

**PHA 5-Year and Annual Plan**

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

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

1.0	<b>PHA Information</b> PHA Name: <u>Warren Metropolitan Housing Authority</u> PHA Code: <u>OH049</u> PHA Type: <input checked="" type="checkbox"/> Small <input checked="" type="checkbox"/> High Performing <input type="checkbox"/> Standard <input type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): <u>01/2012</u>																										
2.0	<b>Inventory</b> (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: <u>208</u> Number of HCV units: <u>448</u>																										
3.0	<b>Submission Type</b> <input checked="" type="checkbox"/> 5-Year and Annual Plan <input type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only																										
4.0	<b>PHA Consortia</b> <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)																										
	<table border="1"> <thead> <tr> <th rowspan="2">Participating PHAs</th> <th rowspan="2">PHA Code</th> <th rowspan="2">Program(s) Included in the Consortia</th> <th rowspan="2">Programs Not in the Consortia</th> <th colspan="2">No. of Units in Each Program</th> </tr> <tr> <th>PH</th> <th>HCV</th> </tr> </thead> <tbody> <tr> <td>PHA 1:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>PHA 2:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>PHA 3:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program		PH	HCV	PHA 1:						PHA 2:						PHA 3:					
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PHA 3:																											
5.0	<b>5-Year Plan.</b> Complete items 5.1 and 5.2 only at 5-Year Plan update.																										
5.1	<b>Mission.</b> State the PHA's Mission for serving the needs of low-income, very low-income, and extremely low income families in the PHA's jurisdiction for the next five years:  The Mission of the WMHA is to provide safe, sanitary, decent and affordable housing to low-income families, while at the same time providing its families the opportunity to grow socially, economically and financially. WMHA strives to give respect to, and earn respect from, every member of our community and to give those members of our community the very best possible service, without regard to their sex, race, religion or nationality."																										
5.2	<b>Goals and Objectives.</b> Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan. WMHA has consistently received High Performer status on our REAC , PHAS and SEMAP scores and received a "No Finding" audit. WMHA continues to operate a Transitions program which provides 24 months housing assistance for 58 families transitioning from homelessness to permanent housing. WMHA has partnered with New Housing Opportunities and was awarded 14 Shelter Plus Care Vouchers. WMHA has partnered with New Housing Opportunities and applied for 7 additional Shelter Plus Care Vouchers.																										
6.0	<b>PHA Plan Update</b> (a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission:  No elements have been revised by WMHA since the last Annual Plan submission.  (b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions. Copies of the 5-Year and Annual Plan can be obtain at our main office located at 990 East Ridge Dr Lebanon, Ohio 45036 or by email <a href="mailto:housing@warrenmha.org">housing@warrenmha.org</a>																										
7.0	<b>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers.</b> Include statements related to these programs as applicable.																										
8.0	<b>Capital Improvements.</b> Please complete Parts 8.1 through 8.3, as applicable. See Attachments																										
8.1	<b>Capital Fund Program Annual Statement/Performance and Evaluation Report.</b> As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> , form HUD-50075.1, for each current and open CFP grant and CFFP financing.																										

8.2	<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.  <b>See Attachments</b></p>
8.3	<p><b>Capital Fund Financing Program (CFFP).</b>  <input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.</p>
9.0	<p><b>Housing Needs.</b> Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.</p> <p>As of the submission of the PHA Plan the Warren Metropolitan Housing Authority has a Housing Choice Voucher (Section 8) waiting list consisting of 195, 1 bedroom applicants, 107, 2 bedroom applicants, 164, 3 bedrooms applicants totaling 466 applicants. Racial demographics of the applicants are as follows 398 or 85% are Caucasian, 61 or 13.09% are Black/African American, 1 or 0.21% are Indian or Alaskan and 6 or 1.28% are Asian with 6 or 1.28% Hispanic and 460 or 98.71% Non-Hispanic applicants. 107 or 23% of the applicants on the waiting list are handicapped or disabled. 415 or 89.05% of the applicants qualify as extreme low income, 50 or 10.72% qualify as very low income and 3 or 1.28% qualify for low income assistance with the average gross annual income of \$7382. The utilization rate for the Housing Choice Voucher Program (Section 8) for 2011 was 100%.</p> <p>The Public Housing Waiting List consisting of 153, 1 bedroom applicants, 138, 2 bedroom applicants, 159, 3 bedroom applicants totaling 450 applicants. Racial demographics of the applicants are as follows 402 or 89.33% Caucasian, 46 or 10.22% Black/African American, and 2 or 0.44% Asian with 3 or 0.66% Hispanic and 447 or 99.33% Non-Hispanic. 52 or 11.55% of the applicants on the waiting list are handicapped or disabled. 410 or 91.11% of the applicants qualify as extreme low income, 37 or 8.22 % qualify as very low income and 3 or 1.77% qualify for low income assistance with the average annual income of \$6226. The occupancy rate for the Public Housing Program for 2011 was 99.77%.</p> <p>In accordance with the Warren County Consolidated Plan page 34 "To give specific attention to the issue of housing accessibility for the disabled and handicapped". WMHA has identified a housing need for the mentally disabled population.</p> <p>See Attached expert from the Warren County Consolidated Plan for additional housing inventory information.</p>
9.1	<p><b>Strategy for Addressing Housing Needs.</b> Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. <b>Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.</b></p> <p>In partnership with New Housing Opportunities the Warren Metropolitan Housing Authority was awarded a 5 year Shelter Plus Care grant that would provide 14 additional vouchers the community and has applied for an additional 7 Shelter Plus Care Vouchers. The Warren Metropolitan Housing Authority will also explore other opportunities to grow our voucher program i.e. family unification vouchers.</p>
10.0	<p><b>Additional Information.</b> Describe the following, as well as any additional information HUD has requested.</p> <p>(a) <b>Progress in Meeting Mission and Goals.</b> Provide a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year Plan.</p> <p>Warren Metropolitan Housing Authority has applied for another Shelter Plus Care Grant that would provide 11 additional vouchers to the community. WMHA will look for additional ways to grow the voucher program i.e. family unification vouchers. WMHA plans on maintaining the High Performer rating in both the Housing Choice Voucher and Low Income Housing Programs.</p> <p>(b) <b>Significant Amendment and Substantial Deviation/Modification.</b> Provide the PHA's definition of "significant amendment" and "substantial deviation/modification"</p> <p>Substantial deviations or modifications or significant amendments are defined as discretionary changes in the policies of the Warren Metropolitan Housing Authority that fundamentally change the mission, goals or objectives of the agency and require approval by the Board of Commissioners.</p>

- 11.0 Required Submission for HUD Field Office Review.** In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. **Note:** Faxed copies of these documents will not be accepted by the Field Office.
- (a) Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations* (which includes all certifications relating to Civil Rights)
  - (b) Form HUD-50070, *Certification for a Drug-Free Workplace* (PHAs receiving CFP grants only)
  - (c) Form HUD-50071, *Certification of Payments to Influence Federal Transactions* (PHAs receiving CFP grants only)
  - (d) Form SF-LLL, *Disclosure of Lobbying Activities* (PHAs receiving CFP grants only)
  - (e) Form SF-LLL-A, *Disclosure of Lobbying Activities Continuation Sheet* (PHAs receiving CFP grants only)
  - (f) Resident Advisory Board (RAB) comments. 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.
  - (g) Challenged Elements
  - (h) Form HUD-50075.1, *Capital Fund Program Annual Statement/Performance and Evaluation Report* (PHAs receiving CFP grants only)
  - (i) Form HUD-50075.2, *Capital Fund Program Five-Year Action Plan* (PHAs receiving CFP grants only)

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

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

## **Instructions form HUD-50075**

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

### **1.0 PHA Information**

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

### **2.0 Inventory**

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

### **3.0 Submission Type**

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

### **4.0 PHA Consortia**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

As a whole, persons living below poverty level are noticeable in various areas of the County. The concentration of those individuals living below poverty level is highest in the Village of Morrow at 15.5%, the Village of South Lebanon at 12.7%, the Village of Corwin at 11.2%, and the City of Franklin at 10.1% while the families living below poverty is highest in the Village of South Lebanon at 67.2%, the City of Franklin at 33.7%, the Village of Pleasant Plain at 20.9%, and the City of Lebanon at 20.2%. (See Table 1 on page 12 of this document.)

### 3. Housing Inventory

#### *Public Housing Authority*

Warren County is fortunate to be served by the Warren Metropolitan Housing Authority (WMHA). WMHA is a non-profit organization, chartered by the State of Ohio and funded in part through the United States Department of Housing and Urban Development (HUD), to provide subsidized housing and resident initiative programs for eligible citizens of Warren County, in accordance with the Federal Fair Housing Law.

WMHA currently facilitates four (4) programs intended to serve specific segments of the Warren County community. Through the Public Housing Program, the WMHA owns and manages 208 units, including one, two, and three bedroom apartments, townhouses, duplexes, and single family homes. A snapshot of WMHA properties include:

- Lebanon – East Ridge Drive and Deas Drive. 12 duplex buildings/one single family home (25 total units). All are 3 bedrooms, 1 ½ bathrooms with central air conditioning, washer/dryer hook up, and attached storage shed; Ridgeway Court – 12 duplex buildings with 24 total units. All are 3 bedrooms, 1 ½ bathrooms with central air conditioning, washer/dryer hook up, and attached storage shed; Metropolitan Village – 40 dwelling units in a single level building consistently of garden style apartments. These units have air conditioning, wall to wall carpeting, individual patios and a community center.
- South Lebanon – Mary Lane. 13 duplex buildings with 26 units. All are 3 bedrooms, 1 ½ bathrooms with central air conditioning, washer/dryer hook up, and attached storage shed.
- Middletown – Brookview Village. 35 dwelling units, consisting of 4 one bedroom single level garden style apartments, 16 two bedroom townhouses, and 10 three bedroom townhouses. All of these units offer window air conditioner units, electric heat and garbage disposals. Water and trash pickup is also included.
- Franklin – 44 dwelling units (scattered sites), consisting of various one, two and three bedroom units. The amenities in these units include washer/dryer hook up, garbage disposals and storage sheds. The resident is responsible for paying all of the utilities and for supplying their own air conditioning.

The Housing Choice Voucher Program provides housing assistance for low-income families in the private rental market. Rental voucher holders select a unit from the private rental market and pay 30 to 40 percent of their monthly adjusted income towards rent and utilities. The housing assistance payment subsidizes the balance of the rent to the property owner. Eligibility of a rental voucher is determined by WMHA and is based on total annual gross

income and family size. The Program is limited to U.S. Citizens and specified categories of non-citizens who have eligible immigration status. The family's income may not exceed 50 percent of the rent units where the owner agrees to participate in the program, and are allowed to move based on changing housing needs while maintaining assistance under the Housing Choice Voucher Program.

WMHA oversees and administers 448 Housing Choice Voucher Program. WMHA has a waiting list for units of 423 households. The waiting list continues to this day. Information concerning these vouchers is presented in Table 12.

Table 12  
Housing Choice Vouchers Program 2008

	0-1 BR	2BR	3BR	4BR	Total	Elderly/ Disabled	FHH
Vouchers & Certificates	149	138	147	12	448	124	262

The WMHA Transitions Program, initiated in 1991, serves families that are homeless and has children. A two-year program, Transitions is intended to assist struggling families stay focused on a path of self-sufficiency. The program works closely with local shelters to provide housing, rent assistance and supportive services. To be eligible, families must be homeless adults, have a referral from a shelter or approved social service agency, have custody of a child or a confirmed pregnancy, have the ability to work or attend school, and have income below minimum standards/limits. Families receive case management, life skills, money management, employment skills, and recreational services. A list of the transitional housing in Warren County is outlined in Table 13.

