Housing Authority; and that, except as otherwise provided by Section 121.22 of the Ohio Revised Code, all deliberations of the Lake Metropolitan Housing Authority and any of its committees that resulted in such formal actions were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 3. This Resolution shall go into effect at the earliest time allowed under law.

Passed: July 8, 2008



Chairman

Attest:


Secretary

EXHIBIT B

Admissions and Continued Occupancy Policy
Chapter 9, Section G. Security Deposits

If the tenant transfers to another unit, the PHA will ~~refund the security deposit~~ **conduct a unit inspection prior to the transfer to determine if there are any tenant damages beyond normal wear and tear. If this is the case, the PHA will require that the tenant pay for these damages as well as the additional amount (if applicable) due on the new security** deposit that is based on current information prior to the transfer.

EXHIBIT A

Admissions and Continued Occupancy Policy
Chapter 9, Section G. Security Deposits

If the tenant transfers to another unit, the PHA will refund the security deposit, less damages, and collect a new deposit, using the current information.

RESOLUTION 64-2008

A RESOLUTION AMENDING CHAPTER 9 OF THE ADMISSIONS AND CONTINUED OCCUPANCY POLICY OF THE LAKE METROPOLITAN HOUSING AUTHORITY.

WHEREAS, the Members of the Lake Metropolitan Housing Authority have found and determined that it is necessary to amend Chapter 9 of the Admissions and Continued Occupancy Policy of the Lake Metropolitan Housing Authority regarding security deposits.

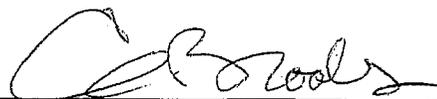
NOW, THEREFORE, BE IT RESOLVED BY THE MEMBERS OF THE LAKE METROPOLITAN HOUSING AUTHORITY, THAT:

SECTION 1. The Admissions and Continued Occupancy Policy, Chapter 9, Section G of the Lake Metropolitan Housing Authority be and hereby is amended from its existing form as shown in Exhibit A to read in such a way that the existing language to be removed from Exhibit A is shown as ~~stricken~~, newly added language is shown as **bold**, and the language to remain retains the existing font and format style as depicted in Exhibit B attached hereto and incorporated herein to provide for payment of security deposits.

SECTION 2. It is found and determined that all formal actions of the Lake Metropolitan Housing Authority concerning and relating to the adoption of this Resolution were adopted in an open meeting of the Lake Metropolitan Housing Authority; and that, except as otherwise provided by Section 121.22 of the Ohio Revised Code, all deliberations of the Lake Metropolitan Housing Authority and any of its committees that resulted in such formal actions were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 3. This Resolution shall go into effect at the earliest time allowed under law.

Passed: July 8, 2008



Chairman

Attest:


Secretary

EXHIBIT B

Admissions and Continued Occupancy Policy
Chapter 8, Section A. Security Deposits

The family will be required to pay ~~a new deposit~~ **any additional monies due on a security deposit, based on current circumstances**, in full and upon acceptance of a unit and will be informed of the manner in which it is to be paid. Security deposits will always be transferred from the losing development to the gaining development minus and damage or cleaning charges applicable to the losing unit.

EXHIBIT A

Admissions and Continued Occupancy Policy
Chapter 8, Section A. Security Deposits

The family will be required to pay a new deposit in full and upon acceptance of a unit will be informed of the manner in which it is to be paid. Security deposits will always be transferred from the losing development to the gaining development minus and damage or cleaning charges applicable to the losing unit.

RESOLUTION 63-2008

A RESOLUTION AMENDING CHAPTER 8 OF THE ADMISSIONS AND CONTINUED OCCUPANCY POLICY OF THE LAKE METROPOLITAN HOUSING AUTHORITY.

WHEREAS, the Members of the Lake Metropolitan Housing Authority have found and determined that it is necessary to amend Chapter 8 of the Admissions and Continued Occupancy Policy of the Lake Metropolitan Housing Authority regarding security deposits.

NOW, THEREFORE, BE IT RESOLVED BY THE MEMBERS OF THE LAKE METROPOLITAN HOUSING AUTHORITY, THAT:

SECTION 1. The Admissions and Continued Occupancy Policy, Chapter 8, Section A of the Lake Metropolitan Housing Authority be and hereby is amended from its existing form as shown in Exhibit A to read in such a way that the existing language to be removed from Exhibit A is shown as ~~stricken~~, newly added language is shown as **bold**, and the language to remain retains the existing font and format style as depicted in Exhibit B attached hereto and incorporated herein to provide for payment of security deposits.

