

# PHA Plans

5 Year Plan for Fiscal Years 2000 – 2004

Fairfield Metropolitan Housing Authority

Annual Plan for Fiscal Year 2003

*Fairfield Metropolitan Housing Authority*  
*Annual Plan 2003*

**PHA Name:** Fairfield Metropolitan Housing Authority

**PHA Number:** OH070

**PHA Fiscal Year Beginning:** (01/01/2003)

**Public Access to Information**

**Information regarding any activities outlined in this plan can be obtained by contacting: (select all that apply)**

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices

**Display Locations For PHA Plans and Supporting Documents**

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices
- Main administrative office of the local government
- Main administrative office of the County government
- Main administrative office of the State government
- Public library
- PHA website
- Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- Main business office of the PHA
- PHA development management offices
- Other (list below)

**5-YEAR PLAN**  
**PHA FISCAL YEARS 2000 - 2004**  
[24 CFR Part 903.5]

**A. Mission**

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The PHA's mission is:

The Fairfield Metropolitan Housing Authority is dedicated to serving low income families and individuals in Fairfield County to help them obtain suitable and affordable housing. We strive to provide professional services and to promote self-sufficiency in a courteous and respectful atmosphere.

**B. Goals**

**HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.**

- PHA Goal: Expand the supply of assisted housing  
Objectives:
- Apply for additional rental vouchers:
  - Reduce public housing vacancies:
  - Leverage private or other public funds to create additional housing opportunities:
    - **Apply for United Way grant to provide educational opportunities for landlords and encourage participation in the Section 8 program (not funded, announced October 2002)**
    - **Applying for Fairfield County Foundation Grant to provide opportunities for landlords and encourage participation in the Housing Choice Voucher Program.**
    - **Raise our payment standard**
  - Acquire or build units or developments – **possibly coordinate with Homeownership**
  - Other:  
**FMHA will explore and consider possibilities such as:**
    - **Building two PH units sold in a 5(h) as replacement housing**
    - **Tax credit**

- **IDA**

- PHA Goal: Improve the quality of assisted housing  
Objectives:
  - Continuous improvement in public housing management:(PHAS score)  
**(Our PHAS scores are good and we strive to maintain and continually improve them)**
  - Continuous improvement in voucher management: (SEMAP score)  
**Our SEMAP scores are good and we will continue to search for ways to keep them high.**
  - Increase customer satisfaction:
    - **Develop a Customer Service Plan**
    - **Make internal office adjustments including: phone system, office hours, customer service training**
  - Concentrate on efforts to improve specific management functions:
    - **CF Financial Management**
    - **Expand HQS department, provide additional education for staff**
    - **Restructure positions to ensure adequate coverage in each department**
    - **Form Management Team and provide education**
  - Renovate or modernize public housing units:
  - Demolish or dispose of obsolete public housing:
  - Provide replacement public housing:
  - Provide replacement vouchers:
  - Other: (list below)
    - **Cooperate with a project based Section 8 opt out if they choose to do so.**
    - **Consider selling a small parcel of land behind Amherst retention pond.**
    - **Explore the possibility of relocating office to a site more accessible for clients, adequate parking, additional office space, and cost efficient.**
    - **Considering two replacement 5(h) units (development)**
  
- PHA Goal: Increase assisted housing choices  
Objectives:
  - Provide voucher mobility counseling:
    - **Included in Briefing video**
    - **Included in HCV Handbook**
  - Conduct outreach efforts to potential voucher landlords
    - **Provide opportunities to educate landlords**

- **Form Landlord Association**
- Increase voucher payment standards
- Implement voucher homeownership program:
  - **Beginning 2003/2004 to compliment FSS Program**
- Implement public housing or other homeownership programs:
- Implement public housing site-based waiting lists:
- Convert public housing to vouchers:
- Other: (list below)

**HUD Strategic Goal: Improve community quality of life and economic vitality**

- PHA Goal: Provide an improved living environment
  - Objectives:
    - Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
      - **Revise Deconcentration Policy – ACOP 4-9 attachment oh070a01**
    - Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments: **Provide Landlord Education Workshops quarterly**
    - Implement public housing security improvements:
      - **Address environmental security issues**
    - Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
    - Other: (list below)
      - **Meet quarterly with RAB for their input**

**HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals**

- PHA Goal: Promote self-sufficiency and asset development of assisted households
  - Objectives:
    - Increase the number and percentage of employed persons in assisted families: (ACOP 4-5)
    - Provide or attract supportive services to improve assistance recipients' employability:
      - Provide information and encourage our customers to participate in the Job and Family Services WorkNet**
    - Provide or attract supportive services to increase independence for the elderly or families with disabilities.