Table 13  
Transitional Housing 2008

Program Information		Target Population		All Year-Round Beds/Units			
Provider	Facility	A	B	Family Beds	Family Units	Individual Beds	Total Year-Round Beds
WMHA	Transitions Federal 1	HC		56	18	0	56
WMHA	Transitions Federal 2	HC		119	40	0	119
New Housing Opportunities	SHAP	SMF/ HC		17	23	6	23
Abuse Rape and Crisis Shelter	Phoenix	SF	DV	0	0	5	5

Guide: *M* – Mixed Populations      *SMF* – Single males and females  
*SM* – Single Males                      *SF* – Single Females  
*FC* – Families w/ Children          *CH* – Chronic Homeless  
*SMF+HC* – Single Males and Females + Households with Children

The Family Self Sufficiency Program is intended to promote families receiving assistance from WMHA toward independence through a goal-setting process that results in

accountability and attainment. One feature of this program is the use of an escrow account for participants. As families begin to earn increases in income, the additional contributions to rent are placed in an escrow/savings account that is held until participants reach goals they have set for themselves at the beginning of their involvement in the program. Participants sign a Contract of Participation and work with a Housing Coordinator toward finding resources and services necessary for attaining their goals for self-sufficiency.

*Other Assisted Housing*

In addition to the above Section 8 units, the County has other types of assisted housing under the auspices of either non-profit, or for profit, entities. These are also set forth in Table 14.

Table 14  
Warren County Assisted Housing Units

Name	Location	Financing	1BR	2BR	3BR	4BR	Total
Springboro Commons(E)	Springboro	Sec 202	40	0	0	0	40
Maineville	Maineville	Sec 8	13	37	0	0	50
Deerfield Common(E)	Mason	Sec 202	80	0	0	0	80
Franklin Court	Franklin	Sec 8	14	67	10	2	93
Cedar Trace	Lebanon	Sec 8	26	4	0	0	30
La Luz Apt	Lebanon	Sec 8	6	64	24	0	94
Franklin Woods	Franklin	Sec 8	18	70	26	0	114
Carriage Hill(E)	Waynesville	Sec 202	0	40	0	0	40
Union Village(E)	S. Lebanon	Sec 202	0	40	0	0	40
Earl J. Maag(E)	Morrow	Sec 202	39	36	0	0	36
Sherman Glen(E)	Franklin	Sec 202	54	0	0	0	54
Colony Woods	Lebanon	LIHTC	0	0	43	0	43
Station Hill(E)	Lebanon	Sec 202	36	0	0	0	36
Meadow Crossing(E)	Carlisle	Sec 202	36	0	0	0	36
Lebanon Common	Lebanon	FmHA 515	0	20	0	0	20
Waynesville Rotary(E)	Waynesville	FmHA 515	12	0	0	0	12
Total							818

E = Elderly LIHTC = Low Income Housing Tax Credit

The existing assisted units, other than Section 8 units, located in the County comprise 1.3% of all dwellings units in 2006. All assisted housing units, other than those for special needs population, total 818 in Warren County.

As part of this update, the County consulted with the Ohio Capital Corporation for Housing. They are involved with the attempts by HUD, and other housing providers, to deal with assisted housing projects with expiring Section 8 contracts. They have the HUD list of such projects. A review of this list indicates Warren County had 7 projects that already expired (516 units) and 1 other project is at risk in the near future (40 units).

## *Special Needs Population Housing*

***Residential Group Homes, Inc.*** provides housing for adults with mental disabilities. It is three single family homes, one located in Lebanon, which provide housing for 21 persons.

***The Warren County Board of Mental Retardation and Developmental Disabilities (MR/DD)*** provides services to support people with disabilities and their families to achieve to the best of their respective abilities. Currently 358 individuals are served with some type of residential service, and 436 individuals are on the residential waiting list. Services range from 24-hour staffing support providing complete care, to 5 hours of services each week assisting with basic needs.

Six different types of housing are provided for, in some way, by the MR/DD. Most of the housing is provided through the Community Housing Assistance Program (CHAP). Some individuals are also housed using private landlords. The types of housing and the number of individuals they house are as follows:

• CHAP Homes	55 individuals
• MRDD/Commissioner Owned Licensed Homes	44 individuals
• Privately Owned Licensed Homes	160 individuals
• Private Landlords	37 individuals
• Own Their Own Home	2 individuals
• With Families	60 individuals

Over half of the facilities leased by private landlords and nearly a third of CHAP-owned facilities are not considered accessible by Americans with Disabilities Act (ADA) standards. While MR/DD's preference is to build ADA accessible homes, they have applied for funds to modify existing homes.

***New Housing Ohio***, in conjunction with Quaker Quality Management, provides housing in four projects, three in Lebanon, for 26 persons with severe mental disabilities. They note, along with other organizations, the need for additional housing for the severely mentally disabled, and the complete lack of any affordable housing for persons with alcoholism or substance abuse problems.

#### 4. Other Community Services

***Hope Habitat for Humanity (HOPE)*** is the local chapter of Habitat for Humanity Tristate and an affiliate of Habitat for Humanity International, a non-profit, Christian housing ministry focused on the goal of eliminating poverty housing and homelessness from the world, and making decent shelter a matter of conscience and action. Hope is largely volunteer-driven, which through donations of money and materials builds or rehabilitates simple, decent houses with the help of the homeowner (partner) families. Habitat houses are sold to partner families at no profit and financed with affordable loans. The homeowners' monthly mortgage payments are used to build Habitat houses for other partner families. Since the establishment of HOPE, 14 families have been housed in Lebanon and a total of 20 families have been housed across Warren County. Additionally, HOPE is in the process

of finishing a subdivision with 16 single family housing units along Jameson Lane and Christian Lane in Lebanon, on land donated by the Harmon Trust.

***The Warren County Community Services, Inc. (WCCS)*** is the largest, most comprehensive, non-profit provider of social services in Warren County. Their mission is to strengthen the fabric of our community by providing services and connecting people to resources necessary for realizing their full potential for a quality life. Their services include the following:

- 741 Senior Center
- Elderly Services Program (ESP)
- Emergency Home Energy Assistance Program (E-HEAP)
- Family Services
- Head Start
- Homecare
- Housing
- Retired and Senior Volunteer Program (RSVP)
- Senior Nutrition/Meal on Wheels
- Senior Transportation
- Supportive Services
- Weatherization

The agency is constantly challenged by a rapidly growing population and increasing demand, while resources have diminished. Many Federal, State and local resources have been reduced or are no longer available. This being said, WCCS is dedicated to ensuring that the value and necessity of the services provided generate increased levels of appreciation and support from the Warren County community.

***The Warren County Housing Coalition (WCHC)*** is a collaborative of area non-profit and governmental entities whose interests and purpose is to ensure that the specific housing needs of the homeless, physically and mentally disabled, victims of domestic violence, chemically dependant persons, and low to very low income citizens are met.

WCHC works toward assessing community housing and housing-related services capacity, to identify gaps in the needed services, and to establish community-wide goals to meet these needs. WCHC works to proactively support plans that meet established community housing goals.

There are currently 21 agencies in the Coalition contributing in a variety of roles to meet U.S. HUD “continuum of care” requirements. These requirements include conducting a count of homeless persons each January, and performing analysis on gaps between housing services and housing needs. This analysis includes the review of emergency, transitional, and long term housing units, as well as consideration of current economic and social trends that affect housing needs. WCHC helps to coordinate these activities and oftentimes serves as lead in implementation of community-wide goals to meet housing needs of the underserved.

4. CHAS Table 1B – Market and Inventory Conditions – Attached Appendix J.

CHAS Table 1C of Appendix M provides a summary of housing assistance needs of low and moderate income households on a countywide basis. This table shows 11,194 Warren County households, or one out of every five households (20%), regardless of the level of income; experience some level of housing problems. For elderly households, 2,523 households, or over one out of every four elderly households (25%), experience some level of housing problems.

In terms of housing cost burden for low and moderate income (LMI) households (i.e., more than 30% of income spent on housing), just under one out of every three LMI households (28.9%) in Warren County experience a housing cost burden. Countywide there are 7,523 LMI households spending more than 30% of their income on housing (i.e., rent/mortgage, utilities, taxes and insurance). This amounts to nearly 13% of all County households. For elderly LMI households, more than one out of every three elderly LMI households (35.7%) in Warren County experiences a housing cost burden in excess of the 30% threshold. Of the 7,523 LMI households spending more than 30% of their income on housing, 3,410 of these LMI households experience a housing cost burden in excess of 50% of their income. This amounts to over two out of every five LMI households (45%) spending in excess of 50% of their income on housing costs.

5. Inventory of Facilities and Services for the Homeless and Persons Threatened with Homelessness

Warren County has three emergency homeless shelters that are outlined in Table 15 below:

Table 15  
Warren County Emergency Shelters

Program Information		Target Population		All Year-Round Beds/Units			
Provider	Facility	A	B	Family Beds	Family Units	Individual Beds	Total Year-Round Beds
Interfaith Hospitality	Interfaith Hospitality	HC		28	10	0	28
Abuse and Rape Crisis Shelter	Abuse and Rape Crisis Center	SFHC	DV	14	5	0	14
New Housing Ohio	Bernie's Place	SMF		0	0	14	14

Guide: *M* – Mixed Populations      *SMF* – Single males and females  
*SM* – Single Males                      *SF* – Single Females  
*FC* – Families w/ Children      *CH* – Chronic Homeless  
*SMF+HC* – Single Males and Females + Households with Children

**The Interfaith Hospitality Network (IHNWC) of Warren County** provides shelter, meals, hospitality and support for local homeless families regardless of race, color, age, or faith. Host congregations house up to five families on a rotating weekly basis and provide a home-like atmosphere, including a group meal and social time. Beds are provided to host churches where families are housed and the IHNWC also provides a professional

administrator who guides the families into housing and transportation between the host church and the Day Center. Interfaith has grown to 50 congregations in two separate networks. Each church works to provide housing 4 times per year. Over a ten year time span, the IHNWC has housed 400 families and worked to find unique solutions for each of the family's needs.

*The Abuse and Rape Crisis Center of Warren County* is a non-profit organization dedicated to the safety, healing and empowerment of domestic violence and sexual assault victims of all ages, race, and sexual orientation, and to preventing abuse by creating a knowledgeable and supportive community. They offer free confidential services of hotline, shelter, hospital, legal and social service advocacy and peer counseling to survivors of abuse and sexual assault, their friends and families, and professionals.

*New Housing Ohio, Inc.* is dedicated to providing premier services to residents and businesses in the Cincinnati-Dayton, Ohio region. Their mission is to improve the quality of life for underserved individuals by providing access to safe, decent, and affordable housing, transportation, employment, and related supports. They own multi-family housing developments, Adult Care Facilities, and an Emergency Shelter. Additionally, they operate two housing subsidy programs and a transportation service that makes over 100 trips daily, taking disabled individuals to jobs, doctor's appointments, etc.

*The American Red Cross, Warren County Office* served 46 households in 2008. These are households displaced due to a disaster or emergency situation (flood, fire, tornado, etc.) They estimate that most of these households were low income. The Warren County Chapter dispersed over \$33,000.00\* in funds in 2008 to help with disaster assistance. (This figure does not include the Hurricane Ike wind storm from September of 2008).

*The Warren County Veteran's Office* provides help with mortgage and rent payments and getting veterans and their families into housing. In 2008 they assisted approximately 4,338 clients. They are funded through a half mill property tax.

#### ***D. Specific Housing Objectives***

1. Describe the priorities and specific objectives the jurisdiction hopes to achieve over a specified time period.
2. Describe how Federal, State, and local public and private sector resources that are reasonably expected to be available will be used to address identified needs for the period covered by the strategic plan.

