

<b>PHA 5-Year and Annual Plan</b>	<b>U.S. Department of Housing and Urban Development Office of Public and Indian Housing</b>	<b>OMB No. 2577-0226 Expires 4/30/2011</b>
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<b>1.0</b>	<b>PHA Information</b> PHA Name: <u>Pickaway Metropolitan Housing Authority</u> PHA Code: <u>OH059</u> PHA Type: <input checked="" type="checkbox"/> Small <input checked="" type="checkbox"/> High Performing <input type="checkbox"/> Standard <input checked="" type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): <u>01/2009</u>																										
<b>2.0</b>	<b>Inventory</b> (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: <u>108</u> Number of HCV units: <u>635</u>																										
<b>3.0</b>	<b>Submission Type</b> <input type="checkbox"/> 5-Year and Annual Plan <input checked="" type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only																										
<b>4.0</b>	<b>PHA Consortia</b> <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)																										
	<table border="1" style="width: 100%;"> <thead> <tr> <th rowspan="2">Participating PHAs</th> <th rowspan="2">PHA Code</th> <th rowspan="2">Program(s) Included in the Consortia</th> <th rowspan="2">Programs Not in the Consortia</th> <th colspan="2">No. of Units in Each Program</th> </tr> <tr> <th>PH</th> <th>HCV</th> </tr> </thead> <tbody> <tr> <td>PHA 1:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>PHA 2:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>PHA 3:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	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:					
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PHA 1:																											
PHA 2:																											
PHA 3:																											
<b>5.0</b>	<b>5-Year Plan.</b> Complete items 5.1 and 5.2 only at 5-Year Plan update. <b><u>Not 5 Year Annual Plan</u></b>																										
<b>5.1</b>	<b>Mission.</b> 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:  <b><u>Not 5 Year Annual Plan</u></b>																										
<b>5.2</b>	<b>Goals and Objectives.</b> 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.  <b><u>Not 5 Year Annual Plan</u></b>																										
<b>6.0</b>	<b>PHA Plan Update</b>  (a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission: (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. <b><u>See Attached</u></b>																										
<b>7.0</b>	<b>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers.</b> Include statements related to these programs as applicable. <b><u>Not Applicable</u></b>																										
<b>8.0</b>	<b>Capital Improvements.</b> Please complete Parts 8.1 through 8.3, as applicable. <b><u>See Attached</u></b>																										
<b>8.1</b>	<b>Capital Fund Program Annual Statement/Performance and Evaluation Report.</b> 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. <b><u>See Attached</u></b>																										
<b>8.2</b>	<b>Capital Fund Program Five-Year Action Plan.</b> 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. <b><u>See Attached</u></b>																										
<b>8.3</b>	<b>Capital Fund Financing Program (CFFP).</b> <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.																										
<b>9.0</b>	<b>Housing Needs.</b> 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. <b><u>Not 5 Year Annual Plan</u></b>																										

<b>9.1</b>	<b>Strategy for Addressing Housing Needs.</b> 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. <b>Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan. <u>Not 5 Year Plan</u></b>
<b>10.0</b>	<p><b>Additional Information.</b> 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>(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA’s definition of “significant amendment” and “substantial deviation/modification” <b><u>Not 5 Year Plan</u></b></p>
<b>11.0</b>	<p><b>Required Submission for HUD Field Office Review.</b> 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. <b>Note:</b> 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>

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced 5-Year and Annual PHA Plans. The 5-Year and Annual PHA plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form is to be used by all PHA types for submission of the 5-Year and Annual Plans to HUD. Public reporting burden for this information collection is estimated to average 12.68 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

**Privacy Act Notice.** The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality

## **Instructions form HUD-50075**

**Applicability.** This form is to be used by all Public Housing Agencies (PHAs) with Fiscal Year beginning April 1, 2008 for the submission of their 5-Year and Annual Plan in accordance with 24 CFR Part 903. The previous version may be used only through April 30, 2008.

### **1.0 PHA Information**

Include the full PHA name, PHA code, PHA type, and PHA Fiscal Year Beginning (MM/YYYY).

### **2.0 Inventory**

Under each program, enter the number of Annual Contributions Contract (ACC) Public Housing (PH) and Section 8 units (HCV).

### **3.0 Submission Type**

Indicate whether this submission is for an Annual and Five Year Plan, Annual Plan only, or 5-Year Plan only.

### **4.0 PHA Consortia**

Check box if submitting a Joint PHA Plan and complete the table.

### **5.0 Five-Year Plan**

Identify the PHA's Mission, Goals and/or Objectives (24 CFR 903.6). Complete only at 5-Year update.

**5.1 Mission.** A statement of the mission of the public housing agency for serving the needs of low-income, very low-income, and extremely low-income families in the jurisdiction of the PHA during the years covered under the plan.

**5.2 Goals and Objectives.** Identify quantifiable goals and objectives that will enable the PHA to serve the needs of low income, very low-income, and extremely low-income families.

**6.0 PHA Plan Update.** In addition to the items captured in the Plan template, PHAs must have the elements listed below readily available to the public. Additionally, a PHA must:

- (a) Identify specifically which plan elements have been revised since the PHA's prior plan submission.
- (b) Identify where the 5-Year and Annual Plan may be obtained by the public. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on its official website. PHAs are also encouraged to provide each resident council a copy of its 5-Year and Annual Plan.

#### **PHA Plan Elements.** (24 CFR 903.7)

1. **Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures.** Describe the PHA's policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV and unit assignment policies for public housing; and procedures for maintaining waiting lists for admission to public housing and address any site-based waiting lists.

2. **Financial Resources.** A statement of financial resources, including a listing by general categories, of the PHA's anticipated resources, such as PHA Operating, Capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources.
3. **Rent Determination.** A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units.
4. **Operation and Management.** A statement of the rules, standards, and policies of the PHA governing maintenance management of housing owned, assisted, or operated by the public housing agency (which shall include measures necessary for the prevention or eradication of pest infestation, including cockroaches), and management of the PHA and programs of the PHA.
5. **Grievance Procedures.** A description of the grievance and informal hearing and review procedures that the PHA makes available to its residents and applicants.
6. **Designated Housing for Elderly and Disabled Families.** With respect to public housing projects owned, assisted, or operated by the PHA, describe any projects (or portions thereof), in the upcoming fiscal year, that the PHA has designated or will apply for designation for occupancy by elderly and disabled families. The description shall include the following information: **1)** development name and number; **2)** designation type; **3)** application status; **4)** date the designation was approved, submitted, or planned for submission, and; **5)** the number of units affected.
7. **Community Service and Self-Sufficiency.** A description of: **(1)** Any programs relating to services and amenities provided or offered to assisted families; **(2)** Any policies or programs of the PHA for the enhancement of the economic and social self-sufficiency of assisted families, including programs under Section 3 and FSS; **(3)** How the PHA will comply with the requirements of community service and treatment of income changes resulting from welfare program requirements. **(Note: applies to only public housing).**
8. **Safety and Crime Prevention.** For public housing only, describe the PHA's plan for safety and crime prevention to ensure the safety of the public housing residents. The statement must include: (i) A description of the need for measures to ensure the safety of public housing residents; (ii) A description of any crime prevention activities conducted or to be conducted by the PHA; and (iii) A description of the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities.

