

PHA 5-Year and Annual Plan

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

**OMB No. 2577-0226
Expires 4/30/2011**

1.0	PHA Information PHA Name: <u>Pickawav 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>01/2010</u> ■				
2.0	Inventory (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> ■				
3.0	Submission Type <input checked="" type="checkbox"/> 5-Year and Annual Plan <input type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only				
4.0	PHA Consortia <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)				
	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program
	PHA 1:				PH HCV
	PHA 2:				
	PHA 3:				
5.0	5-Year Plan. Complete items 5.1 and 5.2 only at 5-Year Plan update.				
5.1	Mission. State the PHA's Mission for serving the needs of low-income, very low-income, and extremely low income families in the PHA's jurisdiction for the next five years: see attached				
5.2	Goals and Objectives. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan. see attached				
6.0	PHA Plan Update (a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission: see attached (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.				
7.0	Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers. Include statements related to these programs as applicable.				
8.0	Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable.				
8.1	Capital Fund Program Annual Statement/Performance and Evaluation Report. As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> , form HUD-50075.1, for each current and open CFP grant and CFFP financing.				
8.2	Capital Fund Program Five-Year Action Plan. As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i> , form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan.				
8.3	Capital Fund Financing Program (CFFP). <input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.				

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

PHA 5-Year and Annual Plan
Pickaway Metropolitan Housing Authority
FY Beginning 01/2010

Question 5.1: Mission

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

Question 5.2: Goals and Objectives

Goals of the PMHA are to:

- Expand program offerings and options by securing grants or other means of financial support
- Continue renovation and rehabilitation of public housing stock, including improvements using energy star and other environmentally responsible programs
- Continue efficient occupancy levels in public housing, and sound financial management of the Housing Choice Voucher Program
- Continue promotion of all PMHA programs through agency and staff representation with local agencies and landlords
- Continue homeownership promotion by providing opportunities through the 5h program, Other Business Activity (OBA) program, and possible implementation of the HCV homeownership program.

Previous Five Year Plan Goals:

- Apply for additional rental vouchers: PMHA administers 635 Housing Choice Vouchers. PMHA also administers a Tenant Based Rental Assistance Program for the Pickaway County Commissioners. Additionally, we are in Year 1 of a Shelter Plus Care Grant that we administer with the local Community Action Agency. These programs bring an additional 10 – 20 vouchers, or voucher-related offerings of rental assistance to Pickaway County annually.
- Reduce Public Housing vacancies: PMHA has maintained a 97% Occupancy Rate in the past five years
- Leverage private or other public funds to create additional housing opportunities, and acquire or build units or developments: PMHA continues to use funds from the sale of properties through the 5h program to purchase and renovate properties for resale to first time homebuyers. PMHA currently owns 4 rental properties through OBA, and is negotiating the purchase of another property. PMHA staff has representation on the Save Our Homes Task Force so that we are knowledgeable and informed on opportunities to prevent foreclosure in Pickaway County.
- Improve PHAS and SEMAP scores: PMHA continues to be a High Performing Agency in both the Public Housing and the Housing Choice Voucher programs, and will continue to strive for that designation in both programs.

- **Increase Customer Satisfaction:** PMHA emphasizes to residents and program participants alike that our agency is in the business to provide housing, not take it away. PMHA cooperates extensively in programs with other public agencies that provide essential support to PMHA participants so that they can remain in their housing. PMHA also completed a Resident Satisfaction Survey in 2009 under the guidance of the PMHA Advisory Board, and PMHA intends to make this an annual event. PMHA views this as an opportunity to gain valuable insight from the households and families we strive to serve.
- **Concentration to Improve Management Functions:** PMHA staff established a one week goal to complete all routine maintenance functions associated with Unit Turnaround. PMHA also assigned a maintenance coordinator role to a public housing staff member to improve communication with the maintenance staff in order to enhance the staff's ability to meet vacancy and turnaround goals. PMHA is also using higher quality materials in unit renovation in a test to see if better materials will withstand rental housing wear and tear, thereby eliminating the need to repetitively replace items such as countertops, bath fixtures, etc.
- **Increase Outreach to Potential Landlords:** To increase outreach to potential landlords, PMHA participates in promoting the Housing Choice Voucher program to a number of client-based community service organizations. PMHA also strives to work in a positive and diligent manner with all current landlords. PMHA publishes bi-annual landlord newsletters, and hosts a luncheon for landlords that features a speaker or presentation on a relevant topic such as Ohio Landlord Law. PMHA has not implemented a HCV homeownership program, but continues to move housing through funds associated with a public housing homeownership program. PMHA currently owns 4 units through Other Business Activity. With an increased sales in the local housing market starting to develop, two houses will be promoted through first time homeownership programs. PMHA is also negotiating to purchase another property.
- **Security Improvements:** Public Housing security improvements include new doors and locks, additional lighting, including unit outside light installation, and street and property lighting installation. New windows will also be replaced as part of the ARRA Stimulus Grant Capital Fund program. PMHA continues to operate a HCV Family Self-Sufficiency program to improve employability for program participants. PMHA also continues to upgrade 504 accessibility features and to add new features that will promote independence for the disabled and elderly. A 504 transition study assisted in implementing this plan.
- **Improvements to public housing:** On the previous 5-Year Plan, PMHA listed the goal of maintaining quality units. Recent improvements to PMHA property occurring within the past five years include new siding, roof replacement, kitchen renovations, door replacement, window replacement and glazing, floor replacement, new locks, accessibility upgrades, and range and refrigerator replacement.
- PMHA also provides other housing opportunities beyond the agency public housing and HCV programs. PMHA services as the managing agent for three HUD properties serving low income elderly and disabled households, and owns a 16 unit, Rural Development property.

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

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

Part I: Summary		Grant Type and Number	FFY of Grant: 2007
PHA Name: Pickaway Metropolitan Housing Authority		Capital Fund Program Grant No: OH16P059501-07	FFY of Grant Approval: 2007
		Replacement Housing Factor Grant No:	
		Date of CFFP:	
Type of Grant	<input type="checkbox"/> Original Annual Statement	<input type="checkbox"/> Reserve for Disasters/Emergencies	<input type="checkbox"/> Revised Annual Statement (revision no:)
	<input type="checkbox"/> Performance and Evaluation Report for Period Ending:	<input type="checkbox"/> Final Performance and Evaluation Report	
Line	Summary by Development Account	Total Estimated Cost Revised ²	Total Actual Cost ¹ Expended
		Obligated	
1	Total non-CFP Funds		
2	1406 Operations (may not exceed 20% of line 21) ³	15,000.00	15,000.00
3	1408 Management Improvements		
4	1410 Administration (may not exceed 10% of line 21)	316.50	316.50
5	1411 Audit		
6	1415 Liquidated Damages		
7	1430 Fees and Costs	16,096.71	17,646.71
8	1440 Site Acquisition		
9	1450 Site Improvement		
10	1460 Dwelling Structures	142,127.00	142,388.79
11	1465.1 Dwelling Equipment—Nonexpendable	14,586.79	12,775.00
12	1470 Non-dwelling Structures		
13	1475 Non-dwelling Equipment		
14	1485 Demolition		
15	1492 Moving to Work Demonstration		
16	1495.1 Relocation Costs		
17	1499 Development Activities ⁴		

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

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

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

Part I: Summary		FFY of Grant:	
PHA Name:	Grant Type and Number	FFY of Grant:	FFY of Grant Approval:
Metropolitan Housing Authority	Capital Fund Program Grant No: OHI6P059501-07 Replacement Housing Factor Grant No: Date of CFFP:		
Type of Grant			
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Revised Annual Statement (revision no:) <input checked="" type="checkbox"/> Final Performance and Evaluation Report	
Line	Summary by Development Account	Total Estimated Cost	Total Actual Cost ¹
		Original	Obligated
18a	1501 Collateralization or Debt Service paid by the PHA		
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment		
19	1502 Contingency (may not exceed 8% of line 20)		
20	Amount of Annual Grant: (sum of lines 2 - 19)	188,127.00	188,127.00
21	Amount of line 20 Related to LBP Activities		
22	Amount of line 20 Related to Section 504 Activities		
23	Amount of line 20 Related to Security - Soft Costs	142,897.00	160,737.00
24	Amount of line 20 Related to Security - Hard Costs		
25	Amount of line 20 Related to Energy Conservation Measures		
Signature of Executive Director		Signature of Public Housing Director	
Date 07-30-2009		Date	

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

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

Part I: Summary		Grant Type and Number		FFY of Grant: 2008	
PHA Name: Pickaway Metropolitan Housing Authority		Capital Fund Program Grant No: OH16P05901-08		FFY of Grant Approval:	
		Replacement Housing Factor Grant No:			
		Date of CFFP:			
Type of Grant		Reserve for Disasters/Emergencies		Revised Annual Statement (revision no:)	
<input type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Performance and Evaluation Report for Period Ending: 06-30-2009		<input type="checkbox"/> Final Performance and Evaluation Report	
<input checked="" type="checkbox"/> Performance and Evaluation Report by Development Account		Summary by Development Account		Total Actual Cost ¹	
Line		Original	Revised ²	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) ³	15,000.00	15,000.00	15,000.00	15,000.00
3	1408 Management Improvements	19,464.00	19,464.00	19,464.00	19,464.00
4	1410 Administration (may not exceed 10% of line 21)	74.04	74.04	74.04	74.04
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	3,145.00	3,500.00	3,500.00	3,145.00
8	1440 Site Acquisition				
9	1450 Site Improvement	10,000.00	0.00	0.00	0.00
10	1460 Dwelling Structures	72,497.36	83,220.98	51,178.22	43,042.01
11	1465.1 Dwelling Equipment—Non-expendable	28,380.60	28,380.60	28,380.60	28,380.60
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment	50,000.00	48,921.38	48,921.38	48,921.38
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities ⁴				

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Part I: Summary		FFY of Grant: 2008	
PHA Name: Pickaway Metropolitan Housing Authority	Grant Type and Number Capital Fund Program Grant No: OH16P059501-08 Replacement Housing Factor Grant No: Date of CFFP:	FFY of Grant Approval:	
Type of Grant <input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 06/30/2009 <input type="checkbox"/> Reserve for Disasters/Emergencies		<input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Final Performance and Evaluation Report	
Line	Summary by Development Account	Total Estimated Cost	Total Actual Cost ¹
		Original	Revised ²
		Obligated	Expended
18a	1501 Collateralization or Debt Service paid by the PHA		
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment		
19	1502 Contingency (may not exceed 8% of line 20)		
20	Amount of Annual Grant: (sum of lines 2 - 19)	198,561.00	166,518.24
21	Amount of line 20 Related to LBP Activities		158,027.03
22	Amount of line 20 Related to Section 504 Activities		
23	Amount of line 20 Related to Security - Soft Costs	8,491.21	8,491.21
24	Amount of line 20 Related to Security - Hard Costs		
25	Amount of line 20 Related to Energy Conservation Measures	41,167.68	41,167.68
Signature of Executive Director <i>Kyam Bunting</i>		Signature of Public Housing Director	
Date 06/30/2009		Date	

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Part II: Supporting Pages											
PHA Name: Pickaway Metropolitan Housing Authority				Grant Type and Number Capital Fund Program Grant No: OH16P059501-8 CFPP (Yes/ No): Replacement Housing Factor Grant No:				Federal FFY of Grant: 2008			
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work			
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²				
OH059000001	Energy Star Refrigerators	1465.1	65	29,250.00	25,200.00	25,200.00	25,200.00	100%			
	Energy Efficient Lights/Fans	1460	68	20,000.00	12,787.08	12,787.08	12,787.08	100%			
	Energy Bulb Replacements	1465.1	68	3,311.00	3,180.60	3,180.60	3,180.60	100%			
	Siding Repair	1460	25	40,000.00	30,254.93	30,254.93	30,254.93	100%			
	Energy Efficient Boiler Replacement	1560	1	20,000.00	32,042.76	-0-	-0-	estimates			
	Vehicle Replacement	1475	2	50,000.00	41,325.00	41,325.00	41,325.00	100%			
	Lawn Sprayer	1475	2	-0-	7,596.38	7,596.38	7,596.38	100%			
	Operating Subsidy	1406		15,000.00	15,000.00	15,000.00	15,000.00	100%			
	Administration	1410		1,000.00	74.04	74.04	74.04	100%			
	Fees and Costs	1430		10,000.00	3,500.00	3,500.00	3,145.00	90%			
	Computer Software	1408		-0-	19,464.00	19,464.00	19,464.00	100%			
	504 Transition-Kitchen Renovation	1460		-0-	8,136.21	8,136.21	-0-	implemented			
	Driveway/Sidewalk Repair	1450		10,000.00	-0-	-0-	-0-	n/a			

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Part I: Summary		Grant Type and Number	FFY of Grant: 2009
PHA Name: Pickaway Metropolitan Housing Authority		Capital Fund Program Grant No: OH16S059501-09	FFY of Grant Approval:
		Replacement Housing Factor Grant No:	
		Date of CFFP:	
Type of Grant	<input type="checkbox"/> Original Annual Statement	<input type="checkbox"/> Reserve for Disasters/Emergencies	<input type="checkbox"/> Revised Annual Statement (revision no:)
Line	Performance and Evaluation Report for Period Ending: 06-30-2009	Performance and Evaluation Report for Period Ending: 06-30-2009	Final Performance and Evaluation Report
Summary by Development Account		Total Estimated Cost	Total Actual Cost ¹
	Original	Revised ²	Obligated
1	Total non-CFP Funds		
2	1406 Operations (may not exceed 20% of line 21) ³		
3	1408 Management Improvements		
4	1410 Administration (may not exceed 10% of line 21)	100.00	-0-
5	1411 Audit		
6	1415 Liquidated Damages		
7	1430 Fees and Costs	20,000.00	-0-
8	1440 Site Acquisition		
9	1450 Site Improvement		
10	1460 Dwelling Structures	231,239.00	-0-
11	1465.1 Dwelling Equipment—Nonexpendable		
12	1470 Non-dwelling Structures		
13	1475 Non-dwelling Equipment		
14	1485 Demolition		
15	1492 Moving to Work Demonstration		
16	1495.1 Relocation Costs		
17	1499 Development Activities ⁴		

