

**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	<b>PHA Information</b> PHA Name: Pickaway Metropolitan Housing Authority PHA Type: <input type="checkbox"/> Small <input checked="" type="checkbox"/> High Performing <input type="checkbox"/> Standard <input type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): 01/2011 PHA Code: OH059				
2.0	<b>Inventory</b> (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: 108 Number of HCV units: 635				
3.0	<b>Submission Type</b> <input type="checkbox"/> 5-Year and Annual Plan <input checked="" type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only				
4.0	<b>PHA Consortia</b> <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	<b>5-Year Plan.</b> Complete items 5.1 and 5.2 only at 5-Year Plan update.				
5.1	<b>Mission.</b> State the PHA's Mission for serving the needs of low-income, very low-income, and extremely low income families in the PHA's jurisdiction for the next five years:  5 Year Plan Only				
5.2	<b>Goals and Objectives.</b> Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.  5 Year Plan Only				
6.0	<b>PHA Plan Update</b> (a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission:  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	<b>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers.</b> Include statements related to these programs as applicable.				
8.0	<b>Capital Improvements.</b> Please complete Parts 8.1 through 8.3, as applicable.				
8.1	<b>Capital Fund Program Annual Statement/Performance and Evaluation Report.</b> As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> , form HUD-50075.1, for each current and open CFP grant and CFFP financing.				
8.2	<b>Capital Fund Program Five-Year Action Plan.</b> As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i> , form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan.				
8.3	<b>Capital Fund Financing Program (CFFP).</b> <input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.				

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

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

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

## Instructions form HUD-50075

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

### 1.0 PHA Information

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

### 2.0 Inventory

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

### 3.0 Submission Type

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

### 4.0 PHA Consortia

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

### 5.0 Five-Year Plan

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

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

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

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

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

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

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

2. **Financial Resources.** A statement of financial resources, including a listing by general categories, of the PHA's anticipated resources, such as PHA Operating, Capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources.

3. **Rent Determination.** A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units.

4. **Operation and Management.** A statement of the rules, standards, and policies of the PHA governing maintenance management of housing owned, assisted, or operated by the public housing agency (which shall include measures necessary for the prevention or eradication of pest infestation, including cockroaches), and management of the PHA and programs of the PHA.

5. **Grievance Procedures.** A description of the grievance and informal hearing and review procedures that the PHA makes available to its residents and applicants.

6. **Designated Housing for Elderly and Disabled Families.** With respect to public housing projects owned, assisted, or operated by the PHA, describe any projects (or portions thereof), in the upcoming fiscal year, that the PHA has designated or will apply for designation for occupancy by elderly and disabled families. The description shall include the following information: 1) development name and number; 2) designation type; 3) application status; 4) date the designation was approved, submitted, or planned for submission, and; 5) the number of units affected.

7. **Community Service and Self-Sufficiency.** A description of: (1) Any programs relating to services and amenities provided or offered to assisted families; (2) Any policies or programs of the PHA for the enhancement of the economic and social self-sufficiency of assisted families, including programs under Section 3 and FSS; (3) How the PHA will comply with the requirements of community service and treatment of income changes resulting from welfare program requirements. (**Note: applies to only public housing.**)

8. **Safety and Crime Prevention.** For public housing only, describe the PHA's plan for safety and crime prevention to ensure the safety of the public housing residents. The statement must include: (i) A description of the need for measures to ensure the safety of public housing residents; (ii) A description of any crime prevention activities conducted or to be conducted by the PHA; and (iii) A description of the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**9.1 Strategy for Addressing Housing Needs.** Provide a description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**

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

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

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

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

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

## **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 2011 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 4, 2010 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

2144910

DATE	PAPER	DESCRIPTION	ADV. TYPE	AD NO.	SIZE/SAU #	SPACE	RATE	AMOUNT
	**	RIOR BALANCE FORWARD						132.00
06/11		PAYMENT - THANK YOU	7900A	0		0.00		-132.00
06/02	LD	Ageless-June PT. 8 P. 17	7100	2138549	3 X 6.00	18.00I	.716	115.00
06/18	CV	Public Hearing	7100	2144910	2 X 4.00	8.00I		92.80

KH  
Agc  
JUL 21 2010

2 - 4200 = 48.94  
 2 - 6210 = 32.63  
 4 - 6210 = 83.43  
 8 - 4193.8 = 92.80  
 207.80

PUBLICATIONS	
AM - Athens Messenger	PT2 - Perry Tribune/Shopper Combined
ATV - Athens Messenger TV Week	CV - Circleville Herald
VC - Vinton Co. Courier	PC - Pickaway Co. Shoppers Guide
LD - Logan Daily News	IAM - Athens Messenger Internet
JA - Jackson Co. Times-Journal	IJA - Jackson Times-Journal Internet
JCS - Jackson Co. Shopper	IVC - Vinton Co. Courier Internet
NW - Waverly News Watchman	ILD - Logan Daily Internet
PR - Pike-Ross Paper	INW - Pike Co. News Watchman Internet
PT - Perry Co. Tribune	
PTS - Perry Tribune Shopper	

61-1547857      31-4119320 - Athens Only

ADVERTISING TYPE CODES
7100 Display
7105 Non-Profit Display
7106 Political
7199 Internet
7200 National Display
7300 Classified
7304 Legal
7370 Obits
7500 Pre-print
PAYMENT CODES
7900 Cash or C
7901 Credit Card

ACCT.#	CLIENT#
805091	
AGING	
CUR	207.80
30	0.00
60	0.00
90	0.00
120	0.00
<hr/>	
	207.80

## 6.0 PHA Plan Update

### 6.0(a) Revisions in PMHA Plans since the Submission of the Previous 5-Year and Annual Plan:

All revisions in plans and policies are reported under the appropriate sections below.

#### 6.0(b).

The Pickaway MHA Annual Plan is available for viewing in the Lobby of the agency located at 176 Rustic Drive. A copy of the Plan is also held in the Director's office at the same location. PMHA operates under one AMP and there are no other management offices. Copies of the Plan are distributed to each Board member and each Resident Advisory Board member. Copies are also available for the public at the PMHA .05 per page rate for producing public documents.

#### 6.0(b)1 Eligibility, Selection and Administration Policies, including Deconcentration and Wait List Procedures Revisions Since Previous 5-Year and Annual Plan Submission

Resolution 09-22: The Housing Choice Voucher waiting list was re-opened on November 1, 2009 after a two year period. The list was originally closed on April 1, 2007 when the wait time for an applicant reached the three year mark. Per the Administrative Policy, the opening of the waiting list was advertised in the local newspaper, *The Circleville Herald*, and in the Pickaway County Advertiser. Notice was also sent to all public service agencies in Pickaway County.

Occupancy Policy Change on Adult Children Re-entering Household: The Public and Managed Housing Staff requested a change in wording that would permit adult children to re-enter a household. The established policy now reads, "Adult children of public housing residents will be thoroughly screened before being permitted to join the household of any public housing lease holder. Screening criteria must include law enforcement background checks, prior landlord reference checks, and a complete file review to determine if there are lease infractions or problems that may have occurred if the child was a previous resident while a minor. Each request to grant tenancy to an adult will be processed and evaluated on a case-by-case basis, with final determination of the request by the Program Coordinator. At no time will an adult child be permitted to join an existing household if it will create over-crowding or cause the family to exceed the established bedroom size occupancy in the unit."

#### 6.0(b)2 Financial Resources Revisions Since Submission of Previous 5 Year and Annual Plan

The Pickaway Metropolitan Housing Authority lists 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\*\*\*  
Shelter Plus Care Grant  
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

\*\*\*\*Pickaway County Commissioners apply for and receive funds for the CHIP grants listed. The current application cycle is in effect; if funded, the Commissioners have asked PMHA to again administer these grants.

### 6.0(b)3 Rent Determination Revisions Since Submission of Previous 5 Year and Annual Plan

Resolution 09-4: This Resolution froze Housing Choice Voucher rents for a one year period effective September 1, 2009. Current economic conditions in the nation, state and locally have contributed to changes in traditional patterns of program participation among Housing Choice Voucher participants. HCV participants no longer leave the program at the monthly levels experienced in the past, and a greater amount of subsidy is needed to meet the housing needs of participants each month through rental assistance and utility allowance payments, thereby impacting the number of participants that can be served. In order to take steps to control costs in area's that will not impact program participants, the PMHA Board authorized the freeze of HCV rents at their current levels for a period of one year.

Resolution 10-15: This Resolution Unfroze the Housing Choice Voucher rents, effective August 31, 2010.

In February, 2010, Current Payment Standards for the Housing Choice Voucher program were reviewed and adjusted appropriately based upon the recommendation of the Program Coordinator.

Resolution 09-24: This Resolution revised Public Housing Flat Rents to reflect the current rental market of the area. Rents were established at \$440 for a one bedroom, \$552 for a two bedroom, \$652 for a three bedroom, and \$685 for a four bedroom, and became effective February 1, 2010

Resolution 9-26: This Resolution adopted Administrative Plan policy to be followed in the event of a shortfall of HCV funding. Due to the economic downturn, it was recommended that Housing Authorities establish a policy to be followed in the event that HAP funding would not be adequate to meet the needs of the local Housing Choice Voucher program. The language added to the policy is as follows:

"If it becomes apparent that a funding shortfall will occur in Housing Choice Voucher subsidy, the Housing Authority will take the following action:

The Housing Authority will take all cost saving measures available by:

- Freezing rent increases
- Immediately reducing the payment standards, with HUD approval

- Reduce subsidy standards

If these measures are not enough to prevent a funding shortfall, the Housing Authority will:

- Use termination of tenants as a last resort to prevent a shortfall
- Contact HUD for permission to terminate tenants
- Terminate tenants on a first in/first out basis until the shortfall is eliminated”

This information was communicated to the Landlords in a Landlord newsletter and will be communicated to the participants at their annual recertification appointments.

Resolution 10-10: Resolution 10-10 adopts Utility Allowances that are effective September 1, 2010 for the Public Housing Program.

#### 6.0(b)4 Operation and Management Revisions Since Submission of Previous 5 Year and Annual Plan

Resolution 09-25: In the past year, significant information has been received about the reemergence of bedbugs as a household pest in the United States. At industry meetings and at training conferences, Bedbug infestation was cited as severely impacting public housing complexes. Obvious keys to keeping infestation from becoming an issue are to educate residents on the nature of the problem and to actively and aggressively eliminate the pests once infestation is reported. For this reason, PMHA researched and adopted a Bedbug Policy for residents. PMHA sought the policies of other agencies and compiled the best components of those policies into the one adopted by the agency.

The policy statement for this policy reads as follows, “Due to the outbreak of bedbug infestation in the United States, the Pickaway Metropolitan Housing Authority (PMHA) has enacted a pest control procedure designated to eliminate infestation and control outbreak in the properties owned and managed by the agency. Our staff has received training and consultation from a variety of sources, and has used that information in the preparation of this document.

Bedbugs have become a nationwide problem because the pesticides that were previously used to prevent them have been banned. Bedbugs multiply rapidly and will infest any area that is accessible to them. This includes furniture, electronics, toys, clothes, wall electrical sockets, etc. Housing Authorities, hotels, and college dormitories in the southern part of Ohio have been overwhelmed with bedbug infestation. We need to act now to prevent this from becoming an issue locally.

PMHA recognizes that the effort involved in the eradication of bedbugs from a residence is a time consuming and very involved process, both on the part of the agency and the resident. It is our goal to establish procedures that will allow both parties to work hand-in-hand with the pest control company to eliminate the infestation within a three month period.

The most important step in keeping PMHA properties bedbug free is the education of residents to guarantee that the infestation does not occur. PMHA will therefore implement education of potential residents from the originating point of the Intake

appointment. PMHA will also promote education on this topic by distributing literature on this topic to persons who visit the PMHA office.