9. **Pets.** A statement describing the PHAs policies and requirements pertaining to the ownership of pets in public housing.
10. **Civil Rights Certification.** A PHA will be considered in compliance with the Civil Rights and AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction.
11. **Fiscal Year Audit.** The results of the most recent fiscal year audit for the PHA.
12. **Asset Management.** A statement of how the agency will carry out its asset management functions with respect to the public housing inventory of the agency, including how the agency will plan for the long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs for such inventory.
13. **Violence Against Women Act (VAWA).** A description of: 1) Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; 2) Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and 3) Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families.

**7.0 Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers**

- (a) **Hope VI or Mixed Finance Modernization or Development.** 1) A description of any housing (including project number (if known) and unit count) for which the PHA will apply for HOPE VI or Mixed Finance Modernization or Development; and 2) A timetable for the submission of applications or proposals. The application and approval process for Hope VI, Mixed Finance Modernization or Development, is a separate process. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>
- (b) **Demolition and/or Disposition.** With respect to public housing projects owned by the PHA and subject to ACCs under the Act: (1) A description of any housing (including project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and (2) A timetable for the demolition or disposition. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD's website at: [http://www.hud.gov/offices/pih/centers/sac/demo\\_dispo/index.cfm](http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm)  
**Note:** This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed.
- (c) **Conversion of Public Housing.** With respect to public housing owned by a PHA: 1) A description of any building or buildings (including project number and unit count) that the PHA is required to convert to tenant-based assistance or

that the public housing agency plans to voluntarily convert; 2) An analysis of the projects or buildings required to be converted; and 3) A statement of the amount of assistance received under this chapter to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>

- (d) **Homeownership.** A description of any homeownership (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval.
- (e) **Project-based Vouchers.** If the PHA wishes to use the project-based voucher program, a statement of the projected number of project-based units and general locations and how project basing would be consistent with its PHA Plan.

**8.0 Capital Improvements.** This section provides information on a PHA's Capital Fund Program. With respect to public housing projects owned, assisted, or operated by the public housing agency, a plan describing the capital improvements necessary to ensure long-term physical and social viability of the projects must be completed along with the required forms. Items identified in 8.1 through 8.3, must be signed where directed and transmitted electronically along with the PHA's Annual Plan submission.

**8.1 Capital Fund Program Annual Statement/Performance and Evaluation Report.** PHAs must complete the *Capital Fund Program Annual Statement/Performance and Evaluation Report* (form HUD-50075.1), for each Capital Fund Program (CFP) to be undertaken with the current year's CFP funds or with CFFP proceeds. Additionally, the form shall be used for the following purposes:

- (a) To submit the initial budget for a new grant or CFFP;
- (b) To report on the Performance and Evaluation Report progress on any open grants previously funded or CFFP; and
- (c) To record a budget revision on a previously approved open grant or CFFP, e.g., additions or deletions of work items, modification of budgeted amounts that have been undertaken since the submission of the last Annual Plan. The Capital Fund Program Annual Statement/Performance and Evaluation Report must be submitted annually.

Additionally, PHAs shall complete the Performance and Evaluation Report section (see footnote 2) of the *Capital Fund Program Annual Statement/Performance and Evaluation* (form HUD-50075.1), at the following times:

1. At the end of the program year; until the program is completed or all funds are expended;
2. When revisions to the Annual Statement are made, which do not require prior HUD approval, (e.g., expenditures for emergency work, revisions resulting from the PHAs application of fungibility); and
3. Upon completion or termination of the activities funded in a specific capital fund program year.

**8.2 Capital Fund Program Five-Year Action Plan**

PHAs must submit the *Capital Fund Program Five-Year Action Plan* (form HUD-50075.2) for the entire PHA portfolio for the first year of participation in the CFP and annual update thereafter to eliminate the previous year and to add a new fifth year (rolling basis) so that the form always covers the present five-year period beginning with the current year.

**8.3 Capital Fund Financing Program (CFFP).** Separate, written HUD approval is required if the PHA proposes to pledge any

portion of its CFP/RHF funds to repay debt incurred to finance capital improvements. The PHA must identify in its Annual and 5-year capital plans the amount of the annual payments required to service the debt. The PHA must also submit an annual statement detailing the use of the CFFP proceeds. See guidance on HUD's website at:

<http://www.hud.gov/offices/pih/programs/ph/capfund/cffp.cfm>

**9.0 Housing Needs.** Provide a statement of the housing needs of families residing in the jurisdiction served by the PHA and the means by which the PHA intends, to the maximum extent practicable, to address those needs. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**

**9.1 Strategy for Addressing Housing Needs.** Provide a 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: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5 Year Plan).**

**10.0 Additional Information.** Describe the following, as well as any additional information requested by HUD:

- (a) **Progress in Meeting Mission and Goals.** PHAs must include (i) a statement of the PHAs progress in meeting the mission and goals described in the 5-Year Plan; (ii) the basic criteria the PHA will use for determining a significant amendment from its 5-year Plan; and a significant amendment or modification to its 5-Year Plan and Annual Plan. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**
- (b) **Significant Amendment and Substantial Deviation/Modification.** PHA must provide the definition of "significant amendment" and "substantial deviation/modification". **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan.)**

- (c) PHAs must include or reference any applicable memorandum of agreement with HUD or any plan to improve performance. **(Note: Standard and Troubled PHAs complete annually).**

**11.0 Required Submission for HUD Field Office Review.** In order to be a complete package, PHAs must submit items (a) through (g), with signature by mail or electronically with scanned signatures. Items (h) and (i) shall be submitted electronically as an attachment to the PHA Plan.

- (a) Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations*
- (b) Form HUD-50070, *Certification for a Drug -Free Workplace (PHAs receiving CFP grants only)*
- (c) Form HUD-50071, *Certification of Payments to Influence Federal Transactions (PHAs receiving CFP grants only)*
- (d) Form SF-LLL, *Disclosure of Lobbying Activities (PHAs receiving CFP grants only)*
- (e) Form SF-LLL-A, *Disclosure of Lobbying Activities Continuation Sheet (PHAs receiving CFP grants only)*
- (f) Resident Advisory Board (RAB) comments.
- (g) Challenged Elements. Include any element(s) of the PHA Plan that is challenged.
- (h) Form HUD-50075.1, *Capital Fund Program Annual Statement/Performance and Evaluation Report (Must be attached electronically for PHAs receiving CFP grants only)*. See instructions in 8.1.
- (i) Form HUD-50075.2, *Capital Fund Program Five-Year Action Plan (Must be attached electronically for PHAs receiving CFP grants only)*. See instructions in 8.2.

