



**6.0** (b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions.

The following are the specific locations where the public may obtain copies of the 2012 Annual Plan:

- Administrative Office – 178 West Fourth Street, Chillicothe, OH 45601

## 6.0 PHA Plan Elements

### 903.7(1) Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures *REVISIONS*

#### **A. Public Housing**

Public Housing policies that govern resident or tenant eligibility, selection and admission (including preferences), unit assignment, procedures to maintaining waiting list for admission to public housing and site-based waiting lists (if applicable).

##### (1) Eligibility

The Chillicothe Metropolitan Housing Authority verifies eligibility for admission to public housing when name is reached on waiting list.

The PHA uses the following non-income screening factors to establish eligibility for admission to public housing:

- Criminal Background Check – Any household with a family member who has been convicted of a drug related offense, or a pattern of alcohol abuse, or crimes of physical violence against persons or property within the last five (5) years. If incarcerated, denial of admission shall stand for three (3) years from date of release.
- Rental history
- Housekeeping
- The PHA will attempt to ascertain whether domestic violence was a factor in the poor rental and tenancy history and exercise discretion in determining suitability for tenancy, taking into consideration the circumstances that may have contributed to the negative reporting.

The Housing Authority requests criminal records from the following enforcement agencies for screening purposes:

- Local law enforcement agencies

**6.0**

(2) Selection and Assignment

Selection for admission to public housing shall be made from the PHA’s current waiting list in accordance with date and time of application and applicable preference(s) as follows.

(3) Preferences

The PHA does not plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of the median area income.

It is the policy of the PHA that transfers will take precedence over new admissions in the following circumstances:

- Emergencies
- Over-housed
- Under-housed
- Medical justification
- Administrative reasons determined by the PHA
- Domestic Violence

The PHA plans to employ the following admission preferences for admission to public housing:

<u>Priority</u>	<u>Preference</u>
<u>1</u>	- Working families and those unable to work because of age or disability
<u>1</u>	- Residents who live and/or work in the jurisdiction
<u>1</u>	- Veterans
<u>1</u>	- Those enrolled currently in educational, training, or upward Mobility programs (full-time)
<u>1</u>	- Involuntary displaced due to government action

Among applicants on the waiting list with equal preference status, the PHA will make the selection from the date that the family qualified for the ranking preference.

In relationship of preferences to income targeting requirements, the pool of applicant families ensures that the PHA will meet income targeting requirements.

**6.0**

(4) Unit Assignment

Applicants are ordinarily given one (1) vacant unit choice before they fall to the bottom of the waiting list. This policy is consistent across all waiting list types.

(5) Maintaining Waiting List

The Chillicothe Metropolitan Housing Authority maintains a community-wide waiting list. Interested persons may apply for admission to public housing at the main administrative office located at 178 West Fourth Street, Chillicothe, Ohio 45601.

The Chillicothe Metropolitan Housing Authority does not plan to operate any site-based waiting lists.

(6) Occupancy

Applicants and residents may use the following reference materials to obtain information about the rules of occupancy of public housing.

- The PHA-resident lease
- The PHA's Admissions and Continued Occupancy Policy
- PHA briefing seminars or written materials

Residents must notify the PHA of changes in family composition:

- At any time family composition changes

(7) Deconcentration and Income Mixing **REVISION**

The PHA has performed its annual deconcentration and income mixing analysis to determine if the PHA has any general occupancy public housing developments covered by the deconcentration rule. The analysis results follow:

The PHA does have general occupancy public housing developments covered by the deconcentration rule.

The following covered developments have average incomes that fall above or below the Established Income Range.

Deconcentration Policy for Covered Developments			
Development Name:	Number of Units	Explanation (if any) [see step 4 at §903.2(c)(1)(iv)]	Deconcentration policy (if no explanation) [see step 5 at §903.2(c)(1)(v)]
AMP 4- Lincoln, Sherman & Toledo Street	112	C. The Covered Development's or Development's size, location, and/or configuration promote income deconcentration, such as scattered site or small developments.	

### **B. Section 8**

Section 8 HCV policies that govern participant eligibility and selection for assistance (including preferences), and procedure for maintaining waiting list.

#### (1) Eligibility *REVISION*

The PHA conducts screening to the extent of:

- Criminal or Drug-related activity only to the extent required by law or regulation
- Domestic Violence – Attempt to ascertain whether domestic violence was a factor in the poor rental and tenancy history or criminal activity and exercise discretion in determining suitability for tenancy about the circumstances that may have contributed to the negative reporting.

The Housing Authority requests criminal records from the following enforcement agencies for screening purposes:

- Local law enforcement agencies
- National Background Search

The PHA shares the following information with prospective landlords:

- Previous and current landlord name and mailing address.

#### (2) Waiting List Organization

The Chillicothe Metropolitan Housing Authority's waiting list for the Section 8 Tenant-based assistance is not merged with any other program waiting list:

Interested persons may apply for admission to Section 8 Tenant-based assistance at:

- PHA main administrative office: 178 West Fourth Street, Chillicothe, Ohio 45601

**6.0**

(3) Search Time

The PHA does give extensions on standard 60-day period to search for a unit and request must be in writing.

(4) Preferences

The PHA does not plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 Program to families at or below 30% of the median area income.

The PHA plans to employ the following admission preferences for admission to Section 8 Tenant-based assistance:

<u>Priority</u>	<u>Preference</u>
<u>1</u>	- Involuntary Displacement due to Government Action or Inaccessibility
<u>1</u>	- Victims of domestic violence
<u>1</u>	- Veterans and Head of Household or Co-head or Spouse if veteran is deceased
<u>1</u>	- Victims of Natural Disasters (includes but are not limited to floods, tornadoes, hurricanes, earthquakes and tsunamis) Proper documentation includes but is not limited to written statements from disaster relief agencies such as Federal, State or local Emergency Management Agencies, the Red Cross and other Federal, State or local agencies either within or outside the jurisdiction where the natural disaster occurred)

Among applicants on the waiting list with equal preference status applicants are selected by date and time of application.

In relationship of preferences to income targeting requirements, the pool of applicant families ensures that the PHA will meet income targeting requirements.

(5) Special Purpose Section 8 Assistance Programs

The policies governing eligibility, selection and admissions to any special-purpose section 8 program administered by the PHA are contained in the following documents or other reference materials:

- The Section 8 Administrative Plan
- Briefing sessions and written materials

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The PHA announces the availability of any special-purpose section 8 program to the public through:

- Published notices

903.7(2) Financial Resources **REVISIONS**

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2012 grants)</b>		
a) Public Housing Operating Fund	1,285,388.00	
b) Public Housing Capital Fund <i>*2012 awarded prior to 3/31/12</i>		
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	2,183,413.00	
f) Resident Opportunity and Self-Sufficiency Grants		
g) Community Development Block Grant		
h) HOME		
Other Federal Grants (list below)		
FSS Public Housing	50,325.00	Public housing supportive services
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
2010 Capital Funds Grant (501-10)	377,703.00	Public housing capital improvements
2011 Capital Funds Grant (501-11)	417,419.00	Public housing capital improvements
2012 Capital Funds Grant (501-12)	485,649.00	Public housing capital improvements
<b>3. Public Housing Dwelling Rental Income</b>	<b>646,623.00</b>	Public housing operations
<b>4. Other income (list below)</b>		
Non-dwelling rent	9,000.00	Public housing operations
Interest on Investments	908.00	Public housing operations
Excess Utilities	10,653.00	Public housing operations
Other	11,293.00	Public housing operations
<b>5. Non-federal sources (list below)</b>		
<b>Total resources</b>	<b>\$5,478,374.00</b>	

**6.0** 903.7 (3) Rent Determination Policies *NO REVISION*

**A. Public Housing**

(1) Income Based Rent Policies

a. Use of discretionary policies

The PHA will employ discretionary rent-setting policies for income based rent in public housing.

b. Minimum Rent

The PHA's minimum rent is \$50.00.

The PHA has adopted the following discretionary minimum rent hardship exemption policies.

1. The minimum rent requirement may be waived due to certain financial hardships. The request for minimum rent hardship must be made in writing to the PHA prior to the rent becoming delinquent. The PHA will verify whether the hardship claimed is temporary or long term. Payment of the minimum is suspended immediately for ninety days when a hardship is requested on one of the following conditions:

- a. The family has lost eligibility or is awaiting an eligibility determination to receive federal, state or local assistance, including a family having a non-citizen household member lawfully admitted for permanent residence and who would be entitled to public benefits but for Title IV of the Personal Responsibility and Work Opportunity Act of 1996;
- b. The family income has decreased due to changed circumstances such as loss of employment, separation, divorce, and abandonment;
- c. The family would be evicted as a result of imposing the minimum rent requirement;
- d. There has been a death in the family; or
- e. There are other hardship situations determined by the PHA on a case-by-case basis, i.e. alimony, child support, etc.

Financial hardship exemption only applies to payment of minimum rent - not to rent based on the statutory formula for determining the Total Tenant Payment (TTP) or Flat Rent in the public housing program.

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2. If tenant initiates a request for a hardship exemption that the PHA determines is temporary in nature:
  - a. Rent may be suspended, during the ninety (90) day period beginning on the day the request is made. At the end of the ninety (90) day period, the minimum rent is reinstated retroactively to the date of suspension.
  - b. The PHA will allow the family a maximum of six (6) months to make payment of any delinquent minimum rent payments accrued during the suspension period. However, the family must execute a Repayment Agreement.
  - c. The family may not be evicted for non-payment of rent during the ninety (90)-day suspension period..
  - d. If the hardship is subsequently determined to be long-term, the PHA will retroactively exempt residents from the minimum rent requirement for the ninety (90)-day period.
3. If the circumstances supporting the request for a minimum rent hardship exemption are long term, tenant's rent will be based on the statutory income-based rent calculation formula during the minimum rent exemption period.
4. Hardship determinations are subject to the PHA's Informal Hearing Process and families are exempt from any escrow deposit that may be required under regulations governing the hearing process for other determinations.

c. Rents set at less than 30% than adjusted income

The PHA does not plan to charge rents at a fixed amount or percentage less than 30% of adjusted income.

d. Discretionary deductions and/or exclusion policies

The PHA does not plan to employ any discretionary (optional) deductions and/or exclusions policies.

e. Ceiling Rents

The PHA does not have ceiling rents.

f. Rent Re-determinations

Between annual income reexaminations, the tenant is required to report changes in income or family composition to the PHA such that the changes result in an adjustment to rent as follows:

- Any time the family experiences an income increase

## g. Individual Savings accounts (ISAs)

The PHA does not plan to implement individual savings accounts for residents as an alternative to the required 12 month disallowance of earned income and phasing in of the rent increase in the next year.

(2) Flat Rents

The PHA used the following sources of information in setting the market-based flat rents to establish comparability.

- The section 8 rent reasonableness study of comparable housing
- Survey of rents listed in local newspaper
- Survey of similar unassisted units in the neighborhood
- Percentage of FMR

**B. Section 8 Tenant-based Assistance**(1) Payment Standards

The PHA's payment standard is:

- Above 100% but at or below 110% of FMR

The PHA chose this level because the FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area.

The PHA reevaluates the payment standards for adequacy annually and considers the following factors in its assessment of the adequacy:

- Success rates of assisted families
- Rent burdens of assisted families

(2) Minimum Rent

The PHA's minimum rent is \$25.00.

The PHA has adopted the following discretionary minimum rent hardship exemption policies:

1. The minimum rent requirement may be waived under certain circumstances. Financial hardship status is to be granted immediately for ninety (90) days in the event of the following:
  - a. The family has lost eligibility or is awaiting an eligibility determination to receive federal, state or local assistance, including a family having a non-citizen household member lawfully admitted for permanent residence and who would be entitled to public benefits but for Title IV of the Personal Responsibility and Work

**6.0**

Opportunity Act of 1996;

- b. The family income has decreased due to changed circumstances such as separation, divorce, and abandonment;
- c. One or more family members have lost employment;
- d. The family would be evicted as a result of imposing the minimum rent requirement;
- e. There has been a death in the family; or
- f. There are other hardship situations determined by the PHA on a case-by-case basis, i.e. alimony, child support, etc.

Financial hardship exemption only applies to payment of minimum rent - not to rent based on the statutory formula for determining the Total Tenant Payment (TTP).

- 2. If tenant initiates a request for a hardship exemption that the PHA determines is temporary in nature:
  - a. If the hardship is determined to be temporary, minimum rent may be suspended; during the ninety (90) day period beginning on the day the request is made. At the end of the ninety (90) day period, the minimum rent is reinstated retroactively to the date of suspension and the HAP is again adjusted.
  - b. In the case of a temporary hardship, the PHA will allow the family a maximum of six (6) months to make payment of any delinquent minimum rent payments accrued during the suspension period. However, the family must execute a Repayment Agreement.
  - c. If the hardship is subsequently determined to be long-term, the PHA will retroactively exempt residents from the minimum rent requirement for the ninety (90)-day period.
  - d. Note that the PHA can only suspend the minimum rent contribution. If the family is residing in a unit whose Gross Rent exceeds the Payment Standard, the family will be responsible for the excess rent.
- 3. Hardship determinations are subject to the PHA's Informal Hearing Process and families are exempt from any escrow deposit that may be required under regulations governing the hearing process for other determinations.

**903.7(4) Operation and Management *REVISIONS***

**(1) PHA Management Structure *REVISION***

- a. A brief description of the management structure and organization of the PHA

Board of Commissioners

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Executive Director - directs the day-to day management and operation of the Housing Authority with the assistance of the following lead staff and their line staff.

Public Housing

- Public Housing FSS Coordinator
- AMP Assistant
- AMP Coordinator (2)
- Finance Director
- Administrative Assistant

Section 8

- Section 8 Program Manager
- Management Assistant (2)
- Housing Choice Voucher FSS Coordinator

Maintenance Coordinator

- Maintenance Technician (4)

b. HUD Programs Under PHA Management *REVISION*

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	387	110
Section 8 Vouchers	360	16%
Section 8 Certificates	N/A	N/A
Section 8 Mod Rehab	N/A	N/A
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Mainstream	50	
Family Unification Program	45	
Veterans Affairs Supportive Housing (VASH)	60	
Public Housing Drug Elimination Program (PHDEP)	N/A	N/A
Other Federal Programs(list individually)	N/A	N/A

c. Management and Maintenance Policies

The PHA has adopted the following policies that contain the Agency’s rules, standards, and policies that govern management, operation, and maintenance of the Public Housing and Section 8 assistance programs.

**Public Housing Management:**

- Admissions and Continued Occupancy Policy (ACOP)
- ACOP Procedures Manual

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- Fair Housing Policy
- Grievance Procedures
- Tenant Selection and Assignment Plan
- Handicapped Policy
- Termination and Eviction
- Transfer and Transfer Waiting List
- Deconcentration and Income Targeting Policy
- Community Service Policy
- EIV Security Policy
- Records Retention Policy
- Fraud Policy
- Resident Initiatives Policy
- Section 3 Plan
- Pet Policy for Families
- Pet Policy for Elderly
- Procurement Policy and Procedures
- Personnel Policy
- Maintenance Plan
- Work Order System
- Pest Eradication Policy
- Uniform Inspection System
- Credit Card Policy
- Capitalization Policy
- Doubtful Accounts Policy
- File Access Policy
- Family Self-Sufficiency Action Plan (**attachment oh024j02**)

**Section 8 Management:**

- Administrative Plan
- Section 8 Procedures Manual
- Section 8 Homeownership Plan
- Family Self-Sufficiency Policy

**903.7(5) Grievance Procedures *NO REVISION*****A. Public Housing**

The PHA has not established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing.

Residents or applicants who desire to initiate the PHA grievance Process should contact the following:

- PHA main administrative office

**6.0**

**B. Section 8 Tenant-Based Assistance**

The PHA has not established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982.

Section 8 applicants or assisted families who desire to initiate the informal review and informal hearing process should contact the following:

- PHA main administrative office

**903.7(6) Designated Housing for Elderly and Disabled Families *NO REVISION***

The PHA has not designated or applied for approval to designate or does not plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will not apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year.