It is also important that all applicants and residents realize that bedbug infestation is not a threat to their ability to have decent, safe and sanitary housing through the Pickaway Metropolitan Housing Authority. The agency realizes that infestation may occur, and will work with any resident to eliminate this situation. The agency does expect the resident family to, in turn, work with the agency to eradicate the infestation.”

The Policy lists several sections:

- Prevention of Bedbugs

- Bedbug Treatment

  - Treatment Priority

  - Intake Appointment Requirement

  - Bedbug Extermination Procedures

    - Preparing the Residence for Extermination

    - Disposal of Personal Items at Resident's Discretion

    - Disposal of Personal Items at PMHA's Instruction

    - Furniture Removal Process and Responsibilities

    - Maintenance Responsibilities

  - Treatment of Residence

    - Timeline for Treatment Response

    - Treatment Protocol

    - Post Treatment

    - Future Prevention

  - Resident Treatment Plan for Severe Bedbug Infestation Form

  - Actions Needed to Eliminate/Prevent Bedbug Infestation Form

  - Preparation Instructions for Bedbug Application Form

  - PMHA Bedbug Procedures and Information Form signed at Intake Appointment

PMHA applicants are not denied housing due to admitted infestation prior to moving into a PMHA unit, but are required to treat and eliminate severely infested belongings.

PMHA residents who get bedbugs after residency is established are not charged for treatment, but are required to participate in a treatment program.

PMHA residents who have repeated instances of bedbugs are required to pay for treatment and may face termination based on the facts surrounding origination of the bedbug infestation.

Resolution 10-7: This resolution amends the Agency Drug Free Safety Policy to include a sixth drug to be included in the Drug Panel Screening administered to all new hires and employees or contractors who have accidents while on the job for Pickaway MHA.

Resolution 10-9: This resolution allows for the purchase of a new telephone system at Pickaway MHA. Significant to this purchase is the new telephone system will feature recording of all calls made to and from the agency.

Resolution 10-12: An EIV Policy was adopted by the agency as a result of this Resolution, however immediately following the adoption of the Resolution, staff attended training and returned with additional EIV information that will require further revision to the policy. A copy of the EIV Policy is attached to Section 6.0 of this Annual Plan.

Resolution 10-14: This Resolution was adopted to establish Policy on entrance to public housing units when maintenance work orders have been requested. An addendum was created for the lease which states, "When a maintenance work order is requested, it is difficult for the PMHA maintenance staff to always arrive to do the repair when someone is home because we work with 265 households through a variety of housing programs. Therefore, PMHA practice is to enter a household if the tenant is not home when a maintenance work order request has been requested by the resident, or if a potential maintenance emergency is reported to the PMHA office or otherwise reasonably suspected to exist.

By initialing this lease addendum you understand and accept this PMHA work order practice.

Additionally, each time a work order is requested, we will specifically ask if we have permission to enter if the resident is not home at the time maintenance arrives. If the person answers "no", our maintenance staff will then post notice on the door of the residence, stating that they will enter in 24 hours to do the maintenance repair. This meets the requirement of the lease and the Ohio Revised Code." (end of addendum)

In this resolution, PMHA also specifically addresses the issue of minors present in a household without adult supervision. Maintenance and PMHA staff are instructed to not enter a unit if there is a minor child present without an adult present.

Resolution 10-17: Establishes PMHA policy that no payments over the amount of \$10 will be accepted as cash.

#### 6.0(b)5 Grievance Procedure Revisions Since Submission of Previous 5 Year and Annual Plan

Resolution 9-21: This Resolution adopted changes to the Grievance Procedure. While this change had no direct impact on HCV or Public Housing procedure, it did change language that would allow the procedure to apply to all programs managed by the agency. Previously, the policy had been called the "Public Housing Grievance Procedure". Resolution 9-21 implemented changes that eliminated the words "Public Housing" and added language stating that, "The Pickaway Metropolitan Grievance Procedure applies to the PMHA public housing program and all properties managed by the Agency. In this policy, Pickaway Metropolitan Housing Authority, PMHA, and PHA are used interchangeably."

6.0(b)6 Designated Housing for Elderly and Disabled Families Revisions Since Submission of Previous 5 Year and Annual Plan

There are no current or planned requests for designated housing for elderly or disabled families through the Public Housing program. PMHA continues to manage properties that are designated for these populations.

6.0(b)7 Community Service and Self-Sufficiency Revisions Since Submission of Previous 5 Year and Annual Plan

There have been no changes to the policies or program implementation of these programs since the previous submission.

6.0(b)8 Safety and Crime Prevention Revisions Since Submission of Previous 5 Year and Annual Plan

There have been no written changes in policies or procedures to deal with safety and crime prevention, but the Housing Authority staff has noticeably increased their level of participation to make PMHA housing as crime and drug free as possible.

Staff communicates and works with local police and probation officers on a weekly basis to relay information that is received in the local office and to promote the emphasis on drug free housing.

On a physical level, PMHA recently installed energy efficient windows in several public housing residences. The screens of these windows are made of extremely durable material making it impossible to cut the screens by normal or discreet method. Because entry to residences often occurs by cutting a screen to unlock a window, the installation of these screens has eliminated the ability to enter via this destructive method.

6.0(b)9 Pet Revisions Since Submission of Previous 5 Year and Annual Plan

There have been no revisions to the pet policy since the previous submission.

6.0(b)10 Civil Rights Certification Revisions Since Submission of Previous 5 Year and Annual Plan

PMHA has not changed or adjusted Civil Rights Compliance policies or procedures since submission of the previous 5 Year Plan. It is the understanding of all employees and Board members that Civil Rights laws protect the rights of applicants and residents. The Pickaway MHA will not deny admission to otherwise qualified applicants for any reason, and will correct situations or procedures that create a barrier to equal housing opportunities.

PMHA continues to require employees to be knowledgeable on Fair Housing law and issues, as these are discussed at every staff meeting. Pickaway MHA subscribes to the Fair Housing Advisor and all employees are required to read and initial each edition. Additionally, PMHA will conduct Fair Housing training on August 3, 2010. The trainer for this session will be William Willis and all PMHA staff is required to attend. Board members have also been invited to attend.

As part of our marketing effort, the Pickaway MHA notifies other service agencies in Pickaway County annually that PMHA is committed to serving all persons in need of housing.

This plan will be submitted to city and county officials, and the State of Ohio for certification that the plan is consistent with Consolidated Plans for this area.

#### 6.0(b)11 Fiscal Year Audit for 2009

The PMHA audit was submitted to the Auditor of State several months ago by Balestra, Harr & Scherer Auditing Firm. A September 8, 2010 email confirms the submission and states that the State of Ohio is behind schedule in review of the audits. Therefore, the audit submitted with this Annual Plan is an "unaudited" submission.

#### 6.0(b)12 Asset Management

The Pickaway MHA is a small PHA and is not subject to asset management regulation. There have been no revisions to this section of the plan since the previous submission

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

The Pickaway MHA immediately acted on VAWA legislation upon passage to write and adopt policies that not only implemented the policy, but were supportive of victims. 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.

As part of the implementation of VAWA, the Pickaway Metropolitan Housing Authority Board of Commissioners adopted the following VAWA Statement:

"The Pickaway Metropolitan Housing Authority acts in accordance with the Violence Against Women and Justice Department Reauthorization Act of 2005 (VAWA) to offer full protection under the law to participants and family members for programs administered by Pickaway MHA. These protections extend to child and adult victims of domestic violence, dating violence, sexual assault or stalking.

Pickaway MHA notices all participants during intake briefings of the rights afforded by VAWA. Following instruction on VAWA, PMHA asks applicants attending the intake briefing to sign a statement acknowledging that, "VAWA prohibits the eviction of and removal of assistance from certain persons living in public or subsidized housing if the asserted grounds for such action is an instance of domestic violence, dating violence, sexual assault or stalking. This is to prevent victims' families from losing their HUD-assisted housing as a consequence of the abuse of which they were the victim." The statement further states, "I understand that if I feel I need this protection I must sign a written request for tenant certification of status as a victim of domestic violence, dating violence, or stalking." The statement then informs the resident of procedures to obtain the form and how to contact the PMHA office if they need assistance.

Pickaway MHA staff annually reviews VAWA provisions. Agency staff is required to train on specific program Management and Occupancy guidelines every 12-18 months as a condition of continued employment. VAWA requirements are included in this training."

Pickaway MHA works closely with the local Domestic Violence Task Force and Women's Shelter Haven House, to provide assistance to those subject to domestic violence violation. PMHA grants a preference to applicants of the Housing Choice voucher Program for victims of Domestic Violence as established in the HCV Administrative Plan. Vouchers are allocated annually for this program, and preferences are determined and referred by the Haven House Director. The PMHA Board of Commissioners at their June, 2010 meeting, increased the number of Housing Choice Vouchers set aside for shelter residents from five to eight annually.

Pickaway MHA, under a Family Unification program, allows for 22 vouchers annually to be used to keep families together who are in danger of children being removed from the home because of a nonexistent or less than satisfactory housing situation, including domestic violence related issues. Under this program, the families are referred directly from the Department of Jobs & Family Services.

PMHA also takes an active role in counseling and referral of suspected victims to the local shelter and to Southeastern Ohio Legal Aid.

## **EIV POLICY & PROCEDURE**

The Income Reports in **Enterprise Income Verification (EIV)** contain the social security numbers (SSNs), full days of birth, first and last names, and physical address of tenant families. This is all sensitive information that must not be handled carelessly. Therefore, the Pickaway Metropolitan Housing Authority realizes that it must be careful not to share this information with anyone who is not authorized to have it.

Privacy Act of 1974...52a(a) Definitions for purposes of this section – (1) the term “agency” means agency as defined in section 552(f) of this title; (2) the term “individual” means citizen of the United States or an alien lawfully admitted for residence; (3) the term “maintain” includes maintain, collect, use or disseminate; (4) the term “record” means any item, collection or grouping of information.