SECTION 2. It is found and determined that all formal actions of the Lake Metropolitan Housing Authority concerning and relating to the adoption of this Resolution were adopted in an open meeting of the Lake Metropolitan Housing Authority; and that, except as otherwise provided by Section 121.22 of the Ohio Revised Code, all deliberations of the Lake Metropolitan Housing Authority and any of its committees that resulted in such formal actions were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 3. This Resolution shall go into effect at the earliest time allowed under law.

Passed: July 8, 2008



Chairman

Attest:


Secretary

EXHIBIT B

Admissions and Continued Occupancy Policy – Chapter 9

Section M. Annual Inspections (pg. 9-8)

- Residents who repeatedly "fail" the inspection or cause excessive damage to the unit ~~may be~~ **are** in violation of their lease. Residents who are in violation of their lease due to ~~repeated~~ a failed inspections will be ~~scheduled for a lease violation conference~~ **served with a thirty day notice to vacate, which will provide for time to cure. On or before the date that the notice expires, the PH Manager will conduct a follow up inspection. If the unit is not in decent, safe and sanitary condition during the follow up inspection, the tenant will be served with a three (3) day notice to vacate. If on the other hand the unit is in decent, safe and sanitary condition, the thirty (30) day notice will be canceled.**

EXHIBIT A

Admissions and Continued Occupancy Policy – Chapter 9

Section M. Annual Inspections (pg. 9-8)

- Residents who repeatedly “fail” the inspection or cause excessive damage to the unit may be in violation of their lease. Residents who are in violation of their lease due to repeated (more than once) failed inspections will be scheduled for a lease violation conference.

RESOLUTION 62-2008

A RESOLUTION AMENDING CHAPTER 9 OF THE ADMISSIONS AND CONTINUED OCCUPANCY POLICY OF THE LAKE METROPOLITAN HOUSING AUTHORITY.

WHEREAS, the Members of the Lake Metropolitan Housing Authority have found and determined that it is necessary to amend Chapter 9 of the Admissions and Continued Occupancy Policy of the Lake Metropolitan Housing Authority regarding failed inspections.

NOW, THEREFORE, BE IT RESOLVED BY THE MEMBERS OF THE LAKE METROPOLITAN HOUSING AUTHORITY, THAT:

SECTION 1. The Admissions and Continued Occupancy Policy, Chapter 9, Section M of the Lake Metropolitan Housing Authority be and hereby is amended from its existing form as shown in Exhibit A to read in such a way that the existing language to be removed from Exhibit A is shown as ~~stricken~~, newly added language is shown as **bold**, and the language to remain retains the existing font and format style as depicted in Exhibit B attached hereto and incorporated herein to provide for the serving of a lease violation notice due to a failed inspection.

SECTION 2. It is found and determined that all formal actions of the Lake Metropolitan Housing Authority concerning and relating to the adoption of this Resolution were adopted in an open meeting of the Lake Metropolitan Housing Authority; and that, except as otherwise provided by Section 121.22 of the Ohio Revised Code, all deliberations of the Lake Metropolitan Housing Authority and any of its committees that resulted in such formal actions were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 3. This Resolution shall go into effect at the earliest time allowed under law.

Passed: July 8, 2008



Chairman

Attest:

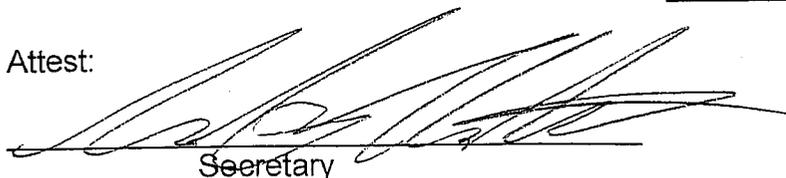

Secretary

EXHIBIT B

Admissions and Continued Occupancy Policy – Chapter 9
Section G. Pet Deposit

The amount of the Pet Deposit is ~~\$450.00~~ \$250.00 for pets other than fish or birds. Tenants who use an aquarium greater in size than 2 gallons must pay a refundable pet deposit in the amount of \$100. The tenant must provide LMHA with a refundable pet deposit in the amount of \$250.00, which is in addition to the normal security deposit. Payment of this deposit must be paid in full before the pet may be allowed to reside in the dwelling unit.