#### ***3 – 5 Year Strategic Plan Specific Housing Objectives response:***

1. Several goals and priorities were identified by the Housing Advisory Committee throughout this process.
  - To increase the supply, quality and long term availability of affordable housing units for low and moderate income persons for both renter and owner-occupied housing units,

- To enhance public-private partnerships; including the support of existing and future non-profit related organizations and programs dedicated toward providing and enhancing housing for low and moderate income persons,
  - To coordinate and expand upon a comprehensive approach to providing housing related services by both the public and private sectors in order to assist those households making, or willing to make, sincere efforts to make the transition from public assistance to housing self-sufficiency,
  - To support homeownership programs to enable low and moderate income persons to enter this segment of the housing market,
  - To support infrastructure and utility improvements for low and moderate income neighborhoods and/or villages,
  - To create an awareness that investment in low and moderate income housing is a tool for preserving and revitalizing specific areas of Warren County,
  - To give specific attention to the issue of housing accessibility or the disabled and handicapped,
  - A commitment to local administrative flexibility in the delivery of housing assistance, and
  - To strengthen the local housing delivery system through increased coordination between the public and private sectors.
2. The Federal Government through its rental assistance programs, both current and past, provides the overwhelming majority of assisted housing. The State of Ohio provides very limited assistance to housing provider organizations through a dedicated housing trust fund. Local organizations that are dedicated to the special need populations, including mental health and MRDD, provide limited housing assistance to some of their clientele. Warren County has relatively few federal tax credit projects within its jurisdiction. It is expected that these projects will maintain their assisted status.

***E. Needs of Public Housing (91.210(b))***

In cooperation with the public housing agency or agencies located within its boundaries, describe the needs of public housing, including the number of public housing units in the jurisdiction, the physical condition of such units, the restoration and revitalization needs of public housing projects within the jurisdiction, and other factors, including the number of families on public housing and tenant-based waiting lists and results from the Section 504 needs assessment of public housing projects located within its boundaries (i.e. assessment of needs of tenants and applicants on waiting list for accessible units as required by 24 CFR 8.25). The public housing agency and jurisdiction can use the optional Priority Public Housing Needs Table (formerly Table 4) of the Consolidated Plan to identify priority public housing need to assist in this process.

***3 – 5 Year Strategic Plan Needs of Public Housing Response:***

Warren County has one public housing entity located within its jurisdiction. The Warren Metropolitan Housing Authority is a traditional Public Housing Authority that owns both Public Housing within Warren County and administers the Housing Choice Voucher Program throughout both the County and the Cities located within Warren County. The needs of Public Housing are well

documented in the required Housing Authority Plan submitted and on file with the Department of Housing and Urban Development. The needs for Housing Choice Vouchers on the part of the County residents are well in excess of any resources made available by the Federal Government.

#### ***F. Public Housing Strategy (91.210)***

1. Describe the public housing agency's strategy to serve the needs of extremely low-income, low-income, and moderate-income families residing in the jurisdiction served by the public housing agency (including families on the public housing and section 8 tenant based waiting list), the public housing agency's strategy for addressing the revitalization and restoration needs of public housing projects within the jurisdiction and improving the management and operation of such public housing, and the public housing agency's strategy for improving the living environment of extremely low-income, low-income, and moderate families residing in public housing.
2. Describe the manner in which the plan of the jurisdiction will help address the needs of public housing and activities it will undertake to encourage public housing residents to become more involved in management and participate in homeownership. (NAHA Section 105(b) (11) and (91.215(k)).
3. If the public housing agency is designated as "troubled" by HUD or otherwise is performing poorly, the jurisdiction shall describe the manner in which it will provide financial or other assistance in improving its operations to remove such designation. (NAHA Section 105 (g)).

#### ***3 – 5 Year Strategic Plan Public Housing Strategy response:***

1. Warren Metropolitan Housing Authority (WMHA) has a limited number of Public Housing units (208 units) in the Warren County Plan jurisdiction. The majority of these units are scattered site units that the Housing Authority has purchased in the past and was either at code standards or improved to code standard after purchase. The current 5 year capital improvement plan of the Housing Authority allocates adequate capital improvement dollars to maintain the quality of the scattered site units.

The Warren Metropolitan Housing Authority (WMHA) remains committed to the following goals:

- a. Increase the availability of decent, safe, and affordable housing by expanding the supply of assisted housing, improving the quality of assisted housing and increasing assisted housing choices;
- b. Improve community quality of life and economic vitality providing an improved living environment by implementing measures to deconcentrate poverty by bringing higher income public housing households into lower income developments;
- c. Promote self-sufficiency and asset development of families and individuals by increasing the number and percentage of employed persons in assisted families and providing or attracting supportive services to improve assistance recipients' employability;

- d. Ensure Equal Opportunity in Housing for all Americans by undertaking affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status, and disability, and undertaking 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.

The WMHA will target available assistance to families at or below 30% and 50% of AMI by adopting rent policies to support and encourage work. They will continue to target the available assistance to the elderly and families with disabilities by applying for special purpose vouchers for the elderly and families with disabilities, should they become available. They will also affirmatively market to local non-profit agencies that assist families with disabilities.

2. Warren Metropolitan Housing Authority notifies the residents of the public meetings which are held prior to the submission of the PHA Plan which encompasses policy changes and all capital improvement activities. All public housing residents are sent a flyer encouraging them to participate in the Homeownership and Family Self Sufficiency Programs. All new move-ins are given information about the programs. To date, 5 families have purchased homes utilizing their Housing Choice Voucher.
3. Warren Metropolitan Housing Authority is classified as a high performance authority.

***G. Barriers to Affordable Housing (91.210 (e) and 91.215 (f))***

1. Explain whether the cost of housing or the incentives to develop, maintain, or improve affordable housing are affected by public bodies, particularly those of the local jurisdiction. Such policies include tax policy affecting land and other property, land use controls, zoning ordinances, building codes, fees and charges, growth limits, and policies that affect the return on residential investment.
2. Describe the strategy to remove or ameliorate negative effects of public policies that serve as barriers to affordable housing, except that, if a State requires a unit of general local government to submit a regulatory barrier assessment that is substantially equivalent to the information required under this part, as determined by HUD, the unit of general local government may submit that assessment to HUD and it shall be considered to have complied with this requirement.

***3 – 5 Year Strategic Plan Barriers to Affordable Housing response:***

1. The cost of housing in Warren County can be affected by public policy. For example, most rural areas of the County do not have access to public sanitary sewer lines, thus a home must have an on-site septic or mound system. Typically, lot sizes must range from 2 to 5 acres in size to accommodate these systems and meet local health department regulations. Given the cost of the land in the County, the minimum lot size requirement for the septic systems can make new home construction less affordable. In addition, local zoning regulations in some areas require a minimum lot size of 2 acres or more in response to a local township's goal to

maintain the rural atmosphere of the community. The State of Ohio relies heavily on property taxes to support local schools. In fact, roughly seventy-five percent of the property tax bill is devoted toward school funding. High property taxes can be a barrier to affordable housing.

2. Warren County has several strategies to remove or ameliorate negative effects of public policy that are barriers to affordable housing. Based upon research and analyses conducted for and described in the Warren County Comprehensive Housing Plan Update 2008, and the participation and input provided by the Housing Advisory Committee (HAC) and Affordability Subcommittee, the following recommendations are made towards housing:
  - Advocate for and work to create innovative financial incentives at the State and local level for the development and construction of affordable housing by the building community.
  - Build incentives for affordable housing into the Warren County Rural Zoning Code.
  - Investigate the potential consolidation of non-profit agencies into a “one-stop-shop” for underserved populations to find assistance with housing in Warren County.
  - Declare the creation and preservation of local “Workforce Housing” a public purpose, mindful that wages have not kept pace with housing costs, as documented in the HAC Affordability Subcommittee Report.
  - Continue to dedicate Community Housing Improvement Program (CHIP) and Warren County Rehab, Inc. program income funds toward the provision and maintenance of affordable housing through the Warren County Balanced Housing Corporation.
  - Strive to ensure that Warren County garners as much funding as possible from the Ohio Housing Trust Fund (OHTF). Eligible uses of such funds for low-income recipients (those below 50 percent of the area median income) include housing development, emergency home repair, handicapped accessibility modifications and services related to homelessness.
  - Consider the formation of a Community Land Trust (CLT), which typically acquire and hold land, but sell off residential buildings on that land. The high cost of land is thereby mitigated, making the housing more affordable.
  - Implement administrative reforms geared toward the reduction of costly delays in the development review process. This would include the creation of a “one-stop” permitting process function at the County level, including approvals for zoning, building, water, sewer, stormwater management, erosion and sediment control, land subdivision, development guarantee bonding, and economic development incentives.
  - Implement administrative reforms geared toward the reduction of development and future public maintenance costs. For example, refine existing “conservation design” zoning regulations, thereby reducing linear distance of installed pavement and associated infrastructure.
  - Ensure that a full range of housing opportunities is available, including single family detached, single family attached, and multi-family, appropriate by location, both for home ownership and rental.
  - Encourage multi-family housing in areas consistent with the Land Use Element of the Warren County Comprehensive Plan. Establish sufficient density of housing in areas of anticipated future extension of public transportation (i.e. at least 12 dwelling units per acre).

- Affordability of single family homes in Warren County should be measured regularly to better understand trends and initiate appropriate responses.

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

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

**Part I: Summary**

PHA Name/NumberWarren Metropolitan		Locality (City/County & State)Lebanon, Warren Ohio		Original 5-Year Plan		Revision No:	
A.	Development Number and Name	Work Statement for Year 1 FFY 2012F	Work Statement for Year 2 FFY 2013	Work Statement for Year 3 FFY 2014	Work Statement for Year 4 FFY 2014	Work Statement for Year 5 FFY 2015	
B.	Physical Improvements Subtotal	Annual Statement					
C.	Management Improvements						
D.	PHA-Wide Non-dwelling Structures and Equipment		235,000	115,000			
E.	Administration		28,900	28,900	29,943	29,943	
F.	Other						
G.	Operations		25,000	146,143	260,100	260,100	
H.	Demolition						
I.	Development						
J.	Capital Fund Financing-- Debt Service						
K.	Total CFP Funds						
L.	Total Non-CFP Funds						
M.	Grand Total		288,900	289,000	290,043	290,043	







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

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

Part I: Summary

PIA Name: **Warren Metropolitan Housing Authority** Grant Type and Number: **Capital Fund Program Grant No: OH10P049501.12** Replacement Housing Factor Grant No: \_\_\_\_\_  
 Date of CRPP: \_\_\_\_\_

FY of Grant: **2012**  
 FY of Grant Approval: **2012**

Line	Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending:	Reserve for Disasters/Emergencies <input type="checkbox"/>	Revised Annual Statement (revision no: ) <input type="checkbox"/> Final Performance and Evaluation Report		Total Actual Cost <sup>1</sup>	
			Original	Revised <sup>2</sup>	Obligated	Expended
1	Total non-CFP Funds					
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>		72,900			
3	1408 Management Improvements					
4	1410 Administration (may not exceed 10% of line 21)		29,943			
5	1411 Audit					
6	1415 Liquidated Damages					
7	1430 Fees and Costs					
8	1440 Site Acquisition					
9	1450 Site Improvement		25,700			
10	1460 Dwelling Structures		96,000			
11	1465.1 Dwelling Equipment—Nonespendable		65,500			
12	1470 Non-dwelling Structures					
13	1475 Non-dwelling Equipment					
14	1485 Demolition					
15	1492 Moving to Work Demonstration					
16	1495.1 Relocation Costs					
17	1499 Development Activities <sup>4</sup>					
18a	1501 Collateralization or Debt Service paid by the PIA					
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment					
19	1502 Contingency (may not exceed 8% of line 20)					
20	Amount of Annual Grant (sum of lines 2 – 19)		290,043			
21	Amount of line 20 Related to LBP Activities					
22	Amount of line 20 Related to Section 504 Activities					
23	Amount of line 20 Related to Security – Soft Costs					
24	Amount of line 20 Related to Security – Hard Costs					
25	Amount of line 20 Related to Energy Conservation Measures					

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

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

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

Part I: Summary

PHA Name: Warren Metropolitan Housing Authority		Grant Type and Number Capital Fund Program Grant No: OH10P049501.11		Replacement Housing Factor Grant No:		Fiscal Year of Grant: 2012	
		Date of CFPP:				Fiscal Year of Grant Approval: 2012	
Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Summary by Development Account				Revised Annual Statement (revision no: ) <input type="checkbox"/> Final Performance and Evaluation Report			
Line		Total Estimated Cost		Revised 2		Total Actual Cost 1	
Signature of Executive Director		Date		Signature of Public Housing Director		Obligated	
		1/24/12				Expended	

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

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

Part III: Supporting Pages

PHA Name: Warren Metropolitan Housing Authority		Grant Type and Number Capital Fund Program Grant No: OH0P049501.12 Replacement Housing Factor Grant No:		CFPP (Yes/No):		Federal FY of Grant: 2012		Status of Work
Development Number/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost	Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>
OH-049								
COCC	Administration	1410	1	72,900				
AMP 20 & AMP 30	Operations	1406	1	29,943				
AMP 20								
OH049 - 002	Replace base board heater	1460		16,000				
OH049 - 002	Install Vinyl fence on hill	1450		5,300				
OH049 - 002	Replace gang mailboxes	1450		6,000				
OH049 - 003	Retie occupied units	1460		80,000				
AMP 30								
OH049-004	Replace refrig & stoves	1465.1		38,000				
OH049 - 007	Replace refrig & stoves	1465.1		27,500				
OH049 - 007	Replace gang mailboxes	1450		4,000				
OH049 - 007	Install bus shelter	1450		5,200				
OH049 - 009	Install bus shelter	1450		5,200				
	Total			290,043				

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>2</sup> To be completed for the Performance and Evaluation Report.