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Part I: Summary		FFY of Grant: 2009 FFY of Grant Approval:	
PHA Name: Pickaway Metropolitan Housing Authority	Grant Type and Number Capital Fund Program Grant No: OH16SS9501-09 Replacement Housing Factor Grant No: Date of CFFP:		
Type of Grant		<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 06/30/2009	
Line	Summary by Development Account	Total Estimated Cost	Total Actual Cost¹
		Original	Revised²
		Obligated	Expended
18a	1501 Collateralization or Debt Service paid by the PHA		
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment		
19	1502 Contingency (may not exceed 8% of line 20)		
20	Amount of Annual Grant: (sum of lines 2 - 19)	251,339.00	20,000.00
21	Amount of line 20 Related to LBP Activities		-0-
22	Amount of line 20 Related to Section 504 Activities		
23	Amount of line 20 Related to Security - Soft Costs		
24	Amount of line 20 Related to Security - Hard Costs		
25	Amount of line 20 Related to Energy Conservation Measures	251,339.00	20,000.00
Signature of Executive Director <i>Kym Burdette</i>		Date 06/30/2009	Signature of Public Housing Director
			Date

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PHA Name: Pickaway Metropolitan Housing Authority		Grant Type and Number Capital Fund Program Grant No: OHI6P059501-09 Replacement Housing Factor Grant No: Date of CFFP:	
Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Final Performance and Evaluation Report	
Summary by Development Account		Total Estimated Cost	
Line		Original	Revised ² Obligated
		Total Actual Cost ¹ Expended	
1	Total non-CFP Funds		
2	1406 Operations (may not exceed 20% of line 21) ³	20,000.00	
3	1408 Management Improvements		
4	1410 Administration (may not exceed 10% of line 21)		
5	1411 Audit		
6	1415 Liquidated Damages		
7	1430 Fees and Costs	22,000.00	
8	1440 Site Acquisition		
9	1450 Site Improvement	20,000.00	
10	1460 Dwelling Structures	130,500.00	
11	1465.1 Dwelling Equipment—Nonexpendable		
12	1470 Non-dwelling Structures		
13	1475 Non-dwelling Equipment	25,000.00	
14	1485 Demolition		
15	1492 Moving to Work Demonstration		
16	1495.1 Relocation Costs		
17	1499 Development Activities ⁴		

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PHA Name: Pickaway Metropolitan Housing Authority	Grant Type and Number Capital Fund Program Grant No: OH16P959501-09 Replacement Housing Factor Grant No: Date of CFFP:	FFY of Grant Approval:	
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Final Performance and Evaluation Report	
Type of Grant		Total Estimated Cost	Total Actual Cost¹
Line	Summary by Development Account	Original	Revised² Obligated Expended
18a	1501 Collateralization or Debt Service paid by the PHA		
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment		
19	1502 Contingency (may not exceed 8% of line 20)		
20	Amount of Annual Grant: (sum of lines 2 - 19)	217,500.00	
21	Amount of line 20 Related to LBP Activities		
22	Amount of line 20 Related to Section 504 Activities		
23	Amount of line 20 Related to Security - Soft Costs		
24	Amount of line 20 Related to Security - Hard Costs		
25	Amount of line 20 Related to Energy Conservation Measures	75,000.00	
Signature of Executive Director <i>Kym Janting</i>		Date 06/30/2009	Signature of Public Housing Director
			Date

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⁴ RHF funds shall be included here.

Part I: Summary **Circleville/Pickaway County, Ohio**

PHA Name/Number	Development Number and Name	MHA/OH059	Locality (City/County & State)					Revision No:
			Work Statement for Year 1 FFY 2009	Work Statement for Year 2 FFY 2010	Work Statement for Year 3 FFY 2011	Work Statement for Year 4 FFY 2012	Work Statement for Year 5 FFY 2013	
B.	Physical Improvements Subtotal	Approved Statement	165,000.00	200,000.00		158,000.00	207,250.00	
C.	Management Improvements		18,000.00					
D.	PHA-Wide Non-dwelling Structures and Equipment		37,000.00	10,000.00		60,000.00	20,000.00	
E.	Administration							
F.	Other							
G.	Operations		20,000.00	20,000.00		20,000.00	20,000.00	
H.	Demolition							
I.	Development							
J.	Capital Fund Financing – Debt Service							
K.	Total CFP Funds		240,000.00	230,000.00		238,000.00	247,250.00	
L.	Total Non-CFP Funds							
M.	Grand Total							

Question 6.0 PHA Plan Update

Revisions in PMHA Plans since the previous Annual Plan :

Housing Choice Voucher Program

- Clarification on Service Animals: The Fair Housing Act requires a landlord to waive the weight policy in the lease if the animal is needed to afford the person with disabilities an equal opportunity to use or enjoy the dwelling. Under the Act, there is no requirement that a service animal be certified. A statement from a medical provider, who is treating the person for the specific disability, is needed stating the accommodation is sufficient. Essentially the service animal would need to be capable of providing the service.
- Eligibility for Admission: 3.2.6.G. Suitability for Tenancy: Now reads, The PMHA determines eligibility for participation and will also conduct criminal background checks on adult household members, including live-in aides. The PMHA **may** deny assistance to a family because of drug-related criminal activity or violent criminal activity by family members. This check will be made through state or local law enforcement or Ohio Corrections Website in those cases where the household member has lived in Ohio for the last three years. If the individual has lived outside the local area, the PMHA may contact law enforcement agencies where the individual had lived or request a check through the Registry/Crime Check Report. The PMHA will check with the state sex offender registration program and will ban for life any individual who is registered as a lifetime sex offender. Any individual still required to register will be banned for the duration of their required registration period. Additional screening is the responsibility of the owner. Upon the request of a prospective owner, the PMHA will provide any factual information or third party written information they have relevant to a voucher holder's history of, or ability to, comply with material standard lease terms or any history of drug trafficking.
- Section 4.7 Grounds for Denial of assistance, in Section E., now reads that applicants can be denied if, "A history of criminal activity by any household member involving crimes of physical violence against persons or property or any other criminal activity including drug-related criminal activity that would adversely affect the health, safety, or well-being of other tenants or staff, or cause damage to the property. These applicants will be subject to a waiting period that ends 90 days from release from prison. If the applicant is still on probation, we will require a letter from the probation officer that all probation terms are being met.
- Section II.2.c. 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 is reasonable. The Rent Reasonableness section states that a redetermination will be concluded if the Housing Authority or HUD requests a redetermination, and now includes the wording, "Each unit will be compared to at least 2 unassisted comparables."
- Section 12.3.A.2 discusses Housing Quality Standards, and states, "This Section states performance and acceptability criteria for these key aspects of the following housing quality standards:....."

2. Acceptability criteria

- a. The bathroom must be located in a separate, private room and have a flush toilet in proper operating condition. A running toilet is not acceptable.
 - b. The dwelling unit must have a fixed basin in proper operating condition, with a sink trap and hot and cold running water. Dripping faucets are not acceptable
 - c. The dwelling unit must have a shower or tub in proper operating condition with hot and cold running water. Dripping faucets are not acceptable.
- Glossary: Person with disability definition changed to: A person who
 - a. Has a disability as defined in 42 USC 423
 - b. Is determined, pursuant to HUD regulations, to have a physical, mental or emotional impairment that:
 1. Is expected to be of long-continued and indefinite duration
 2. Substantially impedes his or her ability to live independently, could be improved by more suitable housing conditions, or
 - c. Has a development disability as defined in 42 USC 6001

For purposes of qualifying for Section 8 Rental Assistance or Public Housing rental assistance, the person must be receiving a benefit based on the above-defined disability (For example SSA, SSI, VA Pension of 50% or more, or Disability Assistance from Jobs and Family Service).

This definition does not exclude persons who have the disease of acquired immunodeficiency syndrome or any conditions arising from the etiologic agent for acquired immunodeficiency syndrome. For the purpose of qualifying for low income housing, it does not include a person whose disability is based solely on any drug or alcohol dependence.

Public Housing Program:

Section VI. Eligibility for Continued Occupancy, Annual Reexaminations, and Remaining Family Members

- Subsection IX. Utilities, Section 7, Now reads, "When the family is paying income based rent and the rental amount is negative the Housing Authority will send a utility allowance waiver to the family to be signed and dated and returned to the Housing Authority. This waver allows PMHA to send the negative amount of the rent (utility reimbursement) to the utility company. The utility company that will receive the reimbursement will be the gas company for October, November, December, January, February, and March. The electric company will receive the reimbursement for the remaining months...."
- Section XX Inspections, Subsection D, Preventative Maintenance, now reads, "Preventative maintenance inspections take place as part of the annual inspection and monthly inspection process. These inspections are intended to keep items in good repair. These inspections feature weatherization, smoke detector checks (monthly), water heaters, furnace and a/c units, automatic thermostats, leaks and furnace filter changes. Every five years each unit will be assessed for painting and new window treatments as apart of

the preventative maintenance cycle. If window treatments need replaced prior to five years, tenants will be assessed.

- Section XX, Inspections, Subsection I, Move Out Inspections now reads, “The PMHA conducts the move-out inspection after the tenant vacates to assess the condition of the unit and determine responsibility for any needed repairs. When possible, the tenant is notified of the inspection and is encouraged to be present. This inspection becomes the basis for any claims that may be assessed against the security deposit. There will be no charge for replacement of light bulbs and drip pans if the tenant has resided in the unit for more than one year.
- Glossary: Definition of a person with disabilities is the same as in the HCV Administrative Plan

6.0(b) The PHA Annual Plan is available in the PMHA Lobby and the PMHA Director’s office. PMHA is a single AMP and has no offices off-site. The Annual Plan was reviewed with the PMHA Advisory Council at a meeting on July 2, 2009 (see minutes from that meeting).

PHA Plan Elements

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

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, rescheduling 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 application 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 units, 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 as 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***
TBRA CHIP Grant
Emergency Assistance CHIP

PMHA also receives 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 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 of 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, hosing 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 the 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 HVC 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 Terrance 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 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 compliant 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 through the Public Housing program. PMHA does manage properties that are designated for these populations.

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 23 participating families on the program. The average monthly escrow balance credit to each account is \$ 82.00. Since the inception of the program in 1993, there have been a total of 126 participants, 37 graduates and \$164,534 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 changed 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 by cooperating 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.

Law enforcement officials from local and state agencies have completed three major drug busts in Circleville and Pickaway County in the past twelve months. Multiple arrests for possession and trafficking were made. None of the arrests involved a public housing resident. PMHA also completed a Resident Satisfaction Survey in April and May, 2009. All public housing households were invited to participate. Of 108 mailed surveys, 47 returned responses were received. Eleven of those responding stated that they felt drug use was a problem in public housing.

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 range hood fire in 2008.

Again, the Resident Satisfaction Survey is a tool that PMHA can use to gauge how the resident's feel about safety in their neighborhoods. Thirty four residents responded that they felt safe in their neighborhood and thirty six residents responded that they felt safe in their home.

A complete summary of the Resident Satisfaction Survey is attached.

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, iguana, ferrets, spiders and any exotic species are not allowed. These include, but are not limited to: Rottweiler, 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 of \$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)10: 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. Key members of the PMHA staff attended a June, 2009 Fair Housing Training, and have, in turn, presented this information to the remainder of the PMHA staff. 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 area's 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 2008 Fiscal Year Audit of the agency is attached to and made a part of this plan.

The audit as concluded on May 22, 2009 revealed no findings or management issues, nor were there 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 provisions 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 an unlawful 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.

2009 Resident Satisfaction Survey Results

Question1: What Improvements would you like to see

- Seating in shower
- Heating system not constant – not productive through register
- Larger shed, cabinets above washer, dryer, better outdoor pest control, landscaping
- Electrical systems checked because of blown light bulbs, fenced yards
- Only has a shower and would like a tub; yard improvements (Rustic Ridge building)
- Better locks on doors, place for kids to play
- Screens on windows
- Landscaping, including removal of apple trees
- New stove, new garage doors, new screen doors, new rubber treads on stairs, new stove exhaust covers
- New bathtub (2)
- Wall painted where thermostat was changed; carpet needs stretched (RR building)
- RR building needs attic fan to pull out hot air and blown-in insulation
- None, love it here
- Snow removal needs to be better than last year
- Be able to put flowers out without kids in neighborhood tearing up
- Fence repair, screen door replacement, dryer vents, siding replacement/repair
- Carpet, trees trimmed, yards sprayed for weed control
- New screens (2)
- Insulation, programmable thermostat

Question 1 a: Have improvements made been beneficial or improved your quality of living?

- New refrigerator has
- Maintained good quality of living
- Yes, because they prevent other problems
- Yes, makes everything look nice
- Yes, fan keeping house cooler, electric bill is down, larger freezer in new fridge gives more room for frozen products; looking forward to new windows
- Ceiling fan really keeps it cool, reducing the need for AC on moderately warm days, light bulbs last a long time while using less energy
- Moving here is the best thing that has happened to us
- Enjoy all the improvements, made it easier; refrigerator, stove, windows more efficient
- I haven't seen a big difference
- Yes
- Yes, fan allows me to not have heat and air on so much. Since the second vent was added the gas smell is gone and the furnace works better
- Fluorescent bulbs save energy, new windows will save on heat costs, other improvements have made life nicer and easier

Question 2: What do you see as major problems associated with residing in public housing?