EXHIBIT A

Admissions and Continued Occupancy Policy – Chapter 9

Section G. Pet Deposit

The amount of the Pet Deposit is \$450.00

RESOLUTION 61-2008

A RESOLUTION AMENDING CHAPTER 9 OF THE ADMISSIONS AND CONTINUED OCCUPANCY POLICY OF THE LAKE METROPOLITAN HOUSING AUTHORITY.

WHEREAS, the Members of the Lake Metropolitan Housing Authority have found and determined that it is necessary to amend Chapter 9 of the Admissions and Continued Occupancy Policy of the Lake Metropolitan Housing Authority regarding pet deposits.

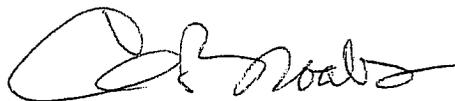
NOW, THEREFORE, BE IT RESOLVED BY THE MEMBERS OF THE LAKE METROPOLITAN HOUSING AUTHORITY, THAT:

SECTION 1. The Admissions and Continued Occupancy Policy, Chapter 9, Section G of the Lake Metropolitan Housing Authority be and hereby is amended from its existing form as shown in Exhibit A to read in such a way that the existing language to be removed from Exhibit A is shown as ~~stricken~~, newly added language is shown as **bold**, and the language to remain retains the existing font and format style as depicted in Exhibit B attached hereto and incorporated herein to provide for consistency between LMHA Pet Policy and the Admissions and Continued Occupancy Policy.

SECTION 2. It is found and determined that all formal actions of the Lake Metropolitan Housing Authority concerning and relating to the adoption of this Resolution were adopted in an open meeting of the Lake Metropolitan Housing Authority; and that, except as otherwise provided by Section 121.22 of the Ohio Revised Code, all deliberations of the Lake Metropolitan Housing Authority and any of its committees that resulted in such formal actions were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

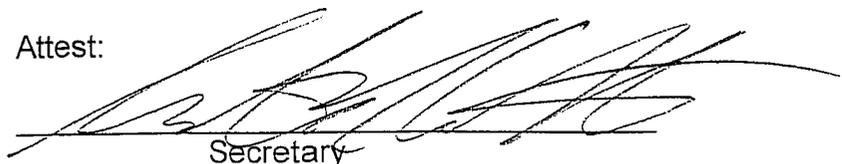
SECTION 3. This Resolution shall go into effect at the earliest time allowed under law.

Passed: July 8, 2008



Chairman

Attest:



Secretary

EXHIBIT B

ACOP Chapter 7 – Section E. (page 7-7)
Zero Income Status

Families claiming to have no income will be required to execute verification forms to determine that forms of income such as unemployment benefits, AFDC, SSI etc. are not being received by the household.

The PHA will request information from the IRS. **This shall be done through the EIV (Enterprise Income Verification System).**

EXHIBIT A

ACOP Chapter 7 – Section E. (page 7-7)
Zero Income Status

Families claiming to have no income will be required to execute verification forms to determine that forms of income such as unemployment benefits, AFDC, SSI etc. are not being received by the household.
The PHA will request information from the IRS.

RESOLUTION 60-2008

A RESOLUTION AMENDING CHAPTER 7 OF THE ADMISSIONS AND CONTINUED OCCUPANCY POLICY OF THE LAKE METROPOLITAN HOUSING AUTHORITY.

WHEREAS, the Members of the Lake Metropolitan Housing Authority have found and determined that it is necessary to amend Chapter 7 of the Admissions and Continued Occupancy Policy of the Lake Metropolitan Housing Authority regarding verification of zero income status.

NOW, THEREFORE, BE IT RESOLVED BY THE MEMBERS OF THE LAKE METROPOLITAN HOUSING AUTHORITY, THAT:

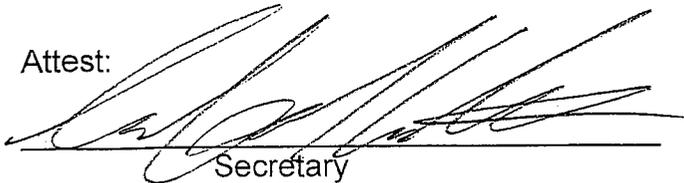
SECTION 1. The Admissions and Continued Occupancy Policy, Chapter 7, of the Lake Metropolitan Housing Authority be and hereby is amended from its existing form as shown in Exhibit A to read in such a way that newly added language is shown as **bold** and the language to remain retains the existing font and format style as depicted in Exhibit B attached hereto and incorporated herein to provide for verification of zero income status via the Enterprise Income Verification System.