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

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

Part I: Summary

PIA Name: **Warren Metropolitan Housing Authority** Grant Type and Number: **Capital Fund Program Grant No: OH10P049501.11** Replacement Housing Factor Grant No: \_\_\_\_\_  
 Date of CRFP: \_\_\_\_\_ FFY of Grant: **2011**  
 FFY of Grant Approval: **2011**

Line	Type of Grant <input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: <b>10/31/2011</b>	Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: ) <input type="checkbox"/> Final Performance and Evaluation Report	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
			Original	Revised <sup>2</sup>	Obligated	Expended
1	Total non-CRP Funds					
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>		21,000			
3	1408 Management Improvements					
4	1410 Administration (may not exceed 10% of line 21)		27,325			
5	1411 Audit					
6	1415 Liquidated Damages					
7	1430 Fees and Costs					
8	1440 Site Acquisition					
9	1450 Site Improvement		30,000			
10	1460 Dwelling Structures		44,057			
11	1465.1 Dwelling Equipment-Nonexpendable		125,000			
12	1470 Non-dwelling Structures					
13	1475 Non-dwelling Equipment		25,870			
14	1485 Demolition					
15	1492 Moving to Work Demonstration					
16	1495.1 Relocation Costs					
17	1499 Development Activities <sup>4</sup>					
18a	1501 Collateralization or Debt Service paid by the PHA					
18b	9000 Collateralization or Debt Service paid Via System of Direct Payment					
19	1502 Contingency (may not exceed 8% of line 20)					
20	Amount of Annual Grant. (sum of lines 2 - 19)		273,252			
21	Amount of line 20 Related to LBP Activities					
22	Amount of line 20 Related to Section 504 Activities					
23	Amount of line 20 Related to Security - Soft Costs					
24	Amount of line 20 Related to Security - Hard Costs					
25	Amount of line 20 Related to Energy Conservation Measures					

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

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Part II: Supporting Pages

PHA Name:		Grant Type and Number		Capital Fund Program Grant No:		OHOP049501.11		CHPP (Yes/No):		Federal FFY of Grant:	
Warren Metropolitan Housing Authority		Replacement Housing Factor Grant No:								2011	
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost	Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	Total Actual Cost	Status of Work	
OH-049											
COC	Administration	1410	1	27,325							
AMP 20 & AMP 30	Operations	1406	1	21,000							
AMP 20											
OH049 - 002	Install Concrete Wall	1450	1	30,000							
OH049 - 002	Replace Siding	1460	1	44,057							
OH049 - 003	Install Central Air Conditioning	1465.1	44	125,000							
AMP 20 & AMP 30	Purchase Maintenance Truck	1475	1	25,870							
	TOTAL			273,252							

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>2</sup> To be completed for the Performance and Evaluation Report.

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

U.S. Department of Housing and Urban Development  
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Part I: Summary

PIHA Name: Warren Metropolitan Housing Authority		Grant Type and Number Capital Fund Program Grant No: OH10P049501.11 Replacement Housing Factor Grant No:		FYE of Grant: 2011	
Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Reserve for Disasters/Emergencies		<input type="checkbox"/> Revised Annual Statement (revision no: )	
Date of CFPP: _____		<input type="checkbox"/> Final Performance and Evaluation Report		FYE of Grant Approval: _____	
Line Summary by Development Account		Total Estimated Cost		Total Actual Cost <sup>1</sup>	
Signature of Executive Director <i>[Signature]</i>		Date 1/24/12		Signature of Public Housing Director	
		Original		Revised <sup>1</sup>	
		Obligated		Expended	
		Date		Date	

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 Capital Fund Financing Program

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

Part I: Summary

PHA Name: Warren Metropolitan Housing Authority	Grant Type and Number Capital Fund Program Grant No: OH10P049501.10 Date of CRPP: _____	Replacement Housing Factor Grant No:	FY of Grant: 2010
			FY of Grant Approval: 2010

Line	Type of Grant <input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 10/31/2011	Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: ) <input type="checkbox"/> Final Performance and Evaluation Report	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
			Original	Revised <sup>2</sup>	Obligated	Expended
1	Total non-CRP Funds					
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>		43,779			
3	1408 Management Improvements					
4	1410 Administration (may not exceed 10% of line 21)		29,943			
5	1411 Audit					
6	1415 Liquidated Damages					
7	1430 Fees and Costs					
8	1440 Site Acquisition					
9	1450 Site Improvement		19,000			
10	1460 Dwelling Structures		236,151			
11	1465.1 Dwelling Equipment—Nonexpendable					
12	1470 Non-dwelling Structures					
13	1475 Non-dwelling Equipment					
14	1485 Demolition					
15	1492 Moving to Work Demonstration					
16	1495.1 Relocation Costs					
17	1499 Development Activities <sup>4</sup>					
18a	1501 Collateralization or Debt Service paid by the PHA					
18b	9000 Collateralization or Debt Service paid Via System of Direct Payment					
19	1502 Contingency (may not exceed 8% of line 20)					
20	Amount of Annual Grant (sum of lines 2 - 19)		328,873			
21	Amount of line 20 Related to LBP Activities					
22	Amount of line 20 Related to Section 504 Activities					
23	Amount of line 20 Related to Security - Soft Costs					
24	Amount of line 20 Related to Security - Hard Costs					
25	Amount of line 20 Related to Energy Conservation Measures					

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

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

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

Part I: Summary

PHA Name: Warren Metropolitan Housing Authority		Grant Type and Number Capital Fund Program Grant No: OH10P049501.10 Date of CRFP: _____		Replacement Housing Factor Grant No:		FFY of Grant: 2010	
Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Reserve for Disasters/Emergencies		<input type="checkbox"/> Revised Annual Statement (revision no: ) <input type="checkbox"/> Final Performance and Evaluation Report		FFY of Grant Approval: 2010	
Line	Summary by Development Account	Original	Total Estimated Cost	Revised	Obligated	Total Actual Cost	Expended
Signature of Executive Director		Date		Signature of Public Housing Director			

*[Handwritten Signature]*

1/24/12

*[Handwritten Signature]*

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

U.S. Department of Housing and Urban Development  
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Part II: Supporting Pages

PHA Name: Warren Metropolitan Housing Authority		Grant Type and Number Capital Fund Program Grant No: OH10P049501.10 Replacement Housing Factor Grant No:		CHFP (Yes/No):		Federal FFY of Grant: 2010		Status of Work
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
OH-049				Original				
COCC	Administration	1410	1	43,779				
AMP 20 & 30	Operations	1406	1	29,000				
AMP 20								
OH-049-002	Reseal & Stripe Parking Lot Mulch all Beds		1	3,500 12,000				
AMP 30								
OH-049-004	Install tub surrounds		40	44,414.40				
	Reseal & Stripe Parking Lot		1	3,500				
OH-049-009	Replace tile		50	191,736.60				
	Total			328,873				

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>2</sup> To be completed for the Performance and Evaluation Report.

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

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

Part I: Summary

PHA Name: **Warren Metropolitan Housing Authority** Grant Type and Number: **Capital Fund Program Grant No: OH01P049501.09** Replacement Housing Factor Grant No: **2009**  
 Date of CRFP: **10/31/2011** Final Performance and Evaluation Report: **2009**

Line	Type of Grant	Original Annual Statement	Reserve for Disasters/Emergencies	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
				Original	Revised <sup>2</sup>	Obligated	Expended
1	Total non-CRFP Funds						
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>			20,162	36,561		
3	1408 Management Improvements						
4	1410 Administration (may not exceed 10% of line 21)			29,943	33,198		
5	1411 Audit						
6	1415 Liquidated Damages						
7	1430 Fees and Costs						
8	1440 Site Acquisition						
9	1450 Site Improvement				30,224		
10	1460 Dwelling Structures			248,747	212,000		
11	1465.1 Dwelling Equipment—Nonexpendable				20,000		
12	1470 Non-dwelling Structures						
13	1475 Non-dwelling Equipment						
14	1485 Demolition						
15	1492 Moving to Work Demonstration						
16	1495.1 Relocation Costs						
17	1499 Development Activities <sup>4</sup>						
18a	1501 Collateralization or Debt Service paid by the PHA						
18b	9000 Collateralization or Debt Service paid Via System of Direct Payment						
19	1502 Contingency (may not exceed 8% of line 20)						
20	Amount of Annual Grant. (sum of lines 2 – 19)			298,862	331,983		
21	Amount of line 20 Related to LBP Activities						
22	Amount of line 20 Related to Section 504 Activities						
23	Amount of line 20 Related to Security – Soft Costs						
24	Amount of line 20 Related to Security – Hard Costs						
25	Amount of line 20 Related to Energy Conservation Measures						

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

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 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
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Part I: Summary

PIA Name: Warren Metropolitan Housing Authority		Grant Type and Number Capital Fund Program Grant No: OH10P049501.09 Date of CRFP: _____		Replacement Housing Factor Grant No:		FY of Grant: 2009	
Type of Grant <input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Final Performance and Evaluation Report		Revised Annual Statement (revision no: )		FY of Grant Approval:	
Line Summary by Development Account		Original		Revised		Total Actual Cost	
Signature of Executive Director 		Date 1/24/13		Signature of Public Housing Director		Date	

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Part II: Supporting Pages

PHA Name: Warren Metropolitan Housing Authority		Grant Type and Number Capital Fund Program Grant No: OH10P049501.09 Replacement Housing Factor Grant No:		CFPP (Yes/No):		Federal FFY of Grant: 2009		Status of Work	
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>		
OH-049	Administration	1410		29,943	33,198				
OH-049	Operations	1406		29,900	36,561				
AMP 20									
OH-049-003	Install tub surrounds split w/2010 CFP	1460		80,000	80,000				
OH-049-003	Install fall protection to existing	1450		30,224	30,224				
OH-049-002	Reroof Bldgs	1460		82,000	82,000				
AMP 30									
OH-049-009	Replace Refrigerators	1465.1		20,000	20,000				
OH-049-009	Re roof units	1460		50,000	50,000				
	Total			321,167	331,983				

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>2</sup> To be completed for the Performance and Evaluation Report.