### **EIV Data may only be disclosed to:**

- Authorized Management Agents
- Contract Administrators
- HUD Staff
- HUD Office of Inspector General (OIG) for investigative purposes
- Individual to whom the record pertains

### **EIV Unauthorized Disclosure**

- **EIV** data must not be disclosed in any way that would violate the privacy of the individuals
- **EIV** Data must not be disclosed (or re-disclosed) to any third parties

### **Sanctions**

- Willful disclosure or inspection of **EIV** Data can result in the following civil and criminal penalties
- Unauthorized disclosure: felony conviction and fine up to \$5000.00 and/or imprisonment up to five (5) years, as well as civil damages
- Unauthorized inspection: misdemeanor penalty of up to \$1000.00 and/or imprisonment, as well as civil damages

Before accessing the **EIV System**, all employee users must acknowledge, each time that they sign on, that they understand:

- The conditions of the Privacy Act
- They may have access to **EIV** for official purposes only
- They are subject to civil and/or criminal penalties under the Privacy Act of misuse of information
- There must be a signed consent form (HUD form 9887 & 9887A) on file before viewing income data from the individual. Every family member 18 or older, whether they have income or not, must sign these forms.
- The signed HUD Form 9887 and 9887A must not be older than 15 months

### **Tenant's Right to Dispute EIV Data**

- You must permit individuals to have access to information pertaining to them and to request information be amended
- You must independently verify disputed information
  1. Tenant must be notified of findings
  2. Management cannot suspend, terminate, reduce or make a final denial of assistance or tenancy until tenant has opportunity to dispute and discuss

### **EIV Coordinator and User Authorization**

When signing the CAAF (Coordinator Access Authorization Form) or the UAAF (User Access Authorization Form), **EIV** users agree to:

1. The Rules of Behavior
  - a) Delineates responsibilities of, and expectations for, individuals with access to the **EIV** system, which hold users accountable for their actions and responsibilities
  - b) Enhances other HUD policies already in place
  - c) Outlines application rules

### **EIV Safeguard Categories**

- Technical
  1. All users and coordinators must have a valid User ID and password
    - IDs and Passwords must not be shared;
    - users must not access system using another person's ID
  2. All users must provide Management with the application access authorization form
    - Access to data is restricted based on **EIV** role (Coordinator or User);
    - Access is limited based on need to know
  3. Access and activity will be monitored and audited by Management
    - EIV** Coordinators must be certified annually;
    - EIV** Users must be certified quarterly (if not certified within 30 days after the end of the current quarter, access to **EIV** is terminated)
  
- Administrative
  1. These are the standard operating procedures for use of data from **EIV**
    - Use employment and income data for processing HUD50059 only;
    - DO NOT share data with others who do not have a "need to know";
    - Check to see if the applicant/tenant is receiving assistance under another program at a different location;
    - Owner approval letters must be on file for each "Coordinator" or "User" and be current;
    - Periodically (quarterly) review of the list of "Users" at each site to see if "User" still has a valid need to access the **EIV** data for that site or project;
    - must modify or revoke rights as appropriate
  2. Assign access to ensure that access rights and responsibilities are appropriate
  3. Confirm Tenant Consent Form on file
  4. Destroy **EIV** information that is no longer needed in accordance with HUD requirements to shred, burn or pulverize, as follows:
    - Social Security Benefit (SSA) reports are to be kept for the term of the

- tenancy plus (3) three years after tenancy is terminated;
- NDNH Reports (National Directory of New Hires) from **EIV** (either electronic or paper) may only be retained for 2 years. Then the information must be destroyed if it contains new hire, wage or unemployment compensation benefit data however any tenant provided documentation, or other third party verification of income, received to supplement the NDNH data must be retained in the tenant file for the term of the tenancy plus three (3) years after tenancy terminated;
  - If SSA & NDNH benefits are combined in a single report, the retention Requirements for NDNH data reports apply;
  - Management will make a notation in the tenant file when NDNH data is destroyed. The notation should state that "the NDNH employment and income information obtained from the **EIV** system was used for verification of the employment source and, if applicable, for determining the tenant's income from wages and/or unemployment compensation as well as the date the information was destroyed."
5. Conduct training to ensure that all **EIV** users receive security training at time of implementation or employment and at least annually thereafter and maintain a record of such training. Communicate security information through the use of posters, security bulletins, discussion groups and distribution of all current **EIV** information and memos.
  6. Detect, deter and report improper disclosures, unauthorized access or security breaches to Supervisor and/or Management.

#### Physical Safeguards

1. Designate secure areas by restricting the use of printers, copiers, facsimile machines and maintain controlled access to the area where they are kept.
2. Secure computer systems and output by storing downloaded EIV data in a separate, restricted directory, label CDs containing **EIV** data "confidential" or "For official use only."
3. Lock in secure place.
4. Make sure that the computer screen is not visible by any unauthorized persons
5. Do not use a computer in the reception area for **EIV** reports. If you have to do this, reposition your desk or computer to keep the material confidential.
6. Retrieve all computer printouts as soon as they are generated so that **EIV** data is not left unattended.
7. Printouts should not be removed from the premises to prevent any identity theft.
8. Avoid leaving a computer unattended with **EIV** data displayed on the screen. Lock your computer, log off, or exit the system when you are leaving your desk or when finished for the day. **EIV** will time out after 30 minutes of inactivity.
9. The fastest and safest way to log out or "close" **EIV** and WASS is to click on the "x" in the upper right corner of the screen while in **EIV**
10. Shred and/or destroy **EIV** reports/documents that are not used or retained for record purposes.

I, \_\_\_\_\_ agree to follow the above policy and procedures of the Pickaway Metropolitan Housing Authority's use and access of the **EIV** system when applicable to all programs owned, operated, managed or administered by the agency.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date



Mary Taylor, CPA  
Auditor of State

September 15, 2010

Mike Balestra  
Balestra, Harr & Scherer, CPAs, Inc.  
528 South West Street  
P.O. Box 687  
Piketon, Ohio 45661

Dear Mr. Balestra:

A desk review of the audit report has been performed for the Pickaway Metropolitan Housing Authority, Pickaway County, for the year ended December 31, 2009. Based on the desk review, this report is acceptable and requires no modifications.

We will certify this audit with the Clerk of the Bureau. If you have any questions or concerns, please contact me at (614) 466-3597.

Sincerely,

MARY TAYLOR, CPA  
Auditor of State

A handwritten signature in cursive script that reads "Brad Blake".

Brad Blake  
Chief Auditor, Quality Assurance

cc: William Collier, Chief Auditor  
Rebecca Curtis, Finance Director, Pickaway Metropolitan Housing Authority



Mary Taylor, CPA  
Auditor of State

September 15, 2010

Rebecca Curtis, Finance Director  
Pickaway Metropolitan Housing Authority  
176 Rustic Drive  
Circleville, Ohio 43113

Dear Ms. Curtis:

Please be advised that the enclosed letter regarding the audit of the Pickaway Metropolitan Housing Authority, Pickaway County, for the year ended December 31, 2009 was sent to your public accountant, Balestra, Harr & Scherer, CPAs, Inc.

If you have any questions or concerns, please contact me at (614) 466-3597.

Sincerely,

MARY TAYLOR, CPA  
Auditor of State

A handwritten signature in cursive script that reads "Brad Blake".

Brad Blake  
Chief Auditor, Quality Assurance

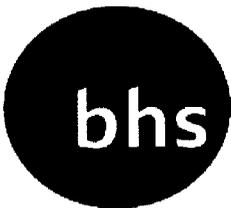
Pickaway Metropolitan Housing Authority

Pickaway County, Ohio

Single Audit

January 1, 2009 through December 31, 2009

Year Audited Under GAGAS: 2009



**Balestra, Harr & Scherer, CPAs, Inc.**

---

528 South West St, P.O. Box 687, Piketon, Ohio 45661 Phone: 740.289.4131 Fax: 740.289.3639  
800 Gallia Street, Suite 38, Portsmouth, Ohio 45662 Phone: 740.876.9121 Fax: 800.210.2573

**Pickaway Metropolitan Housing Authority**  
*Table of Contents*  
*For the Year Ended December 31, 2009*

---

<u>TITLE</u>	<u>PAGE</u>
Independent Auditor's Report .....	1 - 2
Management's Discussion and Analysis .....	3 - 8
Basic Financial Statements:	
Statement of Net Assets .....	9
Statement of Revenues, Expenses and Changes in Net Assets .....	10
Statement of Cash Flows.....	11
Notes to the Basic Financial Statements .....	12 - 18
Schedule of Federal Awards Expenditures.....	19
Notes to the Schedule of Federal Awards Expenditures .....	20
Supplemental Financial Data:	
Statement of Net Assets by Program.....	21 - 22
Statement of Revenues, Expenses and Changes in Net Assets by Program.....	23 - 24
Summary of Activity.....	25
Actual Modernization Cost Certification .....	26
Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Required by <i>Government Auditing Standards</i> .....	27-28
Report on Compliance with Requirements Applicable to Each Major Program and on Internal Control Over Compliance Required by OMB Circular A-133 .....	29 - 30
Schedule of Findings and Questioned Costs – OMB Circular A-133 Section .505 .....	31 - 32

---



### Independent Auditor's Report

Board of Commissioners  
Pickaway Metropolitan Housing Authority  
176 Rustic Drive  
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, 2009, 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 the Comptroller General of the United States' *Government Auditing Standards*. Those standards require that we plan and perform the audit to reasonably assure whether the 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 Pickaway Metropolitan Housing Authority, Pickaway County, Ohio, as of December 31, 2009, 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 21, 2010, 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. While we did not opine on the internal control over financial reporting, or on compliance, that report describes the scope of our testing of internal control over financial reporting and compliance, and the results of that testing. That report is an integral part of an audit performed in accordance with *Government Auditing Standards*. You should read it in conjunction with this report in assessing the results of our audit.

Management's Discussion and Analysis is not a required part of the basic financial statements but is supplementary information the Governmental Accounting Standards Board requires. We have applied certain limited procedures, consisting principally of inquiries of management regarding methods of measurement and presenting 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

We conducted our audit to opine 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.



Balestra, Harr & Scherer, CPAs, Inc.  
May 21, 2010

**PICKAWAY METROPOLITAN HOUSING AUTHORITY  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
Year Ended December 31, 2009  
(Unaudited)**

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 increased by \$465,327 (or 11.46%) during 2009, and was \$4,527,193 and \$4,061,867 for 2009 and 2008, respectively.
- The total expenses increased by \$117,592 (or 2.68%). Total expenses were \$4,510,613 and \$4,393,021 for 2009 and 2008, 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". This account resembles the old operating reserves account.

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, non-capital financing activities, and from capital and related financing activities.

**PICKAWAY METROPOLITAN HOUSING AUTHORITY  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
Year Ended December 31, 2009  
(Unaudited)**

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

**Conventional Public Housing** – Under the Conventional Public Housing Program, the Authority rents units that it owns to low-income households. The Conventional 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.

**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.

**Housing Choice Voucher Program** – Under the 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, 2009  
(Unaudited)**

**BASIC FINANCIAL STATEMENTS**

**STATEMENT OF NET ASSETS**

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

**TABLE 1**

	<u>2009</u>	<u>2008</u>
Current and other assets	\$ 1,672,225	\$ 1,215,906
Capital assets, net	<u>5,350,958</u>	<u>5,397,458</u>
<b>TOTAL ASSETS</b>	<u><b>7,023,183</b></u>	<u><b>6,613,364</b></u>
Current liabilities	438,731	103,130
Long-term liabilities	<u>646,100</u>	<u>588,462</u>
<b>TOTAL LIABILITIES</b>	<u><b>1,084,831</b></u>	<u><b>691,592</b></u>
Net assets:		
Invested in capital assets, net of related debt	4,764,667	4,874,146
Restricted	411,749	116,062
Unrestricted	<u>761,936</u>	<u>931,564</u>
<b>TOTAL NET ASSETS</b>	<u><b>\$ 5,938,352</b></u>	<u><b>\$ 5,921,772</b></u>

**MAJOR FACTORS AFFECTING THE STATEMENT OF NET ASSETS**

There was one main factor that resulted in lower unrestricted net assets in 2009:

- 1) The January 2010 HAP was available at year end 2009 and will be expended in 2010. This resulted in more cash reserves at year end 2009 and more current liabilities due to funds being recorded as deferred revenue of \$316,219.

**PICKAWAY METROPOLITAN HOUSING AUTHORITY  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
Year Ended December 31, 2009  
(Unaudited)**

**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>2009</u>	<u>2008</u>
<b>Revenues</b>		
Tenant revenue - rents and other	\$ 255,575	\$ 266,536
Operating subsidies and grants	3,924,371	3,598,518
Capital grants	293,295	168,320
Investment income/other revenues	53,953	28,493
<b>TOTAL REVENUE</b>	<b>4,527,194</b>	<b>4,061,867</b>
<b>Expenses</b>		
Administration	613,957	565,884
Tenant services	75,776	1,155
Utilities	101,013	102,483
Maintenance	295,390	254,230
Protective services	-	46
General	52,166	36,369
Housing assistance payments	2,951,385	3,011,375
Depreciation	380,720	379,404
Interest expense	11,048	11,691
Bad debt/fraud losses	29,158	30,384
<b>TOTAL EXPENSES</b>	<b>4,510,613</b>	<b>4,393,021</b>
Operating/Program transfer in	165,084	15,000
Operating/Program transfer out	165,084	(15,000)
<b>NET INCREASE (DECREASE)</b>	<b>\$ 16,581</b>	<b>\$ (331,154)</b>

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

The following circumstances contributed to a increase in 2009 revenues:

- 1) Draws against the Capital Fund grant were higher in 2009 due to the scope and timing of projects as detailed above.
- 2) Investment income was higher due to improved interest rates and the Authority received other miscellaneous revenues.