Problem	Yes	No
Unsupervised Children	23	19
Parking	14	29
Cars driving too fast through neighborhood	28	15
Violence	8	34
Drugs	11	30
Child Abuse/Neglect (Many commented "unsupervised children")	8	31
Loud Neighbors	19	23
Destruction of Property	16	25
Unsupervised Pets	11	32
Do you feel safe in your neighborhood	34	10
Do you feel safe in your home	36	9
Are there unauthorized persons living in your neighborhood	11	23
Is the pest control program we have in place, effective	39	6

Question 3: How do you feel about the staff at PMHA

	Yes	No
Is the office staff prompt, polite and helpful	40	1
Is the office staff effective in completing rent changes or other paperwork in a timely manner	37	1
Is the maintenance staff prompt, polite and helpful	38	3
Does the maintenance staff fix maintenance requests in a timely manner	29	9
Does the office staff handle resident complaints in a timely and effective manner	34	3

Question 4: Inform us of any other comments that you would like to make about your living experience in public housing (also included here any random comments made in other sections)

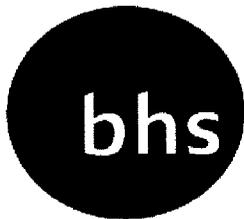
- Thank you for giving me a home to live in and other help
- Washington Street traffic gives no privacy for Logan and Walnut Street residents
- Living here has been a satisfactory experience
- Teens hanging out are a problem on Barry Drive; kids running through gardens and being mischievous are also a problem, theft is increasing but this may be due to economy as it is city-wide
- Feels neighborhood watches out for children but is afraid that the lack of supervision will cause a child to be hit by a car
- Feels housing is great for people with disabilities and those who need second chance
- Overall not a bad place to live, major repairs get done in a timely manner, appreciate new windows that are on the way

- Would appreciate less invasion for inspections; do appreciate having a place to live
- Very happy with where we live, clean, safe and kept up very well, kids are safe, staff helpful and nice
- Ashville has problems with kids and drugs
- Love home but have many problems with non-public housing family in neighborhood; maintenance is good
- Can't thank you enough for helping get out on my own and away from abusive husband of 27 years; love my house
- Safety issues; kids stand in middle of road and find it funny when a car has to slam on brakes; kids stand in front of driveways so drivers cannot pull in; talking to parents is useless; for most part living here is wonderful; staff is amazing, maintenance is always helpful
- Trash is a problem – people don't pick up after themselves or their kids
- Children play in road; mostly on week-ends when staff is not around, children curse and do destructive things like sit on a/c units
- Lived here 9 years; it is a nice place that I call home
- All is well
- Negatives are fighting with neighbors and getting woke up all hours of day and night; kids not living here who destroy property and steal belongings
- Limited things for children to do; empty space between apartments with nothing in it; fence would be nice so that people could put in a park or donate toys for the children to play with
- Need to have people watch their kids and not let them around other people's things; lots of people do drugs
- The mowing crew does not trim and miss area's of grass. This housing is the best thing that has ever happened to me; Public Housing allows me to continue my education to better myself without having to worry about bills or a place to live with my children.
- Dirt bikes and 4-wheelers rode on property after office hours – kids doing it drive too fast and dangerous
- Children who are unsupervised make people feel it is worthless to do anything decent around their property because the children will destroy it
- Kids play in drains, people have been parties, people ask for cigarettes, throw cigarette butts on the ground, kids play in woods and play in street

Pickaway Metropolitan Housing Authority
Pickaway County, Ohio

Single Audit

January 1, 2008 through December 31, 2008
Year Audited Under GAGAS: 2008



Balestra, Harr & Scherer, CPAs, Inc.

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Pickaway Metropolitan Housing Authority
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For the Year Ended December 31, 2008

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Ohio Society of Certified Public Accountants

Independent Auditor's Report

Board of Commissions
Pickaway Metropolitan Housing Authority
Circleville, Ohio 43113

We have audited the basic financial statements of the business-type activities of the Pickaway Metropolitan Housing Authority (the Authority), Pickaway County, Ohio, as of and for the year ended December 31, 2008, as listed in the table of contents. These financial statements are the responsibility of the Authority's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the business-type activities of the Authority, as of December 31, 2008, and the changes in financial position and cash flows, thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated May 22, 2009, on our consideration of the Authority's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

The Management's Discussion and Analysis is not a required part of the basic financial statements but is supplementary information required by the Governmental Accounting Standards Board. We have applied certain limited procedures, which consisted principally of inquiries of management regarding methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

Board of Commissioners
Pickaway Metropolitan Housing Authority
Independent Auditor's Report

Our audit was performed for the purpose of forming opinions on the financial statements that collectively comprise the Authority's basic financial statements. The supplemental financial data is presented for additional analysis as required by the U.S. Department of Housing and Urban Development and is not a required part of the basic financial statements. Such information has been subjected to auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

The accompanying schedule of federal awards expenditures is presented for the purpose of additional analysis as required by the U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, and is not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated, in all material respects, in relation to the basic financial statements taken as a whole.

As described in Note 12 to the basic financial statements, the Authority implemented Governmental Accounting Standards Board (GASB) Statement No. 45, *Accounting and Financial Reporting by Employers for Postemployment Benefits Other than Pensions* and GASB Statement No. 50, *Pension Disclosures - an amendment of GASB Statements No. 25 and No. 27*.


Balestra, Harr & Scherer, CPAs, Inc.
May 22, 2009

PICKAWAY METROPOLITAN HOUSING AUTHORITY

Management's Discussion and Analysis

Year Ended December 31, 2008

It is a privilege to present for you the financial picture of Pickaway Metropolitan Housing Authority. The Pickaway Metropolitan Housing Authority's ("the Authority") management's discussion and analysis is designed to (a) assist the reader in focusing on significant financial issues, (b) provide an overview of the Authority's financial activity, (c) identify changes in the Authority's financial position (its ability to address the next and subsequent year challenges), and (d) identify the single enterprise fund issues or concerns.

Since the Management's Discussion and Analysis (MD&A) is designed to focus on the current year's activities, resulting changes and currently known facts, please read it in conjunction with the Authority's financial statements.

FINANCIAL HIGHLIGHTS

- The revenue decreased by \$169,749 (or 4.01%) during 2008, and was \$4,061,867 and \$4,231,616 for 2008 and 2007, respectively.
- The total expenses increased by \$466,677 (or 11.89%). Total expenses were \$4,393,021 and \$3,926,344 for 2008 and 2007, respectively.

BASIC FINANCIAL STATEMENTS

The basic financial statements are designed to be corporate-like in that all business type programs are consolidated into one single enterprise fund for the Authority.

These statements include a Statement of Net Assets, which is similar to a Balance Sheet. The Statement of Net Assets reports all financial and capital resources for the Authority. The statement is presented in the format where assets, minus liabilities, equals "Net Assets", formerly known as equity. Assets and liabilities are presented in order of liquidity, and are classified as "Current" (convertible into cash within one year), and "Non-current".

The focus of the Statement of Net Assets (the "Unrestricted Net Assets") is designed to represent the net available liquid (non-capital) assets, net of liabilities, for the entire Authority. Net Assets (formerly equity) are reported in three broad categories (as applicable):

Net Assets, Invested in Capital Assets, Net of Related Debt: This component of Net Assets consists of all Capital Assets, reduced by the outstanding balances of any bonds, mortgages, notes or other borrowings that are attributable to the acquisition, construction, or improvement of those assets.

Restricted Net Assets: This component of Net Assets consists of restricted assets, when constraints are placed on the asset by creditors (such as debt covenants), grantors, contributors, laws, regulations, etc.

Unrestricted Net Assets: Consists of Net Assets that do not meet the definition of "Net Assets Invested in Capital Assets, Net of Related Debt", or "Restricted Net Assets".

The basic financial statements also include a Statement of Revenues, Expenses and Changes in Fund Net Assets (similar to an Income Statement). This Statement includes Operating Revenues, such as rental income, Operating Expenses, such as administrative, utilities, and maintenance, and depreciation, and Non-Operating Revenue and Expenses, such as grant revenue, investment income and interest expense.

The focus of the Statement of Revenues, Expenses and Changes in Fund Net Assets is the "Change in Net Assets", which is similar to Net Income or Loss.

Finally, a Statement of Cash Flows is included, which discloses net cash provided by, or used for operating activities, investing activities, and from capital and related financing activities.

PICKAWAY METROPOLITAN HOUSING AUTHORITY

Management's Discussion and Analysis

Year Ended December 31, 2008

The Authority's programs that are consolidated into a single enterprise fund are as follows:

Low Rent Public Housing Program – Under the Low Rent Public Housing Program, the Authority rents units that it owns to low-income households. The Low Rent Public Housing Program is operated under an Annual Contributions Contract (ACC) with HUD, and HUD provides Operating Subsidy to enable the PHA to provide the housing at a rent that is based upon 30% of adjusted gross household income.

Capital Fund Program (CFP) – This is the current primary funding source for the Authority's physical and management improvements. Funds are allocated by a formula allocation and based on size and age of the authority's units.

Rural Rental Housing Loans (Williamsport Terrace (WT)) – This is a multiple family housing project funded by the United States Department of Agriculture. Each month subsidy is paid to the authority and the USDA deducts the mortgage payment from that subsidy. The rental assistance part of the subsidy is reflected as federal expenditures for this program.

Other Business Activities – This is the miscellaneous activities of the authority that currently include housing activities outside the scope of the conventional and housing choice voucher programs. Houses were developed and sold with attached second and third mortgages of which the authority tracks the activities. The proceeds from the sales are retained in this account to be used at the discretion of the housing authority. Management contracts for non-profit elderly projects.

Section 8 Housing Choice Voucher Program – Under the Section 8 Housing Choice Voucher Program, the Authority subsidizes rents to independent landlords that own the property. The Authority subsidizes the family's rent through a Housing Assistance Payment (HAP) made to the landlord. The program is administered under an Annual Contributions Contract (ACC) with HUD. HUD provides funding to enable the Authority to structure a lease that requires the participant to pay a rent based on a percentage of their adjusted gross household income, typically 30%, and the Housing Authority subsidizes the balance.

PICKAWAY METROPOLITAN HOUSING AUTHORITY

Management's Discussion and Analysis

Year Ended December 31, 2008

BASIC FINANCIAL STATEMENTS

STATEMENT OF NET ASSETS

The following table reflects the condensed Statement of Net Assets compared to prior year.

TABLE 1

	<u>2008</u>	<u>2007</u>
Current and other assets	\$ 1,215,906	\$ 1,353,432
Capital assets	5,397,458	5,608,542
TOTAL ASSETS	<u>6,613,364</u>	<u>6,961,974</u>
Current liabilities	103,130	129,791
Long-term liabilities	588,462	579,257
TOTAL LIABILITIES	<u>691,592</u>	<u>709,048</u>
Net assets:		
Invested in capital assets, net of related debt	4,874,146	5,082,540
Restricted	116,062	-
Unrestricted	931,564	1,170,386
TOTAL NET ASSETS	<u>\$ 5,921,772</u>	<u>\$ 6,252,926</u>

MAJOR FACTORS AFFECTING THE STATEMENT OF NET ASSETS

There were two main factors that resulted in lower net assets in 2008:

- 1) The excess HAP that was available at year end 2007 was expended in 2008. This resulted in less cash reserves at year end 2008.
- 2) Capital Fund grant income was lower in 2008 by almost 50%. This is because Capital projects in 2007 were based on bid projects and the resulting payments to contractors. Those endeavors tend to be higher priced projects, with steady payments to the contractors as work is completed. Contractual completion dates guarantee that these projects will progress at a pace that warrants regular payments issued. Upon completion of those projects in 2007, 2008 Capital Funds were primarily used to replace and upgrade fixtures and equipment. These projects are done "in-house" and did not involve hiring contractors. 2008 was also a year where specifications and bid documents were developed for potential 2009 projects. As a result, expenditures were not as high. As these projects come on-line, expenditures will again increase in 2009.

PICKAWAY METROPOLITAN HOUSING AUTHORITY

Management's Discussion and Analysis

Year Ended December 31, 2008

**TABLE 2
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET ASSETS**

The following schedule compares the revenues and expenses for the current and previous fiscal year.

	<u>2008</u>	<u>2007</u>
Revenues		
Tenant revenue - rents and other	\$ 266,536	\$ 223,030
Operating subsidies and grants	3,598,518	3,645,753
Capital grants	168,320	317,977
Investment income/other revenues	28,493	50,248
TOTAL REVENUE	<u>4,061,867</u>	<u>4,237,008</u>
Expenses		
Administration	565,884	567,997
Tenant services	1,155	2,091
Utilities	102,483	100,627
Maintenance	254,230	216,854
Protective services	46	1,107
General	36,369	54,982
Housing assistance payment	3,011,375	2,604,951
Depreciation	379,404	371,463
Interest expense	11,691	11,664
Bad debt/fraud losses	30,384	-
TOTAL EXPENSES	<u>4,393,021</u>	<u>3,931,736</u>
NET INCREASE (DECREASE)	<u>\$ (331,154)</u>	<u>\$ 305,272</u>

Major Factors Affecting the Statement of Revenue, Expenses and Changes In Net Assets

The following circumstances contributed to a decrease in 2008 revenues:

- 1) Draws against the Capital Fund grant were significantly less in 2008 due to the scope and timing of projects as detailed above.
- 2) Investment income was significantly lower due to low interest rates.
- 3) We did not administer a CHIP grant in 2008; therefore there was no revenue received.