SECTION 2. It is found and determined that all formal actions of the Lake Metropolitan Housing Authority concerning and relating to the adoption of this Resolution were adopted in an open meeting of the Lake Metropolitan Housing Authority; and that, except as otherwise provided by Section 121.22 of the Ohio Revised Code, all deliberations of the Lake Metropolitan Housing Authority and any of its committees that resulted in such formal actions were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 3. This Resolution shall go into effect at the earliest time allowed under law.

Passed: July 8, 2008

Attest:


Secretary


Chairman

EXHIBIT B

Admissions and Continued Occupancy Policy – Chapter 9

B. LEASE REQUIREMENTS

The initial term of the lease will be for 12 months. The lease ~~will renew automatically for 12-month term~~ **shall be automatically renewed for successive terms of one (1) month each, commencing on the first and ending on the last calendar day of each successive month unless otherwise sooner terminated by LMHA or Tenant**, with the following exception: LMHA will not renew the lease if the family has violated the community service requirement (24 CFR 966.4)

EXHIBIT A

Admissions and Continued Occupancy Policy – Chapter 9

B. LEASE REQUIREMENTS

The initial term of the lease will be for 12 months. The lease will renew automatically for 12-month term with the following exception: LMHA will not renew the lease if the family has violated the community service requirement (24 CFR 966.4)

RESOLUTION 59-2008

A RESOLUTION AMENDING CHAPTER 9 OF THE ADMISSIONS AND CONTINUED OCCUPANCY POLICY OF THE LAKE METROPOLITAN HOUSING AUTHORITY.

WHEREAS, the Members of the Lake Metropolitan Housing Authority have found and determined that it is necessary to amend Chapter 9 of the Admissions and Continued Occupancy Policy of the Lake Metropolitan Housing Authority regarding lease requirements.

NOW, THEREFORE, BE IT RESOLVED BY THE MEMBERS OF THE LAKE METROPOLITAN HOUSING AUTHORITY, THAT:

SECTION 1. The Admissions and Continued Occupancy Policy, Chapter 9, of the Lake Metropolitan Housing Authority be and hereby is amended from its existing form as shown in Exhibit A to read in such a way that the existing language to be removed from Exhibit A is shown as ~~stricken~~, newly added language is shown as **bold**, and the language to remain retains the existing font and format style as depicted in Exhibit B attached hereto and incorporated herein to provide for new lease terms.

SECTION 2. It is found and determined that all formal actions of the Lake Metropolitan Housing Authority concerning and relating to the adoption of this Resolution were adopted in an open meeting of the Lake Metropolitan Housing Authority; and that, except as otherwise provided by Section 121.22 of the Ohio Revised Code, all deliberations of the Lake Metropolitan Housing Authority and any of its committees that resulted in such formal actions were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

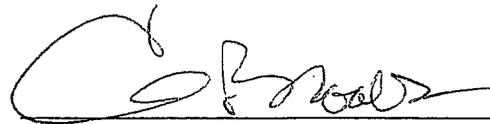
SECTION 3. This Resolution shall go into effect at the earliest time allowed under law.

Passed: July 8, 2008

Attest:



Secretary



Chairman

compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

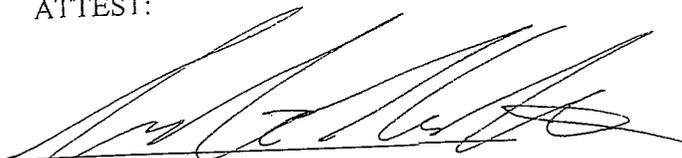
SECTION 4. This Resolution shall go into effect January 1, 2009.

Passed: October 14, 2008



Chairman

ATTEST:



Secretary

RESOLUTION 85-2008

A RESOLUTION AMENDING THE LAKE METROPOLITAN HOUSING AUTHORITY'S ADMINISTRATIVE PLAN FOR THE HOUSING CHOICE VOUCHER PROGRAM.

WHEREAS, the Lake Metropolitan Housing Authority has an Administrative Plan for the Housing Choice Voucher Program; and,

WHEREAS, the Administration of the Lake Metropolitan Housing Authority is recommending an amendment of said Administrative Plans so as to establish payment standards for the Housing Choice Voucher Program; and,

WHEREAS, the Board of the Lake Metropolitan Housing Authority hereby deems the proposed amendment to be in the best interests and general welfare of the Lake Metropolitan Housing Authority and the tenants for whom housing choice vouchers are provided.