The following circumstances contributed to an increase in 2009 expenses:

- 1) The amount of HAP payments issued in 2009 remained consistent.
- 2) There was an increase in maintenance costs in 2009. 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 increase in the cost of gasoline during the summer of 2009 also contributed to the increase in costs associated with the maintenance department.
- 3) Tenant services increased due to a grant received in 2009.
- 4) Administration increased due to additional grants funding.

**PICKAWAY METROPOLITAN HOUSING AUTHORITY  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
Year Ended December 31, 2009  
(Unaudited)**

**CAPITAL ASSETS AND DEBT ADMINISTRATION**

**CAPITAL ASSETS**

As of year end, the Authority had \$5,350,958 invested in a variety of capital assets as reflected in the following schedule, which represents a net decrease (addition, deductions and depreciation) of \$46,500 from the end of last year.

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

	2009	2008
Land and land rights	\$ 684,414	\$ 684,414
Buildings	9,988,023	9,702,325
Equipment - administrative	216,157	216,157
Equipment - dwellings	99,992	92,395
Leasehold improvements	57,495	57,495
Construction in progress	40,926	-
Accumulated depreciation	(5,736,049)	(5,355,328)
<b>TOTAL</b>	<b>\$ 5,350,958</b>	<b>\$ 5,397,458</b>

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

**TABLE 4  
CHANGE IN CAPITAL ASSETS**

BEGINNING BALANCE		\$ 5,397,458
Additions		334,221
Depreciation		(380,721)
	<b>ENDING BALANCE</b>	<b>\$ 5,350,958</b>

This year's major additions are:

Capital improvements (CFP) completed on variety of the Authority's Public Housing complexes		\$ 293,295
---	--	------------

**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 Williamsport Terrace project a FHA project. The Authority also obtained a construction loan during the year to renovate a new building acquired. See note 9 of the notes to the basic financial statements for additional information on debt.

**PICKAWAY METROPOLITAN HOUSING AUTHORITY  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
Year Ended December 31, 2009  
(Unaudited)**

**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, 2009*

<b>ASSETS</b>	
Current Assets	
Cash and cash equivalents	\$ 933,315
Investments - unrestricted	188,279
Receivables, net of allowance	63,038
Inventories, net	9,985
Prepaid expenses and other assets	<u>26,766</u>
Total current assets	1,221,383
Noncurrent assets	
Cash and cash equivalents - restricted	211,600
Investments - restricted	239,243
Nondepreciable capital assets	725,340
Depreciable capital assets, net of accumulated depreciation	<u>4,625,618</u>
Total noncurrent assets	<u>5,801,801</u>
<b>TOTAL ASSETS</b>	<b>7,023,184</b>
<b>LIABILITIES</b>	
Current liabilities	
Accounts payable	16,145
Accrued liabilities	69,205
Intergovernmental payables	10,712
Tenant security deposits	23,350
Deferred revenue	316,219
Long-term debt - current portion	<u>3,100</u>
Total current liabilities	438,731
Noncurrent liabilities	
Long-term debt	583,191
Noncurrent liabilities - other	15,744
Compensated absences	<u>47,165</u>
Total noncurrent liabilities	<u>646,100</u>
<b>TOTAL LIABILITIES</b>	<b><u>1,084,831</u></b>
<b>NET ASSETS</b>	
Invested in capital assets, net of related debt	4,764,667
Restricted net assets	411,749
Unrestricted	<u>761,937</u>
<b>TOTAL NET ASSETS</b>	<b><u>\$ 5,938,353</u></b>

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, 2009*

<b>OPERATING REVENUES</b>	
Tenant revenue	\$ 255,575
Government operating grants	3,924,371
Other revenues	<u>38,907</u>
<b>TOTAL OPERATING REVENUES</b>	<b>4,218,853</b>
<b>OPERATING EXPENSES</b>	
Administrative	613,957
Tenant services	75,776
Utilities	101,013
Maintenance	295,390
Insurance	34,551
Payment in Lieu of Taxes	10,712
General	6,903
Housing assistance payments	2,951,385
Bad Debts	29,158
Depreciation expense	<u>380,720</u>
<b>TOTAL OPERATING EXPENSES</b>	<b><u>4,499,565</u></b>
<b>OPERATING LOSS</b>	<b>(280,712)</b>
<b>NON-OPERATING REVENUES/(EXPENSES)</b>	
Capital grants	293,295
Investment income	15,046
Interest expense	<u>(11,048)</u>
<b>TOTAL NON-OPERATING REVENUES/(EXPENSES)</b>	<b><u>297,293</u></b>
<b>CHANGE IN NET ASSETS</b>	<b>16,581</b>
<b>NET ASSETS BEGINNING OF YEAR</b>	<b><u>5,921,772</u></b>
<b>NET ASSETS END OF YEAR</b>	<b><u><u>\$ 5,938,353</u></u></b>

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, 2009

<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>	
Cash received from tenants	\$ 279,362
Cash received from HUD and other governments	4,240,356
Cash received from other operating sources	38,907
Cash payments for housing assistance payments	(2,951,385)
Cash payments for administrative and operating expenses	<u>(1,153,660)</u>
<b>NET CASH USED FOR OPERATING ACTIVITIES</b>	<b>453,580</b>
<b>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES</b>	
Principal payments	(3,028)
Capital grants	293,295
Interest expense	(11,048)
Loan proceeds	66,008
Acquisition of capital assets	<u>(334,221)</u>
<b>NET CASH USED FOR CAPITAL AND RELATED FINANCING ACTIVITIES</b>	<b>11,006</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>	
Interest income	15,929
Transferred to checking	<u>94,011</u>
<b>NET CASH USED FOR INVESTING ACTIVITIES</b>	<b>109,940</b>
<b>NET INCREASE IN CASH AND CASH EQUIVALENTS</b>	<b>574,526</b>
<b>CASH AND CASH EQUIVALENTS, BEGINNING</b>	<u>570,389</u>
<b>CASH AND CASH EQUIVALENTS, ENDING</b>	<u><u>\$ 1,144,915</u></u>
<b>RECONCILIATION OF CHANGE IN NET ASSETS TO NET</b>	
<b>CASH USED FOR OPERATING ACTIVITIES</b>	
Operating loss	\$ (280,712)
Adjustments to reconcile operating loss to net cash used by operating activities	
Depreciation	380,720
(Increase) decrease in:	
Receivables, net of allowance	23,787
Prepaid expenses and other assets	1,343
Inventories, net of allowance	(1,818)
Increase (decrease) in:	
Accounts payable	(6,878)
Accounts payable - HUD/other governments	2,191
Tenant security deposits	1,783
Accrued wages and payroll taxes	22,120
Accrued compensated absences	2,096
Deferred revenues	315,985
FSS liabilities	<u>(7,037)</u>
<b>NET CASH USED FOR OPERATING ACTIVITIES</b>	<u><u>\$ 453,580</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, 2009

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 \$20,228 at December 31, 2009.

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 Rent Housing Loans	Shelter Plus Care	Home Investment Partnerships	Total
Due From	\$ 4,523	\$ 21,077	\$ -	\$ -	\$ -	\$ -	\$ 25,600
Due To	(1,744)	-	(17,240)	(2,093)	(1,023)	(3,500)	(25,600)

**Pickaway Metropolitan Housing Authority**  
*Notes to the Basic Financial Statements*  
*Year Ended December 31, 2009*

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 \$1,100 at December 31, 2009.

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 five-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, 2009

2. CASH AND INVESTMENTS – CONTINUED

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, 2009, the carrying amount of all Authority deposits was \$1,572,436. As of December 31, 2009, \$664,122 of the Authority’s bank balance of \$1,577,686 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, 2009 were as follows:

	Cash and Cash Equivalents	Investments	Total
Low Rent Public Housing	\$ 360,372	\$ 255,541	\$ 615,913
Section 8 Housing Choice Vouchers	664,096	171,980	836,076
Rural Rental Housing Loans	36,463	-	36,463
Other Business Activities	83,984	-	83,984
Total	\$ 1,144,915	\$ 427,521	\$ 1,572,436

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, 2009

3. CAPITAL ASSETS

A summary of capital assets at December 31, 2009, by class is as follows:

	Beginning Balance	Additions	Deletions	Ending Balance
<b>CAPITAL ASSETS, NOT BEING DEPRECIATED</b>				
Land	\$ 684,414	\$ -	\$ -	\$ 684,414
Construction in Progress	-	40,926	-	40,926
Total	684,414	40,926	-	725,340
<b>CAPITAL ASSETS, BEING DEPRECIATED</b>				
Buildings and improvements	9,702,325	285,698	-	9,988,023
Furniture and equipment - dwelling	92,395	7,597	-	99,992
Furniture and equipment - administrative	216,157	-	-	216,157
Leasehold improvements	57,495	-	-	57,495
Total	10,068,372	293,295	-	10,361,667
<b>ACCUMULATED DEPRECIATION</b>				
Land improvements	(2,717)	-	-	(2,717)
Buildings and improvements	(5,078,057)	(366,762)	-	(5,444,819)
Furniture and equipment - dwelling	(49,030)	(9,404)	-	(58,434)
Furniture and equipment - administrative	(196,281)	(8,763)	-	(205,044)
Leasehold improvements	(29,243)	4,208	-	(25,035)
Total	(5,355,328)	(380,721)	-	(5,736,049)
<b>TOTAL CAPITAL ASSETS, NET</b>	<b>\$ 5,397,458</b>	<b>\$ (46,500)</b>	<b>\$ -</b>	<b>\$ 5,350,958</b>

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.

**Pickaway Metropolitan Housing Authority**

*Notes to the Basic Financial Statements*

*Year Ended December 31, 2009*

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

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.

E. The Ohio Revised Code provides statutory authority for member and employer contributions. For 2009, member and employer contribution rates were consistent across all three plans.

The member contribution rates were 10.0%, 10.0% and 9.5% for 2009, 2008, and 2007, respectively, for the Authority.

The employer contribution rates were 14.0%, 14.0%, and 13.85% of covered payroll for 2009, 2008, and 2007, respectively, for the Authority.

The Authority's contributions to OPERS for the years ended December 31, 2009, 2008, and 2007 were \$95,466, \$89,755, and \$83,369, 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 2009, 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.

**Pickaway Metropolitan Housing Authority**  
*Notes to the Basic Financial Statements*  
*Year Ended December 31, 2009*

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

- B. 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.
- C. The employer contributions that were used to fund post-employment benefits were approximately \$47,730 for 2009, \$44,878 for 2008, and \$30,096 for 2007 which were equal to the required contributions for each year.
- 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, 2009, based on the vesting method \$80,464 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 2009:

	Beginning Balance	Additions	Deletions	Ending Balance	Due in One Year
Mortgage					
Issued May 10, 1985					
Interest Rate 11.875%	\$523,312	\$0	\$3,029	\$520,283	\$3,100
Construction					
Issued October 30, 2009					
Interest Rate 5.875%	0	66,008	0	66,008	0
<b>Total</b>	<b>\$523,312</b>	<b>\$66,008</b>	<b>\$3,029</b>	<b>\$586,291</b>	<b>\$3,100</b>

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.