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

Part I: Summary

PHA Name: **Warren Metropolitan Housing Authority** Grant Type and Number: **Capital Fund Program Grant No: OH01P049501.08V2 Replacement Housing Factor Grant No:**  
 Date of CRFP: **10/3/2011** FY of Grant: **2008**  
 Int Approval: **2008**

Line	Type of Grant	Original Annual Statement	Reserve for Disaster/Emergencies	Performance and Evaluation Report for Period Ending: 10/3/2011		Revised Annual Statement (revision no: )		Final Performance and Evaluation Report	
				Summary by Development Account	Original	Total Estimated Cost	Revised 2	Obligated	Total Actual Cost 1
1	Total non-CFP Funds								
2	1406 Operations (may not exceed 20% of line 21) 3			34,260.00		24,048.50		24,048.50	17,130.00
3	1408 Management Improvements								
4	1410 Administration (may not exceed 10% of line 21)			29,943					29,943.00
5	1411 Audit								
6	1415 Liquidated Damages								
7	1430 Fees and Costs								
8	1440 Site Acquisition								
9	1450 Site Improvement								
10	1460 Dwelling Structures			268,909		233,382.43		233,382.43	233,382.43
11	1465.1 Dwelling Equipment - Nonexpendable								
12	1470 Non-dwelling Structures					45,680.07		45,680.07	40,680.07
13	1475 Non-dwelling Equipment								
14	1485 Demolition								
15	1492 Moving to Work Demonstration								
16	1495.1 Relocation Costs								
17	1499 Development Activities 4								
18a	1501 Collateralization or Debt Service paid by the PHA								
18b	9000 Collateralization or Debt Service paid Via System of Direct Payment								
19	1502 Contingency (may not exceed 8% of line 20)								
20	Amount of Annual Grant: (sum of lines 2 - 19)			333,054					327,136.50
21	Amount of line 20 Related to LBP Activities								
22	Amount of line 20 Related to Security - Soft Costs								
23	Amount of line 20 Related to Security - Hard Costs								
24	Amount of line 20 Related to Energy Conservation Measures								
25	Amount of line 20 Related to Energy Conservation Measures								

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

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Part II: Supporting Pages

PHA Name: Warren Metropolitan Housing Authority		Grant Type and Number Capital Fund Program Grant No: OH10P049501.08# CRFP (Yes/ No):		Federal FY of Grant: 2008									
Development Number Name/PHA-Wide Activities		General Description of Major Work Categories		Development Account No.		Quantity		Total Estimated Cost		Total Actual Cost		Status of Work	
						Original		Revised <sup>1</sup>		Funds Obligated <sup>2</sup>		Funds Expended <sup>2</sup>	
OH-049		Administration	1410			29,943	29,943	29,943	29,943.00				
OH-049		Operations	1406			34,202	29,048.50	29,048.50	17,130.00				
AMP 20													
OH-049-002		Replace Windows	1460			69,750	45,800	45,800	45,800.00				Completed
OH-049-003		Re-roof Inlits	1460			57,750	53,624.64	53,624.64	53,624.64				Completed
OH-049-003		Replace sliding (17 bldgs)	1460			105,000	114,457.79	114,457.79	114,457.79				Completed
AMP 30													
OH-049-007		Replace Furnaces	1460			36,409	19,500	19,500	19,500.00				Completed
OH-049-007		Replace Driveways	1470			66,358.36	40,680.07	40,680.07	40,680.07				Completed
		Total				333,054	333,054	333,054	321,135.50				

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>2</sup> To be completed for the Performance and Evaluation Report.

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Part I: Summary

PHA Name: Warren Metropolitan Housing Authority		Grant Type and Number Capital Fund Program Grant No.: OH10P049013.089 Date of CFFP: _____		Replacement Housing Factor Grant No.:		FY of Grant: 2008	
Type of Grant <input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Reserve for Disasters/Emergencies		<input type="checkbox"/> Revised Annual Statement (revision no: )		FY of Grant Approval:	
Line Summary by Development Account		Total Estimated Cost		Final Performance and Evaluation Report		Total Actual Cost <sup>1</sup>	
Signature of Executive Director 		Date 1/24/10		Signature of Public Housing Director		Date	

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Part I: Summary

PHA Name: **Warren Metropolitan Housing Authority** Grant Type and Number: **Capital Fund Program Grant No: OH10P049501.07v6** Replacement Housing Factor Grant No: \_\_\_\_\_  
 Date of CRFP: \_\_\_\_\_

FY of Grant: **2007**  
 FY of Grant Approval: ~~2007~~ **2007**

Line	Type of Grant	Performance and Evaluation Report for Period Ending:	Reserve for Disasters/Emergencies		Revised Annual Statement (revision no: )		Final Performance and Evaluation Report	
			Original	Total Estimated Cost	Revised <sup>2</sup>	Obligated	Total Actual Cost <sup>1</sup>	Expended
1	Total non-CRF Funds							
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>		15,181.96	15,181.96	15,181.96	15,181.96	15,181.96	
3	1408 Management Improvements							
4	1410 Administration (may not exceed 10% of line 21)		29,943	29,943	29,943	29,943	29,943	
5	1411 Audit							
6	1415 Liquidated Damages							
7	1430 Rees and Costs							
8	1440 Site Acquisition							
9	1450 Site Improvement							
10	1460 Dwelling Structures		127,350	125,000	125,000	125,000	125,000	
11	1465.1 Dwelling Equipment- Nonexpendable		60,673	47,478	47,478	47,478	47,478	
12	1470 Non-dwelling Structures		60,773	60,773	60,773	60,773	60,773	
13	1475 Non-dwelling Equipment		21,634.04	19,108	19,108	19,108	19,108	
14	1485 Demolition							
15	1492 Moving to Work Demonstration							
16	1495.1 Relocation Costs							
17	1499 Development Activities <sup>4</sup>							
18a	1501 Collateralization or Debt Service paid by the PHA							
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment							
19	1502 Contingency (may not exceed 8% of line 20)							
20	Amount of Annual Grant: (sum of lines 2 - 19)		315,553	315,553	315,553	315,553	315,553	
21	Amount of line 20 Related to LBP Activities							
22	Amount of line 20 Related to Section 504 Activities							
23	Amount of line 20 Related to Security - Soft Costs							
24	Amount of line 20 Related to Security - Hard Costs							
25	Amount of line 20 Related to Energy Conservation Measures							

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

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Part II: Supporting Pages

PHA Name: Warren Metropolitan Housing Authority		Grant Type and Number Capital Fund Program Grant No: OH10P049501.07 Replacement Housing Factor Grant No:		CFPP (Yes/No):		Federal FY of Grant:		Status of Work
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost	Total Actual Cost	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
OH-049	Administration	1410		29,943	29,943	29,943	29,943	
	Operations	1406		15,181.96	15,181.96	15,181.96	15,181.96	
	Update Community Room	1475		16,123	10,548	10,548	10,548	Completed
AMP 20	Replace Refrigerators Dev002	1465		28,350	23,485	23,485	23,485	Completed
	Replace Stoves Dev002	1465		18,321	11,493	11,493	11,493	Completed
	Replace Refrigerators Dev003	1465		35,640	0	0	0	Moved Item to #
	Replace Stoves Dev003	1465		25,133	0	0	0	Moved Item to #
	Reroof Franklin units	1460		80,000	80,000	80,000	80,000	completed
AMP 30	Replace Driveways Dev003	1470		0	0	0	0	Deleted
	Replace water softner	1475		11,634.04	8,560	8,560	8,560	completed
	Re roof units Dev007	1460	25	32,500	45,000	45,000	45,000	completed
	Replace Shutters	1460		2,350	0	0	0	deleted
	Add Air conditioners to 7 units	1465	7	14,000	12,500	12,500	12,500	completed
	Replace Driveways Dev007	1470			78,842.04	78,842.04	78,842.04	completed
				315,553	315,553	315,553	315,553	

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>2</sup> To be completed for the Performance and Evaluation Report.

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

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Part I: Summary

PHA Name: Warren Metropolitan Housing Authority		Grant Type and Number Capital Fund Program Grant No.: OH10FP049501.07 Date of CFPP: _____		Replacement Housing Factor Grant No:		FFY of Grant: 2007	
Type of Grant <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending: _____		<input type="checkbox"/> Reserve for Disasters/Emergencies		<input type="checkbox"/> Revised Annual Statement (revision no: )		FFY of Grant Approval: 315,553	
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: _____		<input checked="" type="checkbox"/> Final Performance and Evaluation Report					
Line Summary by Development Account		Original		Revised 2		Total Actual Cost 1	
Signature of Executive Director 		Date 11/30/11		Signature of Public Housing Director		Obligated	
		Total Estimated Cost				Expended	
		Date				Date	

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Part I: Summary

PHA Name: **Warren Metropolitan Housing Authority**

Grant Type and Number: **Capital Fund Program Grant No: OH10P049501.12** Replacement Housing Factor Grant No: \_\_\_\_\_

Date of CRFP: \_\_\_\_\_

FEY of Grant: **2012**

FEY of Grant Approval: **2012**

Line	Type of Grant	Performance and Evaluation Report for Period Ending:	Reserve for Disasters/Emergencies	Revised Annual Statement (revision no: )	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
					Original	Revised <sup>2</sup>	Obligated	Expended
1	Total non-CRP Funds							
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>				72,900			
3	1408 Management Improvements							
4	1410 Administration (may not exceed 10% of line 21)				29,943			
5	1411 Audit							
6	1415 Liquidated Damages							
7	1430 Rees and Costs							
8	1440 Site Acquisition							
9	1450 Site Improvement				25,700			
10	1460 Dwelling Structures				96,000			
11	1465.1 Dwelling Equipment—Nonexpendable				65,500			
12	1470 Non-dwelling Structures							
13	1475 Non-dwelling Equipment							
14	1485 Demolition							
15	1492 Moving to Work Demonstration							
16	1495.1 Relocation Costs							
17	1499 Development Activities <sup>4</sup>							
18a	1501 Collateralization or Debt Service paid by the PHA							
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment							
19	1502 Contingency (may not exceed 8% of line 20)							
20	Amount of Annual Grant: (sum of lines 2 - 19)				290,043			
21	Amount of line 20 Related to LBP Activities							
22	Amount of line 20 Related to Section 504 Activities							
23	Amount of line 20 Related to Security - Soft Costs							
24	Amount of line 20 Related to Security - Hard Costs							
25	Amount of line 20 Related to Energy Conservation Measures							

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

Annual Statement/Performance and Evaluation Report  
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Part I: Summary

PHA Name: Warren Metropolitan Housing Authority		Grant Type and Number Capital Fund Program Grant No. OH10PO49501.11 Date of CRFP: _____		Replacement Housing Factor Grant No:		FFY of Grant: 2012	
Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending: Summary by Development Account		<input type="checkbox"/> Reserve for Disasters/Emergencies		<input type="checkbox"/> Revised Annual Statement (revision no: ) <input type="checkbox"/> Final Performance and Evaluation Report		FFY of Grant Approval: 2012	
Line	Signature of Executive Director	Original Date	Total Estimated Cost	Revised <sup>2</sup>	Obligated	Total Actual Cost <sup>1</sup>	Expended
		2/14/12					
Signature of Public Housing Director							

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

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

Part II: Supporting Pages

PHA Name: Warren Metropolitan Housing Authority		Grant Type and Number Capital Fund Program Grant No: OH0P049501.12 Replacement Housing Factor Grant No:		CFPP (Yes/ No):		Federal FFY of Grant: 2012		Status of Work	
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>		
OH-049				Original					
COCG	Administration	1410	1	72,900					
AMP 20 & AMP 30	Operations	1406	1	29,943					
AMP 20									
OH049 - 002	Replace base board heater	1460		16,000					
OH049 - 002	Install Vinyl fence on hill	1450		5,300					
OH049 - 002	Replace gang mailboxes	1450		6,000					
OH049 - 003	Rette occupied units	1460		80,000					
AMP 30									
OH049-004	Replace refrig & stoves	1465.1		38,000					
OH049 - 007	Replace refrig & stoves	1465.1		27,500					
OH049 - 007	Replace gang mailboxes	1450		4,000					
OH049 - 007	Install bus shelter	1450		5,200					
OH049 - 009	Install bus shelter	1450		5,200					
	Total			290,043					

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>2</sup> To be completed for the Performance and Evaluation Report.