NOW, THEREFORE, BE IT RESOLVED BY THE MEMBERS OF THE LAKE METROPOLITAN HOUSING AUTHORITY BOARD, THAT:

SECTION 1. The Lake Metropolitan Housing Authority's Administrative Plan for the Housing Choice Voucher Program, be and hereby is amended as follows:

- (A) Payment standards for the Housing Choice Voucher Program are hereby established at one hundred ten percent (110%) of the Fair Market Rents as published by the United States Department of Housing and Urban Development on October 1, 2008 and effective January 1, 2009 said Amounts currently being:

-0- Bedrooms	1Bedrooms	2 Bedrooms	3 Bedrooms	4 Bedrooms
545	633	763	979	1039

SECTION 2: The Lake Metropolitan Housing Authority Administrative Plan for the Housing Choice Voucher Program be and hereby is amended so as to reflect the changes set forth in Section 1, and all existing provisions therein inconsistent herewith be and hereby are deleted and or modified.

SECTION 3. It is found and determined that all formal actions of the Lake Metropolitan Housing Authority concerning and relating to the adoption of this Resolution were adopted in an open meeting of the Lake Metropolitan Housing Authority; and that except as otherwise provided by Section 121.22 of the Ohio Revised Code, all deliberations of the Lake Metropolitan Housing Authority and any of its committees that resulted in such formal actions were in meetings open to the public, in

EXHIBIT B

Chapter 10

Section I: CONSEQUENCES IF OWNER IS RESPONSIBLE (NON-EMERGENCY ITEMS) [24 CFR 982.405, 982.453]

When it has been determined that a unit on the program fails to meet Housing Quality Standards, and the owner is responsible for completing the necessary repair(s) in the time period specified by the PHA, the assistance payment to the owner will be abated.

Abatement

A Notice of Abatement will be sent to the owner, and the abatement will be effective from ~~the day after the date of the failed inspection~~ **the first day of the month following the first failed re-inspection.** ~~The notice is generally for 30 days, depending on the nature of the repair(s) needed.~~ **Generally not more than 30 days will be allowed for the correction, unless an extension has been requested and granted.**

~~The PHA will inspect abated units within 2 days of the owner's notification that the work has been completed.~~

The PHA will re-inspect abated units within five (5) business days of receipt of the owner's notification that repairs have been completed.

If the owner makes repairs during the abatement period, payment will resume on the day the unit passes inspection.

No retroactive payments will be made to the owner for the period of time the rent was abated and the unit did not comply with HQS. The Notice of Abatement states that the tenant is not responsible for the PHA's portion of rent that is abated.

EXHIBIT A

Chapter 10

Section I: CONSEQUENCES IF OWNER IS RESPONSIBLE (NON-EMERGENCY ITEMS) [24 CFR 982.405, 982.453]

When it has been determined that a unit on the program fails to meet Housing Quality Standards, and the owner is responsible for completing the necessary repair(s) in the time period specified by the PHA, the assistance payment to the owner will be abated.

Abatement

A Notice of Abatement will be sent to the owner, and the abatement will be effective from the day after the date of the failed inspection. The notice is generally for 30 days, depending on the nature of the repair(s) needed.

The PHA will inspect abated units within 2 days of the owner's notification that the work has been completed.

If the owner makes repairs during the abatement period, payment will resume on the day the unit passes inspection.

No retroactive payments will be made to the owner for the period of time the rent was abated and the unit did not comply with HQS. The Notice of Abatement states that the tenant is not responsible for the PHA's portion of rent that is abated.

RESOLUTION 84-2008

A RESOLUTION AMENDING THE LAKE METROPOLITAN HOUSING AUTHORITY'S ADMINISTRATIVE PLAN FOR THE HOUSING CHOICE VOUCHER PROGRAM.

WHEREAS, the Executive Director of the Lake Metropolitan Housing Authority has determined and recommended that it is necessary to amend Chapter 10 of the Administrative Plan for the Lake Metropolitan Housing Authority's Housing Choice Voucher Program in order to provide proper notice to landlords and participants of the program regarding Housing Quality Standards (HQS) Inspections.

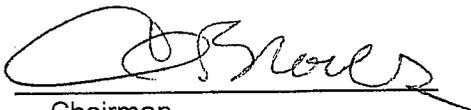
NOW, THEREFORE, BE IT RESOLVED BY THE MEMBERS OF THE LAKE METROPOLITAN HOUSING AUTHORITY BOARD, THAT:

SECTION 1. Section I of Chapter 10 of the Administrative Plan for the Lake Metropolitan Housing Authority's Housing Choice Voucher Program be and hereby is amended from its existing form as shown in Exhibit A to read in such a way that the existing language to be removed from Exhibit A is shown as ~~stricken~~, newly added language is shown as **bold**, and the language to remain retains the existing font and format style as depicted in Exhibit B attached hereto and incorporated herein to allow for the mailing of an appointment letter within two (2) days from the owner's notification that the repairs have been completed on an abated unit.