**Pickaway Metropolitan Housing Authority**  
*Notes to the Basic Financial Statements*  
*Year Ended December 31, 2009*

10. ACCRUED LIABILITIES

The following is the detail of accrued liabilities at December 31, 2009:

Accrued payroll and payroll taxes	\$	34,941
Accrued compensated absences – current		33,298
Other accrued liabilities		966
Total Accrued Liabilities	<u>\$</u>	<u>69,205</u>

11. RECEIVABLES, NET OF ALLOWANCE

The following is the detail of receivables, net of allowance, at December 31, 2009:

Accounts receivable – miscellaneous	\$	39,508
Accounts receivable – dwelling rents		14,953
Allowance for doubtful accounts – other		(8,462)
Fraud recovery		27,599
Allowance for doubtful accounts - fraud		(11,766)
Accrued interest receivable		1,206
Total Receivables, net of allowance	<u>\$</u>	<u>63,038</u>

**Pickaway Metropolitan Housing Authority**  
*Schedule of Federal Awards Expenditures*  
*For the Year Ended December 31, 2009*

Federal Grantor/ Program Title	Federal CFDA Number	Disbursements
<b>U.S. Department of Housing and Urban Development:</b>		
<i>Direct:</i>		
Public and Indian Housing	14.850a	325,552
Section 8 Housing Choice Vouchers	14.871	3,404,948
Public Housing Capital Fund	14.872	124,121
Public Housing Capital Fund ARRA	14.885	246,212
Home Investment Partnerships Program	14.239	53,652
Shelter Plus Care (B)	14.238	<u>25,872</u>
Total Direct		<u>4,180,357</u>
<b>Total U.S. Department of Housing and Urban Development</b>		4,180,357
<b>U.S. Department of Agriculture:</b>		
<i>Direct:</i>		
Rural Rental Housing Loans	10.415	<u>37,309</u>
<b>Total U.S. Department of Agriculture</b>		<u>37,309</u>
Total Federal Financial Assistance		<u>\$ 4,217,666</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, 2009*

---

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, 2009*

FDS Line Item Number	Account Description	Other Business Activities	Rural Rent Housing Loans	Low Rent Public Housing Program
<b>ASSETS</b>				
111	Cash - unrestricted	\$ 55,013	\$ 32,763	\$ 341,822
113	Cash - other restricted	-	-	-
114	Cash - tenant security deposits	1,100	3,700	18,550
115	Cash - restricted for payment of current liabilities	-	-	-
100	TOTAL CASH	<u>56,113</u>	<u>36,463</u>	<u>360,372</u>
122	Accounts receivable - HUD other projects	-	-	-
125	Accounts receivable - miscellaneous	416	-	1,734
126	Accounts receivable tenants - dwelling rents	-	401	13,027
126.2	Allowance for doubtful accounts - other	-	-	(8,087)
128	Fraud recovery	-	-	-
128.1	Allowance for doubtful accounts - fraud	-	-	-
129	Accrued interest receivable	-	-	853
120	TOTAL RECEIVABLES, NET	<u>416</u>	<u>401</u>	<u>7,527</u>
131	Investments - unrestricted	-	-	16,298
135	Investments - restricted for payment of current liabilities	-	-	239,243
142	Prepaid expenses and other assets	621	1,887	18,949
143	Inventories	-	-	8,689
143.1	Allowance for obsolete inventory	-	-	(860)
144	Interprogram due from	4,523	-	-
150	TOTAL CURRENT ASSETS	<u>5,144</u>	<u>1,887</u>	<u>282,319</u>
161	Land	105,320	18,940	560,154
162	Buildings	291,387	549,594	8,920,773
163	Furniture and equipment - dwellings	-	1,021	98,970
164	Furniture and equipment - admin	-	387	114,577
165	Leasehold improvements	-	-	57,495
166	Accumulated depreciation	(51,829)	(323,266)	(5,263,523)
167	Construction in Progress	-	40,926	-
160	TOTAL CAPITAL ASSETS, NET	<u>344,878</u>	<u>287,602</u>	<u>4,488,446</u>
190	TOTAL ASSETS	406,551	326,353	5,138,664
<b>LIABILITIES</b>				
312	Accounts payable <=90 days	78	996	13,299
321	Accrued wages/payroll taxes	193	-	11,476
322	Accrued compensated absences	1,078	-	20,067
333	Accounts payable - other government	-	-	10,712
341	Tenant security deposits	1,100	3,700	18,550
342	Deferred revenue	575	-	11,997
343	Notes payable, current portion	-	3,100	-
346	Accrued liabilities - other	-	904	-
347	Interprogram due to	1,744	2,093	17,240
310	TOTAL CURRENT LIABILITIES	<u>4,768</u>	<u>10,793</u>	<u>103,341</u>
351	Long-term debt	-	583,191	-
354	Long-term compensated absences	-	-	31,156
353	Other long-term liabilities	-	-	-
350	TOTAL NON-CURRENT LIABILITIES	<u>-</u>	<u>583,191</u>	<u>31,156</u>
300	TOTAL LIABILITIES	4,768	593,984	134,497
508.1	Invested in capital assets, net of related debt	344,878	(298,690)	4,488,446
511.1	Restricted Net Assets	-	-	239,243
512.1	Unrestricted net assets	56,905	31,059	276,478
513	TOTAL NET ASSETS	<u>401,783</u>	<u>(267,631)</u>	<u>5,004,167</u>
600	TOTAL LIABILITIES AND NET ASSETS	<u>\$ 406,551</u>	<u>\$ 326,353</u>	<u>\$ 5,138,664</u>

Section 8 Housing Choice Vouchers	Public Housing Capital Fund (ARRA)	Interprogram Eliminations	Shelter Plus Care	Home Investment Partnerships Program	Total
\$ 475,846	\$ -	\$ -	\$ 1,023	\$ 26,848	\$ 933,315
188,250	-	-	-	-	188,250
-	-	-	-	-	23,350
-	-	-	-	-	-
<u>664,096</u>	<u>-</u>	<u>-</u>	<u>1,023</u>	<u>26,848</u>	<u>1,144,915</u>
-	-	-	-	-	-
37,358	-	-	-	-	39,508
1,525	-	-	-	-	14,953
(375)	-	-	-	-	(8,462)
27,599	-	-	-	-	27,599
(11,766)	-	-	-	-	(11,766)
353	-	-	-	-	1,206
<u>54,694</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>63,038</u>
171,981	-	-	-	-	188,279
-	-	-	-	-	239,243
5,309	-	-	-	-	26,766
2,406	-	-	-	-	11,095
(250)	-	-	-	-	(1,110)
21,077	-	(25,600)	-	-	-
<u>200,523</u>	<u>-</u>	<u>(25,600)</u>	<u>-</u>	<u>-</u>	<u>464,273</u>
-	-	-	-	-	684,414
-	226,269	-	-	-	9,988,023
-	-	-	-	-	99,991
101,194	-	-	-	-	216,158
-	-	-	-	-	57,495
(93,317)	(4,114)	-	-	-	(5,736,049)
-	-	-	-	-	40,926
<u>7,877</u>	<u>222,155</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>5,350,958</u>
927,190	222,155	(25,600)	1,023	26,848	7,023,184
1,772	-	-	-	-	16,145
23,271	-	-	-	-	34,940
12,154	-	-	-	-	33,299
-	-	-	-	-	10,712
-	-	-	-	-	23,350
280,299	-	-	-	23,348	316,219
-	-	-	-	-	3,100
62	-	-	-	-	966
-	-	(25,600)	1,023	3,500	-
<u>317,558</u>	<u>-</u>	<u>(25,600)</u>	<u>1,023</u>	<u>26,848</u>	<u>438,731</u>
-	-	-	-	-	583,191
16,009	-	-	-	-	47,165
15,744	-	-	-	-	15,744
<u>31,753</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>646,100</u>
349,311	-	(25,600)	1,023	26,848	1,084,831
7,877	222,155	-	-	-	4,764,666
172,506	-	-	-	-	411,749
397,496	-	-	-	-	761,938
<u>577,879</u>	<u>222,155</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>5,938,353</u>
<u>\$ 927,190</u>	<u>\$ 222,155</u>	<u>\$ (25,600)</u>	<u>\$ 1,023</u>	<u>\$ 26,848</u>	<u>\$ 7,023,184</u>

**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, 2009*

FDS Line Item No.	Account Description	Other Business Activities	Rural Rent Housing Loans	Low Rent Public Housing Program
<b>REVENUE</b>				
703	Net tenant rental revenue	\$ 20,490	\$ 26,566	\$ 194,255
704	Tenant revenue - other	-	1,768	12,496
705	TOTAL TENANT REVENUE	20,490	28,334	206,751
706	HUD PHA operating grants	-	37,309	382,647
706.1	Capital grants	-	-	67,026
708	Other government grants	-	-	-
711	Investment income - unrestricted	282	58	4,155
714	Fraud recovery	-	-	-
715	Other Revenue	5,211	-	7,581
720	Investment income - restricted	-	-	5,255
700	TOTAL REVENUE	25,983	65,701	673,415
<b>EXPENSES</b>				
911	Administrative salaries	13,877	-	114,338
912	Auditing fees	-	-	4,500
913	Management fees	-	4,224	-
914	Advertising and Marketing	452	-	-
915	Employee benefit contributions - admin	-	-	36,524
916	Other operating - administrative	139	588	36,886
917	Legal Expense	-	470	3,000
917	Other	77	1,561	-
918	Travel	-	-	11,650
924	Tenant services - other	-	-	772
931	Water	224	9,812	66,319
932	Electricity	84	615	10,431
933	Gas	130	1,393	10,389
938	Other utilities	-	926	690
941	Ordinary maintenance/operation - labor	2,599	-	54,696
942	Ordinary maintenance/operation - materials and other	296	-	70,445
943	Ordinary maintenance/operation - contract costs	1,693	45,647	61,830
945	Employee benefit contributions - ordinary maintenance	-	0	16,408
952	Protective services - other contract costs	-	-	-
961	Insurance premiums	892	1,528	19,596
962	Other general expenses	-	1,377	4,851
963	Payments in lieu of taxes	675	-	10,712
964	Bad debts - tenant rents	-	2,869	20,949
967	Interest expense	-	11,048	-
969	TOTAL OPERATING EXPENSES	21,138	82,058	554,986
970	EXCESS OPERATING REVENUE OVER/(UNDER) OPERATING EXPENSES	4,845	(16,357)	118,429
973	Housing assistance payments	-	-	-
974	Depreciation expense	10,705	14,673	348,620
975	Fraud bad debt	-	-	-
900	TOTAL EXPENSES	31,843	96,731	903,606
1001	Operating transfers in	-	-	15,000
1002	Operating transfers out	-	-	(15,000)
10093	Transfers between Program and Project - In	-	-	150,084
10094	Transfers between Program and Project- Out	-	-	(150,084)
1010	Total other financing sources/(uses)	-	-	-
1000	EXCESS OF REVENUE OVER/(UNDER) EXPENSES	(5,860)	(31,030)	(230,191)
1103	Beginning equity	407,643	(236,601)	5,234,358
1104	Prior period adjustments, equity transfers & corrections of errors	-	-	-
	NET ASSETS, END OF YEAR	\$ 401,783	\$ (267,631)	\$ 5,004,167