**903.7(7) Community Service and Self-Sufficiency *REVISIONS***

**A. PHA Coordination with the Welfare (TANF) Agency.**

1. On February 2, 2005, the PHA entered into a cooperative agreement with the TANF Agency, to share information and /or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937.)
2. Other coordination efforts between the PHA and TANF agency include:
  - Client referrals
  - Information sharing regarding mutual clients (for rent determinations and otherwise)
  - Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
  - Joint administration of other demonstration programs: Partner and assistant housing authority with Community Service requirements.

**B. Services and programs offered to residents and participants by the Chillicothe Metropolitan Housing Authority are as follows:**

- (1) General

**6.0**

a. Self-Sufficiency Policies

The PHA will employ the following discretionary policies to enhance the economic and social self-sufficiency of assisted families in the following areas:

- Public housing rent determination policies
- Public housing admissions policies

b. Economic and Social self-sufficiency programs

The PHA coordinates, promotes and provides programs to enhance the economic and social self-sufficiency of residents.

<b>Services and Programs</b>				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/ specific criteria/other)	Access (development office/PHA main office/ other provider name)	Eligibility (public housing or section 8 participants or both)
New Horizons	8	Other	Main Office	Both
Bible Club	Varies	Other	Lincoln, Sherman , Westland	Both
Summer Lunch Program	Varies	Community Action	Lincoln, Sherman, Westland Estates	Both
Nutrition ED Class	Varies	Other	All Sites	Both
Homeownership Classes	Varies		Frontier Community Services	Both
PAL	50		Tiffin Tower and Worthington Manor	Both
In Care	25		Worthington Manor	PH

(2) Family Self Sufficiency programs *REVISION*

Participation Description

<b>Family Self Sufficiency (FSS) Participation</b>		
Program	Required Number of Participants	Actual Number of Participants (As of:09/30/11)
Public Housing	24	24
Section 8	<b>19</b>	29

### C. Welfare Benefit Reductions

The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by:

- Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
- Informing residents of new policy on admission and reexamination
- Actively notifying residents of new policy at times in addition to admission and reexamination.
- Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- Establishing a protocol for exchange of information with all appropriate TANF agencies

### D. Community Service Requirement

#### **Description of the Community Service Policy**

The Chillicothe Metropolitan Housing Authority Community Service Policy is simple and definitive of Section 512 of the Quality and Work Responsibility Act of 1998. The Chillicothe Metropolitan Housing Authority believes that the community service requirement should not be received by the resident to be a punitive or demeaning activity, but rather to be a rewarding activity that will benefit both the resident and the community. Community service offers public housing residents and opportunity to contribute to the communities that support them while gaining work experience. The requirement is easy and rewarding and the Housing Authority provides the residents with the name of agencies, the agencies point of contact and all required paper work necessary to accomplish the monthly service.

The Community Service Policy allows the PHA to identify those residents required to participate in the community service requirement. Participants will be required to contribute 8 hours of community service each month or to participate in a self-sufficiency program for 8 hours each month. Identified residents are responsible to determine the appropriateness of the voluntary service within guidelines provide in the policy. Allowed activities that may be included are listed in the policy. Voluntary political activities are prohibited from being considered to meet the Community Service requirement. Participation in self-sufficiency activities that may be included are listed in the policy. A list of exemptions that may be claimed from the requirement is provided in the policy. Family obligations and PHA obligations are addressed in detail. Lease requirements and documentation and non-compliance are all clearly addressed.

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CMHA will comply with requirements of community service by identifying the number of tenants required to perform community service, the number of tenants granted exemptions, the number of tenants in non-compliance, and the number of tenants terminated/evicted due to non-compliance.

Community Service Implementation Report: **REVISION**

- Number of tenants required to perform community service: 118
- Number of tenants performing community service: 10
- Number of tenants granted exemptions: -0-
- Number of tenants in non-compliance: 108
- Number of tenants terminated/evicted due to non-compliance: -0-

### 903.7(8) Safety and Crime Prevention **NO REVISION**

The PHA's plan for safety and crime preventions to ensure the safety of the public housing residents is addressed below.

#### A. Need for measures to ensure the safety of public housing residents:

1. Description of the need for measures to ensure the safety of public housing residents.
  - Residents fearful for their safety and/or the safety of their children
  - Observed lower-level crime, vandalism and/or graffiti
  - People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crimes
2. Information or data used by the PHA to determine the need for PHA actions to improve safety of residents:
  - Safety and security survey of residents
  - Analysis of crime statistics over time for crimes committed "in and around" public housing authority
  - Resident reports
  - PHA employee reports
  - Police reports
  - Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
3. Developments that are most affected:
  - Lincoln Park
  - Tiffin Tower
  - Westland Estates
  - Sherman Park

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B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year.

1. List of crime prevention activities:

- Contracting with outside and/or resident organizations for the provision of crime and/or drug-prevention activities
- Crime Prevention Through Environmental Design
- Activities targeted to at-risk youth, adults or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Cooperation with task force

2. Developments that are most affected:

- Lincoln Park
- Tiffin Tower
- Westland Estates
- Sherman Park

C. Coordination between PHA and the police.

1. Description of the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities:

- Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- Police provide crime data to housing authority staff for analysis and action
- Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- Police regularly testify in and otherwise support eviction cases
- Police regularly meet with the PHA management and residents

2. Developments that are most affected:

- Lincoln Park
- Tiffin Tower
- Westland Estates
- Sherman Park

903.7(9) Pets ***NO REVISION***

All residents are permitted to own and keep common domesticated household pets. Common household pet means a domesticated cat, dog, bird and fish in aquariums.

Pet owners must agree to abide by the PHA's Pet Ownership Rules.

The CMHA will not charge a non-refundable pet fee.

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A \$300.00 refundable deposit for dogs and cats, and there is no deposit for fish. The CMHA shall refund the unused portion of the pet deposit to the pet owner within thirty (30) days after the pet owner moves from the dwelling or no longer owns or keeps a pet in the dwelling unit.

Limit of one pet per household.

Limit for birds is two (2).

Fish tank over 10 gallons will require renter's insurance and fish tanks in family units must be on ground level.

Reptiles or ferrets are not allowed.

Pet owner may have only a small cat or a small dog. Limitations: weight not to exceed twenty-five (25) pounds; height shall not exceed fifteen (15) inches. *This does not apply to service animals that assist persons with disabilities.*

Pet owner shall license their pet as required by law.

Pet owner must not violate any state or local health or humane laws.

Pet must be spayed or neutered.

Pet must be maintained on leash and kept under control when taken outside the unit.

#### 903.7(10) Civil Rights Certification ***NO REVISION***

The PHA has examined its programs and proposed programs to identify any impediments to fair housing choices, has addressed those impediments in a reasonable fashion, and is working with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing. The PHA assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction.

The PHA has taken the following specific actions to Affirmative Further Fair Housing in its public housing and Section assistance programs.

The PHA will not, on the grounds of race, color, creed, sex religion, age, disability, national origin or familial status:

- Deny a person or family admission the housing or assistance;
- Provide housing which is different than that provided others, except for elderly and/or disabled where accessibility features may be required;
- Subject a person to segregation or disparate treatment;
- Restrict a person's access to any benefit enjoyed by others in connection with housing programs;

**6.0**

- Treat a person differently in determining eligibility or other requirements for admission or assistance;
- Deny any person access to the same level of services provided to others;
- Deny a person the opportunity to participate in a planning or advisory group that is an integral part of the housing programs.

The PHA will not intimidate, threaten or take any retaliatory action against any applicant, resident, or participant because of a person's participation in civil rights activities or assertions of civil rights.

HUD Fair Housing Posters are posted at the PHA main administrative office and at each development office.

The PHA will ensure accessibility to offices to afford persons with disabilities the opportunity to apply for admission or assistance to the public housing programs.

The PHA will make sure that all employees of the PHA are familiar with non-discrimination requirements, especially those employees who are involved in the admissions process.

The PHA prominently displays a fair housing poster at each office where applications are taken and at each management office.

The PHA's policies and practices are designed to provide assurance that all persons with disabilities will be provided reasonable accommodations so that they can fully access and utilize the housing programs and related services.

The PHA will identify and eliminate situations and /or practices that create barriers to equal housing opportunity for all.

The PHA reviews its policies and procedures, at least annually, to assure compliance with all civil rights requirements.

**903.7(11) Fiscal Year Audit *REVISION***

The PHA is required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)).

The most recent fiscal audit was submitted to HUD. There was one (1) finding as a result of that audit. The PHA is waiting for response from HUD as the audit was only submitted in June.

**6.0** 903.7(12) Asset Management ***NO REVISION***

The PHA will conduct a Physical Needs Assessment (PNA) of all AMP's within the next fiscal year. The needs of the projects will be prioritized, not only based upon the PNA, but also upon needs identified during inspections performed by PHA staff and HUD REAC and during Energy Audits. A combination of these methods will determine the agency's long-term operating goals and serve as a guide in handling the agency's capital investments. The needs, as determined, will serve as the agency's guide towards developing a plan of action with regards to rehabilitation, demolition/disposition. The current plans for modernization activities are included in the agency's Annual Statement and Five-Year Action Plan.

The PHA will proceed to allocate funds, based upon funds availability, to the projects identified as a result of those efforts previously described and also based upon other current available project information pertaining to occupancy, vacancies, expenses, prior improvements and other project data.

903.7(13) Violence Against Women Act (VAWA) ***NO REVISION***

The Chillicothe Metropolitan Housing Authority has incorporated in its PHA Plan goals and objectives, and policies and procedures the applicable provisions of the Violence Against Women and Reauthorization Act of 2005 (VAWA) to support or assist victims of domestic violence, dating violence, or stalking.

The PHA goal to provide an improved living environment is being met by the PHA by its effort to implement measures to assist victims of domestic violence in avoiding their abusers and continuing occupancy in public housing.

Towards its effort to meet the PHA goal to promote self-sufficiency and asset development of assisted households the PHA is partnering with local agencies to provide or attract supportive services to assist victims of domestic violence move out of abusive situations and begin again. Among these is the Ross County Coalition Against Domestic Violence (RCCADV) who will present and provide access to the Public Housing residents and Section 8 participants the following goals and programs:

- Provide speakers and educators available to make presentations at resident council meetings
- Promote "Domestic Violence Awareness" Program
- Execute a 4-week program for the youth
- Execute a 2-week program at the PHA elderly sites
- Conduct health and safety plans
- Network with Child Protective Center to conduct parenting classes
- Conduct Part A and B annual programs
- Currently drafting a Memorandum of Understanding

**6.0** In addition, the PHA has amended its policies and procedures to include language and applicable provisions of the VAWA. It is the PHA’s intent to maintain compliance with all applicable requirements imposed by VAWA.

The PHA efforts may include to:

- Provide and maintain housing opportunities for victims of domestic violence, dating violence, or stalking;
- Create and maintain collaborative partnerships between PHA, victim service providers, law enforcement authorities, and other supportive groups to promote the safety and well-being of victims of domestic violence, dating violence, or staking (whether actual or imminent threat) who are assisted by PHA;
- Ensure the physical safety of victims of domestic violence, dating violence, or stalking (whether actual or imminent threat) who are assisted by PHA; maintain compliance with all applicable requirements imposed by VAWA.
- Take appropriate action in response to an incident or incidents of domestic violence, dating violence, or stalking, affecting families or individuals assisted by PHA.
- CMHA shall train its staff on the required confidentiality issues imposed by VAWA.

Finally, the PHA is providing a preference in the Section 8 HCV program for victims of domestic violence.

**7.0 Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers. Include statements related to these programs as applicable. REVISIONS**

**a. HOPE VI or Mixed Finance Modernization or Development**

The PHA has not received a HOPE VI revitalization grant.

The PHA does not plan to apply for a HOPE VI Revitalization grant in the Plan year.

The PHA will not be engaging in any mixed-finance development activities for public housing in the Plan year.

The PHA will not be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement.

**b. Demolition and/or Disposition**

The PHA does not plan to conduct any demolition or disposition activities in the plan Fiscal Year.

**7.0 c. Conversion of Public Housing**

Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act

The PHA does not have any developments or portions of developments identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act.

**d. Homeownership REVISIONS**

**1. Public Housing**

The PHA does administer a homeownership program for public housing.

<b>Public Housing Homeownership Activity Description</b>
1a. Development name: <b>Scattered Site I</b> 1b. Development (project) number: <b>OH024004</b>
2. Federal Program authority: <input type="checkbox"/> HOPE I <input checked="" type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input checked="" type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program <b>approved</b> , submitted, or planned for submission: <b><u>(03/11/99)</u></b>
5. Number of units affected: <b>17</b> 6. Coverage of action: (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development

<b>Public Housing Homeownership Activity Description</b>
1a. Development name: <b>Scattered Site II</b> 1b. Development (project) number: <b>OH024005</b>
2. Federal Program authority: <input type="checkbox"/> HOPE I <input checked="" type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input checked="" type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program <b>approved</b> , submitted, or planned for submission: <b><u>(03/11/99)</u></b>
5. Number of units affected: <b>16</b> 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

7.0	<p><b>2. <u>Section 8 Tenant Based Assistance</u> <i>REVISION</i></b></p> <p>The PHA does plan to administer a homeownership program for section 8.</p> <p>Program Description:</p> <p>The PHA will limit the number of families participating in the Section 8 homeownership option to 5 - 10 participants.</p> <p>The PHA has established eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria:</p> <ul style="list-style-type: none"> <li>• Must be FSS Participant</li> </ul> <p><b>e. Project-based Vouchers</b></p> <p>Our agency is not currently operating nor intends to operate a Section 8 Project Based Voucher Program.</p>
8.0	<p><b>Capital Improvements.</b> Please complete Parts 8.1 through 8.3, as applicable.</p>
8.1	<p><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.</p> <p>Required reports are included as following attachments:</p> <ul style="list-style-type: none"> <li>▪ 2012 Capital Fund Program Annual Estimate - attachment oh024a02</li> <li>▪ 2011 Performance and Evaluation Report - attachment oh024c02</li> <li>▪ 2010 Performance and Evaluation Report - attachment oh024d02</li> <li>▪ 2009 Performance and Evaluation Report – attachment oh024e02</li> <li>▪ 2008 Performance and Evaluation Report – attachment oh024f02</li> <li>▪ 2007 Performance and Evaluation Report – attachment oh024g02</li> </ul>
8.2	<p><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.</p> <p>Required report is included as following attachment:</p> <ul style="list-style-type: none"> <li>▪ FY 2012 Capital Fund Program 5 Year Action Plan - attachment oh024b02</li> </ul>
8.3	<p><b>Capital Fund Financing Program (CFFP).</b> <i>N/A</i></p> <p><input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.</p>

**9.0 Housing Needs.** Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being “no impact” and 5 being “severe impact”.