**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

<b>Part I: Summary</b>							
PHA Name/Number		Locality (City/County & State)				<input type="checkbox"/> Original 5-Year Plan	<input type="checkbox"/> Revision No:
A.	Development Number and Name	Work Statement for Year 1 FFY _____	Work Statement for Year 2 FFY _____	Work Statement for Year 3 FFY _____	Work Statement for Year 4 FFY _____	Work Statement for Year 5 FFY _____	
B.	Physical Improvements Subtotal	Annual Statement					
C.	Management Improvements						
D.	PHA-Wide Non-dwelling Structures and Equipment						
E.	Administration						
F.	Other						
G.	Operations						
H.	Demolition						
I.	Development						
J.	Capital Fund Financing – Debt Service						
K.	Total CFP Funds						
L.	Total Non-CFP Funds						
M.	Grand Total						

<b>Part I: Summary (Continuation)</b>							
PHA Name/Number		Locality (City/county & State)				<input type="checkbox"/> Original 5-Year Plan	<input type="checkbox"/> Revision No:
Development Number and Name	Work Statement for Year 1 FFY _____	Work Statement for Year 2 FFY _____	Work Statement for Year 3 FFY _____	Work Statement for Year 4 FFY _____	Work Statement for Year 5 FFY _____		
	Annual Statement						





<b>Part III: Supporting Pages – Management Needs Work Statement(s)</b>				
Work Statement for Year 1 FFY _____	Work Statement for Year _____ FFY _____		Work Statement for Year: _____ FFY _____	
	Development Number/Name General Description of Major Work Categories	Estimated Cost	Development Number/Name General Description of Major Work Categories	Estimated Cost
See				
Annual Statement				
	Subtotal of Estimated Cost	\$	Subtotal of Estimated Cost	\$

<b>Part III: Supporting Pages – Management Needs Work Statement(s)</b>				
Work Statement for Year 1 FFY _____	Work Statement for Year _____ FFY _____		Work Statement for Year: _____ FFY _____	
	Development Number/Name General Description of Major Work Categories	Estimated Cost	Development Number/Name General Description of Major Work Categories	Estimated Cost
See				
Annual Statement				
	Subtotal of Estimated Cost	\$	Subtotal of Estimated Cost	\$

Pickaway Metropolitan Housing Authority  
2009 Annual Plan  
HUD-50075  
Section 6.0 Response

NOTE: Throughout this document, the terms "Pickaway Metropolitan Housing Authority", "Pickaway MHA", "Housing Authority", "the agency", and "PMHA" will be used interchangeably.

**6.0(a):** A PHA must identify specifically which plan elements have been revised since the PHA's prior plan submission

In Section 3 of the 2008 Plan, Pickaway MHA stated that they anticipated participating in a Homeownership Plan through the Section 8 program. Staff members have attended training on initiating a Homeownership Program but due to staff size limitations, as well as the implementation of other grant activity by the agency, it is not foreseeable that Pickaway MHA will implement a Homeownership Program under the Section 8 program in either 2008 or 2009. Pickaway MHA is a first time recipient of a \$300,000 Shelter+Care Grant with a start date of December 1, 2008. Additionally, Pickaway MHA has been asked by the Pickaway County Commissioners to oversee a Tenant Based Rental Assistance program anticipated to be granted to that office. Upon attending the training, the Executive Director did not feel it would be in the best interest of the agency to assume the implementation of another new program simultaneously with the implementation of the two aforementioned grants. Pickaway MHA continues to promote homeownership activities through the original 5h program in which eight units of public housing were sold with proceeds continuing to roll over to provide rental housing and homeownership opportunities to other first time homebuyers.

This is the only revision in the written section of the 2008 Annual Plan submission.

There have also been updates or changes to the Admin Policy and Occupancy Policy in terms of ongoing program operations and regulations. Those adopted changes are included in the discussion below. PMHA is also currently re-writing both plans in cooperation with Dennis Morgan & Associates. We have received Mr. Morgan's comments on our policies and are in the second review and typing stage. Target completion for this review is December 31, 2008.

**Instruction 6.0(b):** Identify where the 5-Year and Annual Plan may be obtained by the public.

The Pickaway Metropolitan Housing Authority Annual Plan is located at the PMHA office, 176 Rustic Drive, Circleville, Ohio 43113. Office Hours are 8:00 a.m. through 4:30 p.m., Monday through Friday, holidays and specially noticed times excepted. Because the Pickaway MHA is a Small PHA, asset management was not implemented by the agency.

## **PHA PLAN ELEMENTS**

### **6.0(b)1. Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List procedures.**

As stated, the Pickaway Metropolitan Housing Authority is currently reviewing and updating both the Public Housing Occupancy Policy and the Housing Choice Voucher Administrative Plan. Having obtained the assistance of Dennis Morgan & Associates, these manuals have been reviewed by Mr. Morgan, and his suggestions and comments are currently under review by the PMHA staff. Target date for complete review and implementation by the PMHA Board of Commissioners is December 31, 2008.

The information included within reflects the current policy of the agency, and does not include any of Mr. Morgan's recommendations or comments as the PMHA Board of Commissioners will first review and adopt these changes.

Concerning Pickaway MHA's policies governing resident or tenant eligibility, selection and admission, including admission preferences for both public housing and HCV and unit assignment policies for public housing, and procedures for maintaining waiting lists for admission to public housing, the following summary lists the components of Pickaway MHA Public Housing Occupancy Policy that address these topics. The admission policies and preferences for the HCV program are summarized immediately following.

The Pickaway Metropolitan Housing Authority markets all properties in a manner that affirmatively approaches a broad mix of racial and ethnic backgrounds, as well as the aged and disabled. Both the Public Housing and Housing Choice Voucher program currently have substantial waiting lists and marketing of the programs requires minimal attention, but PMHA continues to introduce and promote our programs through continuous contact with local service agencies that also serve a broad mix of the eligible population. The Public Housing Occupancy Policy discusses this commitment in Section II. Eligibility for Admission and Processing of Applications.

Section II of the Occupancy Policy includes policy on taking applications for housing and on establishing and maintaining the waiting list. Applications can be submitted to PMHA in person, by mail, or by fax. PMHA does reserve the right to close the waiting list when application wait time exceeds one year. Public Housing waiting lists would, in this scenario, be closed by bedroom size with public notification requirements required by the Occupancy Policy. At the time of application, PMHA requires proof of all household income, copies of birth certificates and verification of social security numbers of all persons listed on the application. Proof of preference information is requested but not required until the Intake appointment. Applications are only withheld from the waiting list if income documentation is not available, and applicants are allowed a thirty day period to provide documents not available at the time the application is submitted. This section also discusses the procedure for Intake as it pertains to appointments, re-scheduling of appointments and the need to update information on the application while the applicant family is on the waiting list. The waiting list is updated annually, and is

purged annually. The Pickaway Metropolitan Housing Authority is a Small PHA and does not have site-based waiting lists.

Subsection D of Section II informs that PMHA requires applicants to be eligible for admission by meeting five criteria. These criteria include qualification as a family, qualification by meeting income limit requirements, qualification under citizenship or eligible immigrant criteria, qualification by documentation of social security information, and qualification by processing consenting and authorizing documents allowing for verification of the information that determines program eligibility as well as tenant rent. The PMHA also requires that public housing residents be screened for suitability through a background screening check.

The Occupancy Policy then further establishes the criteria for meeting family status, income eligibility, and citizenship and eligible immigration status.

Subsection E. of Section II describes the criteria for processing applications for admission and discusses the interview and verification process once an applicant approaches the top of the waiting list. Applicants are notified that they are scheduled for an Intake interview at a specific time in the PMHA office. The Occupancy Policy does allow for rescheduling of appointments that conflict with the personal schedule of the applicant. During the Intake interview, the following criteria are reviewed to determine final qualification for the Public Housing program: family composition and type, annual income, assets and asset income, deductions from income, preferences, social security numbers of all family members, applicant screening information, and citizenship and eligible immigration status.

Subsection F. of Section II describes the Preference System for the Public Housing program. Stating that preferences do not guarantee admission to the program, the policy goes on to state the specific administration of the preference system.

Preferences of the Public Housing Program are as follows: 3 points shall be given to victims of a natural disaster that results in long term loss of housing and is certified by a declaration of a disaster by the Executive Branch of the United States of America or by state government. 2 points shall be given as a residency preference for families who live, work or attend school in Pickaway County at the time of application. 1 point shall be given for applicants documenting Veteran Status. Veteran status will be awarded to those offering proof as a veteran of the USA armed forces or the spouse of a veteran. Documentation of veteran status is then discussed, as is the review process when a denial of a preference is issued.