SECTION 2. It is found and determined that all formal actions of the Lake Metropolitan Housing Authority concerning and relating to the adoption of this Resolution were adopted in an open meeting of the Lake Metropolitan Housing Authority; and that except as otherwise provided by Section 121.22 of the Ohio Revised Code, all deliberations of the Lake Metropolitan Housing Authority and any of its committees that resulted in such formal actions were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 3. This Resolution shall go into immediate effect.

Passed: October 14, 2008


Chairman

ATTEST:


Secretary

Lake Metropolitan Housing Authority 2009 Annual Plan – Additional Documents

Five Year Plan 50075.1- 2009, 2010, 2011, 2012, 2013 (parts 1 and 2) – 15 pages

Five Year Action Plan 50075.2- 2009, 2010, 2011, 2012, 2013 (parts 1, 2, and 3) - 6 pages

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 4/30/2011

Part I: Summary PHA Name: Lake Metropolitan Housing Authority		Grant Type and Number Capital Fund Program Grant No: OH120025502-09 Replacement Housing Factor Grant No: Date of CFFP: 2009		FFY of Grant: 2009 FFY of Grant Approval:	
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Line	Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending: Summary by Development Account	Reserve for Disasters/Emergencies <input type="checkbox"/>	Original	Revised Annual Statement (revision no:) Final Performance and Evaluation Report		Obligated	Total Actual Cost ¹	
				Total Estimated Cost	Revised ²		Expended	
1	Total non-CFFP Funds							
2	1406 Operations (may not exceed 20% of line 21) ³		\$62,000.00					
3	1408 Management Improvements		\$8,000.00					
4	1410 Administration (may not exceed 10% of line 21)		\$31,000.00					
5	1411 Audit		\$2,500.00					
6	1415 Liquidated Damages							
7	1430 Fees and Costs		\$15,000.00					
8	1440 Site Acquisition							
9	1450 Site Improvement		\$20,000.00					
10	1460 Dwelling Structures		\$135,000.00					
11	1465.1 Dwelling Equipment—Nonexpendable							
12	1470 Non-dwelling Structures							
13	1475 Non-dwelling Equipment		\$20,500.00					
14	1485 Demolition		\$15,000.00					
15	1492 Moving to Work Demonstration							
16	1495.1 Relocation Costs							
17	1499 Development Activities ⁴							

¹ To be completed for the Performance and Evaluation Report
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFFP Grants for operations.
⁴ RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 4/30/2011

Part I: Summary		Grant Type and Number	
PIIA Name: Lake Metropolitan Housing Authority		Capital Fund Program Grant No: OH120025502-10 Replacement Housing Factor Grant No: Date of CFFP:	
FFY of Grant: 2010		FFY of Grant Approval:	

Line	Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending:	Reserve for Disasters/Emergencies <input type="checkbox"/>	Revised Annual Statement (revision no:) <input type="checkbox"/> Final Performance and Evaluation Report	Total Estimated Cost		Total Actual Cost ¹	
				Original	Revised ²	Obligated	Expended
1	Total non-CFF Funds						
2	1406 Operations (may not exceed 20% of line 21) ³			\$63,000.00			
3	1408 Management Improvements			\$5,000.00			
4	1410 Administration (may not exceed 10% of line 21)			\$31,500.00			
5	1411 Audit			\$2,500.00			
6	1415 Liquidated Damages						
7	1430 Fees and Costs			\$15,000.00			
8	1440 Site Acquisition						
9	1450 Site Improvement			\$30,000.00			
10	1460 Dwelling Structures			\$160,000.00			
11	1465.1 Dwelling Equipment—Nonexpendable						
12	1470 Non-dwelling Structures						
13	1475 Non-dwelling Equipment			\$8,000.00			
14	1485 Demolition						
15	1492 Moving to Work Demonstration						
16	1495.1 Relocation Costs						
17	1499 Development Activities ⁴						

¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFF Grants for operations.
⁴ RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 4/30/2011

Part I: Summary		FFY of Grant: 2010	
PHA Name: Lake Metropolitan Housing Authority	Grant Type and Number: Capital Fund Program Grant No: OH120025502-10 Replacement Housing Factor Grant No: Date of CFFP:	FFY of Grant Approval:	

Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Final Performance and Evaluation Report	
Line	Summary by Development Account	Total Estimated Cost	Total Actual Cost ¹
		Original	Revised ²
18a	1501 Collateralization or Debt Service paid by the PHA		Obligated
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment		Expended
19	1502 Contingency (may not exceed 8% of line 20)		
20	Amount of Annual Grant: (sum of lines 2 - 19)	\$315,000.00	
21	Amount of line 20 Related to LBP Activities		
22	Amount of line 20 Related to Section 504 Activities		
23	Amount of line 20 Related to Security - Soft Costs		
24	Amount of line 20 Related to Security - Hard Costs		
25	Amount of line 20 Related to Energy Conservation Measures		
Signature of Executive Director: <i>[Signature]</i>		Date: 7/18/09	Signature of Public Housing Director: <i>[Signature]</i>
			Date: 9/18/09

¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFF Grants for operations.
⁴ RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 4/30/2011

Part I: Summary

PIIA Name: Lake Metropolitan Housing Authority	Grant Type and Number Capital Fund Program Grant No: OH120025502-11 Replacement Housing Factor Grant No: Date of CFFP:	FFY of Grant: 2011 FFY of Grant Approval:
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Line	Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending: Summary by Development Account	Reserve for Disasters/Emergencies <input type="checkbox"/>	Revised Annual Statement (revision no:) <input type="checkbox"/> Final Performance and Evaluation Report	Total Estimated Cost		Total Actual Cost ¹	
				Original	Revised ²	Obligated	Expended
1	Total non-CFP Funds						
2	1406 Operations (may not exceed 20% of line 21) ³			\$63,000.00			
3	1408 Management Improvements			\$5,000.00			
4	1410 Administration (may not exceed 10% of line 21)			\$31,500.00			
5	1411 Audit			\$2,500.00			
6	1415 Liquidated Damages						
7	1430 Fees and Costs			\$15,000.00			
8	1440 Site Acquisition						
9	1450 Site Improvement			\$30,000.00			
10	1460 Dwelling Structures			\$130,000.00			
11	1465 J Dwelling Equipment—Nonexpendable						
12	1470 Non-dwelling Structures						
13	1475 Non-dwelling Equipment			\$38,000.00			
14	1485 Demolition						
15	1492 Moving to Work Demonstration						
16	1495 J Relocation Costs						
17	1499 Development Activities ⁴						

¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.
⁴ RHF funds shall be included here.

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Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 4/30/2011

Part I: Summary

PHA Name: Lake Metropolitan Housing Authority	Grant Type and Number Capital Fund Program Grant No: OH120023502-11 Replacement Housing Factor Grant No: Date of CFFP:	FFY of Grant: 2011 FFY of Grant Approval:
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Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹	
		Original	Revised ²	Obligated	Expended
18a	1501 Collateralization or Debt Service paid by the PHA				
18bn	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant:: (sum of lines 2 - 19)	\$315,000.00			
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities				
23	Amount of line 20 Related to Security - Soft Costs				
24	Amount of line 20 Related to Security - Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures				
Signature of Executive Director		Date	Signature of Public Housing Director	Date	
		9/18/09		9/18/09	

¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.
⁴ RHF funds shall be included here.

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Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 4/30/2011

Part I: Summary

PIHA Name: Lake Metropolitan Housing Authority	Grant Type and Number Capital Fund Program Grant No: OH120023502-12 Replacement Housing Factor Grant No: Date of CFFP:	FFY of Grant: 2012 FFY of Grant Approval:
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Line	Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending:	Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Final Performance and Evaluation Report	Total Estimated Cost		Obligated	Total Actual Cost ¹	
			Original	Revised ²		Expended	
1	Total non-CFP Funds						
2	1406 Operations (may not exceed 20% of line 21) ³		\$63,000.00				
3	1408 Management Improvements		\$5,000.00				
4	1410 Administration (may not exceed 10% of line 21)		\$31,500.00				
5	1411 Audit		\$2,500.00				
6	1415 Liquidated Damages						
7	1430 Fees and Costs		\$15,000.00				
8	1440 Site Acquisition						
9	1450 Site Improvement		\$25,000.00				
10	1460 Dwelling Structures		\$160,000.00				
11	1465.1 Dwelling Equipment—Nonexpendable						
12	1470 Non-dwelling Structures						
13	1475 Non-dwelling Equipment		\$13,000.00				
14	1485 Demolition						
15	1492 Moving to Work Demonstration						
16	1495.1 Relocation Costs						
17	1499 Development Activities ⁴						