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
<b>Family Type</b>	<b>Overall</b>	<b>Afford- ability</b>	<b>Supply</b>	<b>Quality</b>	<b>Access- ibility</b>	<b>Size</b>	<b>Loca- tion</b>
Income <= 30% of AMI	8991	5	5	5	5	5	5
Income >30% but <=50% of AMI	5537	4	4	4	4	4	4
Income >50% but <80% of AMI	6001	3	3	3	3	3	3
Elderly	5231	4	4	4	4	4	4
Families with Disabilities	933	4	4	4	4	4	4
White	17320	3	3	3	3	3	3
Black/African American	638	4	4	4	4	4	4
American Indian/Alaska Native	31	5	5	5	5	5	5
Asian	58	5	5	5	5	5	5
Native Hawaiian/Other Pacific Islander	0	0	0	0	0	0	0
Hispanic	73	5	5	5	5	5	5

9.0

**Housing Needs of Families on the Waiting List**

Waiting list type: (select one)

- Section 8 tenant-based assistance
- Public Housing
- Combined Section 8 and Public Housing
- Public Housing Site-Based or sub-jurisdictional waiting list (optional)  
If used, identify which development/subjurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	313		36%
Extremely low income <=30% AMI	274	87.5%	
Very low income (>30% but <=50% AMI)	37	12%	
Low income (>50% but <80% AMI)	2	0.6%	
Families with children	207	66%	
Elderly families	11	4%	
Families with Disabilities	95	30%	
White	277	88%	
Black/African American	31	10%	
American Indian/Alaska Native	2	0.6%	
Asian	0	0%	
Native Hawaiian/Other Pacific Islander	0	0%	
Hispanic	1	0.3%	
Not Identified	2	0.6%	

Characteristics by Bedroom Size (Public Housing Only)			
1BR	114	36%	
2 BR	62	20%	
3 BR	119	38%	
4 BR	8	3%	
5 BR	10	3%	
5+ BR	N/A	N/A	

Is the waiting list closed (select one)?  No  Yes  
 If yes:  
 How long has it been closed (# of months)? *N/A*  
 Does the PHA expect to reopen the list in the PHA Plan year?  No  Yes *N/A*  
 Does the PHA permit specific categories of families onto the waiting list, even if generally closed?   
 No  Yes *N/A*

9.0

**Housing Needs of Families on the Waiting List**

Waiting list type: (select one)

- Section 8 tenant-based assistance
- Public Housing
- Combined Section 8 and Public Housing
- Public Housing Site-Based or sub-jurisdictional waiting list (optional)  
If used, identify which development/subjurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	160		71%
Extremely low income <=30% AMI	127	80%	
Very low income (>30% but <=50% AMI)	31	19%	
Low income (>50% but <80% AMI)	2	1%	
Families with children	106	66%	
Elderly families	11	7%	
Families with Disabilities	43	27%	
White	148	92.5%	
Black/African American	9	6%	
American Indian/Alaska Native	1	0.6%	
Asian	0	0%	
Native Hawaiian/Other Pacific Islander	0	0%	
Hispanic	0	0%	
Not Identified	2	1%	

Characteristics by Bedroom Size (Public Housing Only)

1BR	N/A	N/A	
2 BR	N/A	N/A	
3 BR	N/A	N/A	
4 BR	N/A	N/A	
5 BR	N/A	N/A	
5+ BR	N/A	N/A	

Is the waiting list closed (select one)?  No  Yes

If yes:

How long has it been closed (# of months)? **39**

Does the PHA expect to reopen the list in the PHA Plan year?  No  Yes

Does the PHA permit specific categories of families onto the waiting list, even if generally closed?

No  Yes **Family Unification (FUPF)**

**9.1 Strategy for Addressing Housing Needs.** Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. **Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.**

**Strategies**

**Need: Shortage of affordable housing for all eligible populations**

PHA shall maximize the number of affordable units available to the PHA within its current resources by:

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease-up rates by effectively screening section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies

PHA shall increase the number of affordable housing units by:

- Apply for additional section 8 units should they become available

**Need: Specific Family Types: Families at or below 30% of median**

PHA shall target available assistance to families at or below 30 % of AMI

- Adopt rent policies to support and encourage work

**Need: Specific Family Types: Families at or below 50% of median**

PHA shall target available assistance to families at or below 50% of AMI

- Adopt rent policies to support and encourage work

**Need: Specific Family Types: The Elderly**

PHA shall target available assistance to the elderly:

- Seek designation of public housing for the elderly

9.1

**Need: Specific Family Types: Families with Disabilities**

PHA shall target available assistance to Families with Disabilities:

- Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- Affirmatively market to local non-profit agencies that assist families with disabilities

**Need: Specific Family Types: Races or ethnicities with disproportionate housing needs**

PHA shall increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:

- Affirmatively market to races/ethnicities shown to have disproportionate housing needs

PHA shall conduct activities to affirmatively further fair housing:

- Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- Market the section 8 program to owners outside of areas of poverty /minority concentrations

**Reason for Selecting Strategies:**

- Funding constraints
- Staffing constraints
- Extent to which particular housing needs are met by other organizations in the community
- Influence of the housing market on PHA programs
- Community priorities regarding housing assistance
- Results of consultation with residents and the Resident Advisory Board
- Results of consultation with advocacy groups

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

(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**).

**PHA GOAL #1: EXPAND THE SUPPLY OF ASSISTED HOUSING**

The PHA established the following objectives to strive in meeting goal #1:

- Reduce public housing vacancies

**Progress Statement:** This is a continuous goal.

**PHA GOAL #2: IMPROVE THE QUALITY OF ASSISTED HOUSING**

The PHA established the following objectives to strive in meeting goal #2:

- Improve public housing management:
- Increase customer satisfaction
- Concentrate on efforts to improve specific management functions
- Renovate or modernize public housing units

**Progress Statement:**

- CMHA hired temporary staff to assist
- The Executive Director has taken over the complaints currently
- Trainings/meetings
- Remodeled bathrooms, new appliances, new HVAC's and furnaces

**PHA GOAL #3: INCREASE ASSISTED HOUSING CHOICES**

The PHA established the following objectives to strive in meeting goal #3:

- Conduct outreach efforts for potential voucher landlords

**Progress Statement:** Ongoing

**PHA GOAL #4: PROVIDE AN IMPROVED LIVING ENVIRONMENT**

The PHA established the following objectives to strive in meeting goal #4:

- Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments
- Implement public housing security improvements

**10.0 Progress Statement:**

- The CMHA changed point system for applications to give preference point for working families.
- The CMHA has improved cameras, have more communication with security and added more security

**PHA GOAL #5: PROMOTE SELF-SUFFICIENCY AND ASSET DEVELOPMENT OF ASSISTED HOUSEHOLDS**

The PHA established the following objectives to strive in meeting goal #5:

- Increase the number and percentage of employed persons in assisted families
- Provide or attract supportive services to improve assistance recipients' employability
- Provide or attract supportive services to increase independence for the elderly or families with disabilities

**Progress Statement:**

- Continuous
- Ongoing
- The CMHA give referrals to help

**PHA GOAL #6: ENSURE EQUAL OPPORTUNITY AND AFFIRMATIVELY FURTHER FAIR HOUSING**

The PHA established the following objectives to strive in meeting goal #6:

- Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status and disability:
- Undertake affirmative measures to provide a suitable living environment for families living in assisted housing regardless of race, color, religion, national origin, sex, familial status and disability:
- Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required

**Progress Statement:** These goals are continuous and the CMHA participates in Fair Housing training with City Fair Housing Officer for all staff.

(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.**)

**Substantial Deviations from the 5-Year Plan**

- Additions or deletions of Strategic Goals
- Any deviation that requires reviews and input by the Resident Advisory Board as well as approval by the Board of Commissioners.

10.0

**Significant Amendments or Modification to the Annual Plan**

- Any change to rent or admissions policies or organization of the waiting list;
- Additions of non-emergency\* work items over \$25,000 (items not included in the latest approved PHA Plan Capital Fund Annual Statement or 5-Year Action Plan) or change in use of replacement reserve funds (if applicable) under the Capital Fund Program; and
- Any change with regard to demolition or disposition, designation of housing, homeownership programs or conversion activities.

An exception to this definition will be made for any of the above that are adopted to reflect changes in HUD regulatory requirements since such changes are not considered significant.

This criterion does not supersede the requirements of OMB Circular No. A-87 (Cost Principal for State, Local, and Indian Tribal Governments) and 25 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements), as well as federal, state, or local regulations or statutes. Any future issuance of HUD guidelines or additional regulations shall take precedence over the above criterion.

\* Emergency – means physical work items of an emergency nature, posing an immediate threat to the health and safety of residents or staff, which must be completed within one year of capital grant funding. Management improvements are not eligible as emergency work.

- (c) PHA’s must include or reference any applicable memorandum of agreement with HUD or any plan to improve performance. **(See attachment oh024i02)**

Pursuant to the requirements of Section 6(j)(2)(C) of the United States Housing Act of 1937, 42 U.S.C. 1437 (“the Act”), as implemented in the Public Housing Assessment System (PHAS), 24 CFR Part 902, et seq., an Agreement was made on the 1<sup>st</sup> day of May 2010 by and between the Chillicothe Metropolitan Housing Authority and the U. S. Department of Housing and Urban Development (HUD).

CMHA was evaluated by HUD in accordance with provisions of PHAS and designated as “troubled” as defined at 24 CFR Section 902.67(c).

Under requirements of the Act and 24 CFR Section 903.75, housing authorities which are designated troubled must enter into a binding contractual agreement designated as a Memorandum of Agreement (MOA) with HUD. The primary purpose of the MOA is to substantially improve the Authority’s PHAS score.

CMHA was notified on March 1, 2012 that they were designated as “substandard”.

<b>11.0</b>	<p><b>Required Submission for HUD Field Office Review.</b> In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. <b>Note:</b> Faxed copies of these documents will not be accepted by the Field Office.</p> <p>(a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights)</p> <p>(b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only)</p> <p>(c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only)</p> <p>(d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only)</p> <p>(e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only)</p> <p>(f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations.</p> <p style="text-align: center;"><b>Provided as attachment oh024h02</b></p> <p>(g) Challenged Elements – NO 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 style="text-align: center;"><b>Provided as attachments oh024a02, oh024c02, oh024d02, oh024e02, oh024f02 and oh024g02.</b></p> <p>(i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)</p> <p style="text-align: center;"><b>Provided as attachment oh024b02</b></p>
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**Attachment: oh024a02**

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

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>						
<b>PHA Name:</b> Chillicothe Metropolitan Housing Authority		<b>Grant Type and Number:</b> Capital Fund Program No: <b>OH16-P024-501-12</b> Replacement Housing Factor Grant No: Date of CFFP:			<b>FFY of Grant: 2012</b> <b>FFY of Grant Approval: 2012</b>	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserved for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: ) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 3/31/12 <input type="checkbox"/> Final Performance and Evaluation Report						
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost 1		
		Original	Revised 2	Obligated	Expended	
1	Total Non-Capital Funds					
2	1406 Operating Expenses (may not exceed 20% of line 20) 3	50,000.00		0.00	0.00	
3	1408 Management Improvements	44,600.00		0.00	0.00	
4	1410 Administration	48,565.00		0.00	0.00	
5	1411 Audit	0.00		0.00	0.00	
6	1415 Liquidated Damages	0.00		0.00	0.00	
7	1430 Fees and Costs	62,000.00		0.00	0.00	
8	1440 Site Acquisition	0.00		0.00	0.00	
9	1450 Site Improvement	0.00		0.00	0.00	
10	1460 Dwelling Structures	280,484.00		0.00	0.00	
11	1465.1 Dwelling Equipment-Nonexpendable	0.00		0.00	0.00	
12	1470 Nondwelling Structures	0.00		0.00	0.00	
13	1475 Nondwelling Equipment	0.00		0.00	0.00	
14	1485 Demolition	0.00		0.00	0.00	
15	1492 Moving to Work Demonstration	0.00		0.00	0.00	
16	1495.1 Relocation Costs	0.00		0.00	0.00	
17	1499 Development Activities 4	0.00		0.00	0.00	

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

Annual Statement /Performance and Evaluation Report  
 Capital Funds Program and Capital Fund Program Replacement Housing Factor and  
 Capital Funds 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>Chillicothe Metropolitan Housing Authority</b>		Grant Type and Number: Capital Fund Program No: <b>OH16-P024-501-12</b> Replacement Housing Factor Grant No: Date of CFFP:		FFY of Grant: 2012 FFY of Grant Approval: 2012	
<input type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserved for Disasters/Emergencies		<input type="checkbox"/> Revised Annual Statement (revision no: )	
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 3/31/12		<input type="checkbox"/> Final Performance and Evaluation Report			
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost 1	
		Original	Revised 2	Obligated	Expended
18a	1501 Collateralization or Debt Service Paid by the PHA	0.00		0.00	0.00
18b	9000 Collateralization or Debt Service paid Via System of Direct Payment	0.00		0.00	0.00
	Payment	-		-	-
19	1502 Contingency (may not exceed 8% of Line 20)	0.00		0.00	0.00
20	Amount of Annual Grant (sums of lines 2-19)	<b>\$485,649.00</b>		<b>\$0.00</b>	<b>\$0.00</b>
21	Amount of Line 20 Related to LBP Activities	0.00		0.00	0.00
22	Amount of Line 20 Related to Section 504 Compliance	0.00		0.00	0.00
23	Amount of Line 20 Related to Security - Soft Costs	41,600.00		0.00	0.00
24	Amount of Line 20 Related to Security - Hard Costs	0.00		0.00	0.00
25	Amount of Line 20 Related to Energy Conservation Measures	0.00		0.00	0.00
Signature of Executive Director <i>Kathleen Z. Smith</i>			Signature of Public Housing Director		
Date 06/29/12			Date		

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



**Attachment: oh024b02**

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

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/Number <b>Chillicothe Metropolitan Housing Authority - OH024</b>			Locality (City/County& State) <b>Chillicothe/Ross County/Ohio</b>			<input checked="" type="checkbox"/> Original <input type="checkbox"/> Revision No. _____
A.	Development Number and Name <b>PHA-Wide</b>	Work Statement for Year 1 FFY <u>2012</u>	Work Statement for Year 2 FFY <u>2013</u>	Work Statement for Year 3 FFY <u>2014</u>	Work Statement for Year 4 FFY <u>2015</u>	Work Statement for Year 5 FFY <u>2016</u>
B.	Physical Improvements Subtotal	Annual Statement	- 292,484.00	- 302,484.00	- 302,484.00	- 302,484.00
C.	Management Improvements		44,600.00	44,600.00	44,600.00	44,600.00
D.	PHA-Wide Non-dwelling Structures and Equipment		- -	- -	- -	- -
E.	Administration		48,565.00	48,565.00	48,565.00	48,565.00
F.	Other		50,000.00	40,000.00	40,000.00	40,000.00
G.	Operations		50,000.00	50,000.00	50,000.00	50,000.00
H.	Demolition		0.00	0.00	0.00	0.00
I.	Development		0.00	0.00	0.00	0.00
J.	Capital Fund Financing - Debt Service		0.00 -	0.00 -	0.00 -	0.00 -
K.	Total CFP Funds		<b>\$485,649.00</b>	<b>\$485,649.00</b>	<b>\$485,649.00</b>	<b>\$485,649.00</b>
L.	Total Non-CFP Funds		0.00	0.00	0.00	0.00
M.	Grand Total		<b>\$485,649.00</b>	<b>\$485,649.00</b>	<b>\$485,649.00</b>	<b>\$485,649.00</b>

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

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

Expires: 4/30/2011

<b>Part I: Summary (Continuation)</b>						
PHA Name/Number			Locality (City/County& State)		<input checked="" type="checkbox"/> Original	<input type="checkbox"/> Revision No. _____
<b>Chillicothe Metropolitan Housing Authority - OH024</b>			<b>Chillicothe/Ross County/Ohio</b>			
A.	Development Number and Name	Work Statement for Year 1 FFY____2012____	Work Statement for Year 2 FFY____2013____	Work Statement for Year 3 FFY____2014____	Work Statement for Year 4 FFY____2015____	Work Statement for Year 5 FFY____2016____
	<b>OH024000001 AMP 1</b>	Annual Statement	145,000.00	0.00	0.00	0.00
	<b>OH024000002 AMP 2</b>		65,000.00	0.00	0.00	0.00
	<b>OH024000003 AMP 3</b>		0.00	92,484.00	125,321.00	0.00
	<b>OH024000004 AMP 4</b>		82,484.00	160,000.00	127,163.00	200,484.00
	<b>PHA WIDE</b>		193,165.00	233,165.00	233,165.00	285,165.00
	Grand Total		<b>\$485,649.00</b>	<b>\$485,649.00</b>	<b>\$485,649.00</b>	<b>\$485,649.00</b>









**Attachment: oh024c02**

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

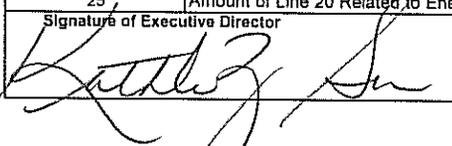
U. S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