Subsection G. of Section II describes the process for screening applicants for admission to the public housing program. The goal of the screening process is to demonstrate the ability of the applicant to comply with the essential provisions of the lease. These provisions include the ability to pay rent and utility obligations in a timely manner, to care for and avoid damaging the PMHA rental property, to use facilities and equipment in a reasonable way, to avoid the creation of health and safety hazards, to avoid interference with the rights of other residents, to not engage in criminal activity,

including drug related criminal activity, and to comply with necessary and reasonable rules and program requirements of HUD and PMHA.

Screening practices include a detailed interview of all applicants, a credit and criminal background check of any applicant age 18 or older, and the reference of persons who served as a landlord to any member of the applicant family within the past five years, . The Occupancy Policy includes procedures for completing these checks and interviews, as well as the applicant's right to the information and to explain or contest any negative result.

The PMHA Occupancy Policy does require the agency to reject the applications of applicants who have a history of specific criminal activity. A list of that activity is given in the policy. There are also other grounds that PMHA would consider in denial of an application and those are also listed in the policy. These grounds specifically spell out situations that would fall under the category of violation of the rights of others, established acts of criminal or violent activity, and poor references from previous landlords that include debt owed, damage to the unit or pest infestation, repeated lease violations including allowing persons not in the household to reside in the unit, or drug activity. When an applicant claims mitigating circumstances, the Pickaway MHA does allow that applicant the opportunity to explain those circumstances, as well as offer evidence of corrective actions that the family may have taken subsequently to that time. Criteria for doing so is also listed in Subsection G.

All applicants are given the opportunity for a final review if their application is denied under the Public Housing program.

Public Housing applications are organized as a permanent file and are maintained in order of bedroom size, preference and date and time of application. Once an application approaches the top of the waiting list and the Housing Authority feels vacancies are imminent, the applicant family is scheduled for an Intake Interview as previously stated. The policy also states the procedure for those applicants who miss appointments, as well as for the removal of applicants from the waiting list.

Subsection H. of the Occupancy Policy addresses the Public Housing Occupancy Guidelines. Established are the minimum and maximum number of persons per bedroom sized unit, and criteria for exceptions when admitted applicants have extenuating circumstances.

In Section III. Tenant Selection and Assignment, the Occupancy Policy establishes the PMHA Public Housing Waiting List is a community-wide waiting list. It also establishes that at least 40% of newly admitted families in any fiscal year will be families whose annual income is at or below 30% of the area median income. Also established is the monitoring of this requirement, and the statement that PMHA has a policy to provide for deconcentration of poverty in all scattered-site neighborhoods. PMHA monitors and analyzes for poverty concentration and encourages income mixing by housing higher income families in lower income developments and vice-versa.

The application procedures of the Housing Choice Voucher program are consistent with those of the Public Housing program, where relevant. The Housing Choice Voucher Program addresses applicant preferences in Section 5.2 of the agency Administrative Plan. As in the Public Housing program, a local preference will be assigned to Veterans who are Heads of Households or their spouse. A preference is also given for the victims of Natural Disasters that directly impact their existing housing availability for a permanent and extended time period. The Plan addresses documentation required for this preference. The Pickaway MHA also gives a preference to applicants who are victims of domestic violence. Criteria for meeting this preference are established in the Plan and were developed with assistance from the Director of the local women’s shelter, and have been reviewed by representatives from Southeastern Ohio Legal Aid. This preference does limit voucher allocation to five per year. Issued vouchers under this preference continue, and a new allocation of five domestic violence preference vouchers are reallocated each calendar year.

The domestic violence preference is determined and referred by the Director of Haven House (the local women’s shelter). Any family granted a preference must be certified by the Haven House Director and must have spent a minimum of 90 days in that program. Families granted a preference and voucher must agree in writing to not permit the abuser back in the home and thus permit use of the voucher by that person. A voucher granted under this preference can not be ported for the first twelve months.

**6.0(b)2. Financial Resources**

The Pickaway Metropolitan Housing Authority includes the following as sources of income:

Federal

Public Housing Operating Fund  
 Capital Fund  
 Public Housing Rental Income  
 HCV Administrative Fees  
 HCV HAP Subsidy  
 FSS Grant  
 Interest Income

Non-Federal

Management Fees\*  
 OBA Rent Income\*\*  
 OBA Interest Income\*\*\*

PMHA also projects administrative income from administration of the aforementioned grants.

\*Management fees originate from the PMHA management of Pickaway Terrace, Eden Place and Louise Terrace.

\*\*OBA Rent Income originates from Other Business Activity Rent Income

\*\*\*OBA Interest Income originates from Other Business Activity Checking Account

All Financial Resources available at this time support services for the Residents and program participants of the resource specific program, as well as the PMHA agency operation. Capital Fund’s are used primarily for the renovation and upgrade of the public housing stock and maintenance vehicle replacement on an as needed basis. The

improvements made possible through this grant have substantially preserved the current public housing stock, as well as provided quality housing for these residents. This has greatly contributed to our ability to manage in light of funding reductions.

### **6.0(b)3 Rent Determination.**

Public Housing residents pay rents based on either the calculated method of 30% of adjusted monthly income, 10% of monthly income, or flat rent. Utility Allowance Payments, when calculations support a negative amount, are issued directly to the utility company. Payments are issued to the natural gas supplier of the unit during the cool weather months, with payments issued to the electric supplier during the warm weather months. Residents are also offered the option to pay Flat Rents at the point of intake and once annually at re-certification. Families who chose the flat rent option are required to participate in annual reexamination each year for the purpose of establishing family composition, verification of appropriate unit size, and compliance with Community Service.

The Occupancy Policy describes annual income by giving definition and several examples. The policy also states in detail what is not considered income, and lists deductions and exemptions to income that must be used in the rent calculation.

Section XII of the Occupancy Policy describes acceptable methods of verifying the information provided by the applicant or resident. Section XIII of the policy details acceptable methods of verifying citizenship or eligible non citizen status. Section XIV addresses rent for families under the non-citizenship rule, including full rental assistance and pro-ration of rental assistance. Section XVIII of the policy addresses income discrepancy under the Enterprise Income Verification system. The Pickaway MHA does use the EIV system for verification of income; this section addresses EIV access, use of information and tenant rights related to the use of that information, including the right to disagree with the data, security related to the use of the system in terms of physical and computer security, and compliance and monitoring associated with EIV.

The HCV Administrative Plan addresses rent and HAP assistance to recipients of this program. The Admin Plan establishes that the Housing Authority will not approve an initial rent or a rent increase in any of the tenant-based programs without determining that the rent amount is reasonable. Reasonableness is determined for the HCV recipient prior to the initial lease and before any increase in rent to an owner is approved, when changes in the published FMR requires review, or if the Housing Authority or HUD directs that reasonableness be re-determined. Rent reasonableness is established by comparing the rent for the unit to the rent of comparable units in the same or comparable neighborhoods. The PMHA considers the location, quality, size, number of bedrooms, age, amenities, housing services, maintenance and utilities of the unit and the comparable units when establishing a reasonable rent. This information is updated annually, and owners are invited to submit information to survey at any time.

The Admin Plan establishes maximum subsidy calculations for the voucher program, for voucher tenancy in other federal housing programs, and for manufactured homes. The

Plan also establishes the method for setting Payment Standards, and for selecting the correct payment standard for a family.