The following circumstances contributed to an increase in 2008 expenses:

- 1) The amount of HAP payments issued in 2008 increased by approximately \$400,000 over 2007 payments.
- 2) There was definite increase in utility and maintenance costs in 2008. Utility expenses increased due to rate increases and weather conditions. Maintenance costs increased due to the rising cost of maintenance materials, as well as the nature of the projects completed by the maintenance staff. Additionally, PMHA properties exist at scattered locations throughout Pickaway County, and the steep increase in the cost of gasoline during the summer of 2008 also contributed to the increase in costs associated with the maintenance department.
- 3) Depreciation expense increase in 2008.
- 4) Bad debt and fraud losses increased significantly in 2008. We contribute this issue to the high unemployment rate and economic situation that was present during this time.

PICKAWAY METROPOLITAN HOUSING AUTHORITY
Management's Discussion and Analysis
 Year Ended December 31, 2008

CAPITAL ASSETS AND DEBT ADMINISTRATION

CAPITAL ASSETS

As of year end, the Authority had \$5,608,542 invested in a variety of capital assets as reflected in the following schedule, which represents a net decrease (addition, deductions and depreciation) of \$211,084 from the end of last year.

TABLE 3
CAPITAL ASSETS AT YEAR-END
(NET OF DEPRECIATION)

	2008	2007
Land and land rights	\$ 684,414	\$ 684,414
Buildings	9,702,325	9,575,312
Equipment - administrative	216,157	239,812
Equipment - dwellings	92,395	107,030
Leasehold improvements	57,495	57,495
Accumulated depreciation	(5,355,328)	(5,055,521)
TOTAL	\$ 5,397,458	\$ 5,608,542

The following reconciliation summarizes the change in Capital Assets. See Note 3 of the notes to the basic financial statements for more information on capital assets.

TABLE 4
CHANGE IN CAPITAL ASSETS

BEGINNING BALANCE		\$ 5,608,542
Additions		168,320
Depreciation		(379,404)
ENDING BALANCE		\$ 5,397,458

This year's major additions are:

Capital improvements (CFP) completed on variety of the Authority's Public Housing complexes		\$ 168,320
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DEBT ADMINISTRATION

The Authority's debt is listed as current and long-term debt on the statement of net assets and is a loan in the Rural Rental Housing Loan Program (Williamsport Terrace project), a FHA project. See Note 9 of the notes to the basic financial statements for more information on long-term debt.

PICKAWAY METROPOLITAN HOUSING AUTHORITY
Management's Discussion and Analysis
Year Ended December 31, 2008

ECONOMIC FACTORS

Significant economic factors affecting the Authority are as follows:

- Federal funding levels of the Department of Housing and Urban Development
- Local labor supply and demand, which can affect salary and wage rates
- Local inflationary, recessionary and employment trends, which can affect resident incomes and therefore the amount of rental income
- Inflationary pressure on utility rates, supplies and other costs
- Market rates for rental housing

IN CONCLUSION

Pickaway Metropolitan Housing Authority takes great pride in its financial management and is pleased to report on consistent and sound financial condition of the Authority.

FINANCIAL CONTACT

If you have any questions regarding this report, you may contact Kim Hartinger, Executive Director of the Pickaway Metropolitan Housing Authority at (740) 477-2514.

Pickaway Metropolitan Housing Authority
Statement of Net Assets
As of December 31, 2008

ASSETS	
Current Assets	
Cash and cash equivalents	\$ 389,064
Investments - unrestricted	314,957
Receivables, net of allowance	87,528
Inventories, net	8,167
Prepaid expenses and other assets	<u>28,109</u>
Total current assets	827,825
Noncurrent assets	
Cash and cash equivalents - restricted	181,325
Investments - restricted	206,756
Nondepreciable capital assets	684,414
Depreciable capital assets, net of accumulated depreciation	<u>4,713,044</u>
Total noncurrent assets	<u>5,785,539</u>
TOTAL ASSETS	<u>6,613,364</u>
LIABILITIES	
Current liabilities	
Accounts payable	23,023
Accrued liabilities	47,085
Intergovernmental payables	8,521
Tenant security deposits	21,567
Deferred revenue	234
Long-term debt - current portion	<u>2,700</u>
Total current liabilities	103,130
Noncurrent liabilities	
Long-term debt	520,612
Noncurrent liabilities - other	22,781
Compensated absences	<u>45,069</u>
Total noncurrent liabilities	<u>588,462</u>
TOTAL LIABILITIES	<u>691,592</u>
NET ASSETS	
Invested in capital assets, net of related debt	4,874,146
Restricted net assets	116,062
Unrestricted	<u>931,564</u>
TOTAL NET ASSETS	<u>\$ 5,921,772</u>

The notes to the basic financial statements are an integral part of these statements.

Pickaway Metropolitan Housing Authority
Statement of Revenues, Expenses and Changes in Net Assets
For the Year Ended December 31, 2008

OPERATING REVENUES	
Tenant revenue	\$ 239,125
Government operating grants	3,598,518
Other revenues	<u>27,411</u>
TOTAL OPERATING REVENUES	3,865,054
OPERATING EXPENSES	
Administrative	565,884
Tenant services	1,155
Utilities	102,483
Maintenance	254,230
Protective services	46
General	36,369
Housing assistance payments	3,011,375
Bad Debts	30,384
Depreciation expense	<u>379,404</u>
TOTAL OPERATING EXPENSES	<u>4,381,330</u>
OPERATING LOSS	(516,276)
NON-OPERATING REVENUES/(EXPENSES)	
Capital grants	168,320
Investment income	28,493
Interest expense	<u>(11,691)</u>
TOTAL NON-OPERATING REVENUES/(EXPENSES)	<u>185,122</u>
CHANGE IN NET ASSETS	(331,154)
NET ASSETS BEGINNING OF YEAR	<u>6,252,926</u>
NET ASSETS END OF YEAR	<u><u>\$ 5,921,772</u></u>

The notes to the basic financial statements are an integral part of these statements.

Pickaway Metropolitan Housing Authority
Statement of Cash Flows
For the Year Ended December 31, 2008

CASH FLOWS FROM OPERATING ACTIVITIES	
Cash received from tenants	\$ 213,782
Cash received from HUD and other governments	3,602,820
Cash received from other operating sources	21,252
Cash payments for housing assistance payments	(3,011,375)
Cash payments for administrative and operating expenses	<u>(1,005,487)</u>
NET CASH USED FOR OPERATING ACTIVITIES	(179,008)
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES	
Principal payments	(2,690)
Capital grants	168,320
Interest expense	(11,691)
Acquisition of capital assets	<u>(168,320)</u>
NET CASH USED FOR CAPITAL AND RELATED FINANCING ACTIVITIES	(14,381)
CASH FLOWS FROM INVESTING ACTIVITIES	
Interest income	21,146
Purchase of investments	<u>(60,000)</u>
NET CASH USED FOR INVESTING ACTIVITIES	(38,854)
NET DECREASE IN CASH AND CASH EQUIVALENTS	(232,243)
CASH AND CASH EQUIVALENTS, BEGINNING	<u>802,632</u>
CASH AND CASH EQUIVALENTS, ENDING	<u><u>\$ 570,389</u></u>
RECONCILIATION OF CHANGE IN NET ASSETS TO NET	
CASH USED FOR OPERATING ACTIVITIES	
Operating loss	\$ (516,276)
Adjustments to reconcile operating loss to net cash used by operating activities	
Depreciation	379,404
(Increase) decrease in:	
Receivables, net of allowance	(24,744)
Prepaid expenses and other assets	(1,925)
Inventories, net of allowance	(701)
Increase (decrease) in:	
Accounts payable	(3,009)
Accounts payable - HUD/other governments	331
Tenant security deposits	1,690
Accrued wages and payroll taxes	(24,616)
Accrued compensated absences	11,876
Deferred revenues	<u>(1,038)</u>
NET CASH USED FOR OPERATING ACTIVITIES	<u><u>\$ (179,008)</u></u>

The notes to the basic financial statements are an integral part of these statements.

Pickaway Metropolitan Housing Authority
Notes to the Basic Financial Statements
Year Ended December 31, 2008

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Reporting Entity

The Pickaway Metropolitan Housing Authority (PMHA or Authority) was created under the Ohio Revised Code Section 3735.27 to engage in the acquisition, development, leasing, and administration of low-rent housing programs. An Annual Contributions Contract (ACC) was signed by the Pickaway Metropolitan Housing Authority and the United States Housing Act of 1937 (42 U.S.C. 1437) Section 1.1. The Authority was also created in accordance with state law to eliminate housing conditions which are detrimental to the public peace, health, safety, morals, or welfare by purchasing, acquiring, constructing, maintaining, operating, improving, extending, and repairing housing facilities.

The nucleus of the financial reporting entity as defined by the Governmental Accounting Standards Board (GASB) Statement No. 14 is the "primary government." A fundamental characteristic of a primary government is that it is a fiscally independent entity. In evaluating how to define the financial reporting entity, management has considered all potential component units. A component unit is a legally separate entity for which the primary government is financially accountable. The criteria of financial accountability are the ability of the primary government to impose its will upon the potential component unit. These criteria were considered in determining the reporting entity.

Pursuant to GASB Statement No. 20, *Accounting and Financial Reporting for Proprietary Funds and Other Governmental Entities That Use Proprietary Fund Accounting*, the Authority follows GASB guidance as applicable to proprietary funds and Financial Accounting Standards Board Statements and Interpretations, Accounting Principles Board Opinions, and Accounting Research Bulletins issued on or before November 30, 1989 that do not conflict with or contradict GASB pronouncements and chooses not to follow FASB guidance issued after this date.

Basis of Accounting

The accompanying financial statements have been prepared on the accrual basis of accounting, whereby revenues and expenses are recognized in the period earned or incurred. All transactions are accounted for as proprietary fund type in a single enterprise fund.

Use of Estimates

The preparation of financial statements in accordance with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Cash and cash equivalents

The Authority considers all highly liquid investments (including restricted assets) with a maturity of three months or less when purchased to be cash equivalents.

Tenant Receivables – Recognition of Bad Debts

Bad debts are provided on the allowance method based on management's evaluation of the collectability of outstanding tenant receivable balances at the end of the year. The allowance for bad debts for tenant related receivables was \$7,690 at December 31, 2008.

Due From/To Other Programs

The following is the detail to reconcile to the Federal Data Schedule (FDS) submitted to HUD. These are eliminated for the basic financial statements:

	Other Business Activities	Section 8 Housing Choice Vouchers	Low Rent Public Housing	Rural Rental Housing Loans	Total
Due From	\$ -	\$ 17,988	\$ -	\$ -	\$ 17,988
Due To	(555)	-	(5,138)	(12,295)	(17,988)

Pickaway Metropolitan Housing Authority
Notes to the Basic Financial Statements
Year Ended December 31, 2008

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

Property and Equipment

Property and equipment is recorded at cost. Costs that materially add to the productive capacity or extend the life of an asset are capitalized while maintenance and repair costs are expensed as incurred.

Useful Lives:	Buildings	27.5 – 40 years
	Buildings and Leasehold Improvements	15
	Furniture and Equipment	7
	Autos	5
	Computers	3

Depreciation is recorded on the straight-line method.

Investments

Investments are stated at fair value. Non-negotiable certificates of deposit and money market investments are stated at cost. Cost-based measurers of fair value were applied to non-negotiable certificates of deposit and money market investments.

Restricted Cash & Investments

Restricted cash represents amounts received for the home ownership program and tenant security deposits. Restricted investments represent amounts held to be used for future purchases of homes to be rehabbed and sold to low-income or first-time home buyers.

Net Assets

Net assets represent the difference between assets and liabilities. Net assets invested in capital assets, net of related debt consist of capital assets, net of accumulated depreciation, reduced by the outstanding balances of any borrowings used for the acquisition, construction or improvements of those assets. Net assets are reported as restricted when there are limitations imposed on their use either through the enabling legislation adopted by the Board of Commissioners or through external restrictions imposed by creditors, grantors, or laws, or regulations of other governments.

Inventories

Inventories are stated at cost. The allowance for obsolete inventory was \$910 at December 31, 2008.

2. CASH AND INVESTMENTS

Cash

State statutes classify monies held by the Authority into three categories.

Active deposits are public deposits necessary to meet demands on the treasury. Such monies must be maintained either as cash in the Authority's Treasury, in commercial accounts payable or withdrawable on demand, including negotiable order of withdrawal (NOW) accounts, or in money market deposit accounts.

Inactive deposits are public deposits that the Authority has identified as not required for use within the current two-year period of designation of depositories. Inactive deposits must either be evidenced by certificates of deposit maturing not later than the end of the current period of designation of depositories, or by savings or deposit accounts including, but not limited to passbook accounts.

Interim deposits are deposits of interim monies. Interim monies are those monies which are not needed for immediate use but which will be needed before the end of the current period of designation of depositories. Interim deposits must be evidenced by time certificates of deposit maturing not more than one year from the date of deposit or by savings or deposit accounts including passbook accounts.

Protection of Authority's deposits is provided by the Federal Deposit Insurance Corporation (FDIC) by eligible securities pledged by the financial institution as security for repayment, but surety company bonds deposited with the treasurer by the financial institution or by a single collateral pool established by the financial institution to secure the repayment of all public monies deposited with the institution.