Section 8 Housing Choice Vouchers	Public Housing Capital Fund (ARRA)	Interprogram Eliminations	Shelter Plus Care	Home Investment Partnerships Program	Total
\$ -	\$ -	\$ -	\$ -	\$ -	\$ 241,311
-	-	-	-	-	14,264
-	-	-	-	-	255,575
3,404,948	19,943	-	25,872	-	3,870,719
-	226,269	-	-	-	293,295
-	-	-	-	53,652	53,652
5,295	-	-	1	-	9,791
13,733	-	-	-	-	13,733
12,382	-	-	-	-	25,174
-	-	-	-	-	5,255
3,436,358	246,212	-	25,873	53,652	4,527,194
247,054	-	-	923	3,500	379,692
4,090	-	-	-	-	8,590
-	-	-	-	-	4,224
1,364	-	-	-	-	1,816
66,811	-	-	-	-	103,335
52,704	-	-	-	-	90,317
1,448	-	-	-	-	4,918
-	-	-	-	98	1,736
7,679	-	-	-	-	19,329
-	-	-	24,950	50,054	75,776
-	-	-	-	-	76,355
-	-	-	-	-	11,130
-	-	-	-	-	11,912
-	-	-	-	-	1,616
-	-	-	-	-	57,295
-	-	-	-	-	70,741
21,833	19,943	-	-	-	150,946
-	-	-	-	-	16,408
-	-	-	-	-	-
12,535	-	-	-	-	34,551
-	-	-	-	-	6,228
-	-	-	-	-	11,387
5,340	-	-	-	-	29,158
-	-	-	-	-	11,048
420,858	19,943	-	25,873	53,652	1,178,508
3,015,500	226,269	-	-	-	3,348,686
2,951,385	4,114	-	-	-	2,955,499
2,608	-	-	-	-	376,606
-	-	-	-	-	-
3,374,851	24,057	-	25,873	53,652	4,510,613
-	-	(15,000)	-	-	-
-	-	15,000	-	-	-
-	-	-	-	-	150,084
-	-	-	-	-	(150,084)
-	-	-	-	-	-
61,507	222,155	-	-	-	16,581
516,372	0	-	-	-	5,921,772
-	-	-	-	-	-
\$ 577,879	\$ 222,155	\$ -	\$ -	\$ -	\$ 5,938,353

**Pickaway Metropolitan Housing Authority**  
*Summary of Activity*  
*For the Year Ended December 31, 2009*

---

At the close of the fiscal year ended December 31, 2009, 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	<u>16</u>
Total Units	<u><u>759</u></u>

**Pickaway Metropolitan Housing Authority**  
*Actual Modernization Cost Certification*  
*For the Year Ended December 31, 2009*

---

1 - The Actual Modernization Grant Costs are as follows:

	Project OH16-PO59-501-07
Funds Approved	\$ 188,127
Funds Expended	188,127
Excess/(Deficiency) of Funds Approved	<u>\$ -</u>

Date Submitted

March 30, 2010

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.



**Report on Internal Control Over Financial Reporting and on Compliance and Other Matters  
Required by *Government Auditing Standards***

Board of Commissioners  
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, Pickaway County, Ohio (the Authority) as of and for the year ended December 31, 2009, which collectively comprise the Authority's basic financial statements and have issued our report thereon dated May 21, 2010. 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 the Comptroller General of the United States' *Government Auditing Standards*.

**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 audit procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of opining on the effectiveness of the Authority's internal control over financial reporting. Accordingly, we have not opined on the effectiveness of the Authority's internal control over financial reporting.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, when performing their assigned functions, to prevent or detect and timely correct misstatements. A material weakness is a deficiency, or combination of internal control deficiencies resulting in more than a reasonable possibility that a material misstatement of the Authority's financial statements will not be prevented, or detected and timely corrected.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, 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.

**Compliance and Other Matters**

As part of reasonably assuring whether the Authority's basic financial statements are free of material misstatement, we tested its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could directly and materially affect 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 an opinion. The results of our tests disclosed no instances of noncompliance or other matters we must reported under *Government Auditing Standards*.

Board of Commissioners  
Pickaway Metropolitan Housing Authority  
Pickaway County, Ohio  
Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Required By  
*Government Auditing Standards*  
Page 2

We intend this report solely for the information and use of management, the Board of Commissioners and federal awarding agencies and pass-through entities, and others within the Authority. We intend it for no one other than these specified parties.



Balestra, Harr & Scherer, CPAs, Inc.  
May 21, 2010



Balestra, Harr & Scherer, CPAs, Inc.

---

Members American Institute of Certified Public Accountants

Members Ohio Society of Certified Public Accountants

## **Report on Compliance with Requirements Applicable to Each Major Federal Program and on Internal Control Over Compliance Required by OMB Circular A-133**

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

### **Compliance**

We have audited the compliance of 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 apply to each of its major federal programs for the year ended December 31, 2009. The summary of auditor's results section of the accompanying schedule of findings identifies the Authority's major federal programs. The Authority's management is responsible for complying with the requirements of laws, regulations, contracts and grants applicable to each of its major federal programs. 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 included in the Comptroller General of the United States' *Government Auditing Standards*; 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 reasonably assure whether noncompliance occurred with the compliance requirements referred to above that could directly and materially affect a major federal program. An audit includes examining, on a test basis, evidence about the Authority's compliance with those requirements and performing other procedures we considered necessary in the circumstances. We believe 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 Pickaway Metropolitan Housing Authority complied, in all material respects, with the requirements referred to above that apply to each of its major federal programs for the year ended December 31, 2009.

### **Internal Control Over Compliance**

The Authority's management 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 directly and materially affect a major federal program in order to determine our auditing procedures for the purpose of opining on compliance in accordance with OMB Circular A-133, but not for the purpose of opining on the effectiveness of internal control over compliance. Accordingly, we have not opined on the effectiveness of the Authority's internal control over compliance.

Board of Commissioners  
Pickaway Metropolitan Housing Authority  
Pickaway County, Ohio  
Report on Compliance with Requirements Applicable to Each Major Federal Program and on Internal  
Control Over Compliance Required by OMB Circular A - 133  
Page 2

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, when performing their assigned functions, to prevent, or to timely detect and correct, noncompliance with a federal program compliance requirement. A material weakness in internal control over compliance is a deficiency, or combination of deficiencies, in internal controls over compliance, such that there is a reasonable possibility that material noncompliance with a federal program compliance requirement will not be prevented, or timely detected and corrected.

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 over compliance that might be deficiencies, 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.

We intend this report solely for the information and use of the Authority's management, Board of Commissioners, federal awarding agencies, and pass-through entities. It is not intended for anyone other than these specified parties.



Balestra, Harr & Scherer, CPAs, Inc.  
May 21, 2010

**Pickaway Metropolitan Housing Authority**

*Schedule of Findings*

*OMB Circular A-133 Section .505*

*December 31, 2009*

**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	No
(d)(1)(ii)	Were there any other significant internal control deficiencies reported at the financial statement	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 housing Capital Fund Stimulus ARRA(CFDA #14.885)
(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*  
*OMB Circular A-133 Section .505*  
*December 31, 2009*

---

**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

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

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

Part I: Summary

PHA Name: <b>Pickaway Metropolitan Housing Authority</b>	Grant Type and Number Capital Fund Program Grant No: OH16-P059-501-08 Replacement Housing Factor Grant No: Date of CFP: _____	FFY of Grant: FY2008
		FFY of Grant Approval:

Line	Type of Grant <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending:	Reserve for Disasters/Emergencies <input type="checkbox"/>	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
			Original	Revised <sup>2</sup>	Obligated	Expended
1	Total non-CFP Funds					
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>		15,000.00	15,000.00	15,000.00	15,000.00
3	1408 Management Improvements		19,464.00	7,479.28	7,479.28	7,479.28
4	1410 Administration (may not exceed 10% of line 21)		74.04	92.04	92.04	92.04
5	1411 Audit					
6	1415 Liquidated Damages					
7	1430 Fees and Costs		3500.00	3342.20	3342.20	3342.20
8	1440 Site Acquisition					
9	1450 Site Improvement		-0-	12,681.20	12,681.20	10,378.22
10	1460 Dwelling Structures		83,220.98	82,664.30	82,664.30	82,664.30
11	1465.1 Dwelling Equipment—Nonexpendable		28,380.60	28,380.60	28,380.60	28,380.60
12	1470 Non-dwelling Structures					
13	1475 Non-dwelling Equipment		48,921.38	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 <sup>4</sup>					
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	198,561.00	198,561.00	196,258.02
21	Amount of line 20 Related to LBP Activities					
22	Amount of line 20 Related to Section 504 Activities		17,710.79	17,710.79	17,710.79	17,710.79
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		44,873.58	44,873.68	44,873.68	44,873.68

<sup>1</sup> To be completed for the Performance and Evaluation Report.  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.  
<sup>4</sup> 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  
 Expires 4/30/2011

Part I: Summary

PHA Name: Pickaway Metropolitan Housing Authority		Grant Type and Number Capital Fund Program Grant No. OH16-P059-501-08 Replacement Housing Factor Grant No: Date of CFFP: _____		FFY of Grant: FY2008 FFY of Grant Approval: _____	
Type of Grant <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:3 ) <input type="checkbox"/> Final Performance and Evaluation Report		Total Estimated Cost		Total Actual Cost <sup>1</sup>	
Line	Summary by Development Account	Original	Revised <sup>2</sup>	Obligated	Expended
Signature of Executive Director <i>Spencer J. Buttrick</i>		Date August 24, 2010	Signature of Public Housing Director		Date





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

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

**Part I: Summary**

PHA Name: **Pickaway Metropolitan Housing Authority**

Grant Type and Number: **Capital Fund Program Grant No: OH16-059-501-09** Replacement Housing Factor Grant No: \_\_\_\_\_  
 Date of CFFP: \_\_\_\_\_

FFY of Grant: **FY2009**  
 FFY of Grant Approval: \_\_\_\_\_

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

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>
		Original	Revised <sup>2</sup>	
1	Total non-CFP Funds			
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>	20,000.00	-0-	-0-
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	1,843.44	1,843.44
8	1440 Site Acquisition			
9	1450 Site Improvement			
10	1460 Dwelling Structures	110,922.00	50,885.12	50,885.12
11	1465.1 Dwelling Equipment—Nonexpendable			
12	1470 Non-dwelling Structures			
13	1475 Non-dwelling Equipment	25,000.00	8,500.00	8,500.00
14	1485 Demolition			
15	1492 Moving to Work Demonstration			
16	1495.1 Relocation Costs			
17	1499 Development Activities <sup>4</sup>			
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)	197,922.00	61,228.56	61,228.56
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			

<sup>1</sup> To be completed for the Performance and Evaluation Report.  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.  
<sup>4</sup> 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  
 Expires 4/30/2011

<b>Part I: Summary</b>		<b>Grant Type and Number</b> Capital Fund Program Grant No: OH059-059-501-09 Replacement Housing Factor Grant No: Date of CFFP: _____		<b>FFY of Grant:</b> FY2009
<b>PHA Name:</b> PICKAWAY METROPOLITAN HOUSING AUTHORITY		<b>FFY of Grant Approval:</b>		
<input type="checkbox"/> Reserve for Disasters/Emergencies <input 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		
<b>Line</b>	<b>Summary by Development Account</b>	<b>Total Estimated Cost</b>	<b>Revised <sup>2</sup></b>	<b>Total Actual Cost <sup>1</sup></b>
		<b>Original</b>	<b>Obligated</b>	<b>Expended</b>
<b>Signature of Executive Director:</b> <i>Kim Houtman</i>		<b>Date</b> 8-20-2010	<b>Signature of Public Housing Director</b>	
			<b>Date</b>	





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 Capital Fund Program Grant No: OH16S05950109 Replacement Housing Factor Grant No: Date of CFFP: _____		FFY of Grant: FY2009ARRA FFY of Grant Approval:	
PHA Name: Pickaway Metropolitan Housing Authority		<input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: ) <input checked="" type="checkbox"/> Final Performance and Evaluation Report			
Type of Grant <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending:		Total Estimated Cost		Total Actual Cost <sup>1</sup>	
Line	Summary by Development Account	Original	Revised <sup>2</sup>	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>				
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)	100.00	0.00	0.00	0.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	20,000.00	20,100.00	20,100.00	20,100.00
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	231,239.00	231,239.00	231,239.00	231,239.00
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 <sup>4</sup>				
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	251,339.00	251,339.00	251,339.00
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				