Types of assistance and rent formulas under the HCV program as outlined in the Admin Plan include final calculations based on the Total Tenant Payment of either 10% of monthly income, 30% of adjusted monthly income, Section 8 Merged Vouchers, Section 8 Preservation Voucher, and Manufactured Home Space Rental under the Section 8 Voucher program.

Both the Public Housing program and the Housing Choice Voucher program have established minimum rents of -0-. As in the Public Housing program, the HCV program Admin Plan allows for the application of the utility allowance as determined annually on the typical cost of utilities and services paid by energy-conservative households that occupy housing of similar size and type in the same locality. In developing this schedule of utility allowances, normal patterns of consumption for the community as a whole and current utility rates are used. UAP's resulting from the rent calculation in the HCV program are paid directly to the participant.

The Administrative Plan states that PMHA will pay the owner the lesser of the HAP amount or the rent. These payments are mailed on the first working day of each month.

#### **6.0(b)4. Operation and Management**

The Pickaway Metropolitan Housing Authority has several management tools in place to appropriately administer the programs offered through the agency.

Program management for the Public Housing Program and the Housing Choice Voucher Program are specifically addressed in the Occupancy Policy and the Administrative Plans of the agency.

In the Public Housing program, the Community Service requirement is enforced and tracked continuously. Residents who are not elderly, disabled and declared unable to participate, or those who are not working or otherwise exempt are required to abide by the Community Service requirement.

Pickaway MHA inspects all Public Housing units on a regular basis. Quarterly pest control treatments are completed in each unit under a contract with Ohio Pest Control. Tenants with health related issues are permitted to submit documentation exempting them from this treatment. Tenants who experience pest issues in spite of the treatment are few, but when this does occur, PMHA will provide one extensive clean-out treatment. Reimbursement for subsequent treatment is sought from the tenant. Monthly housekeeping inspections are also completed in public housing units, with the exception of those units receiving pest control in that same month and the fifteen one bedroom apartments that are located in the building adjoining the PMHA offices. PMHA personnel are in the building on a daily basis and are aware of any major issues that are evident. Annual Inspections are contracted through a certified inspection company so that REAC requirements are addressed. Maintenance staff personnel attend annual

trainings sponsored by OHAC (Ohio Housing Authorities Conference) and the Bureau of Worker's Compensation. Safety related trainings are held on site and safety guidelines are routinely reviewed and enhanced. The Pickaway MHA has a Drug Free Workplace Plan in place.

The Occupancy Policy allows for special inspections to take place under specific conditions and notification. Move In and Move Out inspections are conducted for each unit. Emergency inspections are conducted only when an employee or agent of the agency has reason to believe that an emergency exists within the housing unit.

A responsible and specific pet policy exists for those residents who desire to have a pet. This policy is in place to further guide and provide for a quality living experience for the residents. The PMHA Public Housing lease includes specific guidelines for housekeeping requirements for the residents, and each resident is provided a Guidebook upon move in that gives even greater detail on how to maintain their residence in a safe and sanitary manner, as well as how to maintain an energy efficient environment.

The Housing Choice Voucher program utilizes trained HQS inspectors who inspect all assisted units to ensure that they meet HQS standards. No unit is placed on the HCV program unless the HQS is met. Units are inspected at least annually, with other inspections conducted as needed. The PMHA will perform seven types of HQS inspections. These are: Initial Inspections, Annual Inspections, Complaint Inspections, Special Inspections, Emergency Inspections, Move Out Inspections if applicable, and Quality Control Inspections.

The HCV program requires that owners assume responsibility for maintaining their rental unit in accordance with HQS. When the owner fails to do so, the Housing Authority will take action to enforce this obligation. PMHA will not assist any dwelling that fails to meet HQS unless the owner corrects the defect within the time frame specified. Emergency or life threatening issues must be corrected within 24 hours; other defects are given up to 30 days correction time. Owners, however, are not held responsible for HQS issues that are not caused by ownership and for which the resident family is responsible.

The PMHA may terminate assistance to a family who causes damage or defect to a unit resulting in HQS deficiency. Examples of this type of deficiency can include failure to pay for utilities for which the family is responsible, failure to provide or maintain appliances that the owner is not required to provide, and damages to the dwelling unit that exceed normal wear and tear. Families are given guidelines for correction of these issues that include time parameters.

HQS standards as enforced by PMHA include criteria in these areas: Sanitary Facilities, Food Preparation and Refuse Disposal, Space and Security, Thermal Environments, Illumination and Electricity, Structure and Materials, Interior Air Quality, Water Supply, Lead-based Paint, Access, Site and Neighborhood, Sanitization, and Smoke Detectors.

The Admin Plan does include exceptions to the HQS criteria as approved by HUD. These exceptions involve owner responsibility on scraping and repainting peeling paint surfaces, adequate heat requirements, and overflow pipe dimensions.

Time frames for correction of HQS deficiencies and the appropriate response to the re-inspection are also outlined in the Admin Plan. Emergency fail items are specifically listed, as are abatement procedures for failure to meet HQS.

Concerning management of other properties assisted by the agency, Pickaway MHA does manage three facilities constructed to serve elderly and disabled families who feature HUD assistance. Management plans and agreements are in place with each agency. The Housing Authority also manages a RD 515 property.

Overall agency management is accomplished with an experienced staff. Program management staff features employees who have no less than five years experience, most of whom hold ten or more years employment with the agency. The agency management procedures are outlined in two main documents, the Policies and Procedures Manual, and the Personnel Policy Manual.

The PMHA Policy and Procedures Manual features management guidance on the following topics: Retention of Records, Ethics and Public Accountability; Security and Confidential Personal Information; Availability of Records and Procedures for Obtaining Said Records; Reimbursement of Travel Expenses; Vehicle Use; Telephone and Cellular Telephone Use; Safety and Health; Procurement, Capitalization, Petty Cash, Cost Allocation, Procedures for handling income and check processing, Reports, Budgets and Investments, HCV program financial policies, Public Housing and Other Business Activity policies, Capital Fund, Williamsport Terrace and Managed Properties policies; Procurement; Financial Records Retention and Disposal Schedules; Public Records Policy and Notices; Disposal of Property and the Agency Drug Free Policy.

The agency's Personnel Policy includes the following Sections: Equal Employment Opportunity/Nondiscrimination; Employment; Compensation and Hours of Work; Employee Benefits; Personnel Procedures; Employee Conduct; Employee Discipline and Grievances; Forms related to the manual.

#### **6.0(b)5. Grievance Procedures.**

Public Housing applicants who are denied admission to the program are given prompt written notice of this decision. This written notice contains a statement of the reasons the applicant has been denied and states that the applicant may request an informal review of the decision within 14 business days of the denial. Information on how to request the review is included in the letter.

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

Informal hearing before the Executive Director of the agency at which the time the Director will hear all arguments presented by the tenant family concerning any dispute. Within 10 days of the hearing the Director will render a decision, in writing, to the party requesting the hearing. If that hearing decision is not in favor of the resident, this written decision will give the resident the opportunity to request a Formal Hearing before a Hearing Panel of three persons who were not a party to either the original decision or the decision made by the Director in the informal hearing.

The Formal Hearing will again offer the resident family or their representative the opportunity to present documentation, evidence and arguments in the family's favor. The hearing panel will also hear testimony from any PMHA staff members who have information pertaining to the circumstances surrounding the hearing. The Formal Hearing panel will then have 10 business days to render a final decision. If termination of the resident family's lease is the issue heard in the hearing, no action to proceed with the court ordered eviction or any court ordered action will take place until the Formal Hearing panel has rendered its decision.