<b>Part I: Summary</b>						
PHA Name: <b>Chillicothe Metropolitan Housing Authority</b>		Grant Type and Number: Capital Fund Program No: <b>OH16-P024-501-11</b> Replacement Housing Factor Grant No: Date of CFFP:			FFY of Grant: 2011 FFY of Grant Approval: 2011	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserved for Disasters/Emergencies <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 3/31/12		<input type="checkbox"/> Revised Annual Statement (revision no: ) <input type="checkbox"/> Final Performance and Evaluation Report				
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost 1		
		Original	Revised 2	Obligated	Expended	
1	Total Non-Capital Funds					
2	1406 Operating Expenses (may not exceed 20% of line 20) 3	50,000.00		0.00	0.00	
3	1408 Management Improvements	51,600.00		0.00	0.00	
4	1410 Administration	50,000.00		0.00	0.00	
5	1411 Audit	0.00		0.00	0.00	
6	1415 Liquidated Damages	0.00		0.00	0.00	
7	1430 Fees and Costs	52,000.00		0.00	0.00	
8	1440 Site Acquisition	0.00		0.00	0.00	
9	1450 Site Improvement	0.00		0.00	0.00	
10	1460 Dwelling Structures	314,819.00		119,000.00	0.00	
11	1465.1 Dwelling Equipment-Nonexpendable	18,000.00		0.00	0.00	
12	1470 Nondwelling Structures	0.00		0.00	0.00	
13	1475 Nondwelling Equipment	0.00		0.00	0.00	
14	1485 Demolition	0.00		0.00	0.00	
15	1492 Moving to Work Demonstration	0.00		0.00	0.00	
16	1495.1 Relocation Costs	0.00		0.00	0.00	
17	1499 Development Activities 4	0.00		0.00	0.00	

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

Annual Statement /Performance and Evaluation Report  
 Capital Funds Program and Capital Fund Program Replacement Housing Factor and  
 Capital Funds 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>Chillicothe Metropolitan Housing Authority</b>		Grant Type and Number: Capital Fund Program No: <b>OH16-P024-501-11</b>		FFY of Grant: 2011 FFY of Grant Approval: 2011	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserved for Disasters/Emergencies <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 3/31/12		<input type="checkbox"/> Revised Annual Statement (revision no: ) <input type="checkbox"/> Final Performance and Evaluation Report			
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost 1	
		Original	Revised 2	Obligated	Expended
18a	1501 Collateralization or Debt Service Paid by the PHA	0.00		0.00	0.00
18b	9000 Collateralization or Debt Service paid Via System of Direct Payment	0.00		0.00	0.00
		-		-	-
19	1502 Contingency (may not exceed 8% of Line 20)	0.00		0.00	0.00
20	Amount of Annual Grant (sums of lines 2-19)	<b>\$536,419.00</b>		<b>\$119,000.00</b>	<b>\$0.00</b>
21	Amount of Line 20 Related to LBP Activities	0.00		0.00	0.00
22	Amount of Line 20 Related to Section 504 Compliance	20,000.00		20,000.00	0.00
23	Amount of Line 20 Related to Security - Soft Costs	41,600.00		0.00	0.00
24	Amount of Line 20 Related to Security - Hard Costs	0.00		0.00	0.00
25	Amount of Line 20 Related to Energy Conservation Measures	0.00		0.00	0.00
Signature of Executive Director 		Date 06/29/12		Signature of Public Housing Director Date	

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



**Attachment: oh024d02**

Annual Statement /Performance and Evaluation Report  
 Capital Funds Program and Capital Fund Program Replacement Housing Factor and  
 Capital Funds 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>Chillicothe Metropolitan Housing Authority</b>	Grant Type and Number: Capital Fund Program No: <b>OH16-P024-501-10</b> Replacement Housing Factor Grant No: Date of CFFP:	FFY of Grant: <b>2010</b> FFY of Grant Approval: <b>2010</b>
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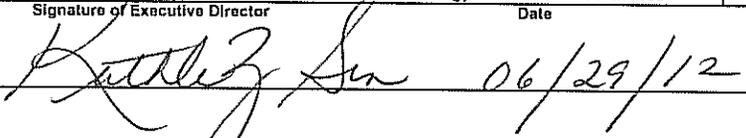
Original Annual Statement   
  Reserved for Disasters/Emergencies   
  Revised Annual Statement (revision no: 2 )  
 Performance and Evaluation Report for Period Ending: 3/31/12   
  Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost 1	
		Original	Revised 2	Obligated	Expended
1	Total Non-Capital Funds				
2	1406 Operating Expenses (may not exceed 20% of line 20) 3	50,000.00	50,000.00	0.00	0.00
3	1408 Management Improvements	44,600.00	44,600.00	0.00	0.00
4	1410 Administration	50,500.00	50,500.00	0.00	0.00
5	1411 Audit	0.00	0.00	0.00	0.00
6	1415 Liquidated Damages	0.00	0.00	0.00	0.00
7	1430 Fees and Costs	40,000.00	108,250.00	7,500.00	0.00
8	1440 Site Acquisition	0.00	0.00	0.00	0.00
9	1450 Site Improvement	212,773.00	231,473.00	108,473.00	69,109.24
10	1460 Dwelling Structures	230,221.00	143,271.00	134,417.57	39,281.33
11	1465.1 Dwelling Equipment-Nonexpendable	0.00	0.00	0.00	0.00
12	1470 Nondwelling Structures	0.00	0.00	0.00	0.00
13	1475 Nondwelling Equipment	0.00	0.00	0.00	0.00
14	1485 Demolition	0.00	0.00	0.00	0.00
15	1492 Moving to Work Demonstration	0.00	0.00	0.00	0.00
16	1495.1 Relocation Costs	0.00	0.00	0.00	0.00
17	1499 Development Activities 4	0.00	0.00	0.00	0.00

1 To be completed for the Performance and Evaluation Report  
 2 To be completed for the Performance and Evaluation Report or a Revised Annual Statement  
 3 PHAs with under 250 units in management may use 100% of CFP Grants for operations.  
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Annual Statement /Performance and Evaluation Report  
 Capital Funds Program and Capital Fund Program Replacement Housing Factor and  
 Capital Funds 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>Chillicothe Metropolitan Housing Authority</b>		Grant Type and Number: Capital Fund Program No: <b>OH16-P024-501-10</b> Replacement Housing Factor Grant No: Date of CFFP:		FFY of Grant: 2010 FFY of Grant Approval: 2010	
<input type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserved for Disasters/Emergencies		<input checked="" type="checkbox"/> Revised Annual Statement (revision no: 2 )	
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 3/31/12		<input type="checkbox"/> Final Performance and Evaluation Report			
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost 1	
		Original	Revised 2	Obligated	Expended
18a	1501 Collateralization or Debt Service Paid by the PHA	0.00	0.00	0.00	0.00
18b	9000 Collateralization or Debt Service paid Via System of Direct Payment	0.00	0.00	0.00	0.00
		-	-	-	-
19	1502 Contingency (may not exceed 8% of Line 20)	0.00	0.00	0.00	0.00
20	Amount of Annual Grant (sums of lines 2-19)	<b>\$628,094.00</b>	<b>\$628,094.00</b>	<b>\$250,390.57</b>	<b>\$108,390.57</b>
21	Amount of Line 20 Related to LBP Activities	0.00	0.00	0.00	0.00
22	Amount of Line 20 Related to Section 504 Compliance	93,221.00	22,221.00	22,221.00	0.00
23	Amount of Line 20 Related to Security - Soft Costs	41,600.00	41,600.00	0.00	0.00
24	Amount of Line 20 Related to Security - Hard Costs	0.00	0.00	0.00	0.00
25	Amount of Line 20 Related to Energy Conservation Measures	0.00	0.00	0.00	0.00
Signature of Executive Director 			Signature of Public Housing Director 		
Date 06/29/12			Date		

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

**Part II: Supporting Pages**

PHA Name: <b>Chillicothe Metropolitan Housing Authority</b>		Grant Type and Number: Capital Fund Program No: <b>OH16-P024-501-10</b> Replacement Housing Factor Grant No: CFFP (Yes/No) <b>No</b> Date of CFFP:					Federal FFY of Grant: <b>2010</b>	
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised 1	Funds Obligated 2	Funds Expended 2	
	<b>DWELLING STRUCTURES</b>							
OH024000001	REPLACE P-TEC	1460		35,200.00	24,000.00	24,000.00	24,000.00	
OH024000002	REPLACE CARPET IN COMMONS	1450		200,000.00	37,000.00	37,000.00	37,000.00	
	REPLACE OVERHEAD DR GARAGE	1460		0.00	0.00	0.00	0.00	
	UPGRADE SECURITY CAMERAS	1450		0.00	11,500.00	11,500.00	11,500.00	
OH024000003	UPGRADE COMPLIANCE ISSUE - WE	1460		60,000.00	0.00	0.00	0.00	
	REPLACE UNDERGROUND ELECTRIC TO SECURITY LIGHTS	1450		0.00	60,000.00	40,000.00	7,836.24	
	UPGRADE CAMERA SYSTEM	1450		12,773.00	0.00	0.00	0.00	
OH024000004	REPLACE HVAC LINCOLN, TOLEDO	1460		101,800.00	63,000.00	63,000.00	15,281.33	
	UPGRADE COMPLIANCE ISSUES, LP	1460		33,221.00	0.00	0.00	0.00	
	UPGRADE CAMERA SYSTEM	1450		0.00	12,773.00	12,773.00	12,773.00	
PHA WIDE	OPERATIONS	1406		50,000.00	50,000.00	0.00	0.00	
	MANAGEMENT AND STAFF TRAINING	1408		3,000.00	3,000.00	0.00	0.00	
	SECURITY FOOT PATROL ALL SITES, 20 HRS EACH, 2 WEEKS, AT \$20 PER HOUR (20X20X4X26)	1408		41,600.00	41,600.00	0.00	0.00	
	ADMINISTRATIVE FEES (TO INCLUDE ADVERTISING)	1410		50,500.00	50,500.00	0.00	0.00	
	PROFESSIONAL SERVICES A&E	1430		40,000.00	40,000.00	0.00	0.00	
	STRUCTURAL STUDY TIFFIN TOWER	1430		0.00	59,200.00	0.00	0.00	
	504 COMPLIANCE IMPROVEMENTS	1460		0.00	22,221.00	22,221.00	0.00	
	GROUNDS IMPROVEMENTS	1450		0.00	7,200.00	7,200.00	0.00	
	SECTION 3 COMPLIANCE SERVICES	1430		0.00	9,050.00	7,500.00	0.00	
	UPGRADE SECURITY CAMERAS ALL SITES	1450		0.00	35,000.00	0.00	0.00	
	UPGRADE UNDERGROUND WIRING ALL SITES	1450		0.00	68,000.00	0.00	0.00	
	BATHROOM REHAB	1460		0.00	34,050.00	25,196.57	0.00	
	<b>TOTAL CAPITAL FUNDS GRANT - 2010</b>			<b>\$628,094.00</b>	<b>\$628,094.00</b>	<b>\$250,390.57</b>	<b>\$108,390.57</b>	

1 To be completed for the Performance and Evaluation Report or a Revised Annual Statement  
 2 To be completed for the Performance and Evaluation Report

**Attachment: oh024e02**

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

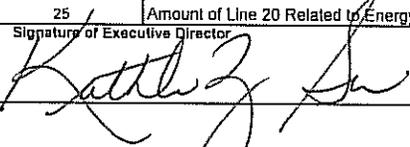
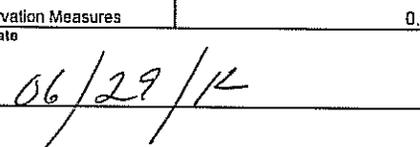
U. S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

<b>Part I: Summary</b>						
<b>PHA Name:</b> Chillicothe Metropolitan Housing Authority		<b>Grant Type and Number:</b> Capital Fund Program No: <b>OH16-P024-501-09</b> Replacement Housing Factor Grant No: Date of CFFP:			<b>FFY of Grant: 2009</b> <b>FFY of Grant Approval: 2009</b>	
<input type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserved for Disasters/Emergencies		<input checked="" type="checkbox"/> Revised Annual Statement (revision no: 3 )		
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 3/31/12		<input type="checkbox"/> Final Performance and Evaluation Report				
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost 1		
		Original	Revised 2	Obligated	Expended	
1	Total Non-Capital Funds					
2	1406 Operating Expenses (may not exceed 20% of line 20) 3	50,000.00	50,000.00	50,000.00	50,000.00	
3	1408 Management Improvements	44,600.00	44,600.00	44,600.00	38,305.00	
4	1410 Administration	57,500.00	57,500.00	57,500.00	57,500.00	
5	1411 Audit	0.00	0.00	0.00	0.00	
6	1415 Liquidated Damages	0.00	0.00	0.00	0.00	
7	1430 Fees and Costs	40,000.00	40,000.00	40,000.00	15,294.11	
8	1440 Site Acquisition	0.00	0.00	0.00	0.00	
9	1450 Site Improvement	54,421.00	55,622.00	55,622.00	16,631.00	
10	1460 Dwelling Structures	370,800.00	333,599.00	333,599.00	333,599.00	
11	1465.1 Dwelling Equipment-Nonexpendable	0.00	0.00	0.00	0.00	
12	1470 Nondwelling Structures	0.00	0.00	0.00	0.00	
13	1475 Nondwelling Equipment	0.00	36,000.00	36,000.00	2,651.00	
14	1485 Demolition	0.00	0.00	0.00	0.00	
15	1492 Moving to Work Demonstration	0.00	0.00	0.00	0.00	
16	1495.1 Relocation Costs	0.00	0.00	0.00	0.00	
17	1499 Development Activities 4	0.00	0.00	0.00	0.00	

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 2 To be completed for the Performance and Evaluation Report or a Revised Annual Statement  
 3 PHAs with under 250 units in management may use 100% of CFP Grants for operations.  
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Annual Statement /Performance and Evaluation Report  
 Capital Funds Program and Capital Fund Program Replacement Housing Factor and  
 Capital Funds 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>Chillicothe Metropolitan Housing Authority</b>		Grant Type and Number: Capital Fund Program No: <b>OH16-P024-501-09</b>		FFY of Grant: 2009 FFY of Grant Approval: 2009	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserved for Disasters/Emergencies		<input checked="" type="checkbox"/> Revised Annual Statement (revision no: 3 )			
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 3/31/12		<input type="checkbox"/> Final Performance and Evaluation Report			
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost 1	
		Original	Revised 2	Obligated	Expended
18a	1501 Collateralization or Debt Service Paid by the PHA	0.00	0.00	0.00	0.00
18b	9000 Collateralization or Debt Service paid Via System of Direct Payment	0.00	0.00	0.00	0.00
19	1502 Contingency (may not exceed 8% of Line 20)	0.00	0.00	0.00	0.00
20	Amount of Annual Grant (sums of lines 2-19)	<b>\$617,321.00</b>	<b>\$617,321.00</b>	<b>\$617,321.00</b>	<b>\$513,980.11</b>
21	Amount of Line 20 Related to LBP Activities	0.00	0.00	0.00	0.00
22	Amount of Line 20 Related to Section 504 Compliance	0.00	110,372.60	110,372.60	110,372.60
23	Amount of Line 20 Related to Security - Soft Costs	41,600.00	41,600.00	41,600.00	35,305.00
24	Amount of Line 20 Related to Security - Hard Costs	0.00	0.00	0.00	0.00
25	Amount of Line 20 Related to Energy Conservation Measures	0.00	0.00	0.00	0.00
Signature of Executive Director		Signature of Public Housing Director		Date	
				Date	
Date <b>06/29/12</b>					