<sup>1</sup> To be completed for the Performance and Evaluation Report.  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.  
<sup>4</sup> 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  
 Expires 4/30/2011

<b>Part I: Summary</b>	
PHA Name: Pickaway Metropolitan Housing Authority	Grant Type and Number Capital Fund Program Grant No: OH16S05950109 Date of CFFP: _____ Replacement Housing Factor Grant No: _____ FFY of Grant: FY2009ARRA FFY of Grant Approval: _____
Type of Grant <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Final Performance and Evaluation Report <input type="checkbox"/> Revised Annual Statement (revision no: )	Total Estimated Cost Revised <sup>2</sup> Obligated Total Actual Cost <sup>1</sup> Expended
Line Summary by Development Account	Original Date 3-30-2010
Signature of Executive Director 	Signature of Public Housing Director Date





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 Capital Fund Program Grant No: OH-16-P059-501-10 Replacement Housing Factor Grant No: _____ Date of CFFP: _____		FFY of Grant: FY2010 FFY of Grant Approval: _____		
PHA Name: Pickaway Metropolitan Housing Authority		<input type="checkbox"/> Reserve for Disasters/Emergencies <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending: _____		<input type="checkbox"/> Revised Annual Statement (revision no: ) <input type="checkbox"/> Final Performance and Evaluation Report		
Line	Summary by Development Account	Total Estimated Cost	Original	Revised <sup>2</sup>	Obligated	Total Actual Cost <sup>1</sup> Expended
1	Total non-CFF Funds					
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>		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		20,000.00			
8	1440 Site Acquisition					
9	1450 Site Improvement					
10	1460 Dwelling Structures		156,067.00			
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 <sup>4</sup>					
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)		196,067.00			
21	Amount of line 20 Related to LBP Activities					
22	Amount of line 20 Related to Section 504 Activities		100,000.00			
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					

<sup>1</sup> To be completed for the Performance and Evaluation Report.  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFF Grants for operations.  
<sup>4</sup> 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  
 Expires 4/30/2011

<b>Part I: Summary</b>		<b>FFY of Grant:</b> FY2010	
<b>PHA Name:</b> Pickaway Metropolitan Housing Authority	<b>Grant Type and Number</b> Capital Fund Program Grant No. OH16-P059-501-10 Replacement Housing Factor Grant No: Date of CFFP: _____	<b>FFY of Grant Approval:</b>	
<b>Type of Grant</b> <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending:	<input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: ) <input type="checkbox"/> Final Performance and Evaluation Report		
<b>Line</b>	<b>Summary by Development Account</b>	<b>Total Estimated Cost</b>	<b>Total Actual Cost<sup>1</sup></b>
		<b>Original</b>	<b>Revised<sup>2</sup></b>
<b>Signature of Executive Director</b> <i>Kym Anthony</i>	<b>Date</b> 06/29/2010	<b>Obligated</b>	<b>Expended</b>
<b>Signature of Public Housing Director</b>		<b>Date</b>	

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  
 Expires 4/30/2011

Part II: Supporting Pages									
PHA Name: Pickaway Metropolitan Housing Authority		Grant Type and Number Capital Fund Program Grant No. OH16-P059-501-10 CFFP (Yes/No):			Federal FFY of Grant: FY2010				
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 <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>		
OH059000001	Mold Remediation - install drainage tubing to drain water away from houses as needed	1460	up to 16	6,067.00					
	Install Building Generator at Rustic Ridge Apts adjoining PMHA office	1460	1						
	Install Residential Generators at Accessible Residences	1460	up to 7	100,000.00					
	Upgrade 30 year old Key/Intercom system at Rustic Ridge Apts	1460	1	25,000.00					
	Improvement of Landscaping at residences	1460	PHA wide	25,000.00					
	Operations	1406		20,000.00					
	Energy Audit	1430		15,000.00					
	Landscape Architect, Advertising Bids	1430		5,000.00					

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>2</sup> To be completed for the Performance and Evaluation Report.



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

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

<b>Part I: Summary</b>					
PHA Name/Number	Locality (City/County & State)	<input type="checkbox"/> Original 5-Year Plan	<input type="checkbox"/> Revision No:		
Development Number and Name	Work Statement for Year 1 FFY 2010	Work Statement for Year 2 FFY 2011	Work Statement for Year 3 FFY 2012	Work Statement for Year 4 FFY 2013	Work Statement for Year 5 FFY 2014
A.					
B.	Physical Improvements Subtotal	200,000	158,000	207,250	150,000
C.	Management Improvements				
D.	PHA-Wide Non-dwelling Structures and Equipment	10,000	60,000	20,000	30,000
E.	Administration				
F.	Other				20,000
G.	Operations	20,000	20,000	20,000	20,000
H.	Demolition				
I.	Development				
J.	Capital Fund Financing – Debt Service				
K.	Total CFP Funds	230,000	238,000	247,250	220,000
L.	Total Non-CFP Funds				
M.	Grand Total				









Housing Needs Information submitted as there is no current designation on performance standard. Pickaway MHA last designation was High Performer, but in the interest of submitting a complete and compliant Annual Plan, we are happy to include this information.

## Housing Needs

### 9.0 Housing Needs

In following the format established in our 5 Year Plan, a thorough review of our waiting lists document much of the information needed to determine the housing needs of potential program participants.

The **Housing Choice Voucher** wait lists 334 applications as of July 2, 2010. In July, 2010, there were 646 households on the program. HAP expenditure was approximately \$254,500 and UAP expenditure was approximately \$12,590, including portability in both figures. In 2010, staff again projects maximum HAP expenditure.

Statistically, of the 334 applicants on the waiting list, 36% are traditional one bedroom applicants, 40% are two bedroom applicants, 21% are three bedroom applicants and 3% are four bedroom applicants. Seven households listed head of household or spouse as disabled, 60 households reported zero income and 147 households reported income of \$10,000 or less annually.

Of the 334 applicants, 81% are White, Non-Hispanics; 11% are black and 1 applicant is Indian.

From this statistical data, the greatest housing need from HCV applicants are one and two bedroom households. The incomes of the applicants are statistically extremely low and racial data is in line with overall data for the area served by the program.

Housing Choice Voucher applicants are not reporting difficulty finding housing or landlords willing to lease through the program, but we work diligently to improve the quality of housing by enforcing HQS standards.

The **Public Housing** wait list includes 234 applicants. Of these applicants 16% are one bedroom applicants, 26% are two bedroom applicants, 50% are three bedroom applicants and 21% are four bedroom applicants. Statistically, the public housing program offers 14% one bedroom units, 9% two bedroom units, 58% three bedroom units and 19% four bedroom units. Again, incomes of the applicants are extremely low as 51 applicants list zero income and 90 applicants list income of less than \$10,000.

The Public Housing waiting list includes 97% White Non-Hispanic applicants, 2% Black applicants and less than 1% Hawaiian applicants.

Pickaway MHA also offers **Management** of properties owned by non-profit organizations. These properties were constructed with either HUD or Rural Development funding. It is through this venture that PMHA is able to meet the need of many of the elderly, one and two bedroom applicants. For these properties there are 121 applicants. One bedroom applicants total 112 and two bedroom applicants total 9. There are two applicants with zero income and 46 applicants with less than \$10,000 in income. All heads of household or spouses are either elderly or disabled, and 115 are White, Non-Hispanic, 5 are black and 1 is Indian.

Public and Managed Housing Units are located in Circleville, County Seat of Pickaway County, Ashville and Williamsport. Housing Choice Voucher units are scattered throughout Pickaway County, with the majority in Circleville, Ashville and Williamsport. There is also available housing in Tarlton, South Bloomfield, and Orient, as well as limited rural housing.

## **10.0 Additional Information**

### **10.0(a) Progress in Meeting Mission and Goals.**

Pickaway Metropolitan Housing Authority continues to enhance the image of our programs by promoting our mission in a positive way and by becoming an active partner in our community. Currently Pickaway MHA staff members serve on the Boards of the local Community Action Agency, Senior Center, Jobs & Family Planning Commission, Older Adult Advocacy Group, and Continuum of Care. We work closely with Jobs & Family, area Homeless Shelters, the Domestic Violence Shelter, the local Veterans organizations, Southeastern Ohio Legal Aid and our local elected officials. We have worked diligently in 2010 to strengthen our relations with local agencies to reduce and eliminate the presence of law enforcement in our neighborhoods.

Pickaway MHA uses over 80% of all Capital Fund monies for actual, visual improvements benefitting the public appearance of our properties, as well as improving the quality of life for our residents. In doing so, we strive to give priority to 504 and energy related projects whenever possible by incorporating these items into upgrade and renovation projects.

Pickaway MHA maintains its role as a High Performing agency and Pickaway MHA strives to be a good partner with HUD through compliance with reporting and implementation of program changes, as well as through membership in housing organizations and training requirements of staff.

### **10.0(b) Definitions of Significant Amendment and Substantial Deviation/Modification**

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 schedule meeting of the board of Commissioners of the agency, and submit the amendment/modification to HUD for approval.

Pickaway MHA 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 outside of the normal course of doing business, such as the addition of a preference, a change in the use of replacement reserve funds under the Capital Fund, and any change to PMHA programs in regard to demolition or disposition, designation, homeownership programs, or conversion activities.

XSEK

## **Resident Advisory Board Meeting July 7, 2010**

The Resident Advisory Board (RAB) of the Pickaway Metropolitan Housing Authority (PMHA) met in session on Wednesday, July 7, 2010 at the office of the Housing Authority, 176 Rustic Drive, Circleville, Ohio 43113. The following members of the RAB were present: Lisa Binkley, Elizabeth Cottrell, and Donna Hardy. Both Bernadette Hocking and Linda Nicklas are recovering from surgeries and were unable to attend.

Executive Director Kim Hartinger opened the meeting by reviewing the PHA Annual Plan Document. The Director especially focused on Section 6.0 which is the PHA Plan Update and the sections of the plan detailing current Capital Fund programs, as well as the HUD 50075.2

The PHA Plan Update reviewed changes in policies and procedures since the previous 5 Year Plan submission in 2010. Areas where adjustments or improvements in policies have been completed include the re-opening of the Housing Choice Voucher Wait List, revisions on rent determinations, including freezing Housing Choice Voucher rents in September 2009 and unfreezing those rents one year later, adoption of policies on bedbugs and EIV, a minor adjustment to the Grievance Procedure, and the increase of vouchers allocated for Victims of Domestic Violence. PMHA also adopted public housing policies on staff entering units when work order requests have been made by program participants and when minor children are present in the unit without adult supervision.

Capital Improvement projects currently underway include 501-08 which has all funds obligated, 501-09 and the recent notification of the 501-10 allocation. The 501-09 Stimulus allocation received was obligated and expended within one year. This stimulus grant provided for the replacement of roofs on properties on Kingston Court, Washington Street, Walnut Street, Logan Street and Meadow Drive in Circleville, and School Street in Williamsport. Windows were also replaced on Rustic Drive, Pontious Lane, Barry Drive and Francene Court.

The 501-09 Capital Fund Grant will include parking lot and driveway repair, landscaping and grading improvements, vehicle replacement and window/roof/gutter/downspout replacement and repair. This grant also includes funding for a Physical Needs Assessment (PNA) for Public Housing. This line item was included in the grant as part of the requirement of the 501-09 Stimulus requirement. HUD later announced that Housing Authorities were to hold off on completing the PNA until exact guidance was available on what the PNA was to include. Director Hartinger recently inquired if PMHA should proceed with the PNA or continue to wait. HUD Engineer Andrea Vrankar indicated that she felt HUD would still issue guidance on the components of the PNA and therefore she did not feel PMHA should proceed with the PNA as originally included in 501-09. We will check again for further guidance before fully implementing this grant allocation because if we cannot use allocated funds for the completion of the Physical Needs Assessment, we will reallocate these funds into other areas of the PMHA 5 year Plan.