- Other: (list below)
  - **Administering a volunteer FSS Program and request grant funding for full-time FSS Coordinator from HUD**
  - **Planning a Section 8 Home Ownership Program and planning to request a grant to fund a Coordinator for the program**

**HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans**

- PHA Goal: Ensure equal opportunity and affirmatively further fair housing Objectives:
  - Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
  - Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
  - Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
  - Other: (list below)  
Updating Affirmative Action Plan to assure fair-housing opportunity

**Other PHA Goals and Objectives:**

- **FMHA plans to implement a Sec. 8 Home Ownership Program**
- **FMHA may consider selling 2-3 non-PH houses owned scattered throughout the community in conjunction with the Home Ownership Program**
- **FMHA will voluntarily resell a HOPE 1 home acquired by foreclosure, to a family who has previously participated in the HOPE program or to an eligible assisted family to further assist in economic self sufficiency.**
- **Organize a Housing Coalition in Fairfield County with the following goals:**
  - Reduce and eliminate homelessness**
  - Collaborate in providing housing and services**
  - Increase availability of affordable housing and services**
  - Share County resources**
  - Explore, develop, and obtain funding in an ever increasing complex and competitive market**
  - Educate consumers about self-sufficiency**
  - Identify emerging needs and develop responses**
- **Potentially expand or relocate office due to lack of parking and office space**

**Annual PHA Plan**  
**PHA Fiscal Year 2003**

[24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

- Standard Plan** *Note: FMHA is a High Performing PHA and has fewer than 250 Public Housing Units. It would seem that we would be eligible to submit the streamlined Plan. Since I have no confirmation of that, we are submitting the standard plan.*

**Streamlined Plan:**

- High Performing PHA**  
 **Small Agency (<250 Public Housing Units)**  
 **Administering Section 8 Only**
- Troubled Agency Plan**

**ii. Executive Summary of the Annual PHA Plan**

[24 CFR Part 903.7 9 (r)]

**Fairfield Metropolitan Housing Authority's goals are:**

1. **Expand the supply of assisted housing in Fairfield County since 2000. Since that time, FMHA has increased the number of vouchers in our county from 675 per month in January 2000 to 828 in January of 2002 to 872 in August 2002. We anticipate serving over 900 by the year's end. We cooperated with multi-family property owner in a 100-unit opt-out and receive 100 fair share vouchers at the end of 2001 and will continue to look for ways to improve the quality of housing in the county.**
2. **Improve the quality of assisted housing, which we have done and are evident in our MASS scores. We have increased our customer satisfaction by continuing to improve the rental units owned and managed by FMHA in the past year by continuing to replace appliances that had become ineffective; we completely remodeled 26 kitchen and baths (completed in July 2002) and have completely remodeled a sample single dwelling unit (August 2002) as a protocol with plans to follow suit with the 13 others in that neighborhood.**
3. **Assist in increasing housing choices by holding a "landlord fair" to let more people know about our programs and giving free information about lead based paint issues to landlords. We raised our voucher payment standards to 105% to give customers greater housing opportunities. We have applied for a grant from the United Way to provide additional free seminars for landlords and to form a Landlord Association in order to form a partnership and provide educational opportunities for landlords and encourage more choices to our Section 8 clients. We hope to hold three such workshops in 2003.**
4. **We strive to provide healthy environments in our neighborhoods by continually screening applicants and endeavor to keep an economic mix of incomes in each neighborhood as much as possible. We list our job openings with the Department of Job and Family Services to affirmatively market employment opportunities. We contract with our Public Housing residents for seasonal work and interim/temporary maintenance jobs.**

5. We promote self-sufficiency and asset development of families and individuals by operating a “voluntary” Section 8 FSS Program. FMHA applied for funds to secure a full-time FSS Coordinator to support our ongoing efforts. We encourage our PH families to be involved in the RAB and send out information to them regularly regarding free classes for budgeting and other family life skills. We hold regular RAB meetings to get residents input about their needs.
6. Community Outreach Efforts including the Children’s Hunger Alliance providing a food service program for the community and development of the Fairfield County Housing Coalition meeting the needs of Continuum of Care.

In addition to the above, I would like to add that FMHA has just weathered a turbulent year including having three Executive Directors in six months. We have completely reevaluated and reorganized staff, added and trained new staff and did some office updating. We have had to play “catch-up” in many aspects. We have a dedicated core of staff who worked diligently and long, long hours to make the positive changes occur. They will continue to reach for our goals, and no doubt make many more positive changes in 2003.

I have included many motivational and educational staff trainings and plan to continue on that track in the coming year to maintain high level of staff performance. The FMHA staff will continue to write, revise, and adopt changes necessary due to revision in regulations and appropriations, as well as implement some suggested changes identified by the RAB. We will build new community relations and strengthen old ones.