Pickaway Metropolitan Housing Authority
Notes to the Basic Financial Statements
Year Ended December 31, 2008

2. CASH AND INVESTMENTS – CONTINUED

The Authority's deposits are categorized to give an indication of the level of risk assumed by the entity at year end. Category 1 includes deposits that are insured or collateralized with securities held by the Authority or its safekeeping agent in the Authority's name. Category 2 includes uninsured deposits collateralized with securities held by the pledging financial institution's trust department or safekeeping agent in the Authority's name. Category 3 includes uninsured and uncollateralized with securities held by the pledging institution, or by its trust department or safekeeping agent, but not in the Authority's name.

Deposits

Custodial credit risk is the risk that, in the event of a bank failure, the Authority's deposits may not be returned. All deposits are collateralized with eligible securities in amounts equal to at least 105% of the carrying value of the deposits. Such collateral, as permitted by the Ohio Revised Code, is held in single financial institution collateral pool at Federal Reserve Banks, or at member banks of the Federal Reserve System, in the name of the respective depository bank and pledged as a pool of collateral against all of the public deposits it holds or as specific collateral held at the Federal Reserve Bank in the name of the Authority.

At December 31, 2008, the carrying amount of all Authority deposits was \$1,092,102. As of December 31, 2008, \$762,182 of the Authority's bank balance of \$1,149,149 was covered by Federal Deposit Insurance and the remaining amount was collateralized with eligible securities in the manner described above.

Book balances at December 31, 2008 were as follows:

	Cash and Cash Equivalents	Investments	Total
Low Rent Public Housing	\$ 163,258	\$ 356,756	\$ 520,014
Section 8 Housing Choice Vouchers	312,155	164,957	477,112
Rural Rental Housing Loans	39,883	-	39,883
Other Business Activities	55,093	-	55,093
Total	\$ 570,389	\$ 521,713	\$ 1,092,102

Investments

HUD, State Statute and Board Resolutions authorize the Authority to invest in obligations of U.S. Treasury, agencies and instrumentalities, certificates of deposit, repurchase agreements, money market deposit accounts, municipal depository fund, super NOW accounts, sweep accounts, separate trading of registered interest and principal of securities, mutual funds, bonds and other obligations of this State, and the State Treasurer's investment pool. Investments in stripped principal or interest obligations reverse repurchase agreements and derivatives are prohibited. The issuance of taxable notes for the purpose of arbitrage, the use of leverage and short selling are also prohibited. An investment must mature within five years from the date of purchase unless also prohibited. An investment must mature within five years from the date that it will be held to maturity. Investments may only be made through specified dealers and institutions. Payment for investments may be made only upon delivery of the securities representing the investments to the treasurer or, if the securities are not represented by the certificate, upon receipt of confirmation of transfer from the custodian.

The Authority's investments are categorized to give an indication of the level of risk assumed by the entity at year end. Category A includes investments that are insured or registered or for which the securities are held by the Authority or its agent in the Authority's name. Category B includes uninsured and unregistered investments for which the securities are held by the counterparty's trust department or agent in the Authority's name. Category C includes uninsured and unregistered investments for which securities are held by the counterparty or its trust department but not in the authority's name.

The Authority's non-negotiable certificates of deposit are classified as investments on the Statement of Net Assets but are considered as deposits for GASB Statement No. 3 purposes. Therefore, the categories described above do not apply.

Pickaway Metropolitan Housing Authority
Notes to the Basic Financial Statements
Year Ended December 31, 2008

3. CAPITAL ASSETS

A summary of capital assets at December 31, 2008, by class is as follows:

	Beginning Balance	Additions	Deletions	Ending Balance
CAPITAL ASSETS, NOT BEING DEPRECIATED				
Land	\$ 684,414	\$ -	\$ -	\$ 684,414
Construction in Progress	-	-	-	-
Total	684,414	-	-	684,414
CAPITAL ASSETS, BEING DEPRECIATED				
Buildings and improvements	9,575,312	127,013	-	9,702,325
Furniture and equipment - dwelling	105,835	41,307	(54,747)	92,395
Furniture and equipment - administrative	241,007	-	(24,850)	216,157
Leasehold improvements	57,495	-	-	57,495
Total	9,979,649	168,320	(79,597)	10,068,372
ACCUMULATED DEPRECIATION				
Land improvements	(2,613)	(104)	-	(2,717)
Buildings and improvements	(4,721,590)	(356,467)	-	(5,078,057)
Furniture and equipment - dwelling	(94,080)	(9,697)	54,747	(49,030)
Furniture and equipment - administrative	(211,828)	(9,303)	24,850	(196,281)
Leasehold improvements	(25,410)	(3,833)	-	(29,243)
Total	(5,055,521)	(379,404)	79,597	(5,355,328)
TOTAL CAPITAL ASSETS, NET	\$ 5,608,542	\$ (211,084)	\$ -	\$ 5,397,458

4. ADMINISTRATIVE FEE

The Authority receives an "administrative fee" as part of the annual contribution from HUD to cover the costs (including overhead) of administering the Section 8 Housing Assistance Payments (HAP) Programs. The fee is a percentage of a HUD determined base rate for each unit per month under HAP contracts.

5. DEFINED BENEFIT PENSION PLANS – OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM

A. The Ohio Public Employees Retirement System (OPERS) administers three separate pension plans as described below:

- 1) The Traditional Pension Plan (TP) – a cost-sharing multiple-employer defined benefit pension plan.
- 2) The Member-Directed Plan (MD) – a defined contribution plan in which the member invests both member and employer contributions (employer contributions vest over five years at 20% per year). Under the Member-Directed Plan members accumulate retirement assets equal to the value of member and (vested) employer contributions plus any investment earnings.
- 3) The Combined Plan (CO) – a cost-sharing multiple-employer defined benefit pension plan. Under the Combined Plan, OPERS invests employer contributions to provide a formula retirement benefit similar in nature to the Traditional Pension Plan benefit. Member contributions, the investment of which is self-directed by the members, accumulate retirement assets in a manner similar to the Member-Directed Plan.

B. OPERS provides retirement, disability, and survivor and death benefits and annual cost-of-living adjustments to qualifying members of the Traditional Pension and Combined Plans. Members of the Member-Directed Plan do not qualify for ancillary benefits.

C. Authority to establish and amend benefits is provided in Chapter 145 of the Ohio Revised Code.

D. OPERS issues a stand-alone financial report. Interested parties may obtain a copy by writing to OPERS, Attention: Finance Director, 277 East Town Street, Columbus, Ohio 43215-4642 or by calling (614) 222-5601 or 1-800-222-7377.

Pickaway Metropolitan Housing Authority
Notes to the Basic Financial Statements
Year Ended December 31, 2008

5. DEFINED BENEFIT PENSION PLANS – OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM - CONTINUED

- E. The Ohio Revised Code provides statutory authority for member and employer contributions. For 2008, member and employer contribution rates were consistent across all three plans.

The member contribution rates were 10.0%, 9.5% and 9.0% for 2008, 2007, and 2006, respectively, for the Authority.

The employer contribution rates were 14.0%, 13.85%, and 13.70% of covered payroll for 2008, 2007, and 2006, respectively, for the Authority.

The Authority's contributions to OPERS for the years ended December 31, 2008, 2007, and 2006 were \$89,755, \$83,369, and \$70,630, respectively, which were equal to the required contributions for those years.

6. POSTEMPLOYMENT BENEFITS – OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM

- A. Ohio Public Employees Retirement System (OPERS) administers three separate pension plans: The Traditional Pension Plan (TP) – a cost-sharing multiple-employer defined benefit pension plan; the Member-Directed Plan (MD) – a defined contribution plan; and the Combined Plan (CO) – a cost-sharing multiple-employer defined benefit pension plan that has elements of both a defined benefit and defined contribution plan.

OPERS maintains a cost-sharing multiple employer defined benefit post-employment healthcare plan, which includes a medical plan, prescription drug program, and Medicare Part B premium reimbursement, to qualifying members of both the TP and the CO Plans. Members of the Member-Directed Plan do not qualify for ancillary benefits, including post-employment health care coverage.

In order to qualify for post-employment health care coverage, age and service retirees under the Traditional Pension and Combined Plans must have 10 or more years of qualifying Ohio service credit. Health care coverage for disability benefit recipients and qualified survivor benefit recipients is available. The health care coverage provided by OPERS meets the definition of an Other Post-Employment Benefit (OPEB) as described in GASB Statement No. 45.

The Ohio Revised Code permits, but does not mandate, OPERS to provide OPEB benefits to its eligible members and beneficiaries. Authority to establish and amend benefits is provided in Chapter 145 of the Ohio Revised Code.

OPERS issues a stand-alone financial report. Interest parties may obtain a copy by writing OPERS, Attention: Finance Director, 277 East Town Street, Columbus, Ohio 43215-4642, or by calling 614-222-5601 or 800-222-7377.

- B. The Ohio Revised Code provides the statutory authority requiring public employers to fund post-retirement health care through their contributions to OPERS. A portion of each employer's contribution to OPERS is set aside for the funding of post retirement health care benefits.

Employer's contributions are expressed as a percentage of the covered payroll of active members. In 2008, the Authority contributed at 7.0% of covered payroll. The Ohio Revised Code currently limits the employer contribution rate not to exceed 14.0% of covered payroll. Active members do not make contributions to the OPEB Plan.

OPERS' Post Employment Health Care plan was established under, and is administrated in accordance with, Internal Revenue Code 401(h). Each year, the OPERS Retirement Board determines the portion of the employer contribution rate that will be set aside for funding of post employment health care benefits. For 2008, the employer contributions allocated to the health care plan was 7.0% of covered payroll. For 2007, these percentages were 5.0% for January through June 2007 and 6.0% for July through December 2007. For 2006, this percentage was 4.5%. The OPERS Retirement Board is also authorized to establish rules for the payment of a portion of the health care benefits provided, by the retiree or their surviving beneficiaries. Payment amounts vary depending on the number of covered dependents and the coverage selected.

Pickaway Metropolitan Housing Authority

Notes to the Basic Financial Statements

Year Ended December 31, 2008

6. POSTEMPLOYMENT BENEFITS -- OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM - CONTINUED

- C. The employer contributions that were used to fund post-employment benefits were approximately \$44,878 for 2008.
- D. The Health Care Preservation Plan (HCPP) adopted by the OPERS Retirement Board on September 9, 2004, was effective January 1, 2007. Member and employer contribution rates increased as of January 1, 2006, January 1, 2007, and January 1, 2008, which allowed additional funds to be allocated to the health care plan.

7. COMPENSATED ABSENCES

Vacation and sick leave policies are established by the Board of Commissioners based on local and state laws. All permanent employees will earn 4.0 hours sick leave per 80 hours of service. Unused sick leave may be accumulated without limit. All permanent employees will earn vacation hours accumulated based on length of service. All vacation time accumulated will be paid upon separation.

At December 31, 2008, based on the vesting method \$69,577 was accrued by the Authority for unused vacation and sick time.

8. INSURANCE

The Authority maintains comprehensive insurance coverage with private carriers for health, real property, building contents and vehicles. Vehicle policies include liability coverage for bodily injury and property damage. There was no significant reduction in coverage and no settlements exceeded insurance coverage during the past three years.

9. LONG-TERM DEBT

The Authority manages a multiple family housing project funded by the Department of Agriculture under their rural housing service. The following is a summary of activity occurring during 2008:

	Beginning Balance	Additions	Deletions	Ending Balance	Due in One Year
Mortgage Issued May 10, 1985 Interest Rate 11.875%	\$526,002	\$0	\$2,690	\$523,312	\$2,700

Annual payments required vary: based on a calculation performed on a monthly basis; using the standard loan payment amount, overages on tenant accountants and the rental assistance requested.

10. ACCRUED LIABILITIES

The following is the detail of accrued liabilities at December 31, 2008:

Accrued payroll and payroll taxes	\$ 22,043
Accrued compensated absences -- current	24,508
Other accrued liabilities	534
Total Accrued Liabilities	\$ 47,085

Pickaway Metropolitan Housing Authority
Notes to the Basic Financial Statements
Year Ended December 31, 2008

11. RECEIVABLES, NET OF ALLOWANCE

The following is the detail of receivables, net of allowance, at December 31, 2008:

Account receivable – HUD other projects	\$	8,088
Accounts receivable – miscellaneous		51,432
Accounts receivable – dwelling rents		9,437
Allowance for doubtful accounts – other		(1,264)
Fraud recovery		21,046
Allowance for doubtful accounts - fraud		(6,426)
Accrued interest receivable		5,215
Total Receivables, net of allowance	\$	<u>87,528</u>

12. CHANGE IN ACCOUNTING PRINCIPLES

For fiscal year 2008, the Authority implemented GASB Statement No. 45, *Accounting and Financial Reporting for Postemployment Benefits Other than Pensions* and GASB Statement No. 50, *Pension Disclosures*.

GASB Statement No. 45 establishes uniform standards of financial reporting for other postemployment benefits and increases the usefulness and improves the faithfulness of representations in the financial reports. The implementation of GASB Statement No. 45 did not have an effect on the financial statements of the Authority; however, certain disclosures related to postemployment benefits have been modified to conform to the new reporting requirements.

GASB Statement No. 50 establishes standards that more closely align the financial reporting requirements for pensions with those of other postemployment benefits. The implementation of GASB Statement No. 50 did not have an effect on the financial statements of the Authority.