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

**Part II: Supporting Pages**

PHA Name: <b>Chillicothe Metropolitan Housing Authority</b>		Grant Type and Number: Capital Fund Program No: <b>OH16-P024-501-09</b> Replacement Housing Factor Grant No: CFFP (Yes/No) <b>No</b> Date of CFFP:						Federal FFY of Grant: <b>2009</b>	
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised 1	Funds Obligated 2	Funds Expended 2		
OH024000001	<b>DWELLING STRUCTURES</b>								
TIFFIN TOWER	REPLACE RUBBER ROOFS ON PORCHES TT	1460	2	15,000.00	0.00	0.00	0.00	DEFERRED 501-07	
ELDERLY	EXTERIOR OVERHEAD DOOR TT FREIGHT ROOM	1460	1	20,000.00	2,794.20	2,794.20	2,794.20		
	REPLACE P-TEC IN TIFFIN TOWER	1460		56,000.00	25,000.00	25,000.00	25,000.00		
	EMERGENCY TT - ROOF REPLACEMENT	1460		0.00	7,000.00	7,000.00	7,000.00		
	REPLACE HEAT PUMP	1460		0.00	4,570.00	4,570.00	4,570.00		
	REPLACE WATER MAIN VALVES BYPASS AND SHUT OFF	1460		0.00	18,000.00	18,000.00	18,000.00		
OH024000004	INTERIOR DOORS - LINCOLN PARK	1460		26,000.00	0.00	0.00	0.00	DEFERRED	
LINCOLN PARK	REPLACE HOT WATER TANKS	1460	114	68,400.00	25,000.00	25,000.00	25,000.00		
SHERMAN PARK	REPLACE HVAC - A/C SHERMAN PARK	1460		113,400.00	24,182.20	24,182.20	24,182.20		
	INSTALLED ADDITIONAL CAMERA SHERMAN PARK	1460		0.00	5,850.00	5,850.00	5,850.00		
	INSTALLED FENCES IN SHERMAN PARK	1450		0.00	5,500.00	5,500.00	5,500.00		
	1004 SP SANITARY LINES - EMERGENCY	1460		0.00	5,901.00	5,901.00	5,901.00		
OH024000002	REPLACE A/C WORTHINGTON MANOR	1460		0.00	4,608.00	4,608.00	4,608.00		
	REPLACE WATER MAIN VALVES BYPASS AND SHUT OFF	1460		0.00	8,000.00	8,000.00	8,000.00		
OH024000003	REPLACE EXTERIOR ENTRANCE DOORS	1460		72,000.00	0.00	0.00	0.00	DEFERRED 501-06	
	UPGRADE DRAINAGE AT W.E.	1450		15,000.00	0.00	0.00	0.00	DEFERRED	
	REPLACE ROOF SHINGLES AT WETZEL/ MECHANIC ST.	1460		0.00	80,000.00	80,000.00	80,000.00		
	REPLACE HVAC - AMP 3 VANDALISIM	1460		0.00	16,117.00	16,117.00	16,117.00		
	INSTALL HVAC FENCES - AT INSURANCE CO. REQUEST	1450		0.00	4,800.00	4,800.00	4,800.00		
PHA WIDE	SEAL COAT PARKING LOTS ALL SITES	1450		39,421.00	39,421.00	39,421.00	430.00		
	ADDITIONAL REPAIR ON BATHROOMS	1460		0.00	2,105.00	2,105.00	2,105.00		
	AMP COMPUTER UPGRADE	1475		0.00	10,000.00	10,000.00	2,651.00		
	AMP 1-4 VAN FOR TRANSPORTATION	1475		0.00	26,000.00	26,000.00	0.00		
	504 COMPLIANCE	1460		0.00	110,372.60	110,372.60	110,372.60		
PHA WIDE	<b>OPERATIONS:</b>	1406		50,000.00	50,000.00	50,000.00	50,000.00		
	<b>MANAGEMENT IMPROVEMENTS:</b>								
	MAINTENANCE STAFF TRAINING	1408		3,000.00	3,000.00	3,000.00	3,000.00		
	SECURITY FOOT PATROLS, ALL SITES (4 PERSONS AT \$20.00/HR.) 20X20X4026	1408		41,600.00	41,600.00	41,600.00	35,305.00		
	<b>ADMINISTRATION:</b>								
	MANAGEMENT FEES (LIMITED TO 10% OF GRANT) INCLUDING ADMIN COST FOR ADVERTISING, INC.)	1410		57,500.00	57,500.00	57,500.00	57,500.00		
	<b>FEES AND COSTS:</b>								
	PROFESSIONAL A&E	1430		40,000.00	40,000.00	40,000.00	15,294.11		
	<b>TOTAL CAPITAL FUNDS GRANT - 2009</b>			<b>\$617,321.00</b>	<b>\$617,321.00</b>	<b>\$617,321.00</b>	<b>\$513,980.11</b>		

1 To be completed for the Performance and Evaluation Report or a Revised Annual Statement  
 2 To be completed for the Performance and Evaluation Report

**Attachment: oh024f02**

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

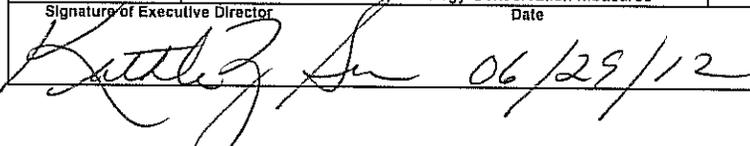
U. S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

<b>Part I: Summary</b>					
<b>PHA Name:</b> Chillicothe Metropolitan Housing Authority		<b>Grant Type and Number:</b> OH16-P024-501-08			<b>FFY of Grant:</b> 2008
		Capital Fund Program No:			<b>FFY of Grant Approval:</b> 2008
		Replacement Housing Factor Grant No:			
		Date of CFFP:			
<input type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserved for Disasters/Emergencies		<input checked="" type="checkbox"/> Revised Annual Statement (revision no: 3 )	
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 3/31/12		<input type="checkbox"/> Final Performance and Evaluation Report			
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost 1	
		Original	Revised 2	Obligated	Expended
1	Total Non-Capital Funds				
2	1406 Operating Expenses (may not exceed 20% of line 20) 3	55,600.00	50,000.00	50,000.00	50,000.00
3	1408 Management Improvements	47,600.00	47,600.00	47,600.00	47,600.00
4	1410 Administration	1,000.00	500.00	500.00	500.00
5	1411 Audit	0.00	0.00	0.00	0.00
6	1415 Liquidated Damages	0.00	0.00	0.00	0.00
7	1430 Fees and Costs	40,000.00	40,000.00	40,000.00	26,035.24
8	1440 Site Acquisition	0.00	0.00	0.00	0.00
9	1450 Site Improvement	0.00	5,850.65	5,850.65	28,933.63
10	1460 Dwelling Structures	377,090.00	367,995.68	367,995.68	355,925.20
11	1465.1 Dwelling Equipment-Nonexpendable	0.00	0.00	0.00	0.00
12	1470 Nondwelling Structures	0.00	4,625.32	4,625.32	0.00
13	1475 Nondwelling Equipment	60,000.00	64,718.35	64,718.35	64,718.35
14	1485 Demolition	0.00	0.00	0.00	0.00
15	1492 Moving to Work Demonstration	0.00	0.00	0.00	0.00
16	1495.1 Relocation Costs	0.00	0.00	0.00	0.00
17	1499 Development Activities 4	0.00	0.00	0.00	0.00

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 3 PHAs with under 250 units in management may use 100% of CFP Grants for operations.  
 4 RHF funds shall be included here.

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

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: <b>Chillicothe Metropolitan Housing Authority</b>		Grant Type and Number: Capital Fund Program No: <b>OH16-P024-501-08</b> Replacement Housing Factor Grant No: Date of CFFP:			FFY of Grant: 2008 FFY of Grant Approval: 2008
<input type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserved for Disasters/Emergencies		<input checked="" type="checkbox"/> Revised Annual Statement (revision no: 3 )	
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 3/31/12		<input type="checkbox"/> Final Performance and Evaluation Report			
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
		Original	Revised <sup>2</sup>	Obligated	Expended
18a	1501 Collateralization or Debt Service Paid by the PHA	0.00	0.00	0.00	0.00
18b	9000 Collateralization or Debt Service paid Via System of Direct Payment	0.00	0.00	0.00	0.00
19	1502 Contingency (may not exceed 8% of Line 20)	0.00	0.00	0.00	0.00
20	Amount of Annual Grant (sums of lines 2-19)	<b>\$581,290.00</b>	<b>\$581,290.00</b>	<b>\$581,290.00</b>	<b>\$573,712.42</b>
21	Amount of Line 20 Related to LBP Activities	0.00	0.00	0.00	0.00
22	Amount of Line 20 Related to Section 504 Compliance	12,000.00	40,000.00	40,000.00	26,035.24
23	Amount of Line 20 Related to Security - Soft Costs	41,600.00	50,000.00	50,000.00	50,000.00
24	Amount of Line 20 Related to Security - Hard Costs	0.00	0.00	0.00	0.00
25	Amount of Line 20 Related to Energy Conservation Measures	0.00	0.00	0.00	0.00
Signature of Executive Director 			Date 06/29/12		
Signature of Public Housing Director			Date		

1 To be completed for the Performance and Evaluation Report  
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Annual Statement /Performance and Evaluation Report  
 Capital Funds Program and Capital Fund Program Replacement Housing Factor and  
 Capital Funds Financing Program

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

<b>Part II: Supporting Pages</b>									
PHA Name: <b>Chillicothe Metropolitan Housing Authority</b>			Grant Type and Number: Capital Fund Program No: <b>OH16-P024-501-08</b> Replacement Housing Factor Grant No: Date of CFFP:					CFFP (Yes/No) <b>No</b>	Federal FFY of Grant: <b>2008</b>
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised 1	Funds Obligated 2	Funds Expended 2		
PHA WIDE	INSTALL NEW TUB LINERS AND WALL UNITS	1460	130	135,280.00	264,825.00	264,825.00	264,825.00		
OH024000001	REPLACE MEDICINE CABINETS W/LITE	1460	130	39,000.00	0.00	0.00	0.00	DEFERRED 501-09	
	REPLACE PORCH ROOF SHINGLES	1460	2	4,000.00	7,075.00	7,075.00	7,075.00		
	HVAC COMMON AREA TT	1460		0.00	7,359.32	7,359.32	7,359.32		
	STRUCTURAL REMEDIATION TT	1460		0.00	0.00	0.00	0.00		
OH024000004	GROUNDS MAINTENANCE	1450	1	0.00	5,850.65	5,850.65	28,933.63		
	HVAC REPLACEMENT	1460		0.00	2,489.00	2,489.00	0.00		
	REPLACE ROOF SHINGLES TS	1460	4	16,000.00	0.00	0.00	0.00	DEFERRED 501-07	
	REPLACE GUTTERS IN LPSPTS	1460		20,480.00	0.00	0.00	0.00	DEFERRED 11	
	INSTALL NEW TUB/WALL UNITS TS	1460	8	12,000.00	0.00	0.00	0.00	DEFERRED 09	
	REPLACE ROOF COMM BUILDING - EMERGENCY	1470	1	0.00	4,625.32	4,625.32	0.00		
OH024000002	REPLACE HOT WATER TANKS	1460	2	18,330.00	14,499.31	14,499.31	14,499.31		
	WINDOWS	1460		0.00	12,375.00	12,375.00	2,793.52		
OH024000003	REPLACE HANDICAP SHOWER UNIT W/CLAYTILE SURFACE W/	1460	4	12,000.00	0.00	0.00	0.00	DEFERRED 501-09	
	REPLACE FLOOR TILE/BASE WE	1460	50	100,000.00	0.00	0.00	0.00	DEFERRED 09	
	REPLACE HOT WATER TANKS SI	1460	29	0.00	0.00	0.00	0.00		
	REPLACE ROOF SHINGLE PV	1460	2	8,000.00	41,757.05	41,757.05	41,757.05		
	INSTALL NEW TUB LINERS AND WALL UNITS (TS)	1460	8	12,000.00	0.00	0.00	0.00	DEFERRED 501-09	
	HVAC - PLEASANT VALLEY	1460		0.00	17,616.00	17,616.00	17,616.00		
PHA WIDE	OPERATING SUBSIDY	1406		55,600.00	50,000.00	50,000.00	50,000.00		
	SECURITY FOOT PATROLS, ALL SITES 4 PERSONS 20 HRS. AT	1408		41,600.00	0.00	0.00	0.00	DEFERRED	
	\$20.00/HR.								
	MAINTENANCE TRAINING	1408		6,000.00	0.00	0.00	0.00	DEFERRED	
	MANAGEMENT FEES	1408		0.00	47,600.00	47,600.00	47,600.00		
	ADMINISTRATIVE, ADVERTISING, ETC	1410		1,000.00	500.00	500.00	500.00		
	ARCHITECTURAL SERVICES	1430		40,000.00	40,000.00	40,000.00	26,035.24		
	STRUCTURAL TESTING T.T.	1430		0.00	0.00	0.00	0.00	DEFERRED	
	MAINTENANCE VEHICLES - TRUCK	1475		60,000.00	64,718.35	64,718.35	64,718.35		
<b>TOTAL CAPITAL FUNDS GRANT - 2008</b>				<b>\$581,290.00</b>	<b>\$581,290.00</b>	<b>\$581,290.00</b>	<b>\$573,712.42</b>		

1 To be completed for the Performance and Evaluation Report or a Revised Annual Statement

2 To be completed for the Performance and Evaluation Report

**Attachment: oh024g02**

Annual Statement /Performance and Evaluation Report  
 Capital Funds Program and Capital Fund Program Replacement Housing Factor and  
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U. S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

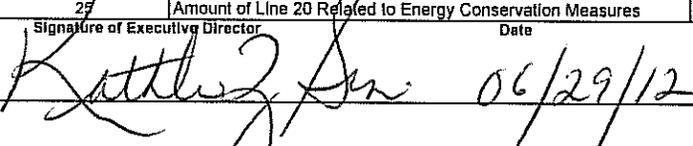
**Part I: Summary**

PHA Name: <b>Chillicothe Metropolitan Housing Authority</b>		Grant Type and Number: <b>OH16-P024-501-07</b>		FFY of Grant: 2007 FFY of Grant Approval: 2007	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserved for Disasters/Emergencies		<input checked="" type="checkbox"/> Revised Annual Statement (revision no: 2 )			
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 3/31/12		<input type="checkbox"/> Final Performance and Evaluation Report			
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost 1	
		Original	Revised 2	Obligated	Expended
1	Total Non-Capital Funds				
2	1406 Operating Expenses (may not exceed 20% of line 20) 3	56,068.00	54,000.00	54,000.00	54,000.00
3	1408 Management Improvements	41,600.00	41,600.00	41,600.00	41,600.00
4	1410 Administration	57,760.00	600.00	600.00	600.00
5	1411 Audit	0.00	0.00	0.00	0.00
6	1415 Liquidated Damages	0.00	0.00	0.00	0.00
7	1430 Fees and Costs	52,600.00	56,448.00	56,448.00	56,448.00
8	1440 Site Acquisition	0.00	0.00	0.00	0.00
9	1450 Site Improvement	190,000.00	272,281.80	262,963.27	262,963.27
10	1460 Dwelling Structures	120,732.00	146,830.20	156,148.73	156,148.73
11	1465.1 Dwelling Equipment-Nonexpendable	0.00	0.00	0.00	0.00
12	1470 Nondwelling Structures	0.00	0.00	0.00	0.00
13	1475 Nondwelling Equipment	0.00	0.00	0.00	0.00
14	1485 Demolition	53,000.00	0.00	0.00	0.00
15	1492 Moving to Work Demonstration	0.00	0.00	0.00	0.00
16	1495.1 Relocation Costs	0.00	0.00	0.00	0.00
17	1499 Development Activities 4	0.00	0.00	0.00	0.00

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Annual Statement /Performance and Evaluation Report  
 Capital Funds Program and Capital Fund Program Replacement Housing Factor and  
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 Expires 4/30/2011

<b>Part I: Summary</b>					
PHA Name: <b>Chillicothe Metropolitan Housing Authority.</b>		Grant Type and Number: <b>OH16-P024-501-07</b>		FFY of Grant: <b>2007</b>	
		Capital Fund Program No:		FFY of Grant Approval: <b>2007</b>	
		Replacement Housing Factor Grant No:			
		Date of CFFP:			
<input type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserved for Disasters/Emergencies		<input checked="" type="checkbox"/> Revised Annual Statement (revision no: <b>2</b> )	
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: <b>3/31/12</b>		<input type="checkbox"/> Final Performance and Evaluation Report			
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
		Original	Revised <sup>2</sup>	Obligated	Expended
18a	1501 Collateralization or Debt Service Paid by the PHA	0.00	0.00	0.00	0.00
18b	9000 Collateralization or Debt Service paid Via System of Direct Payment	0.00	0.00	0.00	0.00
	Payment	-	-	-	-
19	1502 Contingency (may not exceed 8% of Line 20)	0.00	0.00	0.00	0.00
20	Amount of Annual Grant (sums of lines 2-19)	<b>\$571,760.00</b>	<b>\$571,760.00</b>	<b>\$571,760.00</b>	<b>\$571,760.00</b>
21	Amount of Line 20 Related to LBP Activities	0.00	0.00	0.00	0.00
22	Amount of Line 20 Related to Section 504 Compliance	12,600.00	12,600.00	12,600.00	12,600.00
23	Amount of Line 20 Related to Security - Soft Costs	41,600.00	41,600.00	41,600.00	41,600.00
24	Amount of Line 20 Related to Security - Hard Costs	0.00	0.00	0.00	0.00
25	Amount of Line 20 Related to Energy Conservation Measures	0.00	0.00	0.00	0.00
Signature of Executive Director		Date		Signature of Public Housing Director	
		06/29/12			