**Civil Rights Certification**

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

**Civil Rights Certification**

**Annual Certification and Board Resolution**

*Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioner, I approve the submission of the Plan for the PHA of which this document is a part and make the following certification and agreement with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:*

The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990, and will affirmatively further fair housing.

Warren Metropolitan Housing Authority

OH049

PHA Name

PHA Number/HA Code

<small>I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)</small>			
Name of Authorized Official	Robert Alexander	Title	Board Chairman
Signature		Date	10/21/2011

HUD will prosecute false claims and statements. Such false statements and/or entries may be subject to criminal and/or civil penalties (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802).

\*The Department of Housing and Urban Development does not intend to publish the names of individuals reported on this form.

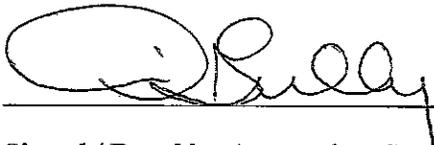
HUD-52725 (08/25/2011)

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

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

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

I, David Gully the County Administrator certify that the Five Year and  
Annual PHA Plan of the Warren Metropolitan Housing Authority is consistent with the Consolidated Plan of  
Warren County prepared pursuant to 24 CFR Part 91.



Signed / Dated by Appropriate State or Local Official

# Request for Release of Funds and Certification

U.S. Department of Housing and Urban Development  
Office of Community Planning and Development

OMB No. 2506-0087  
(exp. 10/31/2014)

This form is to be used by Responsible Entities and Recipients (as defined in 24 CFR 58.2) when requesting the release of funds, and requesting the authority to use such funds, for HUD programs identified by statutes that provide for the assumption of the environmental review responsibility by units of general local government and States. Public reporting burden for this collection of information is estimated to average 36 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number.

Part 1. Program Description and Request for Release of Funds (to be completed by Responsible Entity)		
1. Program Title(s) <b>Capital Funds 2012</b>	2. HUD/State Identification Number <b>OH049</b>	3. Recipient Identification Number (optional)
4. OMB Catalog Number(s)	5. Name and address of responsible entity <b>Warren Metropolitan Housing Authority 990 East Ridge Dr Lebanon, Ohio 45036</b>	
6. For information about this request, contact (name & phone number) <b>Joy A. Bankston 513-695-3380</b>	7. Name and address of recipient (if different than responsible entity)	
8. HUD or State Agency and office unit to receive request <b>U.S. Dept of HUD Cleveland Area Office 1350 Euclid Ave, Suite 500</b>		

The recipient(s) of assistance under the program(s) listed above requests the release of funds and removal of environmental grant conditions governing the use of the assistance for the following

9. Program Activity(ies)/Project Name(s) <b>Replace Baseboard Heaters, Replace mailboxes, Replace/install vinyl fence on hill. Franklin replace floor tile of all units. Replace refrigerators and stoves. Replace mailboxes</b>	10. Location (Street address, city, county, State) <b>AMP 20 Brookview Middletown Ohio AMP 30 Met Village Lebanon Ohio Lebanon family Lebanon Ohio</b>
11. Program Activity/Project Description <b>AMP 20 Brookview Middletown Ohio Franklin Ohio Replace Baseboard Heaters, Replace mailboxes, Replace/install vinyl fence on hill. Franklin replace floor tile of all units. AMP 30 Met Village Lebanon Ohio Lebanon family Lebanon Ohio Replace refrigerators and stoves. Replace mailboxes, install bus shelter</b>	

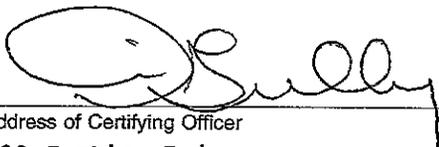
**Part 2. Environmental Certification (to be completed by responsible entity)**

With reference to the above Program Activity(ies)/Project(s), I, the undersigned officer of the responsible entity, certify that:

1. The responsible entity has fully carried out its responsibilities for environmental review, decision-making and action pertaining to the project(s) named above.
2. The responsible entity has assumed responsibility for and complied with and will continue to comply with, the National Environmental Policy Act of 1969, as amended, and the environmental procedures, permit requirements and statutory obligations of the laws cited in 24 CFR 58.5; and also agrees to comply with the authorities in 24 CFR 58.6 and applicable State and local laws.
3. After considering the type and degree of environmental effects identified by the environmental review completed for the proposed project described in Part 1 of this request, I have found that the proposal  did  did not require the preparation and dissemination of an environmental impact statement.
4. The responsible entity has disseminated and/or published in the manner prescribed by 24 CFR 58.43 and 58.55 a notice to the public in accordance with 24 CFR 58.70 and as evidenced by the attached copy (copies) or evidence of posting and mailing procedure.
5. The dates for all statutory and regulatory time periods for review, comment or other action are in compliance with procedures and requirements of 24 CFR Part 58.
6. In accordance with 24 CFR 58.71(b), the responsible entity will advise the recipient (if different from the responsible entity) of any special environmental conditions that must be adhered to in carrying out the project.

As the duly designated certifying official of the responsible entity, I also certify that:

7. I am authorized to and do consent to assume the status of Federal official under the National Environmental Policy Act of 1969 and each provision of law designated in the 24 CFR 58.5 list of NEPA-related authorities insofar as the provisions of these laws apply to the HUD responsibilities for environmental review, decision-making and action that have been assumed by the responsible entity.
8. I am authorized to and do accept, on behalf of the recipient personally, the jurisdiction of the Federal courts for the enforcement of all these responsibilities, in my capacity as certifying officer of the responsible entity.

Signature of Certifying Officer of the Responsible Entity  X 	Title of Certifying Officer <b>County Administrator</b>
	Date signed <b>10/21/2011</b>
Address of Certifying Officer <b>500 Justice Drive Lebanon, Ohio 45036</b>	

**Part 3. To be completed when the Recipient is not the Responsible Entity**

The recipient requests the release of funds for the programs and activities identified in Part 1 and agrees to abide by the special conditions, procedures and requirements of the environmental review and to advise the responsible entity of any proposed change in the scope of the project or any change in environmental conditions in accordance with 24 CFR 58.71(b).

Signature of Authorized Officer of the Recipient	Title of Authorized Officer
X	Date signed

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

# Certification of Payments to Influence Federal Transactions

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

Applicant Name

Warren Metropolitan Housing Authority

Program/Activity Receiving Federal Grant Funding

Public Housing Operating Funds/Capital Funds/Housing Choice Voucher Program/Shelter Plus Care/Transitions

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

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

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

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

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

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

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

Name of Authorized Official

Joy A. Bankston

Title

Executive Director

Signature



Date (mm/dd/yyyy)

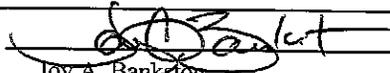
10/21/2011

## DISCLOSURE OF LOBBYING ACTIVITIES

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

Approved by OMB  
0348-0046

(See reverse for public burden disclosure.)

<b>1. Type of Federal Action:</b> <input checked="" type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	<b>2. Status of Federal Action:</b> <input checked="" type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	<b>3. Report Type:</b> <input checked="" type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change <b>For Material Change Only:</b> year _____ quarter _____ date of last report _____
<b>4. Name and Address of Reporting Entity:</b> <input checked="" type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known:  Congressional District, if known: 4c	<b>5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime:</b>  Congressional District, if known:	
<b>6. Federal Department/Agency:</b> U.S. Department of Housing and Urban Development	<b>7. Federal Program Name/Description:</b> Capital Fund Program CFDA Number, if applicable: _____	
<b>8. Federal Action Number, if known:</b>	<b>9. Award Amount, if known:</b> \$	
<b>10. a. Name and Address of Lobbying Registrant</b> (if individual, last name, first name, MI):	<b>b. Individuals Performing Services</b> (including address if different from No. 10a) (last name, first name, MI):	
<b>11.</b> Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature:  Print Name: <u>Joy A. Bankston</u> Title: <u>Executive Director</u> Telephone No.: <u>513-695-3380</u> Date: <u>10/21/2011</u>	
<b>Federal Use Only:</b>		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

## INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.  
  
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.

# Certification for a Drug-Free Workplace

U.S. Department of Housing and Urban Development

Applicant Name

Warren Metropolitan Housing Authority

Program/Activity Receiving Federal Grant Funding

Public Housing Operating Fund/Housing Choice Voucher Program/Capital Funds/Transitions/Shelter Plus Care

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Name of Authorized Official

Joy A. Bankston

Title

Executive Director

Signature

X 

Date

10/21/2011

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

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the X 5-Year and/or X Annual PHA Plan for the PHA fiscal year beginning 2012, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

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

12. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
13. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
14. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
15. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
16. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
17. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
18. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
19. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
20. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
21. The PHA provides assurance as part of this certification that:
  - (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
  - (ii) The changes were duly approved by the PHA Board of Directors (or similar governing body); and
  - (iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.
22. The PHA certifies that it is in compliance with all applicable Federal statutory and regulatory requirements.

Warren Metropolitan Housing  
 PHA Name Authority

04049  
 PHA Number/HA Code

- 5-Year PHA Plan for Fiscal Years 20 12 - 20 17
- Annual PHA Plan for Fiscal Years 20 12 - 20 13

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

Name of Authorized Official	Title
<u>Robert Alexander</u>	<u>Board Chairman</u>
Signature	Date
<u>R. H. Alexander</u>	<u>10/21/2011</u>

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

Warren Metropolitan Housing Authority RAB comments:

The Warren Metropolitan Housing Authority a few comments in reference to the five year plan.

- 1) New Exterior Front doors in Franklin
- 2) Met Village - Ice Machine, TV and new furniture for the Culture Center. New carpet in the units, refrigerators, stoves, closet doors, paint patios and new locks
- 3) Ridgeway- Install swings in play area and fall protection under the equipment
- 4) East Ridge – Install BB court, paint exterior trim, new tub/surrounds, new back doors/blinds, bike rack, additional playground/trees and new stoves.

# **WARREN METROPOLITAN HOUSING AUTHORITY VIOLENCE AGAINST WOMEN ACT (VAWA) POLICY**

## **I. Purpose and Applicability**

The purpose of this policy (herein called “Policy”) is to implement the applicable provisions of the Violence Against Women and Department of Justice Reauthorization Act of 2005 (Pub. L. 109-162) and more generally to set forth WMHA’s policies and procedures regarding domestic violence, dating violence, and stalking, as hereinafter defined.

This Policy shall be applicable to the administration by WMHA of all federally subsidized public housing and Section 8 rental assistance under the United States Housing Act of 1937 (42 U.S.C. §1437 *et seq.*). Notwithstanding its title, this policy is gender-neutral, and its protections are available to males who are victims of domestic violence, dating violence, or stalking as well as female victims of such violence.

## **II. Goals and Objectives**

This Policy has the following principal goals and objectives:

- A. Maintaining compliance with all applicable legal requirements imposed by VAWA;
- B. Ensuring the physical safety of victims of actual or threatened domestic violence, dating violence, or stalking who are assisted by WMHA;
- C. Providing and maintaining housing opportunities for victims of domestic violence dating violence, or stalking;
- D. Creating and maintaining collaborative arrangements between WMHA, law enforcement authorities, victim service providers, and others to promote the safety and well-being of victims of actual and threatened domestic violence, dating violence and stalking, who are assisted by WMHA; and
- E. Taking appropriate action in response to an incident or incidents of domestic violence, dating violence, or stalking, affecting individuals assisted by WMHA.