¹ To be completed for the Performance and Evaluation Report
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement
³ PIHAs with under 250 units in management may use 100% of CFP Grants for operations.
⁴ RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 4/30/2011

Part I: Summary		FFY of Grant: 2012
PHA Name: Lake Metropolitan Housing Authority	Grant Type and Number: Capital Fund Program Grant No: OH120025502-12 Replacement Housing Factor Grant No: Date of CFFP:	FFY of Grant Approval:

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹	
		Original	Revised ²	Obligated	Expended
18a	1501 Collateralization or Debt Service paid by the PHA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant: (sum of lines 2 - 19)	\$315,000.00			
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities				
23	Amount of line 20 Related to Security - Soft Costs				
24	Amount of line 20 Related to Security - Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures				

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

Signature of Executive Director: *[Signature]* Date: 9.18.09
 Signature of Public Housing Director: *[Signature]* Date: 9.18.09

¹ To be completed for the Performance and Evaluation Report
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement
³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.
⁴ RHP funds shall be included here.

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 4/30/2011

Part I: Summary PHA Name: Lake Metropolitan Housing Authority		Grant Type and Number Capital Fund Program Grant No: OH120025502-13 Replacement Housing Factor Grant No: Date of CFFP:		FFY of Grant: 2013 FFY of Grant Approval:	
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Line	Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending: Summary by Development Account	<input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Final Performance and Evaluation Report	Total Estimated Cost		Total Actual Cost ¹	
			Original	Revised ²	Obligated	Expended
1	Total non-CFF Funds					
2	1406 Operations (may not exceed 20% of line 21) ³					
3	1408 Management Improvements					
4	1410 Administration (may not exceed 10% of line 21)					
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—Nonependable					
12	1470 Non-dwelling Structures					
13	1475 Non-dwelling Equipment					
14	1483 Demolition					
15	1492 Moving to Work Demonstration					
16	1495.1 Relocation Costs					
17	1499 Development Activities ⁴					

¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFF Grants for operations.
⁴ RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 4/30/2011

Part I: Summary

PHA Name: Lake Metropolitan Housing Authority Grant Type and Number: Capital Fund Program Grant No: OH120025502-13

Replacement Housing Factor Grant No: _____ Date of CFFP: _____

FFY of Grant: 2013
 FFY of Grant Approval: _____

Type of Grant: Original Annual Statement Reserve for Disasters/Emergencies

Performance and Evaluation Report for Period Ending: _____

Revised Annual Statement (revision no: _____)

Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated Cost	Revised ²	Obligated	Total Actual Cost ¹	Expended
18a	1501 Collateralization or Debt Service paid by the PHA					
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment					
19	1502 Contingency (may not exceed 8% of line 20)					
20	Amount of Annual Grant: (sum of lines 2 - 19)	\$315,000.00				
21	Amount of line 20 Related to LBP Activities					
22	Amount of line 20 Related to Section 504 Activities					
23	Amount of line 20 Related to Security - Soft Costs					
24	Amount of line 20 Related to Security - Hard Costs					
25	Amount of line 20 Related to Energy Conservation Measures					

Signature of Executive Director: [Signature] Date: 9/18/09

Signature of Public Housing Director: [Signature]

Date: 9/18/09

Capital Fund Program—Five-Year Action Plan

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 4/30/2011

Part I: Summary		Locality (City/County & State)		Original 5-Year Plan		Revision No:	
PHA Name/Number	Development Number and Name	Work Statement for Year 1 FFY 2009	Work Statement for Year 2 FFY 2010	Work Statement for Year 3 FFY 2011	Work Statement for Year 4 FFY 2012	Work Statement for Year 5 FFY 2013	
A.							
B.	Physical Improvements Subtotal	Annual Statement	\$190,000	\$160,000	\$185,000	183,000	
C.	Management Improvements		\$5,000	\$5,000	\$5,000	\$5,000	
D.	PHA-Wide Non-dwelling Structures and Equipment		\$8,000	\$38,000	\$13,000	\$15,000	
E.	Administration		\$31,500	\$31,500	\$31,500	\$31,500	
F.	Other		\$17,500	\$17,500	\$17,500	\$17,500	
G.	Operations		\$63,000	\$63,000	\$63,000	\$63,000	
H.	Demolition						
I.	Development						
J.	Capital Fund Financing – Debt Service						
K.	Total CFP Funds						
L.	Total Non-CFP Funds		\$315,000	\$315,000	\$315,000	\$315,000	
M.	Grand Total		\$315,000	\$315,000	\$315,000	\$315,000	

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