Pickaway Metropolitan Housing Authority
Schedule of Federal Awards Expenditures
For the Year Ended December 31, 2008

Federal Grantor/ Program Title	Federal CFDA Number	Disbursements
U.S. Department of Housing and Urban Development:		
<i>Direct:</i>		
Public and Indian Housing	14.850a	322,251
Section 8 Housing Choice Vouchers	14.871	3,180,887
Public Housing Capital Fund	14.872	<u>242,278</u>
Total Direct		<u>3,745,416</u>
Total U.S. Department of Housing and Urban Development		3,745,416
U.S. Department of Agriculture:		
<i>Direct:</i>		
Rural Rental Housing Loans	10.415	<u>21,422</u>
Total U.S. Department of Agriculture		<u>21,422</u>
Total Federal Financial Assistance		<u><u>\$ 3,766,838</u></u>

See the notes to the schedule of federal awards expenditures.

Pickaway Metropolitan Housing Authority
Notes to the Schedule of Federal Awards Expenditures
For the Year Ended December 31, 2008

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accompanying schedule of federal awards expenditures is a summary of the activity of the Authority's federal award programs. The schedule has been prepared on the accrual basis of accounting.

Pickaway Metropolitan Housing Authority
Statement of Net Assets by Program
FDS Schedule Submitted to HUD
As of December 31, 2008

FDS Line Item Number	Account Description	Other Business Activities	Rural Rent Housing Loans	Low Rent Public Housing Program
ASSETS				
111	Cash - unrestricted	\$ 52,843	\$ 36,802	\$ 126,107
113	Cash - other restricted	-	-	20,915
114	Cash - tenant security deposits	2,250	3,081	16,236
115	Cash - restricted for payment of current liabilities	-	-	-
100	TOTAL CASH	<u>55,093</u>	<u>39,883</u>	<u>163,258</u>
122	Accounts receivable - HUD other projects	-	-	-
125	Accounts receivable - miscellaneous	-	-	1,590
126	Accounts receivable tenants - dwelling rents	-	1,507	7,930
126.2	Allowance for doubtful accounts - other	-	-	(889)
128	Fraud recovery	-	-	-
128.1	Allowance for doubtful accounts - fraud	-	-	-
129	Accrued interest receivable	-	-	3,126
120	TOTAL RECEIVABLES, NET	<u>-</u>	<u>1,507</u>	<u>11,757</u>
131	Investments - unrestricted	-	-	150,000
135	Investments - restricted for payment of current liabilities	-	-	206,756
142	Prepaid expenses and other assets	835	1,357	17,873
143	Inventories	-	-	6,595
143.1	Allowance for obsolete inventory	-	-	(660)
144	Interprogram due from	-	-	-
150	TOTAL CURRENT ASSETS	<u>835</u>	<u>1,357</u>	<u>380,564</u>
161	Land	105,320	18,940	560,154
162	Buildings	291,387	549,594	8,582,234
163	Furniture and equipment - dwellings	-	1,021	50,067
164	Furniture and equipment - admin	-	387	114,576
165	Leasehold improvements	-	-	57,495
166	Accumulated depreciation	(41,124)	(308,593)	(4,900,313)
160	TOTAL CAPITAL ASSETS, NET	<u>355,583</u>	<u>261,349</u>	<u>4,464,213</u>
190	TOTAL ASSETS	<u>411,511</u>	<u>304,096</u>	<u>5,019,792</u>
LIABILITIES				
312	Accounts payable <=90 days	-	1,463	9,760
321	Accrued wages/payroll taxes	103	-	5,847
322	Accrued compensated absences	342	-	15,746
333	Accounts payable - other government	-	-	8,521
341	Tenant security deposits	2,250	3,081	16,236
342	Deferred revenue	-	12	222
343	Notes payable, current portion	-	2,700	-
346	Accrued liabilities - other	-	534	-
347	Interprogram due to	555	12,295	5,138
310	TOTAL CURRENT LIABILITIES	<u>3,250</u>	<u>20,085</u>	<u>61,470</u>
351	Long-term debt	-	520,612	-
354	Long-term compensated absences	618	-	29,792
353	Other long-term liabilities	-	-	-
350	TOTAL NON-CURRENT LIABILITIES	<u>618</u>	<u>520,612</u>	<u>29,792</u>
300	TOTAL LIABILITIES	<u>3,868</u>	<u>540,697</u>	<u>91,262</u>
508.1	Invested in capital assets, net of related debt	355,583	(261,963)	4,464,213
511.1	Restricted Net Assets	-	-	-
512.1	Unrestricted net assets	52,060	25,362	464,317
513	TOTAL NET ASSETS	<u>407,643</u>	<u>(236,601)</u>	<u>4,928,530</u>
600	TOTAL LIABILITIES AND NET ASSETS	<u>\$ 411,511</u>	<u>\$ 304,096</u>	<u>\$ 5,019,792</u>

Section 8 Housing Choice Vouchers	Public Housing Capital Fund	Interprogram Eliminations	Total
\$ 173,312	\$ -	\$ -	\$ 389,064
-	-	-	20,915
-	-	-	21,567
138,843	-	-	138,843
312,155	-	-	570,389
-	8,088	-	8,088
49,842	-	-	51,432
-	-	-	9,437
(375)	-	-	(1,264)
21,046	-	-	21,046
(6,426)	-	-	(6,426)
2,089	-	-	5,215
66,176	8,088	-	87,528
164,957	-	-	314,957
-	-	-	206,756
8,044	-	-	28,109
2,482	-	-	9,077
(250)	-	-	(910)
17,988	-	(17,988)	-
193,221	-	(17,988)	557,989
-	-	-	684,414
-	279,110	-	9,702,325
-	41,307	-	92,395
101,194	-	-	216,157
-	-	-	57,495
(90,709)	(14,589)	-	(5,355,328)
10,485	305,828	-	5,397,458
582,037	313,916	(17,988)	6,613,364
3,712	8,088	-	23,023
16,093	-	-	22,043
8,420	-	-	24,508
-	-	-	8,521
-	-	-	21,567
-	-	-	234
-	-	-	2,700
-	-	-	534
-	-	(17,988)	-
28,225	8,088	(17,988)	103,130
-	-	-	520,612
14,659	-	-	45,069
22,781	-	-	22,781
37,440	-	-	588,462
65,665	8,088	(17,988)	691,592
10,485	305,828	-	4,874,146
116,062	-	-	116,062
389,825	-	-	931,564
516,372	305,828	-	5,921,772
\$ 582,037	\$ 313,916	\$ (17,988)	\$ 6,613,364

Pickaway Metropolitan Housing Authority
Statement of Revenues, Expenses and Changes in Net Assets by Program
FDS Schedule Submitted to HUD
For the Year Ended December 31, 2008

FDS Line Item No.	Account Description	Other Business Activities	Rural Rent Housing Loans	Low Rent Public Housing Program
	REVENUE			
703	Net tenant rental revenue	\$ 27,000	\$ 31,521	\$ 173,499
704	Tenant revenue - other	-	1,383	5,722
705	TOTAL TENANT REVENUE	27,000	32,904	179,221
706	HUD PHA operating grants	-	-	322,251
706.1	Capital grants	-	-	-
708	Other government grants	-	21,422	-
711	Investment income - unrestricted	848	748	9,765
714	Fraud recovery	-	-	3,660
715	Other Revenue	-	-	-
720	Investment income - restricted	-	-	5,360
700	TOTAL REVENUE	27,848	55,074	520,257
	EXPENSES			
911	Administrative salaries	5,532	-	113,694
912	Auditing fees	-	-	4,060
913	Management fees	-	5,784	-
915	Employee benefit contributions - admin	-	-	40,659
916	Other operating - administrative	124	1,234	30,343
924	Tenant services - other	-	-	1,155
931	Water	-	10,262	62,473
932	Electricity	-	709	10,457
933	Gas	-	1,801	15,358
938	Other utilities	-	825	598
941	Ordinary maintenance/operation - labor	2,189	-	35,769
942	Ordinary maintenance/operation - materials and other	296	-	35,862
943	Ordinary maintenance/operation - contract costs	5,503	-	53,821
945	Employee benefit contributions - ordinary maintenance	-	8,944	12,840
952	Protective services - other contract costs	-	-	46
961	Insurance premiums	-	-	18,152
962	Other general expenses	836	1,356	-
963	Payments in lieu of taxes	-	-	8,521
964	Bad debts - tenant rents	-	3,709	14,622
967	Interest expense	-	11,691	-
969	TOTAL OPERATING EXPENSES	14,480	46,315	458,430
970	EXCESS OPERATING REVENUE OVER/(UNDER) OPERATING EXPENSES	13,368	8,759	61,827
973	Housing assistance payments	-	-	-
974	Depreciation expense	10,705	14,673	335,003
975	Fraud bad debt	-	-	-
900	TOTAL EXPENSES	25,185	60,988	793,433
1001	Operating transfers in	-	-	15,000
1002	Operating transfers out	-	-	-
1010	Total other financing sources/(uses)	-	-	15,000
1000	EXCESS OF REVENUE OVER/(UNDER) EXPENSES	2,663	(5,914)	(258,176)
1103	Beginning equity	404,980	(230,687)	5,006,949
1104	Prior period adjustments, equity transfers & corrections of errors	-	-	179,757
	NET ASSETS, END OF YEAR	\$ 407,643	\$ (236,601)	\$ 4,928,530

Section 8 Housing Choice Vouchers	Public Housing Capital Fund	Interprogram Eliminations	Total
\$ -	\$ -	\$ -	\$ 232,020
-	-	-	7,105
-	-	-	239,125
3,180,887	73,958	-	3,577,096
-	168,320	-	168,320
-	-	-	21,422
6,987	-	-	18,348
21,941	-	-	25,601
1,810	-	-	1,810
4,785	-	-	10,145
3,216,410	242,278	-	4,061,867
227,087	-	-	346,313
4,060	-	-	8,120
-	-	-	5,784
66,440	-	-	107,099
66,867	-	-	98,568
-	-	-	1,155
-	-	-	72,735
-	-	-	11,166
-	-	-	17,159
-	-	-	1,423
-	-	-	37,958
-	42,712	-	78,870
40,048	16,246	-	115,618
-	-	-	21,784
-	-	-	46
7,504	-	-	25,656
-	-	-	2,192
-	-	-	8,521
-	-	-	18,331
-	-	-	11,691
412,006	58,958	-	990,189
2,804,404	183,320	-	3,071,678
3,011,375	-	-	3,011,375
7,200	11,823	-	379,404
12,053	-	-	12,053
3,442,634	70,781	-	4,393,021
-	-	(15,000)	-
-	(15,000)	15,000	-
-	(15,000)	-	-
(226,224)	156,497	-	(331,154)
742,596	329,088	-	6,252,926
-	(179,757)	-	-
\$ 516,372	\$ 305,828	\$ -	\$ 5,921,772

Pickaway Metropolitan Housing Authority
Summary of Activity
For the Year Ended December 31, 2008

At the close of the fiscal year ended December 31, 2008, Pickaway Metropolitan Housing Authority had the following operations management:

	<u>Units</u>
Low Rent Public Housing Program	108
Section 8 Housing Choice Vouchers	635
Rural Rent Housing Program	16
Total Units	<u>759</u>

Pickaway Metropolitan Housing Authority
Actual Modernization Cost Certification
For the Year Ended December 31, 2008

1 - The Actual Modernization Grant Costs are as follows:

	Project OH16-PO59-501-06
Funds Approved	\$ 193,618
Funds Expended	193,618
Excess/(Deficiency) of Funds Approved	<u>\$ -</u>

Date Submitted

October 7, 2008

2 - The distribution of costs as shown on the Schedule/Report of Modernization Grant Expenditures submitted to HUD for approval are in agreement with the Authority's records.

3 - All Modernization Grant Costs have been paid and all related liabilities have been discharged through payment.

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**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND
OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN
ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

Board of Commissions
Pickaway Metropolitan Housing Authority
176 Rustic Drive
Circleville, Ohio 43113

We have audited the accompanying financial statements of the business-type activities of the Pickaway Metropolitan Housing Authority (the Authority) as of and for the year ended December 31, 2008, and have issued our report thereon dated May 22, 2009, in which we indicated the Authority adopted Governmental Accounting Standards Board Statements No. 45 and 50. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Authority's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Authority's internal control over financial reporting.

A control deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the Authority's ability to initiate, authorize, record, process, or report financial data reliably in accordance with generally accepted accounting principles such that there is more than a remote likelihood that a misstatement of the Authority's financial statements that is more than inconsequential will not be prevented or detected by the Authority's internal control.

A material weakness is a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that a material misstatement of the financial statements will not be prevented or detected by the Authority's internal control.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.

Pickaway Metropolitan Housing Authority
Pickaway County, Ohio

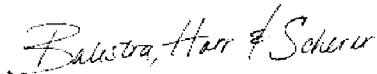
REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND
OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN
ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

Page 2

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Authority's basic financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

This report is intended solely for the information and use of the management, members of the Board, and federal awarding agencies and is not intended to be and should not be used by anyone other than these specified parties.



Balestra, Harr & Scherer, CPAs, Inc.
May 22, 2009

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**Report on Compliance With Requirements Applicable to Each Major Program and
on Internal Control Over Compliance in Accordance with OMB Circular A-133**

Board of Commissions
Pickaway Metropolitan Housing Authority
176 Rustic Drive
Circleville, Ohio 43113

Compliance

We have audited the compliance of the Pickaway Metropolitan Housing Authority, Pickaway County, Ohio, (the Authority), with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) *Circular A-133 Compliance Supplement* that are applicable to each of its major federal programs for the year ended December 31, 2008. The Authority's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs. Compliance with the requirements of laws, regulations, contracts and grants applicable to each of its major federal programs is the responsibility of the Authority's management. Our responsibility is to express an opinion on the Authority's compliance based on our audit.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the Authority's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination on the Authority's compliance with those requirements.

In our opinion, the Authority complied, in all material respects, with the requirements referred to above that are applicable to each of its major federal programs for the year ended December 31, 2008.