This sample form is intended for use by public housing agencies, in consultation with their legal counsel, to implement the provisions of the Violence Against Women Act. It is not intended as a substitute for obtaining legal advice, but rather as information that may be used by agency counsel as a point of departure in preparing documents suitable to the agency. Neither NAHRO nor the drafter(s) of this document warrants or guarantees its efficacy, sufficiency or compliance with law. Agencies must look solely to their legal counsel for final determinations concerning the form and substance of their documents implementing VAWA.

### III. Other WMHA Policies and Procedures

This Policy shall be referenced in and attached to WMHA's Five-Year Public Housing Agency Plan and shall be incorporated in and made a part of WMHA's Admissions and Continued Occupancy Policy. WMHA's annual public housing agency plan shall also contain information concerning WMHA's activities, services or programs relating to domestic violence, dating violence, and stalking.

To the extent any provision of this policy shall vary or contradict any previously adopted policy or procedure of WMHA, the provisions of this Policy shall prevail.

### IV. Definitions

As used in this Policy:

A. *Domestic Violence* – The term 'domestic violence' includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with or has cohabited with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction."

B. *Dating Violence* – means violence committed by a person—

- (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- (B) where the existence of such a relationship shall be determined based on a consideration of the following factors:

- (i) The length of the relationship.
- (ii) The type of relationship.
- (iii) The frequency of interaction between the persons involved in the relationship.

C. *Stalking* – means –

(A) (i) to follow, pursue, or repeatedly commit acts with the intent to kill, injure, harass, or intimidate another person; and (ii) to place under surveillance with the intent to kill, injure, harass or intimidate another person; and

(B) in the course of, or as a result of, such following, pursuit, surveillance or repeatedly committed acts, to place a person in reasonable fear of the death of, or serious bodily injury to, or to cause substantial emotional harm to –

- (i) that person;
- (ii) a member of the immediate family of that person; or
- (iii) the spouse or intimate partner of that person;

D. *Immediate Family Member* - means, with respect to a person –

- (A) a spouse, parent, brother, sister, or child of that person, or an individual to whom that person stands in loco parentis; or
- (B) any other person living in the household of that person and related to that person by blood or marriage.

E. *Perpetrator* – means person who commits an act of domestic violence, dating violence or stalking against a victim.

## V. Admissions and Screening

A. *Non-Denial of Assistance*. WMHA will not deny admission to public housing or to the Section 8 rental assistance program to any person because that person is or has been a victim of domestic violence, dating violence, or stalking, provided that such person is otherwise qualified for such admission.

## VI. Termination of Tenancy or Assistance

A. *VAWA Protections*. Under VAWA, public housing residents and persons assisted under the Section 8 rental assistance program have the following specific protections, which will be observed by WMHA:

1. An incident or incidents of actual or threatened domestic violence, dating violence, or stalking will not be considered to be a “serious or repeated” violation of the lease by the victim or threatened victim of that violence and will not be good cause for terminating the tenancy or occupancy rights of or assistance to the victim of that violence.
2. In addition to the foregoing, tenancy or assistance will not be terminated by AHA as a result of criminal activity, if that criminal activity is directly related to domestic violence, dating violence or stalking engaged in by a member of the assisted household, a guest or another person under the tenant’s control, and the tenant or an immediate family member is the victim or threatened victim of this criminal activity. However, the protection against termination of tenancy or assistance described in this paragraph is subject to the following limitations:
  - (a) Nothing contained in this paragraph shall limit any otherwise available authority of WMHA’ or a Section 8 owner or manager to terminate tenancy, evict, or to terminate assistance, as the case may be, for any violation of a lease or program requirement not premised on the act or acts of domestic violence, dating violence, or stalking in question against the tenant or a member of the tenant’s household. However, in taking any such action, neither WMHA nor a Section 8 manager or owner may apply a more demanding standard to the victim of domestic violence dating violence or stalking than that applied to other tenants.
  - (b) Nothing contained in this paragraph shall be construed to limit the authority

of WMHA or a Section 8 owner or manager to evict or terminate from assistance any tenant or lawful applicant if the owner, manager or WMHA, as the case may be, can demonstrate an actual and imminent threat to other tenants or to those employed at or providing service to the property, if the tenant is not evicted or terminated from assistance.

*B. Removal of Perpetrator.* Further, notwithstanding anything in paragraph VI.A.2. or Federal, State or local law to the contrary, WMHA or a Section 8 owner or manager, as the case may be, may bifurcate a lease, or remove a household member from a lease, without regard to whether a household member is a signatory to a lease, in order to evict, remove, terminate occupancy rights, or terminate assistance to any individual who is a tenant or lawful occupant and who engages in acts of physical violence against family members or others. Such action against the perpetrator of such physical violence may be taken without evicting, removing, terminating assistance to, or otherwise penalizing the victim of such violence who is also the tenant or a lawful occupant. Such eviction, removal, termination of occupancy rights, or termination of assistance shall be effected in accordance with the procedures prescribed by law applicable to terminations of tenancy and evictions by WMHA. Leases used for all public housing operated by WMHA and, at the option of Section 8 owners or managers, leases for dwelling units occupied by families assisted with Section 8 rental assistance administered by WMHA, shall contain provisions setting forth the substance of this paragraph.

## **VII. Verification of Domestic Violence, Dating Violence or Stalking**

*A. Requirement for Verification.* The law allows, but does not require, WMHA or a section 8 owner or manager to verify that an incident or incidents of actual or threatened domestic violence, dating violence, or stalking claimed by a tenant or other lawful occupant is bona fide and meets the requirements of the applicable definitions set forth in this policy. Subject only to waiver as provided in paragraph VII. C., WMHA shall require verification in all cases where an individual claims protection against an action involving such individual proposed to be taken by WMHA. Section 8 owners or managers receiving rental assistance administered by WMHA may elect to require verification, or not to require it as permitted under applicable law.

Verification of a claimed incident or incidents of actual or threatened domestic violence, dating violence or stalking may be accomplished in one of the following three ways:

1. *HUD-approved form* - by providing to WMHA or to the requesting Section 8 owner or manager a written certification, on a form approved by the U.S. Department of Housing and Urban Development (HUD), that the individual is a victim of domestic violence, dating violence or stalking that the incident or incidents in question are bona fide incidents of actual or threatened abuse meeting the requirements of the applicable definition(s) set forth in this policy. The incident or incidents in question must be described in reasonable detail as required in the HUD-approved form, and the completed certification must include the name of the perpetrator.
2. *Other documentation* - by providing to WMHA or to the requesting Section 8 owner or manager documentation signed by an employee, agent, or volunteer of a victim service

provider, an attorney, or a medical professional, from whom the victim has sought assistance in addressing the domestic violence, dating violence or stalking, or the effects of the abuse, described in such documentation. The professional providing the documentation must sign and attest under penalty of perjury (28 U.S.C. 1746) to the professional's belief that the incident or incidents in question are bona fide incidents of abuse meeting the requirements of the applicable definition(s) set forth in this policy. The victim of the incident or incidents of domestic violence, dating violence or stalking described in the documentation must also sign and attest to the documentation under penalty of perjury.

3. *Police or court record* – by providing to WMHA or to the requesting Section 8 owner or manager a Federal, State, tribal, territorial, or local police or court record describing the incident or incidents in question.

B. *Time allowed to provide verification/ failure to provide.* An individual who claims protection against adverse action based on an incident or incidents of actual or threatened domestic violence, dating violence or stalking, and who is requested by WMHA, or a Section 8 owner or manager to provide verification, must provide such verification within 14 business days (*i.e.*, 14 calendar days, excluding Saturdays, Sundays, and federally-recognized holidays) after receipt of the request for verification. Failure to provide verification, in proper form within such time will result in loss of protection under VAWA and this policy against a proposed adverse action.

C. *Waiver of verification requirement.* The Executive Director of WMHA, or a Section 8 owner or manager, may, with respect to any specific case, waive the above-stated requirements for verification and provide the benefits of this policy based on the victim's statement or other corroborating evidence. Such waiver may be granted in the sole discretion of the Executive Director, owner or manager. Any such waiver must be in writing. Waiver in a particular instance or instances shall not operate as precedent for, or create any right to, waiver in any other case or cases, regardless of similarity in circumstances.

## **VIII. Confidentiality**

A. *Right of confidentiality.* All information (including the fact that an individual is a victim of domestic violence, dating violence or stalking) provided to WMHA or to a Section 8 owner or manager in connection with a verification required under section VII of this policy or provided in lieu of such verification where a waiver of verification is granted, shall be retained by the receiving party in confidence and shall neither be entered in any shared database nor provided to any related entity, except where disclosure is:

1. requested or consented to by the individual in writing, or
2. required for use in a public housing eviction proceeding or in connection with termination of Section 8 assistance, as permitted in VAWA, or
3. otherwise required by applicable law.

- B. *Notification of rights.* All tenants of public housing and tenants participating in the Section 8 rental assistance program administered by WMHA shall be notified in writing concerning their right to confidentiality and the limits on such rights to confidentiality.

[Optional provisions – paragraphs A through D]

### **VIII. Transfer to New Residence**

- A. *Application for transfer.* In situations that involve significant risk of violent harm to an individual as a result of previous incidents or threats of domestic violence, dating violence, or stalking, WMHA will, if an approved unit size is available at a location that may reduce the risk of harm, approve transfer by a public housing or Section 8 tenant to a different unit in order to reduce the level of risk to the individual. A tenant who requests transfer must attest in such application that the requested transfer is necessary to protect the health or safety of the tenant or another member of the household who is or was the victim of domestic violence dating violence or stalking and who reasonably believes that the tenant or other household member will be imminently threatened by harm from further violence if the individual remains in the present dwelling unit.
- B. *Action on applications.* WMHA will act upon such an application promptly [alternatively, insert a number of business days].
- C. *No right to transfer.* WMHA will make every effort to accommodate requests for transfer when suitable alternative vacant units are available and the circumstances warrant such action. However, except with respect to portability of Section 8 assistance as provided in paragraph IX. E. below the decision to grant or refuse to grant a transfer shall lie within the sole discretion of WMHA, and this policy does not create any right on the part of any applicant to be granted a transfer.
- D. *Family rent obligations.* If a family occupying WMHA public housing moves before the expiration of the lease term in order to protect the health or safety of a household member, the family will remain liable for the rent during the remainder of the lease term unless released by WMHA. In cases where WMHA determines that the family's decision to move was reasonable under the circumstances, WMHA may wholly or partially waive rent payments and any rent owed shall be reduced by the amounts of rent collected for the remaining lease term from a tenant subsequently occupying the unit.
- E. *Portability.* Notwithstanding the foregoing, a Section 8-assisted tenant will not be denied portability to a unit located in another jurisdiction (notwithstanding the term of the tenant's existing lease has not expired, or the family has not occupied the unit for 12 months) so long as the tenant has complied with all other requirements of the Section 8 program and has moved from the unit in order to protect a health or safety of an individual member of the household who is or has been the victim of domestic violence dating violence or stalking and who reasonably believes that the tenant or other household member will be imminently threatened by harm from further violence if the individual remains in the present dwelling unit.

[Optional Provision]

## **X. Court Orders/Family Break-up**

A. *Court orders.* It is WMHA's policy to honor orders entered by courts of competent jurisdiction affecting individuals assisted by WMHA and their property. This includes cooperating with law enforcement authorities to enforce civil protection orders issued for the protection of victims and addressing the distribution of personal property among household members in cases where a family breaks up.

B. *Family break-up.* Other WMHA policies regarding family break-up are contained in WMHA's Public Housing Admissions and Continuing Occupancy Plan (ACOP) and its Section 8 Administrative Plan.