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<b>Part II: Supporting Pages</b>								
PHA Name: <b>Chillicothe Metropolitan Housing Authority</b>			Grant Type and Number: Capital Fund Program No: <b>OH16-P024-501-07</b> Replacement Housing Factor Grant No: CFFP (Yes/No) <b>No</b> Date of CFFP:				Federal FFY of Grant: <b>2007</b>	
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised 1	Funds Obligated 2	Funds Expended 2	
24-1	REPLACE COMPACTOR DOORS - TT	1450	8	5,000.00	4,625.00	4,158.00	4,158.00	
TIFFIN	UPGRADE CAMERA SYSTEM WITH ADDITIONAL	1450	12	20,000.00	42,120.67	32,927.20	32,927.20	
	REPLACE SPRINKLER HEADS & MAIN SHUT OFF WATER VALV	1450		45,000.00	24,950.00	49,454.78	49,454.78	
	EMERGENCY GENERATOR REPLACEMENT	1450		0.00	92,000.00	104,725.80	104,725.80	
	REPLACE DRYER VENT-CODE VIOLATION	1450		0.00	12,835.85	0.00	0.00	
LINCOLN,	LANDSCAPING/BEAUTIFICATION WHERE DRAINAGE PROBLEM	1450		40,000.00	60,199.75	60,199.75	60,199.75	
SHERMAN, TOLEDO	AND PLAY AREA - LP AND SP	1450		50,000.00	23,530.53	3,076.94	3,076.94	
	OLD TOLEDO HVAC	1460	8	15,000.00	20,400.00	20,400.00	20,400.00	
	LP;SP HVAC	1460	112	105,732.00	101,600.00	101,600.00	101,600.00	
	OLD TOLEDO ROOF REPLACEMENT	1460		0.00	24,830.20	34,148.73	34,148.73	
24-2	UPGRADE CAMERA SYSTEM WITH ADDITIONS	1450	12	20,000.00	0.00	0.00	0.00	DEFERRED
WORTHINGTON								
24-3	REPLACE PRIVACY FENCES	1450	25	10,000.00	12,020.00	8,420.80	8,420.80	
WESTLAND								
PHA-WIDE	OPERATING SUBSIDY	1406		56,068.00	54,000.00	54,000.00	54,000.00	
	SECURITY FOOT PATROLS, ALL SITES (4 PERSONS 20 HRS.	1408		41,600.00	41,600.00	41,600.00	41,600.00	
	EACH, 2 WEEKS AT \$20.00/HOUR)							
	ADMINISTRATION, ADVERTISING, ETC.	1410		600.00	600.00	600.00	600.00	
	ADMINISTRATIVE FEE	1410		57,160.00	0.00	0.00	0.00	
	PROFESSIONAL - A&E	1430		40,000.00	43,848.00	43,848.00	43,848.00	
	PROFESSIONAL - 504 COMPLIANCE	1430		12,600.00	12,600.00	12,600.00	12,600.00	
OH24-05	DEMO OF SOUTHEND PROPERTIES	1485		53,000.00	0.00	0.00	0.00	
<b>TOTAL 2007 CAPITAL FUNDS GRANT</b>				<b>\$571,760.00</b>	<b>\$571,760.00</b>	<b>\$571,760.00</b>	<b>\$571,760.00</b>	

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Attachment: oh024h02  
Chillicothe Metropolitan Housing Authority  
Resident Advisory Board Consultation Process and Comments – FYB 2012

1. Resident notification of appointment to the Advisory Board

At beginning of PHA Plan process, sent out letter to all residents/participants of opportunity to serve on Resident Advisory Board  
**November 30, 2011**

2. Resident Advisory Board Selection

Selection made from resident/participant response **February 20, 2012**

3. Meeting Organization

Schedule date to meet with Resident Advisory Board for input to PHA Plan  
**March 14, 2012**

Notify Resident Advisory Board of scheduled meeting **February 20, 2012**

Hold Resident Advisory Board meeting **March 14, 2012**

4. Notification of Public Hearing

Schedule date for Public Hearing and place ad **March 30, 2012**

Notify Resident Advisory Board **March 14, 2012 & May 21, 2012**

Hold Public Hearing meeting **June 4, 2012**

5. Documentation of resident recommendations and PHA's response to recommendations

RAB (RESIDENT ADVISORY BOARD) MEETING  
MARCH 14, 2012  
10:00 A.M.  
MINUTES

RAB PRESENT:

- David Woods.....18A Westland Estates
- Stanley Bousies.....223 Tiffin Tower
- Becky Waits.....315 Worthington Manor
- Melody Wolfe.....105 Sherman Park
- Jim Long.....358 Wetzel Drive

ITEMS PROVIDED:

- List of OHAC Policies
- Newer and revised CMHA Policies for CMHA:
  1. Dwelling lease
  2. Rent Collection Policy and schedule
  3. CMHA Transfer Procedures
  4. Proposed change comparisons for 05/10; 04/11 & 2012
  5. Section 3 Info and resident outreach for employment opportunities
  6. Agency Plan schedule and PH location resident meetings
  7. Flat rent hardship
  8. CMHA Rent Options
  9. Community Service
  10. Firearm Form
  11. Revised Screening Procedures (Criminal Activity)
  12. Barring Policy

COMMENTS/SUGGESTIONS/RECOMMENDATIONS:

- In order to enhance the appearance of sites, window dressings all should be uniformly an egg white (neutral) shade as seen from outside. No towels, blankets, etc. RAB stated they did not feel this would be a hardship because you can find these items at thrift stores, Salvation Army, Goodwill, etc. **This should have been in the new lease, because this also was an approved RAB item April 12, 2011 – It was also on display and approved by Board Resolution for that Agency Plan!**
- Felt flat “trash out” fee for vacated units where there are 8 bags or more, should be at least \$42.00. (Jim Long stated he checked this amount with a dumpster company)
- Stated there should be a fine when residents don’t keep their yards clean, and maintenance or others have to clean their yards.
- Agreed with keeping screening of 5 years for criminal background check; 3 years from time of incarceration.

- Agreed with Infestation Policy; \$50.00 charge is not for services, but for noncompliance, which only creates a bigger problem for cooperative residents
- Pet Policy – Maintain not wanting snakes, reptiles, or ferrets

Dave stated since he has lived at Westland Estates, he has never received notice when maintenance was in his unit. The E.D. asked the other RAB members if that had been a problem with them; the rest stated they were always made aware of the fact that maintenance were in their unit. E.D. will check for Dave.

The E.D. stated that there were door hangers that informed a resident if maintenance had been in their unit and also copies of work orders were left in the unit informing the resident of work done or that needed done. Also, other than work orders, a written 48 hour notice was to be given to residents if a rep from CMHA would be entering their unit. However, if a resident calls and needs a rep to enter their unit for a specific reason, it is usually agreeable.

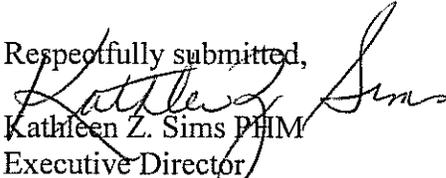
Security – The E.D. advised them that Officer Ron Meyers had taken over for Stansberry. He was planning to have security leave a copy of a door hanger at different units, so that the residents would know that security had been in their development. A copy would be at CMHA; he would randomly contact residents for customer service and hopefully customer satisfaction.

A short discussion was held concerning trying to “lift the standards” of living in low income housing. It was noted that they were tired of people feeling all people living in low-income housing are lazy or on drugs. They stated the bigger population, they felt, of this type of habit could be found in the community and general population. It was noted that by reading the paper and police log, a great deal of these disturbances were from private homes. It was stated that we are trying to clean up the area with evictions, etc. but a great deal of the residents are good people who are trying. It had been noted that before the meeting, a clip of Mayor Everson had been heard discussing “low-income housing.” To them, it sounded negative, and Jim Long said he would be willing to go see the Mayor with other people and the E.D. and talk with him. Jim said he had been homeless, by no fault of his own, and CMHA had been a blessing to his family.

RAB questionnaires were given out and are to be returned after completion.

**May 21, 2012, 11:30 a.m. – The E.D. invited the present RAB members to attend the Board meeting at CMHA. This is the Community Meeting for the Agency Plan. Lunch will be provided.**

Respectfully submitted,

  
Kathleen Z. Sims PHIM  
Executive Director

May 21, 2012  
11:30 a.m.

CHILICOTHE METROPOLITAN HOUSING AUTHORITY  
REGULAR BOARD OF COMMISSIONERS MEETING

Present: Tamra Lowe, Chairperson  
Amy Newlun, Vice-Chairperson (Resident Rep)  
Jane Ragland  
Jim Lambert

Absent: Willie Kerney

Staff Present: Kathleen Z. Sims, E.D.  
Carleena J. Beverly, F.D.  
Karla Lopez, Property Manager  
Shaun Betkey, Maintenance Tech  
Cheryl Buck, HCV Property Manager  
Karen Netter, FSS (PH)  
Nina Weese-Meyer, FSS (HCV/HOC)

RAB Members Present: David Woods, Stanley Bousies, Becky Waits  
Jim Long, Chasity Queen

Discussion:

Provided the BOC with a copy of their minutes (03/14/12), which contained their comments and recommendations.

Also recommended after board approves agency plan, June 29, 2012 specific policies also be made available at community buildings. Lincoln Park, Sherman Park, and Westland Estates have computer lab site coordinators who could be responsible for these policies. Specific policies were: lease, pet policy, ACOP; the elderly sites could have policies in their community rooms or supervised by the tenant councils.

The E.D. suggested trying to reactivate a jurisdiction-wide council so more residents can be represented. Will work on that after summer, due to the summer lunch programs utilizing the community building.

RAB would like to meet again with our security for more “brain-storming and trying to get more programs for the children and adults.

Attachment: oh024i02

Memorandum of Agreement (MOA)

**Memorandum of  
Agreement (MOA)  
Part A**

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

OMB Approval No. 2577-0237  
Expires 2/28/2011

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Public reporting burden for the collection of information required for Parts A and B of the Memorandum of Agreement is estimated to average 13.74 hours depending on size of Public Housing Agency (PHA). This includes the time for collecting, reviewing, and reporting the data. The information will be used for monitoring PHA progress in bringing performance up to standard levels. Response to this request for information is required in order to receive the benefits to be derived, including eligibility to apply for funding. This agency may not collect this information, and you are not required to complete this form unless it displays a currently valid OMB control number.

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## MEMORANDUM OF AGREEMENT

This Agreement is made this the 1<sup>st</sup> day of May 2010, by and between the Chillicothe Metropolitan Housing, State of Ohio (PHA), and the Secretary of the United States Department of Housing and Urban Development (HUD) acting by and through the Director of the Cleveland Field Office pursuant to the requirements of Section 6 (j)(2)(C) of the United States Housing Act of 1937, 42 U.S.C. 1437 ("the Act"), as implemented in the Public Housing Assessment System (PHAS), 24 CFR Part 902, et seq.).

The PHA entered into a Low Rent Public Housing Annual Contribution Contract ("ACC") Number C-524 pursuant to the authority of the Act on August 31, 1965, as subsequently amended, with HUD. As a result, HUD provides funding to the PHA to operate and maintain affordable and decent, safe, and sanitary public housing to its low-income residents.

Under the authority of 6(j) of the Act, the PHA was evaluated in accordance with the provisions of PHAS and was designated as "troubled" as defined at 24 CFR Section 902.67(c).

Under the requirements of the Act and 24 CFR Section 902.75, those housing authorities which are designated as troubled must enter into a binding contractual agreement designated as a Memorandum of Agreement (MOA) with HUD. The primary purpose of this MOA is to "substantially improve" the Authority's PHAS score as that term is defined at 24 CFR Section 902.75 (g)(2). However, this MOA is not intended to reflect every performance defect that the PHA may have.

Accordingly the parties agree to the following:

1. The parties agree that this MOA is a binding contractual agreement between the PHA and HUD.
2. This MOA shall consist of:
  - a. This Part A, Terms and Conditions;
  - b. Part B, Performance Targets and Strategies, which sets out the:
    - 1) Baseline Data
    - 2) Strategies to be used by the PHA in achieving the performance targets within the time period of the MOA;

RECEIVED JUN 10 2010

- 3) Target dates for completion of strategies; and,
- 4) Technical assistance to the PHA provided or facilitated by HUD; The description of the involvement of local public and private entities, including PHA resident leaders in carrying out the agreement and rectifying the PHA's problem in accordance with the requirements of 24 CFR Section 902.75(b)(8).

3. The PHA agrees that the performance targets, strategies, and time frames specified in this MOA are reasonable and that it will take all actions within its control to complete them as set out in this Agreement.

4. HUD agrees to provide technical assistance as stated in Part B to the Authority and, based upon the compliance with the MOA, give the PHA appropriate consideration for discretionary or competitive funding resources, as those resources are available to HUD.

5. The Executive Director of the PHA shall provide to the HUD staff (as designated in Part B), a written progress report based upon that reporting period's scheduled targets and strategies as set out in Part B. This report shall be furnished no later than the 15th of the succeeding month following the end of a scheduled reporting period and shall identify the accomplishment and/or failure of each task/goal to be completed that period. The Executive Director shall also complete quarterly and annual reports as required by Part B.

6. Subsequently, the designated HUD staff shall provide a response, no later than the 1st of the succeeding month after receipt of the written progress report provided, to the Executive Director of the PHA that identifies the current accomplishments/shortfalls for the period. The HUD response will be based upon that period's PHA progress report and supporting documents. The Executive Director shall include the report on the agenda for discussion or action for the immediately upcoming monthly PHA Board Meeting.

7. A substantial default of this agreement will occur if HUD determines that the PHA has failed to meet any of the terms of, or to make reasonable progress to meet any requirements included in this MOA. Such failure specifically includes but is not limited to, the failure to provide the written progress reports required under paragraph 5.

8. Failure by the PHA to achieve any of the performance targets or any of the terms of this MOA may result in HUD's imposition of sanctions, such as the imposition of management budget controls by HUD, declaration of substantial default, and subsequent actions, including but not limited to the appointment of a receiver, or other actions deemed appropriate by HUD.

9. This MOA does not supersede, modify or amend the ACC or in any way excuse the PHA from complying fully with its obligations under the ACC or the Act and its implementing regulations. HUD does not waive its rights under the ACC, the Act, or its implementing regulations. The PHA continues to be obligated to comply with all applicable requirements contained in the ACC, the Act, and its implementing regulations. The PHA's satisfaction of, or failure to meet, the goals set forth in this MOA does not limit, modify or preclude HUD's right to take any remedial action allowed by the ACC or any provision of the Act or its implementing regulations. If HUD determines that the PHA is in substantial default of the ACC, the Act, or its implementing regulations, this MOA shall terminate without further notice.

10. This MOA creates no third party benefits or right in any person or entity not a party to this Agreement.

11. The PHA affirmatively states that it has complied with all State and Local requirements precedent to entering into this MOA.

12. This agreement shall be in full force and effect, binding the parties from May 1, 2010 (*date of MOA*) to April 30, 2011 (*one year from date*). This document may be amended by a document signed by all parties to this original agreement.