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

Informal reviews will not be permitted for certain circumstances as established in the Administrative Plan. These include determination of family unit size under the PMHA subsidy standards, a PMHA determination not to approve an extension or suspension of a voucher term, a PMHA determination not to grant approval to lease a unit under the program or to approve a proposed lease, a PMHA determination that a unit selected by the applicant is not in compliance with HQS, a PMHA determination that the unit is not in accordance with HQS because of family size or composition, general policy issues or class grievances, or discretionary administrative determinations by the Housing Authority.

An informal hearing is required to consider whether the following PMHA decisions relating to the individual circumstances of a participant family are in accordance with the law, HUD regulations, and PMHA policies: A determination of the family's annual or adjusted income, and the use of such income to compute the housing assistance payment; a determination of the appropriate utility allowance (if any) for tenant-paid utilities from the PMHA utility allowance schedule; a determination to terminate assistance for a participant family because of the family's action or failure to act; a determination to terminate assistance because the participant family has been absent from the assisted unit for longer than the maximum period permitted under the PMHA policy and HUD rules. In these cases, the PMHA will give the opportunity for an informal hearing before the PMHA terminates housing assistance payments for the family under an outstanding HAP contract.

The person who conducts the hearing must issue a written decision within 14 calendar days from the date of the hearing, stating briefly the reasons for the decision. Factual determinations relating to the individual circumstances of the family shall be based on a preponderance of the evidence presented at the hearing.

The complete hearing procedure is addressed in the HCV Administrative Plan.

PMHA applicants and participants are afforded the opportunity to observe their file upon request.

**6.0(b)6: Designated Housing for Elderly and Disabled Families.**

There are no current or planned requests for designated housing for elderly or disabled families.

**6.0(b)7: Community Service and Self-Sufficiency.**

(1) Under the resident initiatives program, the PMHA offers beautification, energy and safety enhancements to PMHA residents. Each spring the PHA offers two flats of flowers to each public housing residence. These flowers are given to the family to plant at their residence. In 2008, PMHA purchased four energy efficient light bulbs for each residence, and replaced the batteries in all battery operated smoke detector during inspections conducted during the month when the bi-annual time changes went into place.

(2) The PMHA requires Section 3 language in all bid contracts issued by the agency. The PMHA architect also specifically addresses Section 3 criteria in all pre-bid conferences. We also encourage the hiring of residents for labor by any small or local contract issued by the agency. Additionally, the agency administers a successful FSS program. There are currently 25 participating families on the program, and the average escrow balance exceeds \$1,500.00. The average monthly escrow balance credit to each account is \$54.99. Since the inception of the program in 1993, there have been a total of 119 participants, 36 graduates and \$153,500.00 in escrow pay outs.

(3) PMHA requires Community Service participation by all residents 18 years of age or older who are not otherwise exempt. Participants are required to provide 8 hours of volunteer work or self sufficiency program activity or a combination of both each month. The community service program is tracked by public housing staff who monitor the status of incoming participants, and who monitor the changes that result in interim recertifications, thereby determining if participants are required to complete community service. In addition, program participants are required to inform PMHA personnel when their status changes from exempt to non-exempt. Additionally, PMHA has a verification form specifically created for the Department of Jobs & Family Services that is used to verify Community Service status based on changes in the resident's status with JFS. To the greatest extent possible, the PMHA provides names and contacts at agencies that can provide opportunities for residents to complete community service requirements. If disagreement occurs over the status of a family's community service status, the public housing grievance procedure applies to this situation.

### **6.0(b)8: Safety and Crime Prevention**

Safety in public housing is very important to the Pickaway MHA. The agency cooperates with local police, sheriff, and service agencies to do everything possible to prevent violence of any kind from occurring on PMHA property. The Housing Authority also has a positive working relationship with the local court system that allows effective lease enforcement, therein establishing a reputation for quality housing. PMHA often takes the lead in notifying local law enforcement when there is reason to believe an issue is evident that threatens resident safety. PMHA has followed through in these circumstances to guarantee that local officials are well informed and assists and cooperates in investigations when requested. Local patrol officers, probation officers, and court employees are well aware of PMHA policies. It is also not uncommon for PMHA staff members to be contacted directly by local law enforcement officers during non-business hours if our personnel can assist in an investigation, or if there is a service we can provide to a resident family that the local law enforcement feels is important.

PMHA has employed the use of private investigation services in circumstances where drug use or selling is suspected of a resident family, or in the circumstance where a resident family is permitting a non-resident to use a public housing unit for such purpose. The investigator is instructed to keep local law enforcement apprised of all activities related to the investigation, and to likewise keep them informed of the outcomes of the investigation as those results occur. PMHA also participated in an investigation involving an undercover officer in the past decade. The crime level in PMHA public housing has been low in recent years; the main concern evolves around issues related to the aforementioned drug use and sales, and occasional issues of domestic violence.

The need for measures to ensure the safety of public housing residents evolves over time and changes with each neighborhood composition. Therefore the agency adapts and plans for each situation and set of circumstances as they evolve. There are basic things that can be done to work with tenants to help them be more knowledgeable in safety measures. Tenant's are instructed to immediately inform the PMHA office if a situation occurs that is considered a safety issue. This includes maintenance related issues such as locks or keys that are not functioning properly, malfunctioning smoke detectors, windows that do not lock or are broken and lighting issues. PMHA has made the installation of additional lighting a priority in many locations to allow residents to feel confident and safe. Residents are instructed in the Public Housing Handbook on how to maintain their home in a manner that will address safety and health concerns. Likewise, PMHA's inspection policy reinforces safety measures with each inspection as smoke detectors are checked during each inspection, and fire prevention (kitchen grease build up, excess trash or blocked means of egress for example) and evacuation issues are noted and addressed with each tenant.

PMHA has purchased and installed fire suppression canisters on the underside of each range hood in housing managed by the agency. These canisters are the approximate size of a tuna can and when a certain temperature, flame or heat level reaches the canister it activates and releases a chemical suppression onto the range hood. This system has successfully extinguished one range hood fire in 2008.

### **6.0(b)9: Pets**

The PMHA pet policy does not apply to animals that are used to assist persons with disabilities or assistive animals. PMHA does request that all pets be maintained by their owners in a manner that promotes a decent, safe and sanitary living environment and that refrains from disturbing neighbors. PMHA does require prior approval and documentation of licensure, size, weight projection, breed, and shots. Pets are defined as domesticated animals such as dogs, cats, birds, rodent, fish or turtle, traditionally kept in the home for pleasure, not commercial purposes. Rodents are defined as gerbils, hamsters, and guinea pigs. No reptiles except turtles are allowed, and snakes, iguanas, ferrets, spiders and any exotic species are not allowed. Vicious and/or intimidating breeds of dogs and cats are not allowed. These include, but are not limited to: Rotweiler, Chow, Pit Bull, Miniature Doberman, Doberman, German Shepherds and German Shepherd mixes. No attack or fight trained dogs are allowed and any dog determined vicious by a judge or law enforcement official will fall under this category.

The PMHA does charge a pet deposit of \$200 which can be paid with \$50 down and minimum \$10 incremental payments each month thereafter. A \$50 nonrefundable fee is charged beyond the \$50 pet deposit and must be paid at the time the pet is approved for residence. There are established requirements and guidelines given for the care of each pet including a veterinarian certification that the pet has received all inoculations. PMHA also requires that a signed statement be on file from a caregiver responsible for the removal of the pet in the event the family is no longer able to care for the animal.