Internal Control Over Compliance

The management of the Authority is responsible for establishing and maintaining effective internal control over compliance with requirements of laws, regulations, contracts and grants applicable to federal programs. In planning and performing our audit, we considered the Authority's internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Authority's internal control over compliance.

Pickaway Metropolitan Housing Authority
Pickaway County, Ohio

Report on Compliance With Requirements Applicable to Each Major Program and on Internal Control Over
Compliance in Accordance With OMB Circular A - 133
Page 2

A control deficiency in the Authority's internal control over compliance exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect noncompliance with a type of compliance requirement of a federal program on a timely basis. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the Authority's ability to administer a federal program such that there is more than a remote likelihood that noncompliance with a type of compliance requirement of a federal program that is more than inconsequential will not be prevented or detected by the Authority's internal control.

A material weakness is a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that material noncompliance with a type of compliance requirement of a federal program will not be prevented or detected by the Authority's internal control.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above.

This report is intended solely for the information and use of the management, members of the Board, the Department of Housing and Urban Development, and federal awarding agencies, and is not intended to be and should not be used by anyone other than these specified parties.

Balestra, Harr & Scherer

Balestra, Harr & Scherer, CPAs, Inc.
May 22, 2009

Pickaway Metropolitan Housing Authority
Schedule of Findings and Questioned Costs
OMB Circular A-133 Section .505
December 31, 2008

1. SUMMARY OF AUDITOR'S RESULTS

(d)(1)(i)	Type of Financial Statement Opinion	Unqualified
(d)(1)(ii)	Were there any material control weakness conditions reported at the financial statement level (GAGAS)?	No
(d)(1)(ii)	Were there any other significant internal control deficiencies reported at the financial statement level	No
(d)(1)(iii)	Was there any reported noncompliance at the financial statement level (GAGAS)?	No
(d)(1)(iv)	Were there any material internal control weakness conditions reported for major federal programs?	No
(d)(1)(iv)	Were there any other significant internal control deficiencies reported for major federal programs?	No
(d)(1)(v)	Type of Major Programs' Compliance Opinion	Unqualified
(d)(1)(vi)	Are there any reportable findings under section .510?	No
(d)(1)(vii)	Major Programs (list):	Section 8 Housing Choice Vouchers (CFDA #14.871) & Public and Indian Housing (CFDA #14.850a)
(d)(1)(viii)	Dollar Threshold: Type A\B Programs	Type A: > \$300,000 Type B: all others
(d)(1)(ix)	Low Risk Auditee?	Yes

Pickaway Metropolitan Housing Authority
Schedule of Findings and Questioned Costs
OMB Circular A-133 Section .505
December 31, 2008

**2. FINDINGS RELATED TO THE FINANCIAL STATEMENTS
REQUIRED TO BE REPORTED IN ACCORDANCE WITH GAGAS**

None

3. FINDINGS AND QUESTIONED COSTS FOR FEDERAL AWARDS

None

NOTICE OF PUBLIC HEARING

The Pickaway Metro Housing Authority in compliance with the Quality Housing and Work Responsibility Act of 1998, has a draft of its 2010 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 Wednesday, August 5, 2009 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

Housing Needs

9.0 Housing Needs

In order to determine the needs of families residing in our jurisdiction, we look first at the bedroom size component of those who are listed on the waiting list. This is inclusive of those who have applied to live in Pickaway County housing, but who may not be residents at this time.

The **Housing Choice Voucher** wait list is currently closed. There are currently 159 applicants on the list, and while that does not seem like an over-abundance of applicants for a 635 voucher program, the wait time is three years long. Contributing to this situation is the economic downturn of 2009 and the fact that there are few participants who leave the program each month. PMHA has not processed applicants from the wait list for voucher issuance in the past four months. PMHA is currently paying the entire rent for approximately 170 of 635 vouchers issued, and issues approximately \$13,000 in Utility Allowance Payments each month. This equates to maximum HAP expenditure in 2009.

Statistically, of the 159 applicants on the waiting list, 32% would appear to be traditional one bedroom applicants, 38% are two bedroom applicants, 23% are three bedroom applicants, and 7% are four bedroom applicants. Two applicant families are disabled, 29 have zero income, and 63 have income of \$10,000 or less annually.

Of the 159 Housing Choice Voucher applicants, 154 are white, non-Hispanic or Latino households, 4 are black households, and one applicant household is Hispanic or Latino.

The **Public Housing** program features 15 one bedroom apartments, 10 two bedroom apartments, 63 three bedroom apartments and houses, and 20 four bedroom houses. The waiting list applicants request 36 one bedroom units, 60 two bedroom units, 113 three bedroom units, and 25 four bedroom units. The one and two bedroom wait lists are closed. The public housing program is currently issuing approximately 25 UAP payments on behalf of 23% of program participants each month.

Statistically, the Public Housing applicants have a total of 8 applicants seeking housing for disabled heads of household or spouse. There are 51 applicants who list zero income, and 99 who list income of less than \$10,000 annually.

There are 234 total applicants on the Public Housing wait list. Of those applicants, 197 are white, non-Hispanic or Latino households, 18 are black households, 1 is an Asian household, and 18 are Hispanic or Latino households.

Through the **Management** of our other properties, we also receive input on the types of housing needed in Pickaway County. There are currently 153 applications on the waiting lists for our management properties. Only two of these applicants are seeking housing for disabled households. Nine of those households have zero income, and 55 have income of less than \$10,000 annually.

On these waiting lists are 149 White, non-Hispanic or Latino households, 3 black households, and 1 Indian household.

9.1 Strategy for Addressing Housing Needs

PMHA will maximize the use of every HAP and Operating Fund dollar to meet the needs of applicants on current waiting lists. Obviously, the need to serve extremely low income households is significant. Not only will we do this by providing housing, but also by strengthening the relationships that we have with other housing and social service providers. The supportive services dollars available in Pickaway County will enable PMHA residents to obtain the services they need in order to maintain housing. This is important because the very poor often have trouble sustaining housing once they receive it.

PMHA will also seek additional funding sources for alternative housing programs whenever possible. This includes continuing the relationship with the Pickaway County Commissioners and other agencies that obtain housing grants and need an experienced source to manage the program.

We will continue to market our housing to ensure that those who are disabled and need housing assistance know that our agency is available to provide housing that meets those needs. Providing housing for the disabled will require that we continually evaluate and upgrade all physical requirements for accessible housing.

10.0(a)(i) Progress in Meeting Mission and Goals

See PHA 5-Year and Annual Plan, Question 5.2: Goals and Objectives and Previous Five Year Plan Goals for discussion on PMHA progress in meeting the mission and goals described in our previous Five Year Plan.

10.0(a)(ii) Consideration of Significant Amendments or Modifications to the Annual or Five Year Plan

In considering any significant amendment or modification to the Annual Plan or the Five Year Plan, the PMHA Board and Executive Director will seek the input and recommendations of the Resident Advisory Board, guarantee and receive certification that the amendment/modification is consistent with the local plans of both the City of Circleville and Pickaway County, conduct a public hearing, adopt the amendment/modification at a regularly scheduled meeting of the Board of Commissioners of the agency, and submit the amendment/modification to HUD for approval.

10.0(b) Definition of Significant Amendment and Substantial Deviation/Modification

PMHA currently uses a three level strategy to make changes in operating policies that would not be considered a Significant Amendment or Substantial Deviation/Modification to the Five Year Plan or Annual Plan. The staff initially meets to discuss the need for the change in policy. Statistics or data surrounding the change are reviewed and discussed in depth, and a recommendation is made and considered by the Program Coordinator, the Maintenance Supervisor if relevant, the Finance Director, and the Executive Director.

If it is determined that change to the current operating policy is necessary, that policy change is presented to the Board of Commissioners for review. The Board takes formal action on approval of the change at a regularly scheduled meeting of the Board. Tenants, landlords, or in any scenario, the affected party receives a 60 day notice of the change, prior to implementation.

A Significant Amendment or Substantial Deviation requiring modification to the Annual Plan or Five Year Plan includes consultation with the Resident Advisory Board, a public hearing, a review for consistency by local jurisdictions, and approval by HUD. These actions occur within the time frames established in the Annual Plan requirements. A Significant Amendment or Substantial Deviation would include changes to rent or admissions policies or organization of the waiting list, additions of non-emergency work items, a change in the use of replacement reserve funds under the Capital Fund, the addition of new activities not included in a current PHDEP Plan, and any change to PMHA programs in regard to demolition or disposition, designation, homeownership programs, or conversion activities.

10.0 (c) Memorandum of Agreements with HUD

The Pickaway Metropolitan Housing Authority is currently participating in a Repayment Agreement with HUD for an OIG finding. The PMHA is current in repaying itself for using agency funds to support the activities of an agency-backed Non-Profit Organization, without receiving prior permission from HUD.

Resident Advisory Board Meeting July 2, 2009

The Resident Advisory Board (RAB) of the Pickaway Metropolitan Housing Authority (PMHA) met in session on Thursday, July 2, 2009 at the office of the Housing Authority, 176 Rustic Drive, Circleville, Ohio 43113. The following members of the RAB were present: Lisa Binkley, Bernadette Hocking, and Elizabeth Cottrill. Linda Nicklas contacted the office prior to the start of the meeting to report that she would be unable to attend due to a work commitment.

Executive Director Kim Hartinger opened the meeting by reviewing discussion from the previous meeting and stating that she would like to discuss current projects underway at PMHA, as well as review the Annual Plan for 2010.

A Capital Fund project currently underway is the renovation of the kitchen and community room area at Rustic Ridge. This project involves meeting accessibility requirements by replacing the outside entrance door, cabinets, countertops, stove and refrigerator. The installation of new lighting, ceiling fans and wainscoting, and painting were also completed.

PMHA is including the installation of a generator for the Rustic Ridge complex in future Capital Fund planning. The generator would serve not only the residents of Rustic Ridge, but also the PMHA office. RAB members were supportive of this idea. Lisa Binkley shared with the RAB, her experiences in providing proper nutritional care by drip tube for her disabled son during a power failure. Lisa suggested providing generator support for all disabled residential units. This suggestion has been added to a list of potential future Capital Fund improvements, and will be discussed during the completion of the Comprehensive Needs Analysis.

The Agency received ARRA Stimulus Capital Funds and will replace roofs on Kingston Court, Washington Street, Walnut Street, Logan Street, and Meadow Drive in Circleville, and School Street in Williamsport. Windows will be replaced in housing on Rustic Drive, Pontious Lane, Barry Drive, Francene Court, and if enough money remains, the apartment building at Rustic Drive. The purpose of the ARRA grant is to stimulate the economy by putting companies and businesses to work, therefore PMHA will take no administrative money for this grant.

Williamsport Terrace will no longer be offered for sale, but will instead undergo a complete renovation. The total project cost is \$1 million, inclusive of architect and consultant fees, attorney fees, a developer fee, and the renovation itself. This renovation will begin in late summer and will include roof replacement, window replacement, new heating and air conditioning units, kitchen and bath renovation, and new flooring.

The refinancing of Eden Place has been a time consuming project through the last few weeks. This is also a project that exceeds \$1 million. By refinancing PMHA will guarantee the advantage of a lower interest rate which will lower our monthly debt

service and create a more stable cash flow thereby adequately funding reserve accounts for use in operating and maintaining the facility.

Questions were answered on each of these projects. Comments were also received on the success of the new light and fan installation in public housing units, as well as the 504 improvements made to accessible public housing units. A suggestion was also received concerning the installation of an overhead light and fan in the living room area of each public housing residence. Currently there is no overhead light in this room. This suggestion has also been added to the future Capital Fund improvement list.

A review of the 2010 Five Year Plan/Annual Plan Submission was completed. The previous Five Year Plan was completed in 2005 so the new HUD template for a Five Year Plan Submission was used. This submission will include a review of the 2005 Plan, and explains the success or failure in meeting goals outlined at that time. The RAB members were each given a copy of the written portion of the 2010 Five Year Plan, as well as the Capital Improvement 50075.1 and 50075.2 from the proposed 2010 Five Year Plan.

Comments were received on the continued need for housing to serve the disabled population, as well as comments on the Community Service requirement for public housing residents only. A question was also asked on Family Unification Vouchers and how PMHA determines if housing is the only obstacle to a family staying together. Discussion was held on the process in which PMHA receives referral from JFS for this program. Maintaining unification or reuniting a family is the purpose of the Family Unification Voucher. PMHA must receive referral and rely on the opinion of JFS for the appropriate use of the voucher because the Children Services unit of JFS is the local agency that determines when a child is taken, as well as returned, to a family.

The RAB was supportive of pet requirements that PMHA implements under the pet policy, and feels that it is appropriate, and even guarantees the safety of neighborhoods, to restrict the height, weight and breed of dogs.

The RAB then reviewed the results of the Resident Satisfaction Survey that was sent to all public housing residents under the supervision of the RA Board. The results were satisfactory to the RAB, and the Board was pleased that 47 of the 108 public housing units participated in the survey. The RAB expressed concern that residents should participate more in the supervision of children on PMHA property than what is apparently happening as outlined in the responses received. Lack of children being supervised was the primary complaint of the survey, but the RAB agreed that PMHA has little control over the daily supervision of children. It was also agreed that the local drug problem is likely more prevalent than was indicated in the survey response.

Based on the discussion and review of the Five Year Plan for 2010, Lisa Binkley offered the motion to approve the plan as proposed by the Executive Director. Bernadette Hocking seconded the motion, and a vote by all present affirmed the motion.

Following general discussion on the staff and operation of the agency, Elizabeth Cottrill offered the motion to adjourn. Bernadette Hocking seconded the motion, and a vote by all present affirmed the motion.