[Optional provision]

## **XI. Relationships with Service Providers**

It is the policy of WMHA to cooperate with organizations and entities, both private and governmental, that provide shelter and/or services to victims of domestic violence. If WMHA staff become aware that an individual assisted by WMHA is a victim of domestic violence, dating violence or stalking, WMHA will refer the victim to such providers of shelter or services as appropriate. Notwithstanding the foregoing, this Policy does not create any legal obligation requiring WMHA either to maintain a relationship with any particular provider of shelter or services to victims or domestic violence or to make a referral in any particular case. WMHA's annual public housing agency plan shall describe providers of shelter or services to victims of domestic violence with which WMHA has referral or other cooperative relationships.

## **XII. Notification**

WMHA shall provide written notification to applicants, tenants, and Section 8 owners and managers, concerning the rights and obligations created under VAWA relating to confidentiality, denial of assistance and, termination of tenancy or assistance.

## **XIII. Relationship with Other Applicable Laws**

Neither VAWA nor this Policy implementing it shall preempt or supersede any provision of Federal, State or local law that provides greater protection than that provided under VAWA for victims of domestic violence, dating violence or stalking.

#### **XIV. Amendment**

This policy may be amended from time to time by WMHA as approved by the WMHA Board of Commissioners.

**Warren Metropolitan Housing Authority**  
**Housing Choice Voucher Homeownership Program**  
Addendum to Housing Choice Voucher Administrative Plan

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**Introduction**

Warren Metropolitan Housing Authority (WMHA) hereby establishes a Housing Choice Voucher (HCV) tenant-based homeownership option in Warren County, Ohio, pursuant to the U.S. Department of Housing and Urban Development's (HUD) final rule dated October 12, 2000 and Section 555 of the Quality Housing and Work Responsibility Act of 1998 under Section 8(y), Homeownership Option effective **August 2005**.

The HCV Homeownership Program permits eligible participants in the Housing Choice Voucher program the option of purchasing a home with their HCV assistance. **WMHA will initially limit the Homeownership Program to 10 referrals to the counseling agency, ultimately resulting in a maximum of 5 homeowner voucher participants.** Expansion of the program is at the sole discretion of the PHA. The policies governing the program will be reevaluated at least on a yearly basis as part of the agency's Annual Plan.

**Participant Qualifications**

Any HCV eligible applicant or program participant who has been issued a HCV may utilize the subsidy to purchase rather than rent a home if they meet the following qualifications:

- ◆ *Eligibility Requirement*  
The family must meet the requirements for admission to or continued participation in the WMHA HCV Tenant-Based Program.
- ◆ *Good Standing with PHA*  
The homeownership option will be included in the Briefing sessions and announced through the media. Current HCV participants must be in compliance with their lease and program requirements and must terminate their current lease arrangement in compliance with the lease.
- ◆ *First Time Homebuyer*  
The family must be a first time homebuyer, that is they may not have owned or had a financial interest in a residence within the past three years. Exceptions may be granted for families with:
  1. a disabled family member
  2. a single parent or a displace homemaker who, while married owned a home with a spouse or resided in a home owned by a spouse
  3. for cooperative members who had cooperative memberships prior to the homeownership program.

- ◆ *Mortgage Default*  
The family in which any adult family member has previously received assistance and has defaulted on a mortgage obtained through the Homeownership Option is barred from participation.
- ◆ *Homeowner Counseling*  
The family's participation in the home ownership program is conditioned on the family attending and successfully completing a homeownership and housing counseling program provided or approved by WMHA prior to commencement of homeownership assistance.
  1. Home maintenance
  2. Budgeting and money management
  3. Credit counseling
  4. Negotiating the purchase price of a home
  5. Financing
  6. Locating the home
  7. De-concentration issues
  8. HQS specifications
  9. Post purchase counseling
- ◆ *Employment Requirements*  
The head of household and/or co-head must be currently employed on a full-time basis and have been continuously (with no more than a two week gap) employed during the year before commencement of homeownership assistance. Self-employment may be considered. Families in which the head of household or co-head is disabled or elderly are exempted from this requirement. Families that include an adult with disabilities may request an exemption as a reasonable accommodation.
- ◆ *Minimum Income Requirement*  
The annual income of the adult family members who will own the home must be equal to or exceed the federal minimum hourly wage multiplied by 2,000 hours. Welfare assistance will not be counted in determining annual income, except for households in which the head or co-head are elderly or disabled and households that include a disabled person other than head or co-head. (Welfare assistance includes Temporary Assistance for Needy Families (TANF); Supplemental Security Income (SSI); general assistance; or other welfare assistance as specified by HUD).

### **Time Frame to Purchase a Home**

An applicant will have a maximum of **90 days** from the date of issuance of a voucher to find a home and enter into a Contract of Sale.

If an applicant is unable to enter into a Contract of Sale before the end of the initial 90-day period, the applicant will be provided an extension of 90 days to either enter into a Contract of Sale or utilize the voucher to rent a unit. Any additional extension will be at the discretion of the WMHA Executive Director.

**If after all extensions have been exhausted and the family still hasn't found a home, the homeownership voucher will be continued as a Section 8 voucher and the family must wait (1) year before applying for another homeownership voucher.**

### **Portability**

Families determined eligible for homeownership assistance may exercise the Homeownership Option outside of WMHA's jurisdiction if the receiving public housing authority is administering a HCV homeownership program and is accepting new families into its program.

### **Permitted Homeownership Arrangements**

The homeownership Option may be utilized for two types of housing:

1. A unit owned by the family, where one or more family members hold title to the home or a home previously occupied under a lease-purchase agreement.
2. A cooperative unit, where one or more family members hold membership shares in the cooperative.

### **Contract of Sale and Home Inspections**

Participants in the homeownership Option Program must initially complete a Contract of Sale with the owner of the property to be purchased.

The Contract of Sale must include the home's price and other terms of sale, the WMHA pre-purchase HQS inspection requirements (including a provision that the participant will arrange for a pre-purchase inspection of the unit as set forth below), a provision that the participant is not obligated to purchase the unit unless the inspection is satisfactory to the purchaser, an agreement that the purchaser is not obligated to pay for any necessary repairs and a certification from the seller that the seller has not been debarred, suspended, or subject to a limited denial of participation under 24 CFR part 24f.

The participant must obtain an independent professional home inspection at the participant's expense. An ASHI member or a NAHI regular member should conduct the independent inspection. The inspection must cover major building systems and components, including foundation and structure, housing interior and exterior, and the roofing, plumbing, electrical and heating systems. The inspector must provide a copy of the inspection report both to the family and to WMHA.

WMHA will conduct a Housing Quality Standards (HQS) inspection and will review the independent professional inspection of the unit's major systems. WMHA will continue to inspect the home for HQS stands every twelve months for the first two years. After completion of two years of ownership, the HQS inspections will cease. WMHA retains

the right to disapprove the unit for assistance under the Homeownership Option based on either the HQS inspection or the independent professional inspection.

WMHA reserves the right to make exceptions on an as needed basis and allowable by HUD Homeownership Program Code of Regulations.

### **Financing**

The household is solely responsible for obtaining financing. All loans must meet standard market driven credit underwriting requirements. WMHA will review lender qualification, loan terms, and other family debt and expenses to determine that the debt is affordable and reserves the right to disapprove the loan if it is unaffordable.

WMHA requires a minimum homeowner down payment of at least 3% of the purchase price for participation in its HCV Homeownership Option Program, and requires that at 2% of the purchase price come from the family's personal resources. **WMHA will consider waiving the personal resources down payment requirement in cases where down payment assistance grants in excess of \$25,000 are being used by the family to purchase a home. Waivers will be granted in a case-by-case basis at the discretion of the Executive Director.**

There is no prohibition against using local or state Community Development Block Grant (CDBG) or other subsidized financing in conjunction with the Homeownership Option.

WMHA prohibits seller financing, balloon payment mortgage, un-escrowed taxes and insurance or adjustable rate insurance.

WMHA reserves the right to make exceptions on an as needed basis and allowable by HUD Homeownership Program Code of Regulations.

### **Maximum Term of Assistance**

Section 8 assistance will only be provided for the months the family is in residence in the home. The maximum term a family may receive homeownership assistance is fifteen years if the initial mortgage incurred to finance purchase of the home is 20 years or longer. In all other cases, the maximum term of assistance is 10 years.

Elderly families that qualify as such at the start of homeownership assistance and disabled families that qualify as such at any time during receipt of homeownership assistance are exempt from this time limit. If an elderly or disabled family ceases to qualify as such during the course of homeownership assistance, the maximum term applies from the date the assistance commenced, except that the family will be provided at least 6 months of assistance after the maximum term becomes applicable.

If the family has received assistance for different homes or from other housing authorities, the total of such assistance terms is subject to the maximum term limitation.

### **Family Obligations**

In addition to completing the pre- and post-purchase homeownership counseling program, the family must execute a statement of family obligations prior to the issuance of the homeownership voucher, agreeing to comply with all family obligations under the Homeownership Option, including:

1. The family must comply with the terms of any mortgage securing debt incurred to purchase the home or any refinancing of such debt.
2. At any time the family is receiving homeownership assistance, the family may not sell or transfer any interest in the home to any entity or person other than a member of the assisted family residing in the home.
3. A home equity loan may not be acquired without the prior written consent of WMHA.
4. The family must provide required information regarding income and family composition in order to correctly calculate total tenant payment and homeownership assistance, consistent with HCV requirements and any other information requested by WMHA concerning financing, the transfer of any interest in the home, or the family's homeownership expenses.
5. While receiving homeownership assistance, the family must notify WMHA if the family defaults on a mortgage securing any debt incurred to purchase the home.
6. While receiving homeownership assistance, the family must notify WMHA before the family moves out of the home.
7. The family must, at annual reexamination, document that the family is current on mortgage, insurance and utility payments.
8. The family is prohibited from moving more than one time in a one (1) year period. The family may be required to participate in pre- and post-purchase homeownership counseling prior to re-housing.
9. While receiving homeownership assistance, no family member may have any ownership interest in any other residential property.
10. The family must comply with the terms of the FSS Contract by maintaining fulltime employment (30 hours per week) or, in the event of loss of employment, must actively seek suitable employment, except for the elderly or disabled household.

### **Assistance Payments**

The family's HCV monthly housing assistance payment will be the lower of (1) the HCV voucher payment standard minus the Total Tenant Payment, or (2) the family's monthly homeowner expenses minus the Total Tenant Payment.

Homeownership expenses include principal and interest on initial mortgage debt and any refinancing of initial mortgage debt, mortgage insurance premiums, real estate taxes and

public assessments, home insurance, allowance for maintenance expenses, allowance for major repairs and replacements based on allowance recommended by WMHA's designees, utility allowance, and principal and interest on mortgage debt incurred to finance costs for major repairs, replacements or improvements for the home (including expense of reasonable accommodation).

Housing Assistance payments will be made directly to the lender.

If the family's income increases to a level that they are no longer eligible to receive a housing assistance payment, eligibility for such payment will continue for 180 calendar days. At the end of a continuous period of 180 days without any assistance payment, eligibility for HCV will automatically terminate. **WMHA reserves the right to grant relief from this requirement in those cases where automatic termination would result in extreme hardship for the family.**

### **Lease-to-Purchase**

Property with a lease-to-purchase agreement is considered rental property and subject to the HCV tenant-based assistance rules. All regulations of the Homeownership Option Program will become effective at the time that the family exercises the purchase option.

### **Default**

If the family defaults on the home mortgage loan, the participant will not be able to use the homeownership voucher for rental housing but may reapply for the HCV waiting list.

### **Denial or Termination of Assistance**

WMHA reserves the right to deny or terminate homeownership assistance for the family, and will deny voucher rental assistance for the family, in accordance with HUD regulations governing denial or termination of assistance under the basic voucher program, any failure to comply with family obligation, and mortgage default.

### **Informal Hearings**

An informal hearing will be provided for participants who are being terminated from the Program because of the family's action or failure to act as provided in 24 CFR 982.552. The rules and procedures set forth in WMHA Section 8 Administrative Plan will apply.

Revised: November 6, 2006