FMHA has administered a voluntary Section 8 FSS Program which has grown to include 24 families currently. We applied for a grant to continue the program and will continue, if funded, as a coordinator is badly needed. Staff duties have been stretched to the maximum and there is no room to further tax our staff. Without the grant, we may not be able to service the existing clients nor expand the program to include more residents. The growth or deletion of the Program is dependant upon a funding award.

#### **Section 8 Homeownership**

At this time, FMHA does not have a Section 8 Homeownership Program. It is part of our future goals. Again, a grant would be most helpful.

**Note:** In preparing this plan, the FMHA has worked closely with the Lancaster Community Development Department and has used statistics in the FY 2000-2002 Consolidated Housing Community Development Plan.



### **Iii Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

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#### **Attachments**

Required Attachments:

- Admissions Policy for Deconcentration – *Attachment oh070a*
- FY 2000 Capital Fund Program Annual Statement – (*being sent hard copy*)
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- PHA Management Organizational Chart - *Attachment oh070b*
- FY 2000 Capital Fund Program 5 Year Action Plan – (*being sent hard copy*)
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)

## Supporting Documents Available for Review

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy	Annual Plan: Operations

**List of Supporting Documents Available for Review**

<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
N/A	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
N/A	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

# 1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

## A. Housing Needs of Families in the Jurisdiction/s Served by the PHA

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	830	5	3	2	2	3	3
Income >30% but <=50% of AMI	111	5	3	3	2	3	3
Income >50% but <80% of AMI	175	5	3	3	2	3	3
Elderly	200	5	5	3	4	3	3
Families with Disabilities	12	5	5	3	4	3	3
White	1263	5	3	2	3	3	3
Black	36	5	4	2	3	3	3
Hispanic	11	5	4	2	3	3	3
Asian	9	5	4	2	3	3	3

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- Consolidated Plan of the Jurisdiction/s  
Indicate year: 2000 – 2002
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data  
Indicate year:
- Other housing market study  
Indicate year:
- Other sources: Ohio Department of Development 2002

## B. Housing Needs of Families on the Public Housing and Section 8 Tenant-Based Assistance Waiting Lists

*\*Note: FMHA is currently leasing for Section 8. Because FMHA has a leasing preference for persons who are elderly, disabled or handicapped, these positions on the waiting list have been greatly reduced.*

<b>Housing Needs of Families on the Waiting List</b>
--

### Housing Needs of Families on the Waiting List

Waiting list type: (select one)

- Section 8 tenant-based assistance  
 Public Housing **NOTE: All units are 3-bedroom**  
 Combined Section 8 and Public Housing  
 Public Housing Site-Based or sub-jurisdictional waiting list (optional)  
 If used, identify which development/subjurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	1123		24
Extremely low income <=30% AMI	911	81%	
Very low income (>30% but <=50% AMI)	195	17%	
Low income (>50% but <80% AMI)	17	2%	
Families with children	1123	100%	
Elderly families *	3	1%	
Families with Disabilities *	30	3%	
White	1086	96.71%	
Black	24	2.13%	
American Indian	8	.71%	
Other	5	.45%	

Characteristics by Bedroom Size (Public Housing Only)

1BR	0		
2 BR	794	71%	
3 BR	303	27%	
4 BR	26	2%	
5 BR	0		
5+ BR	0		

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

If yes:

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

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

Does the PHA permit specific categories of families onto the waiting list, even if generally closed?  No  Yes

### Housing Needs of Families on the Waiting List

Waiting list type: (select one)

- Section 8 tenant-based assistance  
 Public Housing  
 Combined Section 8 and Public Housing  
 Public Housing Site-Based or sub-jurisdictional waiting list (optional)

If used, identify which development/subjurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	958		189
Extremely low income <=30% AMI	719	75%	
Very low income (>30% but <=50% AMI)	220	23%	
Low income (>50% but <80% AMI)	19	2%	
Families with children	747	78%	
Elderly families *	10	1%	
Families with Disabilities *	192	20%	
White	920	96%	
Black	9	1%	
American Indian	20	2%	
Other	9	1%	

Characteristics by Bedroom Size (Public Housing Only)

1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			

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

If yes:

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

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

Does the PHA permit specific categories of families onto the waiting list, even if generally closed?  No  Yes

### C. Strategy for Addressing Needs

FMHA will try to reach more families who are the working poor, by changing the waiting list priorities. This will not only reach out to more people, but increase success rate from waiting list pulls. FMHA will also market program to landlords.