The 501-10 Capital Fund Grant will include mold remediation and drainage improvements for properties in Ashville that would benefit from these improvements, generator installation to service the Rustic Ridge apartment building and PMHA office complex, as well as accessible units if funding is available. Replacement of the key and intercom system and upgrades to the Fire Alarm system will also greatly benefit the Rustic Ridge apartment building. Funds are also allocated to complete an Energy Audit and landscaping improvements in cooperation with 501-09.

Based on the review of the 2011 Annual Plan, Lisa Binkley offered the motion, seconded by Elizabeth Cottrill to approve the plan as prepared by PMHA staff. A vote on the motion was affirmed by all present. There were no nays recorded.

The Resident Advisory Board was brought up-to-date on our projects currently underway or recently finalized by PMHA, including the renovation of Williamsport Terrace and the refinancing of Eden Place.

The Shelter Plus Care Grant was also discussed during this meeting. Director Hartinger explained the grant allocation and program goal of serving 10 individuals. PMHA and PICCA are approximately 18 months into the three year grant, and are serving nine persons on the program currently, with one other individual removed from the program as result of a drug bust and prison term. While program objectives are being met, the dollars are not being spent. PICCA handles referral, PMHA handles the intake and housing of the participants, and PICCA is responsible for case management and in-kind services. Director Hartinger explained that she fears lack of manpower at PICCA is one reason we do not have additional participants. RAB member Lisa Binkley suggested using volunteers to assist with case management, and cited examples of persons who volunteer at other service organizations in this capacity.

Discussion was held on the implementation of a no smoking policy in public housing. Currently the common areas, office areas and vehicles of PMHA are all declared no smoking locations, however HUD is stating that all public housing units should be declared no smoking areas. RAB members agreed that public housing units should be no smoking units. Reasons given were danger of fire and the cost associated with rehabilitation of units where smokers previously resided. RAB members however, did feel strongly that smoking should be prohibited only inside the residential unit, with smoking outside permissible. Members also stated that upkeep of the property must be mandatory with implications in place for those who do not pick up cigarette remnants from the yards or grounds of the property. Director Hartinger stated that further research will be done to determine what the mandates of HUD are concerning the no smoking requirement.

Discussion was also held on PMHA policy concerning staff members entering rental properties when minors are left unattended or without an adult present. RAB felt to deny PMHA access to a unit when an adult is not present but a minor is present in the unit is an unfair burden on the management of the public housing program, but they also agreed that freedom from liability must be the primary consideration.

The RAB also reviewed recent information on the use and legalization of Medical Marijuana. Again, the RAB felt that it was unfair to make Housing Authorities scrutinize the use of marijuana for medical reasons versus enjoyment reasons. Director Hartinger explained that while this is not presently an issue in Ohio, there are other states where legislation exists or is under discussion for implementation of allowing marijuana use for medical purposes.

Concerning reappointments to the Board, Director Hartinger stated that Elizabeth Cottrill and Donna Hardy's terms on the Board would expire in August, 2010. Both Ms. Cottrill and Ms. Hardy agreed to serve another term on the Resident Advisory Board if approved by the Pickaway Metropolitan Housing Authority Board of Commissioners.

The meeting concluded with general discussion of program operation, maintenance procedures and needs and relocation policies when household composition occurs.

There being no further business to come before the Board, Elizabeth Cottrill offered the motion to adjourn, seconded by Donna Hardy. A vote by all present affirmed the motion and the meeting was adjourned. There were no nay votes recorded.

Annual Plan Hearing  
Wednesday, August 4, 2010

The 2011 Annual Plan Hearing for the Pickaway Metropolitan Housing Authority was held, as publicly advertised, on Wednesday, August 4, 2010 at 10:00 a.m. in the Briefing 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, and Maintenance Supervisor Steven Dearth.

Executive Director Hartinger reviewed the format and key components of the plan. The 2011 document has been on display in the lobby of the Pickaway MHA and available in the Director's office. The 5 Year Plan was prepared and submitted to HUD in 2009 for the 2010 Annual and Five Year Plan. The 2011 Annual Plan is therefore, a one year plan is prepared with the intention to update and discuss changes since the 2010 Annual and Five Year Plan were submitted approximately one year ago.

The Annual Plan review consisted of a review of the Plan contents as prepared and presented, with no staff opposition to the points or components of the plan.

Director Hartinger reviewed for those present, all programs administered by Pickaway MHA and included in this discussion the many improvements and adaptations that have been implemented in the previous 12 month period. Highlights of this period involve the refinancing of Eden Place which included improvements through the designation of both Critical and Non-Critical Repairs, the renovation of Williamsport Terrace, the completion of the ARRA Stimulus Grant in the initial 12 months of the program, the implementation of new, stringent guidelines to improve unit turn around time in all programs, the re-opening of the Housing Choice Voucher Wait List, ratings of High Performance, and renewed commitment to serving the designated population of housing recipients in a professional and respectful manner.

The Annual Plan review included discussion on Capital Improvement projects underway, and plans for improvements in the future. Also reviewed were changes and implementations to current programs and discussion on updating and creating new Policy and Procedure manuals for both the Housing Choice Voucher and Public Housing programs.

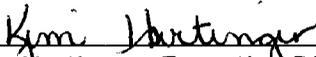
Staff assignments were reviewed and discussion was held on maximizing employee strengths.

Director Hartinger reviewed the comments of the Resident Advisory Board with the staff, and suggested that we make the survey of residents a bi –annual project. It was suggested that this survey also include Housing Choice Voucher participants with a survey created that will reflect that program as there are different issues for those participants as opposed to public housing participants.

The staff also discussed representation on other committees and organizations within Pickaway County as related to housing and the mission of the Pickaway MHA.

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 11:30 a.m.

Recorded and Submitted to the Plan:

  
\_\_\_\_\_  
Kim Hartinger, Executive Director  
August 4, 2010

Resolution 10-21: Adopt 2011 Annual Plan

The 2011 Annual Plan had been prepared and forwarded to Board members for review. As part of the requirements associated with the Annual Plan, the Director has met with the Resident Advisory Board to review the plan with that group, and has conducted a public hearing on the plan.

Based on the information provided, Mr. Shasteen offered the motion, seconded by Ms. Schieber to adopt Resolution 10-21 as follows:

Whereas, Pickaway MHA is required to compose and submit an Annual Plan each year and a Five Year Annual Plan every five years, and

Whereas, Pickaway MHA did submit a Five Year Annual Plan in 2010, therefore requiring the submission of an Annual Plan for FY 2011, and

Whereas, the 2011 Annual Plan has been prepared and submitted for review to the Pickaway MHA Board of Commissioners, the Pickaway MHA Resident Advisory Board, the City of Circleville, and the Pickaway County Commissioners as required, and

Whereas, a Public Hearing was held on Wednesday, August 4, 2010 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 2011 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 on the motion was as follows: Voting Yes: Mr. Taylor, Ms. Schieber, Mr. Shasteen, and Mr. Litzinger. Voting No: None. Motion carried.

Resolution 10-21 adopted.

*Kim Hartinger*

**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 01/01/2011, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:*

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

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

Pickaway Metropolitan Housing Authority

OH059

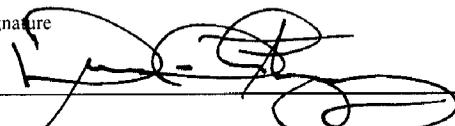
\_\_\_\_\_  
PHA Name

\_\_\_\_\_  
PHA Number/HA Code

\_\_\_\_ 5-Year PHA Plan for Fiscal Years 20\_\_\_\_ - 20\_\_\_\_

XX \_\_\_\_\_ Annual PHA Plan for Fiscal Years 20<sup>11</sup>\_\_\_\_ - 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  Daniel Litzinger	Title  Chairman, Board of Pickaway MHA
Signature 	Date 8/13/10

AUG 25 '10 PM 3:35

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

*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 www.pickawayboc.org*

August 23, 2010

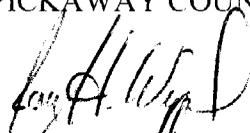
Pickaway Metropolitan Housing Authority  
Mrs. Kim Hartinger, Executive Director  
176 Rustic Drive  
Circleville, Ohio 43113

Dear Mrs. Hartinger,

The Pickaway County Board of Commissioners has reviewed the Pickaway Metropolitan Housing Authority's 2011 Annual Plan and finds that it is consistent with the current Pickaway County Community Housing Improvement Strategy (CHIS).

Sincerely,

PICKAWAY COUNTY BOARD OF COMMISSIONERS



Jay H. Wippel  
President



# City of Circleville

Mayor

---

*Chuck Taylor*

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

September 3, 2010

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

Ms. Hartinger:

The City of Circleville has reviewed the Pickaway County Metropolitan Housing Authority's plan for 2011 and finds that it is consistent with the latest CHIS for the City of Circleville.

Sincerely,

Chuck Taylor  
Mayor

SEP 7 '10 AM 10:30

SEP 15 10 PM 4:23



**Department of  
Development**

Ted Strickland, Governor  
Lee Fisher, Lt. Governor

Lisa Patt-McDaniel, Director

September 10, 2010

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

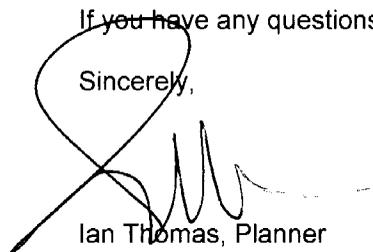
Subject: Certification of Consistency with the State of Ohio's Consolidated Plan

Dear Ms. Hartinger:

Enclosed please find a certification that the 2011 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 Five-Year Plan and 2011 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.

  
\_\_\_\_\_

Date: September 10, 2010

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

# 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 completed under AMP #OH059000001. Sites included in the Capital Fund improvement projects could be Lexington Avenue, Rich Street, Madison Street, and Griggs Street in Ashville, Ohio 43013; School Street in Williamsport, Ohio 43164; Pontious Lane, Rustic Drive, Rustic Court, Barry Drive, Francene Court, Kingston Court, Washington Street, Logan Street, Meadow Drive and Walnut Street in Circleville, Ohio 43113. 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

Kim Hartinger

Title

Executive Director

Signature

X *Kim Hartinger*

Date

8-13-2010

# 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)

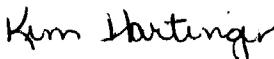
Name of Authorized Official

Kim Hartinger

Title

Executive Director

Signature



Date (mm/dd/yyyy)

8/13/10

## 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.)

<b>1. Type of Federal Action:</b> <input type="checkbox"/> a. contract <input checked="" type="checkbox"/> b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	<b>2. Status of Federal Action:</b> <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	<b>3. Report Type:</b> <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change <b>For Material Change Only:</b> year _____ quarter _____ date of last report _____
<b>4. Name and Address of Reporting Entity:</b> <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	<b>5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime:</b>   Congressional District, if known:	
<b>6. Federal Department/Agency:</b> Department of Housing & Urban Development	<b>7. Federal Program Name/Description:</b> Public Housing Capital Fund Grant  CFDA Number, if applicable: _____	
<b>8. Federal Action Number, if known:</b>	<b>9. Award Amount, if known:</b> \$	
<b>10. a. Name and Address of Lobbying Registrant</b> <i>(if individual, last name, first name, MI):</i>  none/not applicable	<b>b. Individuals Performing Services</b> <i>(including address if different from No. 10a)</i> <i>(last name, first name, MI):</i>	
<b>11.</b> 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>8-13-10</u>	
<b>Federal Use Only:</b>		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)