### **6.0(b) Civil Rights Certifications.**

Civil Rights laws protect the rights of applicants and residents to equal treatment by the Housing Authority in the way it carries out its programs. It is the policy of the Pickaway Metropolitan Housing Authority to comply with all Civil Rights laws. The PMHA will not deny admission to otherwise qualified applicants for any reason, and will correct situations or procedures that create a barrier to equal housing opportunity to all.

The PMHA requires employees to be knowledgeable on Fair Housing law and issues, subscribing to industry publications such as the Fair Housing Advisor that all employees are required to read monthly. Additionally, trainings are scrutinized so that employees are kept abreast of the latest regulations concerning the civil rights of applicants and residents. PMHA has also recently contacted HUD officials of the Columbus Field office to request an on-site "Nuts and Bolts" training on Fair Housing so that newer members of the staff, as well as those who don't train on a regular basis are informed on this area of the agency's operation. The Executive Director has also suggested to OHAC that a training be held for front line office staff to cover civil rights compliance because reduced funding has necessitated that these staff members answer more questions and handle circumstances related to these issues. Fair Housing is discussed and stressed on a consistent and ongoing basis within the agency.

Each year, the PMHA Board of Commissioners does adopt a statement affirming the PMHA's agency policy and commitment to Fair Housing. Also, because the agency manages properties that receive HUD assistance and subsidy, the agency is required to complete AFHMP for those properties that detail the efforts made by the agency to market the property. As part of that marketing effort, the agency notifies other service

agencies in Pickaway County annually that the Pickaway MHA is committed to serving all persons in need of housing. Publications and advertising stress the agency's commitment to Fair Housing.

The Housing Choice Voucher program acknowledges our location in the Columbus Metropolitan Statistical Area, but stresses that Pickaway County does not have the characteristics of a "metropolitan" setting. PMHA identifies "pockets" of poverty within neighborhoods and rural settings in Pickaway County, and informs HCV recipients of these areas to encourage voucher holders to expand positive housing opportunities within these communities. PMHA includes in tenant briefing packets, color coded maps that show areas likely to have poverty pockets.

In compliance with community and county CHIS applications, this Plan will be submitted to the City of Circleville and Pickaway County for review, and will be forwarded to the State of Ohio for certification that the plan is consistent with the Consolidated Plan for the jurisdiction.

#### **6.0(b)11: Fiscal Year Audit**

The 2007 Fiscal Year Audit of the agency is attached to and made a part of this plan.

The audit as concluded on May 30, 2008 revealed no findings or management issues, nor were any deficiencies or material weaknesses identified.

#### **6.0(b)12: Asset Management**

The Pickaway MHA is a small PHA and is not subject to asset management regulation.

The agency will continue to follow HUD guidelines and regulations in planning for the long term success of the agency. Housing inventory is monitored annually, investments are reviewed by the Finance Director and Board members who have financial backgrounds to guarantee that PMHA is investing with sound practices that will result in maximum return to enhance the financial success of the agency. Grant procurement, Other Business Activity that includes the ongoing 5h program, and capital management oversight are important components to this success.

#### **6.0(b)13: Violence Against Women Act**

The Pickaway Metropolitan Housing Authority immediately acted on VAWA legislation to write and adopt policies that were supportive and that implemented the policy. The PMHA plan was approved by the Southeastern Ohio Legal Aid office as a good practices policy and was recommended as a model for other Housing Authorities to follow. PMHA did share their plan with other HA's upon request.

As stated earlier, PMHA grants a preference to applicants of the Housing Choice Voucher Program for victims of Domestic Violence as established in the HCV Admin Plan. Five vouchers are allocated annually for this program, and preferences are determined and referred by Haven House, the local agency that serves domestic violence victims. These vouchers cannot be ported for 12 months, and the recipient must not allow the abuser back in the household. The five vouchers issued continue under the program, and a new allocation of five vouchers are reallocated annually.

The Administrative Plan includes provision that eviction of assistance from persons living in assisted housing is prohibited if the asserted grounds for such action is an instance of domestic violence, dating violence, sexual assault or stalking. Likewise, the Occupancy Policy states that applicants who are facing denial of Public Housing based on screening criteria will not be denied if they claim mitigating circumstances due to victimization of domestic violence, dating violence, or stalking, as long as that applicant is otherwise qualified.

Likewise, lease termination procedures allow that incidents or an incident of actual or threatened domestic violence, dating violence, or stalking will not be construed as a serious or repeated violation of the lease by the victim or threatened victim of that violence and shall not be good cause for terminating the assistance, tenancy, or occupancy rights of the victim of such violence. The policy also states that criminal activity, directly relating to domestic violence, dating violence, or stalking engaged in by a member of a tenant's household or any guest or other person under the tenant's control shall not be cause for termination of assistance, tenancy, or occupancy rights if the tenant or an immediate member of the tenant's family is the victim or threatened victim of that domestic violence, dating violence, or stalking. PMHA may bifurcate the lease to remove a lawful occupant or tenant who engages in criminal acts of violence to family members or others without evicting victimized lawful occupants.

The PMHA, under a Family Unification program, allows for 22 vouchers annually. The families that receive these vouchers will go on the waiting list in the normal fashion but may be taken ahead of their date/time order on the list. This is accomplished only when referral is received from the Department of Jobs & Family Services, and is based on keeping families intact who are in danger of losing their children because of a nonexistent or less than satisfactory housing situation, including domestic violence related issues.

PLEASE PRINT AS BLOCK AD  
JULY 16<sup>TH</sup> AND 19<sup>TH</sup>, 2008  
Bill: Pickaway Metropolitan Housing Authority

### **NOTICE OF PUBLIC HEARING**

The Pickaway Metropolitan Housing Authority, in compliance with the Quality Housing and Work Responsibility Act of 1998, has a draft of its 2009 **Annual Plan** available for review. The Plan may be reviewed at the Pickaway MHA office located at 176 Rustic Drive, Circleville, Ohio. The Pickaway MHA office hours are 8:00 a.m. to 4:30 p.m., Monday through Friday.

A Public Hearing will be conducted on Friday, September 5, 2008 at 10:00 a.m. at the Pickaway MHA Conference Room for the purpose of receiving input on the plan. Written comments will also be considered if attendance at the hearing is not possible.

Kim Hartinger, Executive Director

**Annual Plan Hearing  
Friday, September 5, 2008**

The 2009 Annual Plan Hearing for the Pickaway Metropolitan Housing Authority was held, as publicly advertised, on Friday, September 5, 2008 at 10:00 a.m. in the Board Room of the Pickaway MHA offices at 176 Rustic Drive, Circleville.

Present for the hearing were Finance Director Rebecca Curtis, Program Coordinator Terri Straight, Program Assistant Rebecca Zielinski, and newest PMHA staff members Jean Maynard and Mickey Hickey.

Executive Director Hartinger reviewed the format of the annual plan and announced that Pickaway MHA had the option of using the old format or a newly released format that required additional documentation. The newer format was chosen and Director Hartinger reviewed the components of this format for those present. The Capital Fund program was reviewed in detail.

There was no public participation in the hearing, nor was written comment received prior to the hearing. As there was no specific comment or concern addressed, the hearing was concluded following the presentation at 10:50 a.m.