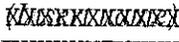
*Chillicothe Metropolitan Housing Authority*

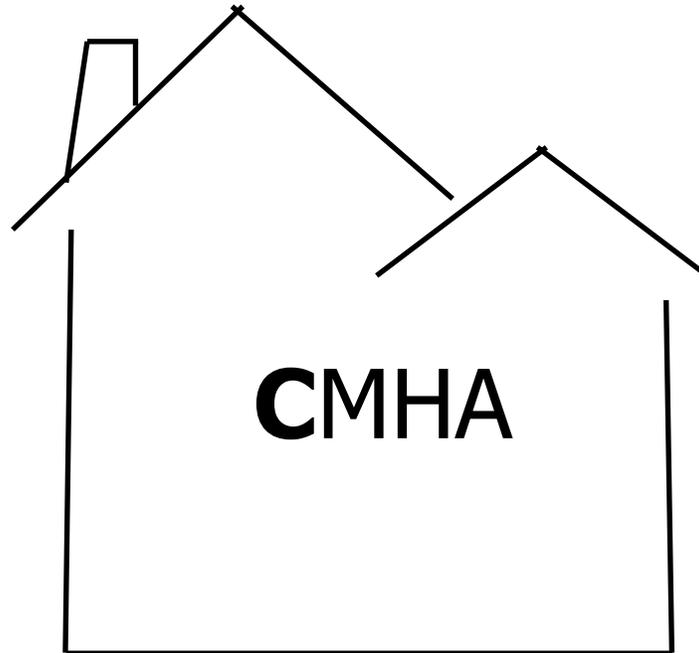
 5/18/2010  
By: Tamra Lowe Date  
Chairperson

 5/18/10  
By: Kathleen Z. Sims Date  
Executive Director

**U.S. Department of Housing and Urban Development**

 6/3/2010  
By: Thomas S. Marshall Date  
Director, Field Office  
Cleveland Office of Public Housing

~~By:  Date~~  
~~Deputy Director, Field Office~~



**CHILICOTHE METROPOLITAN HOUSING AUTHORITY**

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FAMILY SELF-SUFFICIENCY ACTION PLAN  
FOR  
PUBLIC HOUSING PROGRAM

**Rev. 3/2011**

## **GENERAL OVERVIEW**

This Action Plan sets forth the provision for supportive services from both public and private resources used in the Family Self-Sufficiency Program for the Public Housing Program of the Chillicothe Metropolitan Housing Authority.

This plan applies to residents of Public Housing. We are regulated by the “mandatory slot” criteria as well as functioning under a voluntary system concerning the FSS Program. Including both mandatory and voluntary we have elected to assist a minimum of 30 participants.

This Action Plan was developed to coordinate with the PHA’s Public Housing FSS Action Plan and the Program Coordinating Committee (PCC). The services that are to be used and the method for selecting participants into the PH FSS Program are outlined within this plan. The Action Plan is subject to HUD approval.

To fund the escrow account, the PHA forbears on raising a family’s rent based on its increase in earned income in the family. The PHA is required to make escrow deposits into the escrow account based on the amount of the increase of earned income. (CFR 984.3 b)

The PHA selects potential participants from the FSS waiting lists. The PHA may do a limited amount of screening to help ensure participating families are motivated to succeed in the FSS program but the screening cannot be based on such factors as education levels or job capabilities. (CFR 984.203)

Families agreeing to participate must enter into a Contract of Participation, an Individual Training and Service Plan, and Interim Goal Plan which clearly specifies their responsibilities and defines their program goals. Families that meet their interim goals may withdraw funds from their escrow account to pay for such approved uses as college tuition and other criteria established by the PHA. The contract term is set at a maximum of five years, although the PHA may extend the contract for “good cause” for an additional two years. (CFR 984.303)

## **FAIR HOUSING POLICY**

It is the policy of The CMHA Family Self-Sufficiency Program to ensure the rights of individuals concerning Fair Housing and individuals with disabilities. The FSS Program adheres to all policies regarding Fair Housing and reasonable accommodation of CMHA. Program specific Fair Housing policy is as follows:

### **Coordinator Position**

1. CMHA will post all employment openings for the Family Self-Sufficiency Coordinator position in-house first. If no applicants were selected through this process, CMHA will post the position community wide. CMHA is an equal opportunity employer.

### **Marketing the PH FSS Program**

2. The FSS Program will provide marketing materials to all Public Housing residents, to include persons with disabilities.
  - a. FSS brochures are posted in the CMHA lobby.
  - b. The CMHA front desk maintains copies of the FSS pre-application for participants to complete, regardless of their color, race, national origin, religion, sex, familial status or disability.
  - c. CMHA Occupancy Staff places FSS brochures in occupancy related mailings to all Public Housing residents, regardless of their color, race, national origin, religion, sex, familial status or disability.
  - d. CMHA Occupancy Staff provides FSS Program information to all Public Housing residents during their initial lease signing, regardless of their color, race, national origin, religion, sex, familial status or disability.
  - e. At least once a year, FSS brochures are sent out in a mass mailing to all residents of the Public Housing program.
  - f. CMHA Occupancy Staff provides FSS information both verbally and in writing to all participants during the applicant screening, regardless of their color, race, national origin, religion, sex, familial status or disability.
  - g. FSS Coordinator will attend meetings of other social services and human service agencies promoting the FSS program

#### Communication and Building Accessibility

3. CMHA completes annual evaluations of public areas in buildings owned by CMHA for accessibility to persons with a disability and corrects any issue that was found. The FSS program is housed in the main office building.
4. The FSS Program will make reasonable accommodations for persons with a disability that can assist them in completing the requirements of the FSS Program.

#### Record Keeping

5. The FSS Coordinator will maintain records for all FSS applicants and participants.
  - a. The records include but are not limited to, race, ethnicity, familial status and disability status.
    - i. For applicants this information will be located on the FSS waiting list.
    - ii. For participants this information will be located on the FSS Logic Model Tracking and on CMHA's current program software and agency data base spreadsheets

## **PURPOSE AND GOALS**

The purpose of the PH Family Self-Sufficiency Program (PH FSS) is to offer families under the Public Housing Program, an opportunity to achieve economic and social independence by developing a partnership between the PHA and other community agencies (private and public) to provide opportunities. (CFR 984.101 a)

Our objective is to promote local strategies that coordinate Public Housing residents with existing public and private resources in order to assist low to moderate income families in becoming free of all government assistance.

The Housing Authority will maintain inter-agency partnerships to achieve high quality comprehensive service in-house and outreach programs to ensure comprehensive service delivery.

## **NEEDS ASSESSMENT**

Periodic assessments will be performed by the Public Housing Department & the Executive Director to determine future program expansion and program needs.

Services to be accessed or implemented include (but not limited to) the following:

- Child counseling
- GED
- Drug counseling
- Educational remediation programs
- Individual child care referrals
- Credit counseling
- Budget classes
- Homebuyer Education for FSS participants

## **INCENTIVES TO ENCOURAGE PARTICIPATION AND OUTREACH EFFORTS**

1. Participants have the ability to earn a tax-free escrow account and interest just by obtaining employment.

2. Participants may benefit by obtaining no more than 50% of their escrow, per incident, to assist them in accomplishing a specific interim goal such as education or car repair that will help the family in becoming self-sufficient. Approval will be granted on a case-by-case basis.
3. Participants will be linked to an array of supportive services for head of household and all adult family members, if desired.
4. The FSS Program provides one-on-one case management.
5. The FSS Program will allow for participants to purchase homes with their escrow money

The Chillicothe MHA will send outreach information to eligible families by mailing brochures and general information about the FSS program, attending Public Housing meetings, displaying information at Chillicothe MHA, providing information to Public Housing Amp Managers who interact with clients daily, and promoting FSS at various area social services and human service agencies.

#### **PROGRAM COORDINATING COMMITTEE - PCC**

The Program Coordinating Committee's primary function is to secure commitments from public and private resources for the operation of the FSS Program within the PHA's jurisdiction, including assistance in developing the Action Plan and in implementation of the program.

The PCC members must include: a representative from the Public Housing Program and staff. The PCC will serve both the Housing Choice Voucher and Public Housing FSS programs. The committee will meet on a quarterly basis at a minimum and additionally on an "as needed" basis. If a meeting cannot be arranged, the PCC members can meet through email or phone contact. Many of the members of the PCC serve on other local committees and could discuss the activities of the FSS Program after those meetings.

To find residents to participate in the PCC, the following procedure will be followed:

1. A mass mailing will occur at least annually to current FSS participants asking for interested head of households who may wish to participate in the PCC. They will be asked to submit a resume and cover letter describing why they would like to be chosen for the committee.
2. Before the next PCC meeting all current members will be given copies of the resumes to review for voting at the next PCC meeting.
3. If the PCC members desire, more than one FSS resident can join.
4. The term for an FSS participant to serve on this committee is one year; however participants of the FSS Program can remain on the PCC as long as they remain on the FSS Program.

#### **PARTICIPANT SELECTION**

## WAITING LIST

The selected participants will be PH residents and will be selected on a first-come basis and fifty percent of the selected applicants from the waiting list will have a preference.

- Family's pre-application will be time and date stamped when received by the CMHA office.
- The Coordinator will enter the pre-applications into the FSS waiting list according to the date and time stamp. At this time the pre-application will be given a waiting list number.
  - The Coordinator will need to ensure the families are on the PH Program before entering them into the FSS waiting list.
  - If the family is not currently a tenant with the PH Program, they will be sent a letter explaining they are not eligible for the program.
  - Selection Preference will be given for one or more family members currently enrolled in an FSS related service program or on the waiting list for such program.
  - An FSS related service program is defined in the FSS rule to mean any publicly or privately sponsored program which offers any of the kinds of supportive services. FSS related service programs include, but are not limited to: educational programs, employment and job-training programs, child-care programs, budgeting or financial literacy and the ROSS Program.
  - The max number of FSS participants varies throughout the year. Depending on the number of PH clients who are currently enrolled, this will determine the max number of how many people are selected from the waiting list. Of this maximum number determined at the selection time from the waiting list, fifty percent of the applicants will be selected with a FSS selection preference.
- When a family is pulled from the waiting list the following must happen before the family is sent the FSS application:
  - The Coordinator will check to ensure the family is still on the Public Housing Program.
  - The Coordinator must email the PH staff to see if the family is under eviction.
  - If the family is under eviction, the application would be placed on hold until after the hearing results were known.
  - If the family is no longer participating with the PH Program, the family would be sent an ineligible letter and their name will be removed from the waiting list.
  - The Coordinator should update the notes in the waiting list for each step in the process.

CMHA will not discriminate against otherwise qualified persons because of their disabilities. The CMHA will make reasonable accommodations to the person's disability to allow participation in the FSS Program. The CMHA will assist the client in finding services and resources available in

our community that will make participation possible as well as successful. However, if services are unavailable, the CMHA may decide that an accommodation is not possible or is unreasonable, especially if it causes undue financial and /or administrative burdens. All selections are made in a non-discriminatory manner without regard to race, color, religion, sex, familiar status, national origin, or handicap/disability.

The CMHA can deny participation after two unsuccessful attempts at completing the FSS Program.

CMHA has an assurance that a family's election not to participate in the FSS Program will not affect the family's admission to the Public Housing Program, or the family's right to tenancy in accordance with the PH Lease and PH Policies.

CMHA estimates that 30 families will participate in the FSS Program. A PH FSS participant cannot transfer their contract from another Housing Authority.

### **CONTRACT OF PARTICIPATION**

The Contract of Participation is the first step in establishing a commitment between the PHA and the FSS participant and will lay the ground work for the participants' responsibilities and obligations. The Contract of Participation must include the gross annual income, gross annual earned income, and family rent (TTP). This will determine the amounts for escrow. Per the verification process, verifications are valid for participants if they are less than 120 days old for recertifications and interims. If an interim adjustment has not been completed within 120 **days** prior to signing the Contract of Participation then one must be completed before determining these figures.

The Contract of Participation must include the Individual Training and Service Plan which lists specific services to be provided to, and the specific activities to be completed by, the head of the FSS family and each adult member of the family who elects to participate in the program. Each of the goals or activities set in the Individual Training and Service Plan must have a date to be completed. The Individual Training and Service Plan must include as an interim goal the following:

1. The head of household of the FSS family must seek and maintain suitable employment.
2. Every member of the family must be free of welfare assistance 12 months prior to end of contract.
3. Family must comply with the terms and conditions of their PH lease and polices.

The Contract of Participation may be modified if mutually agreed upon by the FSS Coordinator and the FSS family. This process must be done in writing and signed by the FSS Coordinator and the head of household. Changes to the ITSP will be made quarterly. If a party cannot come to a mutual agreement, then the FSS participant can follow the Grievance Policy in place for the PH Program.

The Contract of Participation and the Individual Training and Service Plan requires the head of the family to seek and maintain employment during the term of the contract and any extension thereof. Although other adult members may seek and maintain employment, it is only the head of the FSS family that is required to seek and maintain suitable employment. The determination of “suitable employment” shall be made by the FSS Coordinator on a case-by-case basis based on the skills, education and job training of the individual that has been designated the head of household and based on what job opportunities are within the jurisdiction served by the PHA.

The term of the Contract of Participation shall be for five (5) years from the effective date of the contract. The Contract of Participation begins on the first day of the following month of which it is signed. Contracts may be extended up to two years for good cause. The participating FSS family must submit a written request and supportive documentation, for an extension no less than 3 months prior to the end date of the current contract. This request must include a detailed description of their “good cause” reason for the extension. The length of the contract extension for good cause will be determined on a case-by-case basis and the family will need to provide verification to ensure progress is being met. The participating family will sign a new Contract of Participation for the extended time period. Good cause shall be defined as a situation beyond the participating family’s control. These situations are defined as follows:

1. Head of participating family is enrolled in an educational institution and length of schooling would warrant an extension.
2. Head of household is called to active duty.
3. Head of participating family has changed, due to situations beyond the family’s control as approved by the FSS Coordinator, and the Action Plan for the new head cannot be completed in the remaining terms of the contract.
4. Involuntary loss of employment beyond the control of the family, serious illness of family member, floods, national disasters, strikes, layoffs and closing of plants or businesses.
5. Household has not been free of welfare assistance for 12 consecutive months prior to the end of the contract.
6. Any other “good cause” reason as determined on a case-by-case basis.

The participant may maintain the escrow account during the extension period but the total contractual period cannot exceed seven years (Initial contract of 5 years plus 2 year extension).

#### **INDIVIDUAL TRAINING AND SERVICE PLAN**

The head of household of the FSS family shall be required under the contract, to seek and maintain suitable employment. The CMHA has the ultimate responsibility for determining if the head of household’s employment is deemed “suitable” for FSS purposes (defined in “Contract of Participation” section of this plan).

An Individual Training and Service Program will be developed between the FSS Coordinator and the FSS participant. This plan will consist of the following components and their function:

- Interim & Final Goals
  1. Objectives – definition of goals
  2. Key players – individuals needed to complete action steps
  3. Action Steps – breakdown of goal accomplishments
  4. Assignments – tasks assigned to key players
  5. Target Dates – milestones set to achieve goals
  6. Documentation for the case file
  
- Progress Reports
  1. Goal review
  2. Corrective Action Steps
  3. Reassignment as needed
  4. Adjustment of target dates as needed
  5. Documentation for the case file
  
- Monthly Contact: Is defined as phone calls, emails, letters (to and from) and face-to-face contact. Letter contact will be used when the family has no phone or email service. The Coordinator will track all monthly contact in case notes.
  1. The Coordinator will make the initial phone call, email, or letter attempt to contact.
  2. 2<sup>nd</sup> Contact attempt:  
The Coordinator will make a second attempt to contact the participant if the family did not respond to the call, email or letter. (Typically a week would be allowed to respond)
  3. 3<sup>rd</sup> Contact attempt  
If the participating family does not respond to the above listed attempts the Coordinator will send a deadline letter to the family. They will be given one week to respond.