Annual Plan Hearing Wednesday, August 05, 2009

The 2010 Annual Plan Hearing for the Pickaway Metropolitan Housing Authority was held, as publicly advertised, on Wednesday, August 05, 2009 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, and Program Assistants Rebecca Zielinski and Tammy McGlone. The plan had been previously reviewed with Maintenance Supervisor Steven Dearth who is on vacation at this time.

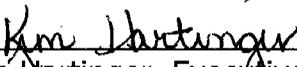
Executive Director Hartinger reviewed the format and key components of the plan. The 2010 document will combine the required 5 Year Plan and the Annual Plan. The components of the plan include the following information:

- The mission of the agency
- The goals and objectives of the agency, and a statement on the progress in meeting the goals and objectives that were established in the previous 5 Year Plan
- Any plan elements that have been revised since the prior plan was submitted
- Identification of where the plan can be viewed. PMHA is not an Asset Management organization; therefore there is only one site office
- Summaries of our policies on eligibility, selection and admission, including de-concentration and wait list procedures
- A listing of all financial resources
- A statement of how rents are determined
- A statement of the rules, standards and policies of the agency concerning operation and management
- A summary of PMHA grievance procedures
- A summary of PMHA community service and self-sufficiency programs
- A summary of PMHA safety and crime prevention policies
- A statement of the housing needs of families that reside in PMHA jurisdiction, along with a strategy for addressing those needs
- A statement on PMHA's definition of Significant Amendment and Substantial Deviation Modification to the Annual Plan, and how our agency determines when the definitions apply
- The four certifications that apply to the plan: (1) PHA Certification of Compliance with the PHA Plan and Related Regulations; (2) Certification for a Drug-Free Workplace; (3) Certification of Payments to Influence Federal Transactions; (4) Disclosure of Lobbying Activities
- The Resident Advisory Board comments on the Plan

- The Capital Fund Annual Performance and Evaluation Reports for any open Capital Fund Programs
- The Capital Fund Program Five Year Action Plan, including an explanation on how changes may occur to this plan as a result of the Capital Needs Assessment/Physical Needs Assessment that the agency will complete using 2009 Capital Fund monies
- The previous agency audit.

There was no public participation or attendance at the hearing. There was no written comment received prior to the hearing. As there was no specific comments other than general discussion among the staff in attendance, the hearing was concluded at 11:20 a.m.

Recorded and Submitted to the Plan:



Kim Hartinger, Executive Director
August 5, 2009

Commissioners:
Ula Jean Metzler
Glenn D. Reeser
Jay H. Wippel

County Administrator:
Ryan Scribner
Clerk:
Patricia Webb

Pickaway County
Board of County Commissioners
139 West Franklin Street
Circleville, Ohio 43113
Telephone: 740-474-6093 FAX: 740-474-8988
1-800-472-6093

July 27, 2009

Pickaway Metropolitan Housing Authority
Mrs. Kim Hartinger, Executive Director
176 Rustic Drive
Circleville, Ohio 43113

Dear Mrs. Hartinger,

The Pickaway County Board of Commissioners has reviewed the Pickaway Metropolitan Housing Authority's 2010 Annual Plan and finds that it is consistent with the current Pickaway County Community Housing Improvement Strategy (CHIS).

Sincerely,

PICKAWAY COUNTY BOARD OF COMMISSIONERS


Glenn D. Reeser
Vice-President

City of Circleville

Chuck Taylor
Mayor

130 S. Court Street
Circleville, Ohio 43113
740/477-2551
fax 740/477-8247

July 13, 2009

Ms. Kim Hartinger, Executive Director
Pickaway Metropolitan Housing Authority
176 Rustic Drive
Circleville, OH 43113

Dear Ms. Hartinger:

The City of Circleville has reviewed the Pickaway County Metropolitan Housing Authority's Plan for 2010 and finds that it is consistent with the latest CHIS for the City of Circleville.

Sincerely,


Chuck Taylor
Mayor

AUG 24 '09 PM 3:35



**Department of
Development**

Ted Strickland, Governor
Lee Fisher, Lt. Governor

Lisa Patt-McDaniel, Interim Director

August 21, 2009

Kim Hartinger, Executive Director
Pickaway Metropolitan Housing Authority
176 Rustic Drive
Circleville, Ohio 43113

Subject: Certification of Consistency with the State of Ohio's Consolidated Plan

Dear Ms. Hartinger:

Enclosed please find a certification that the 2010 Annual Plan for the Pickaway Metropolitan Housing Authority is consistent with the State of Ohio's Consolidated Plan.

If you have any questions or need further assistance, please contact me at (614) 466-2285.

Sincerely,

Ian Thomas, Planner
Office of Housing and Community Partnerships

Enclosure

**Certification by State or Local Official of PHA Plans Consistency with
the Ohio Consolidated Plan**

I, Michael A. Hiler, Chief, OHCP, Ohio Department of Development certify
that the 2010-2014 Five-Year Plan and 2010 Annual PHA Plan of
the Pickaway Metropolitan Housing Authority is consistent with the Consolidated Plan
of the State of Ohio prepared pursuant to 24 CFR Part 91.

Michael A. Hiler Date: August 21, 2009

Michael A. Hiler, Chief
Office of Housing and Community Partnerships
Ohio Department of Development

Resolution 09-11: Approval of 2010 Annual Plan

The Pickaway Metropolitan Housing Authority Board of Commissioners met in Regular Session in the Board Room of the PMHA Office, 176 Rustic Drive; Circleville, Ohio 43113 on Friday, August 14, 2009 with the following members present: Daniel Litzinger, Kim Schieber, Mark Taylor, and Rod Shasteen.

Director Hartinger reviewed the 2010 Annual Plan with the Board. The outline of the Plan had been submitted in the July, 2009 Director's Report to the Board. At the August 14, 2009 meeting, Director Hartinger informed the Board that the Plan had been submitted to the City of Circleville and Pickaway County. Acceptance of the Plan as being in compliance with the CHIS (Community Housing Improvement Strategy) for both entities was received from Mayor Taylor and the Pickaway County Commissioners.

The Plan was also presented to the Pickaway MHA Advisory Council at a meeting held on July 2, 2009, and approved by that Resident Advisory Board during that session.

A Public Hearing was conducted on August 5, 2009. While there was no public participation at that hearing, staff members Rebecca Curtis, Terri Straight, Becky Zielinski and Tammy McGlone attended the hearing to review and comment on the Plan. The Plan had been reviewed with Maintenance Supervisor Steven Dearth prior to the hearing because of a conflict with his scheduled vacation. There were no public comments or written comments received for consideration on the plan.

The 2010 Plan will be submitted to The Ohio Department of Development. Once approval is received by that agency, the Plan will be submitted to HUD for review.

Based on the information provided, Ms. Schieber offered the motion, seconded by Mr. Taylor to adopt Resolution 09-12 as follows:

Whereas, the Pickaway MHA is considered a Small Housing Authority by HUD regulation, but does not fall under the category of a *Qualified Public Housing Agency*, and

Whereas, as a Small Housing Agency that is not a Qualified Public Housing Agency, PMHA is required to compose and submit an Annual Plan each year and a Five Year Annual Plan every five years, and

Whereas, it is the cycle for submission of the Five Year Annual Plan by PMHA with submission of the 2010 Plan, and

Whereas, the 2010 Plan has been prepared and submitted for review to the PMHA Advisory Board, the City of Circleville, and the Pickaway County Commissioners as required, and

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

Whereas, a Public Hearing was held on Wednesday, August 05, 2009 for the purpose of receiving and implementing public comment on the plan with no participation, or written comment received, then

Therefore Be It Resolved that the Board of Commissioners of the Pickaway Metropolitan Housing Authority do **hereby certify that said Pickaway Metropolitan Housing Authority will carry out the public housing program of the agency 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, and will affirmatively further Fair Housing, and**

Be It Further Resolved, that the Board of Commissioners of the Pickaway Metropolitan Housing Authority do **hereby approve the submission of the PMHA 2010 Annual Plan to the Ohio Department of Development for review, and upon approval, for subsequent submission to HUD, and**

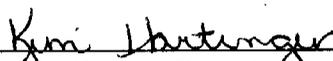
Be It Further Resolved, that the Board of Commissioners of the Pickaway Metropolitan Housing Authority do **hereby authorize Chairman Daniel Litzinger to sign HUD Form-50076 Certifying Compliance with the PHA Five Year and Annual Plans and Related Regulations.**

Voting Yes on the Motion: Mr. Shasteen, Mr. Taylor, Ms. Schieber, Mr. Litzinger,

Voting No: None. Motion carried.

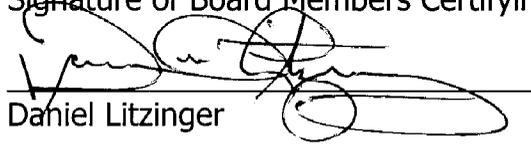
Resolution 09-11 Adopted Friday, August 14, 2009.

Attest:



Kim Hartinger, Secretary
Board of Commissioners
Pickaway Metropolitan Housing Authority

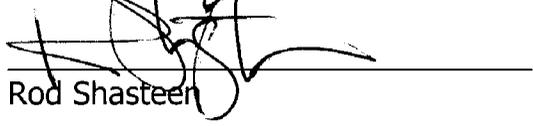
Signature of Board Members Certifying Compliance:


Daniel Litzinger


Kim Schieber

DeShannon Peters


Mark Taylor


Rod Shasteen

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

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the 5-Year and/or Annual PHA Plan for the PHA fiscal year beginning 2010, 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.

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.

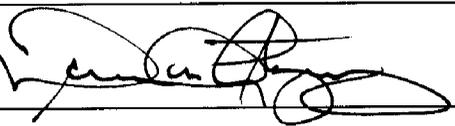
Pickaway Metropolitan Housing Authority
PHA Name

OH059
PHA Number/HA Code

5-Year PHA Plan for Fiscal Years 20 10 - 20 14

Annual PHA Plan for Fiscal Years 20 10 - 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. 3729, 3802)

Name of Authorized Official	Title
Daniel Litzinger	Chairman, Board of Pickaway Metropolitan Housing Authority
Signature	Date
	August 14, 2009

Certification for a Drug-Free Workplace

U.S. Department of Housing and Urban Development

Applicant Name

Pickaway Metropolitan Housing Authority

Program/Activity Receiving Federal Grant Funding

HUD Public Housing Capital Fund Grant

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

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

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

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

- (1) The dangers of drug abuse in the workplace;
- (2) The Applicant's policy of maintaining a drug-free workplace;
- (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
- (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

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

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

- (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- e. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
- f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph d.(2), with respect to any employee who is so convicted ---
- (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs a. thru f.

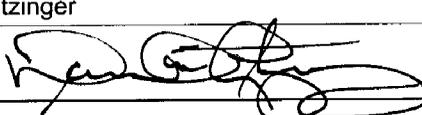
2. **Sites for Work Performance.** The Applicant shall list (on separate pages) the site(s) for the performance of work done in connection with the HUD funding of the program/activity shown above: Place of Performance shall include the street address, city, county, State, and zip code. Identify each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

All work is completed under AMP #OH059000001. Sites included in Capital Fund improvement projects could be Rustic Drive, Rustic Court, Pontious Lane, Barry Drive, Francene Court, Kingston Court, Washington Street, Walnut Street, Logan Street and Meadow Drive in Circleville, Ohio 43113; Lexington Avenue, Griggs Street, Madison Street and Rich Street in Ashville, Ohio 43103; and School Street in Williamsport, OHio 43164. The Pickaway MHA office is located at 176 Rustic Drive; Circleville, Ohio 43113 with all employees and contracts administered at this site.

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

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

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

Name of Authorized Official Daniel Litzinger	Title Board Chairman, Pickaway Metropolitan Housing Authority
Signature 	Date August 14, 2009

X

Certification of Payments to Influence Federal Transactions

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

Applicant Name

Pickaway Metropolitan Housing Authority

Program/Activity Receiving Federal Grant Funding

HUD Public Housing Capital Fund Grant

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

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

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

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

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

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

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

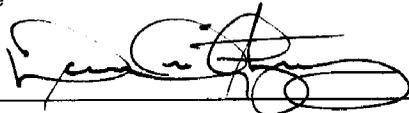
Name of Authorized Official

Daniel Litzinger

Title

Chairman, Board of Pickaway Metropolitan Housing Authority

Signature



Date (mm/dd/yyyy)

08/14/2009

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

Approved by OMB
0348-0046

(See reverse for public burden disclosure.)

1. Type of Federal Action: <input type="checkbox"/> a. contract <input checked="" type="checkbox"/> b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	2. Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. Report Type: <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: year _____ quarter _____ date of last report _____
4. Name and Address of Reporting Entity: <input checked="" type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known: Pickaway Metropolitan Housing Authority 176 Rustic Drive Circleville, Ohio 43113 Congressional District, if known: 7 th	5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: Congressional District, if known:	
6. Federal Department/Agency: Department of Housing & Urban Development	7. Federal Program Name/Description: Public Housing Capital Fund Grant CFDA Number, if applicable: _____	
8. Federal Action Number, if known:	9. Award Amount, if known: \$	
10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI): none/not applicable	b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI):	
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature: <u>Kim Hartinger</u> Print Name: <u>Kim Hartinger</u> Title: <u>Executive Director</u> Telephone No.: <u>740-477-2514</u> Date: <u>08-14-2009</u>	
Federal Use Only:		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

**DISCLOSURE OF LOBBYING ACTIVITIES
CONTINUATION SHEET**

Approved by OMB
0348-0046

Reporting Entity: Pickaway Metropolitan Housing Authority Page 1 of 1