Recorded and Submitted:

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Kim Hartinger, Executive Director  
September 8, 2008

Advisory Board Meeting  
August 6, 2008

The Advisory Board meeting was called to order at 4:10 p.m. on Wednesday, August 8, 2008 by Pickaway Metropolitan Housing Authority Executive Director, Kim Hartinger. Present at the meeting were Advisory Board members Bernadette Hocking, Linda Nicklas, and Lisa Binkley. Donna Hardy was unable to attend due to a medical appointment commitment. Member Terri Welch was not present.

Director Hartinger opened the meeting of the Board with a reminder that the purpose of the meeting was to discuss the overall status and progress of the agency, to review the 2009 Annual Plan, and to receive and discuss the input of the Advisory Board as offered by the members. The Annual Plan must be submitted to HUD 45 days prior to the end of the current fiscal year. Because the Housing Authority operates on a December 31<sup>st</sup> Fiscal Year, this requires the agency to submit the plan by mid-October. It is the goal of PMHA, however to submit in a timely manner in advance of the deadline. Upon approval by the PMHA Board of Commissioners, it is the intent of the Director to submit the plan in September, 2008.

Staffing of the Housing Authority was reviewed for the Advisory Board. The agency has not lost any staff members, but has added a part time receptionist position. Mindy Hickey joined the staff in 2008 and works from 8 a.m. to 1 p.m. Jean Maynard then serves as receptionist from 1 p.m. to 4:30 p.m. During morning working hours, Jean works on intake and waiting list responsibilities, and handles income change verifications for the Housing Choice Voucher staff. The PMHA Board of Commissioners also has a new member in Mark Taylor. Mr. Taylor replaced Stanley Stevens who moved to Franklin County. Mr. Taylor will serve the unexpired term of Mr. Stevens.

The financial status of the agency was discussed. Public Housing now receives 82% of the Operating Subsidy formula calculation. It is not anticipated that the funding of public housing will improve in the immediate future. Housing Choice Voucher funds are also reduced nationwide, but PMHA has been identified as an agency that is eligible to receive additional funding due to reports submitted on portability and voucher management.

Waiting lists remain closed for the Housing Choice Voucher program, the Public Housing 1 and 2 bedroom, and Pickaway Terrace one bedroom units. It is anticipated that it will be 2009 before consideration is given to reopening the HCV waiting list because we are only currently processing the applications of those who applied in April, 2006. This equates to approximately a 27 month wait for HCV applicants.

Williamsport Terrace Apartments have received a lot of our attention throughout 2008. Williamsport is approximately 20 years old and needs significant repairs. The income generated by this property however, continues to be minimal and certainly does not provide for repairs such as roof replacement, window replacement, accessibility transition, or parking lot replacement. Rural Development is asking PMHA to accept a \$300,000 loan to pay for said repairs. The PMHA Board of Commissioners is not agreeable to do so because only \$20,000 has been paid on the amortization of the

Williamsport Loan in the previous 20 years, leaving an existing mortgage balance of over \$500,000. As WT is unable to support itself at this time, the addition of \$300,000 in debt would not be considered a good business practice.

Currently, PMHA is requesting bids to replace the roof at the facility. If we are unable to pay for this improvement with reserve funds, it is the intention of the Housing Authority to ask the federal government to forgive the original Williamsport Terrace mortgage. If the government does not agree to do so, PMHA will likely return this facility to the Rural Development agency for management.

Concerning the properties that PMHA manages, Pickaway Terrace is currently operating at excellent capacity and also financially. For this facility, we are currently working on roof replacement due to damage sustained in the recent hail storm. Eden Place has vacancy issues that are addressed on an ongoing basis. The CUSH Board of Directors (governing board of Eden Place) is currently pursuing refinancing of this property at a lower interest rate. This will free operating and reserve funds for the facility. Refinancing is being completed through the local Savings Bank. Louise Terrace recently went through a period of vacancy issues but is now operating at 95% occupancy.

At this time, Director Hartinger reviewed the new format of the 2009 Annual Plan for the Advisory Board. The first requirement of the Annual Plan was to include any changes in policies or procedures that have occurred since the previous plan was submitted. The change from the previous plan was the decision to not pursue a Section 8 (HCV) Homeownership Plan at this time. Pickaway MHA has received a Shelter+Care grant to prevent homelessness for disabled individuals, and will also be administering the TBRA grant for the Pickaway County Commissioners if that grant is awarded. With these additional programs coming on board for the agency, it was deemed that it would be difficult to add the homeownership component also.

The new format then asked for descriptive narrative on the following administrative procedures or areas:

- Eligibility, selection and admissions policies, including de-concentration and wait list procedures;
- Financial Resources, both federal and non-federal;
- Rent Determination procedures;
- Operation and Management policies of the agency
- Grievance Procedures
- Community Service and Self-Sufficiency programs
- Safety and Crime Prevention
- Civil Rights Certifications and Trainings
- VAWA policy

The new format also requires a copy of the latest Audit. Briefly, Director Hartinger reviewed the assets, income and expenses of the previous audit period which was through December 31, 2007.

The final reporting area concerns Capital Funds. The Annual Plan requires reporting on the status of each allocation currently open, as well as projections on plan use for the



Voting No: None.

Motion Carried.

Resolution 08-1 adopted.

### **Resolution 08-10: Approval of 2009 Annual Plan**

Director Hartinger reviewed the 2009 Annual Plan preparation with the Board. The Plan was written in July and submitted to both the City of Circleville and Pickaway County for review and certification that the Annual Plan is in compliance with the local Community Housing Improvement Strategies. The plan was also presented to the Advisory Board, and a public hearing was held to receive public comment on the plan. The 2009 Plan will be submitted in the new format to The Ohio Department of Development and once approval is received by that agency, the Plan will be submitted to HUD.

Based on the information provided. Mr. Taylor offered the motion, seconded by Ms. Schieber to adopt Resolution 08-11 as follows:

Whereas, the Pickaway MHA is considered a Small Housing Authority by HUD regulation, and

Whereas, as a Small Housing Agency, PMHA is required to compose and submit an Annual Plan each year, and

Whereas, the 2009 Plan has been prepared and submitted for review to the PMHA Advisory Board, the City of Circleville, and Pickaway County as required, and

Whereas, the above named agencies have approved the plan as prepared, and

Whereas, a Public Hearing was held on Friday, September 5, 2009 for the purpose of receiving public comment on the plan with no public participation, or comment, then

Therefore Be It Resolved, that the Board of Commissioners of the Pickaway Metropolitan Housing Authority do hereby approve the submission of the PMHA 2009 Annual Plan to the Ohio Department of Development for review, and upon approval, for subsequent submission to HUD, and

Be It Further Resolved, that the Board of Commissioners of the Pickaway Metropolitan Housing Authority do hereby authorize Chairman Hewitt Harmount to sign HUD Form-50076 Certifying Compliance with the PHA Plan and Related Regulations.

Voting on the motion: Voting Yes: Mr. Taylor, Ms. Schieber and Mr. Harmount.  
Motion carried.

Resolution 08-10 adopted.

**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 X Annual PHA Plan for the PHA fiscal year beginning 1-1-2009, 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.

Pickaway Metropolitan Housing Authority  
PHA Name

OH059  
PHA Number/HA Code

5-Year PHA Plan for Fiscal Years 20 - 20

X Annual PHA Plan for Fiscal Years 2009 - 20

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. 3720, 3802)

Name of Authorized Official	Title: Chairman, Board of Trustees, Pickaway Metropolitan Housing Authority
Hewitt Harcourt	
Signature	Date: September 12, 2008