4. Participants that continue to miss monthly contact with the Coordinator will be subject to termination. (See Termination of the Contract of Participation Section of this Action Plan for more details)

(CFR 984.303 h)

- Quarterly Visit: Is defined as a face-to-face interview between the Coordinator and the head of household of the FSS family. The quarterly visits are required and are scheduled based on the date the Contract of Participation was signed by the family and FSS Coordinator. The Coordinator will track each participant's quarterly appointments in the case notes file. This will assist the Coordinator in scheduling the quarterly appointments.
  1. The Coordinator will attempt to schedule the quarterly appointment based on the participant's schedule.
  2. The quarterly appointments may be in the office or the participant's home. There can be circumstances where one location would benefit the participant and Coordinator to meet over the other. Such circumstances would include but are not limited to: use of internet or computer, travel time and employment/school schedule, lack of daycare resources, as determined on a case-by-case basis.
  3. During the calendar year, a participant can miss one quarterly appointment with good cause. Good cause is defined as: employment scheduling, GED or school scheduling, daycare issues, transportation issues, negligence on the part of the Coordinator or other circumstances beyond the control of the family as determined on a case-by-case basis.
    - If a quarterly appointment was missed, the Coordinator must document the reason for the missed appointment and track to ensure no other appointments are missed during that year. (The Coordinator will attempt to schedule the quarterly meeting within the first weeks of the following month)
  4. The quarterly appointments will include but are not limited to:  
Review and reassignment of the interim and final goals, review of the escrow account, assessment of goal achievement, open forum as it relates to the FSS Program.
  5. Participants that miss more than one quarterly appointment per year will be subject to termination. (See Termination of the Contract of Participation Section of this Action Plan for more details)
- List of Agencies that will provide supportive services:
  - Ross County Job and Family Services Workforce Development
  - Ohio State University – Extension office in Ross County

- Information and Referral
- Community Action
- Frontier Community Services
- ADAMH
- Others as needed

### **EARNED INCOME DISALLOWANCE**

The annual income for qualified families may not be increased as a result of increases in earned income beginning on the date on which the increase in earned income begins and continuing for a cumulative 12-month period. After the family receives 12 cumulative months of the full exclusion, annual income will include a phase-in of half the earned income excluded from annual income.

A family qualified for the earned income exclusion is a family that occupies a dwelling unit in a public housing project, is paying income-based rent; and

1. Whose annual income increases as a result of employment of a family member who was previously unemployed for one or more years prior to employment; or
2. Whose annual income increases as a result of increased earnings by a family member during participation in any economic self-sufficiency (FSS Program) or other job training program; or
3. Whose annual income increases, as a result of new employment or increased earnings of a family member during or within six months after receiving assistance, benefits or services under any State program for TANF provided that the total amount over a six-month period is at least \$500.

The HUD definition of “previously unemployed” includes a person who has earned in the previous 12 months no more than the equivalent earnings for working 10 hours per week for 50 weeks at the minimum wage. Minimum wage is the prevailing minimum wage in the State or locality.

The HUD definition of economic self-sufficiency program is: any program designed to encourage, assist, train or facilitate economic independence of assisted families or to provide work for such families. Such programs may include job training, employment counseling, work placement, basic skills training, education, English proficiency, workfare, financial or household management, apprenticeship, or any other program necessary to ready a participant to work (such as substance abuse or mental health treatment).

A “qualified family member” is anyone in the household of an FSS Head of Household participant. Upon the Head of Household entering into the FSS Program and becoming EID eligible, the entire family will become EID eligible regardless of whether or not they sign an Individual Training and Service Plan. For the first 12 months of new employment the rent will not

increase due to an earned income increase. From months 13-24 only 50% of the earned income will count towards a rental increase and will subsequently be deposited into the family's escrow account. After the 24 months of EID has been exhausted the entire amount of earned income will be applied towards the rental calculation and escrow will be determined off of this income amount.

Amounts to be excluded are any earned income increases of a family member during participation in an economic self-sufficiency or job training program and not increases that occur after participation, unless the training provides assistance, training or mentoring after employment.

The amount of TANF received in the six-month period includes monthly income and such benefits and services as one-time payments, wage subsidies and transportation assistance.

The amount that is subject to the disallowance is the amount of incremental increase in income of a family member. The incremental increase in income is calculated by comparing the amount of the family member's income before the beginning of qualifying employment or increase in earned income to the amount of such income after the beginning of employment or increase in earned income.

**Initial Twelve-Month Exclusion:**

During the cumulative 12-month period beginning on the date a member of a qualified family is first employed or the family member first experiences an increase in employment income, the PHA will exclude from annual income any increase in income of the family member as a result of employment over the prior income of that family member.

**Second Twelve-Month Phase-in Exclusion:**

During the second cumulative 12-month period after the expiration of the initial cumulative 12-month period referred to above, the PHA must exclude from annual income of a qualified family 50 percent of any increase in income of a family member as a result of employment over income of that family member prior to the beginning of such employment.

**Maximum Four-Year Disallowance:**

The earned income disallowance is limited to a lifetime 48-month period for each family member. For each family member, the disallowance only applies for a maximum of 12 months of full exclusion of incremental increase, and a maximum of 12 months of phase-in exclusion during the 48-month period starting from the date of the initial exclusion.

If the period of increased income does not last for 12 consecutive months, the disallowance period may be resumed at any time within the 48-month period and continued until the disallowance has been applied for a total of 12 months of each disallowance (the initial 12-month full exclusion and the second 12-month phase-in exclusion).

No earned income disallowance will be applied after the 48-month period following the initial date the exclusion was applied.

## **COMPLETION OF CONTRACT OF PARTICIPATION**

The Contract of Participation is considered to be completed, and a family's participation in the FSS Program is considered to be concluded when one of the following occurs:

1. The FSS family has fulfilled all their obligations under the Contract of Participation, on or before the expiration date of the contract, including any extensions thereof.
  - The Coordinator must have documentation in the file that the final goals were met by the participant.
  - The Coordinator must also verify, by 3<sup>rd</sup> party, that no family member has received federal, state or local welfare cash assistance within the last 12 consecutive months. This information could be acquired through verbal or written verification. There may be written verification in the PH file.
  
2. When 30 percent of the monthly adjusted income (TTP) of the FSS family equals or exceeds the published existing housing fair market rent for the size of the unit for which the FSS family qualifies based on the PHA's occupancy standards. The family's participation in the FSS Program will be concluded at this time even though the contract term has not expired and the family's activities have not been completed.
  - The FSS Coordinator must also verify, by 3<sup>rd</sup> party, that no family member is receiving federal, state or local welfare cash assistance. This information could be acquired through verbal or written verification. There may be written verification in the PH file.

Families who graduated from the FSS Program are eligible to re-apply for the FSS Program. They must wait one year after graduation to place their name back on the FSS waiting list. This requirement can be overruled if the family had a change in family status. This will be determined on a case-by-case basis. Examples would be: loss of employment (factory closing, company relocation, mass layoffs, etc.), change in family structure (divorce, additional children, or marriage), re-entering college to expand on career or employment opportunities, etc.

## **TERMINATION OF CONTRACT OF PARTICIPATION**

This contract may be terminated prior to the contract expiration date for the following reasons:

1. CMHA determines the head of household has failed to fulfill the terms of the contract and any extension thereof.

- To include but is not limited to: not maintaining contact with Coordinator, not accomplishing ITSP goals on a quarterly basis, not attending quarterly appointments, committing fraud, missing deadlines and not complying with the FSS Program.
2. Family wishes to withdraw from the FSS Program.
    - Families voluntarily withdrawing from the FSS Program must wait one year to reapply for the waiting list unless otherwise approved by FSS Coordinator
  3. Supportive services are not available.
  4. The family fails to meet its obligations under the Public Housing Program, Lease, and Policies.
  5. The family is no longer residing in a Public Housing rental unit.
  6. Such other act that is deemed inconsistent with the purpose of the FSS program.

#### TERMINATION HEARING PROCESS

Participating families who are terminated from the Family Self-Sufficiency Program have the right to request an informal hearing in accordance with the Public Housing Admissions and Continued Occupancy Policy.

The Public Housing family, who no longer wishes to participate in the PH FSS Program or was terminated from the program, will not lose their Public Housing rental unit. Families wishing to reapply for the FSS Program after being terminated must wait a 1 year period prior to placement on the PH FSS waiting list.

- a. The Coordinator will send the family a termination letter and be notified they will not lose their rental assistance. This letter will explain how to ask for a hearing. The participant would need to ask for this hearing in writing within a 2 week time period.
- b. If the participant requests a hearing the following must be completed:
  - i. Coordinator must copy all documentation regarding the termination and the regulations or section of the Action Plan that states they can be terminated.
- c. Participants under termination for: (All cases will be looked at as a case-by-case basis and documentation from participants will be accepted for the hearing officer to consider.)

- i. **Missing quarterly appointments**

First offense will result in a warning / reminder from the Coordinator of the participants' responsibility to attend all scheduled appointments.

Second offense (in 12 months) will result in a hearing, at which time the client(s) will be required to schedule the next appointment and must maintain that appointment time. If this quarterly appointment is missed termination from the FSS Program may continue.

  - If a participant continues to miss quarterly appointments but it happens in the next calendar year, they will get a warning at the first offense.
  - If there is a second offense during the next year after their hearing they may be terminated from the FSS Program.
  
- ii. **Missing monthly contact**

First offense will result in a warning / reminder from the Coordinator of the participants' responsibility to respond to all forms of contact. (Phone, email, letter)

Second offense (in 12 months) will result in a hearing, at which time the client(s) will be required to sign an agreement to maintain in contact with FSS Coordinator.

Third offense (in 12 months) may result in the termination from the FSS Program.

  - If a participant continues to miss monthly contact but it happens in the next calendar year, they will get a warning at the first offense.
  - If there is a second offense during the next year after their hearing. They may be terminated from the FSS Program.
  
- iii. **Missed deadlines – Participants are given 3 chances to comply with each deadline before they would get to the hearing stage.**
- iv. **First offense** the participant would get a missed deadline termination letter.

Second offense (for same deadline) will result in a hearing, at which time the client(s) will be required to submit the paperwork within 7 days of the hearing or they may be terminated.

Third offense (for same deadline) may result in the termination from the FSS Program.

  - If a participant continues to miss deadlines, even for different items, they will get a warning at the first offense.
  - If there is a second offense after their hearing. They may be terminated from the FSS Program.

## ESCROW ACCOUNTS

The CMHA must establish an escrow savings account for each family participating in the Family Self-Sufficiency Program during the term of the Contract of Participation. FMHA will credit the FSS account with the amount of the escrow calculated in accordance with HUD regulations. A general overview of how the escrow account operates is as follows:

1. When the family's earned income amount increases (as compared to the original amount in the Contract of Participation) an amount will be credited to the escrow account according to FSS regulated calculations. (CFR 984.305 b)
  - This calculation will be done by our agency software first and then the Coordinator will complete the HUD form #52652.
  - The Coordinator will place one copy of the HUD form in the FSS file and one copy of the HUD form in the PH file above the income change or recertification.
  - In the case of a rounding issue between the HUD form #52652 and our agency software, we will use the HUD form #52652 as the correct escrow amount for the family.
2. At no time shall the amount credited to the escrow account exceed the CMHA's ceiling rent amount of their residing unit
3. Escrow amounts must be verified at each reexamination and interim determination occurring after the effective date of the FSS Contract of Participation (for all active participants). (CFR 984.302 2i)
4. The accounting staff will invest the escrowed funds in HUD approved investments. The escrow accounts will be held by the CMHA until contract completion or expiration.
5. An interim withdrawal of escrow may be requested by the head of household for the following reasons (proper documentation must be accompanied with this request):
  - Emergency car repair or purchase – transportation needed for employment or education.
  - Funds needed for educational purposes to improve employability.
  - Special circumstances as approved by the FSS Coordinator on a case-by-case basis.
6. A maximum of 50% of the escrow account may be withdrawn at one time with approval of the FSS Coordinator.

7. The escrow account may be paid out to the head of the household when the following has occurred:

- The family has met all of its obligations under the Contract of Participation.
- When 30 percent of the monthly adjusted income (TTP) of the FSS family equals or exceeds the published existing housing fair market rent for the size of the unit for which the FSS family qualifies based on the PHA's occupancy standards. The family's participation in the FSS program will be concluded at this time even though the contract term, has not expired, and the family's activities have not been completed. The FSS Coordinator must also verify, by third party means, that no household member is receiving federal, state or local welfare cash assistance.

The escrow account will be paid out 30 days after the FSS family has successfully graduated. The interest for the escrow account will stop the date the check is issued for the family graduated by reaching the FMR or completing the contract.

8. The participating family will forfeit their escrow accounts when terminated or withdrawn from the FSS Program in accordance with the "Completion or Termination of Contract of Participation" section of this plan.

9. Forfeited escrow funds will be transferred back to PH account reserves in "other" income as the Operating Subsidy.

10. Information concerning the escrow account balance can only be shared with the head of household. A yearly escrow statement will be mailed to the participating families at the end of the year reflecting detailed escrow information and a copy placed in the participant's file.

11. If the head of the FSS family ceases to reside with other family members in the Public Housing unit, the remaining members of the family, after consultation with the PHA, shall have the right to designate another family member to receive the funds in accordance with the regulations. This change will also need to be reflected in the contract of participation and the case manager will need to reassess the family's needs and action plans.

Should the FSS family owe any money towards rent, or other amounts, the family escrow will be reduced by that amount before prorating the interest income.

## **ROLES & RESPONSIBILITIES**

### **FSS COORDINATOR**

The FSS Coordinator oversees all aspects of the Public Housing FSS Program. The Coordinator will secure commitments from public and private groups, in conjunction with the Public Housing FSS Program, to assist in the provision of the following services:

- Conducts personal interviews and case management.
- Refers applicants to service providers as needed on a case-by-case basis.
- Coordinates all activities of FSS Program.
- Monitors case progress with participant on a monthly basis.
- Conducts all annual and interim recertification for participants.
- Provides Amp Managers with proper documentation upon completion of annual and interim recertification.
- Updates and distributes escrow account statement to the participating family on an annual basis.
- Completes the escrow HUD form by hand for each income change for families with earned income.
- Develops and coordinates training programs to address specific needs of participating families.
- Coordinates homeownership functions for those families electing to become homeowners.
- Completes FSS annual report to be submitted to HUD by December 31<sup>st</sup>, of each year if required.
- Maintains PH Occupancy file of all participants.
- Maintains case file documentation as required.
- Applies for HUD grants and other grants that will assist with FSS programming.
- Updates the Action Plan, as needed.
- Maintains accurate records of all participants past and present
- Reviews all applications for withdrawal of escrow funds for approval or denial.

- Ensures that grant requirements and documentation is accurate and submitted in a timely manner
- Coordinates with HCV FSS Coordinator on preparing for and conducting PCC Meetings and FSS Newsletter.
- Coordinates with HCV FSS Coordinator when hosting special meetings and events for FSS families.

## **PUBLIC HOUSING STAFF**

The Public Housing Manager will provide the following assistance to the FSS Coordinator:

- Ensure that FSS functions are in compliance with Federal guidelines and regulations pertaining to FSS
- Assist the FSS Coordinator in training Public Housing staff concerning relevant aspects of the FSS program

The staff of the public housing department will assist the FSS Coordinator concerning the following:

- General discussion of an FSS participant's case file concerning FSS related issues.
- Compliance issue with Public Housing program
- Discrepancies in the monthly credit of the escrow accounts
- Notify the FSS Coordinator in regards to change in family composition, possible termination issues, monies owed to the HA, etc.
- Serve as a vital member of the PCC
- Have full accessibility to all PH Occupancy files
- Recruitment: literature in all program mailings when requested
- Promotes the FSS Program to New Admissions of Public Housing
- Promotes the FSS Program to all other PH residents at the time of annual and interim recertification

- May review FSS files for quality control when asked

### **FINANCIAL DEPARTMENT**

The Financial Director is responsible for the following:

- Calculate and distribute any earned interest amounts to the respective escrow accounts.
- Coordinates with FSS Coordinator in the disbursement of escrow withdrawal.
- Maintains accurate and updated escrow information to ensure data integrity of the annual statements provided by the FSS Coordinator to the participating families.
- Reviews escrow accounts with the FSS Coordinator on an “as needed” basis concerning account discrepancies.
- Coordinates with the Executive Director in the transferring of information effecting escrow accounts.

### **EXECUTIVE DIRECTOR**

The Executive Director is the ultimate authority in all issues associated with the FSS Program. The Director will hold the decisive factor in program operations, especially in areas that are at the discretion of the CMHA. The Director will monitor the program’s progress to ensure that compliance with HUD and CMHA regulations are being met. The Director is not only the driving force behind the FSS Program but also authorizes the future growth and expansion of the program. (CFR 984.201 b)

PCC Approval Date: October 20, 2011

CMHA Board’s Approval Date: November 21, 2011

HUD Field Office Approval Date: April 25, 2012