#### (1) Strategies

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

**Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:**

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

**Strategy 2: Increase the number of affordable housing units by:**

- Apply for additional section 8 units should they become available
- Leverage affordable housing resources in the community through the creation of mixed - finance housing
- Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- Other: (list below)

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

Strategy 1: Target available assistance to families at or below 30 % of AMI

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- Employ admissions preferences aimed at families with economic hardships
- Adopt rent policies to support and encourage work
- Other: (list below)

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

**Strategy 1: Target available assistance to families at or below 50% of AMI**

- Employ admissions preferences aimed at families who are working
- Adopt rent policies to support and encourage work
- Other: (list below)

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

**Strategy 1: Target available assistance to the elderly:**

- Seek designation of public housing for the elderly
- Apply for special-purpose vouchers targeted to the elderly, should they become available
- Other:  
**FMHA gives preference to persons on the waiting list who are elderly**

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

**Strategy 1: Target available assistance to Families with Disabilities:**

- Seek designation of public housing for families with disabilities
- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- Affirmatively market to local non-profit agencies that assist families with disabilities
- Other:  
**FMHA gives preference to persons on the waiting list who have disabilities.**

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

**Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:**

- Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- Other:
  - **Though disproportionate needs for minorities have not been identified as a problem in our county, there is always the possibility that minority populations are unaware of our program. All information about FMHA will include “an Equal Opportunity Housing” statement. FMHA is continuing to develop public relations campaigns to insure all individuals in the community are aware of our programs.**
  - **FMHA will form new & strengthen old partnerships with other agencies in our community**



- **FMHA provides educational opportunities to all area agencies about the availability of housing assistance and our housing programs.**
- **We invite comments & suggestions to improve services.**

**Strategy 2: Conduct activities to affirmatively further fair housing**

- Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- Market the section 8 program to owners outside of areas of poverty /minority concentrations
- Other:
  - **FMHA provides application with lists of known available units**
  - **FMHA partners with Transitional Housing on project designed to assist people find housing through rental database.**
  - **FMHA provides a map to applicants indicating poverty areas**

**Other Housing Needs & Strategies: (list needs and strategies below)**

**(2) Reasons for Selecting Strategies**

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- Funding constraints
- Staffing constraints
- Limited availability of sites for assisted housing
- Extent to which particular housing needs are met by other organizations in the community
- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- Influence of the housing market on PHA programs
- Community priorities regarding housing assistance
- Results of consultation with local or state government
- Results of consultation with residents and the Resident Advisory Board
- Results of consultation with advocacy groups
- Other: (list below)

## **2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

<b>Financial Resources: Planned Sources and Uses for 2003</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2003 grants)</b>		
a) Public Housing Operating Fund	184,237	
b) Public Housing Capital Fund 501-02	200,540	
c) HOPE VI Revitalization	N/A	
d) HOPE VI Demolition	N/A	
e) Annual Contributions for Section 8 Tenant-Based Assistance	4,453,800	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	N/A	
g) Resident Opportunity and Self-Sufficiency Grants	?? if funded	
h) Community Development Block Grant	N/A	
i) HOME	N/A	
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only)</b>		
2002 Grant 501-01	999.	Capital Improvements
2001 Grant 501-00	0	Capital Improvements
<b>3. Public Housing Dwelling Rental Income</b>	210,000	Public Housing Operating Expenses
<b>4. Other income (list below)</b>		
Interest	6,000	
FSS Coordinator grant (if funded)		
<b>4. Non-federal sources (list below)</b>		
United Way grant request (if funded)	4,000 if funded	
<b>Total resources</b>	<b>5,059,576</b>	<b>As described above</b>

### 3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

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

##### **(1) Eligibility**

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

When families are within a certain number of being offered a unit: (state number)

When families are within a certain time of being offered a unit:

**Bi-monthly or as needed**

Other: (describe)

**Just before being housed.**

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

Criminal or Drug-related activity

Rental history

Housekeeping

Other

Personal references

c.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

d.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

e.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

##### **(2)Waiting List Organization**

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

Community-wide list

Sub-jurisdictional lists

Site-based waiting lists

Other (describe)

b. Where may interested persons apply for admission to public housing?

PHA main administrative office

• **In person, by phone or by mail**

PHA development site management office

Other

Pre-application cards are available at all community service agency offices

c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

1. How many site-based waiting lists will the PHA operate in the coming year?

2.  Yes  No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?  
If yes, how many lists?

3.  Yes  No: May families be on more than one list simultaneously?  
If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

- PHA main administrative office
- All PHA development management offices
- Management offices at developments with site-based waiting lists
- At the development to which they would like to apply
- Other (list below)

### **(3) Assignment**

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

- One
- Two
- Three or More

b.  Yes  No: Is this policy consistent across all waiting list types?

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

### **(4) Admissions Preferences**

a. Income targeting:

- Yes  No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfers take precedence over new admissions?

- Emergencies
- Overhoused
- Underhoused
- Medical justification

- Administrative reasons determined by the PHA (e.g., to permit modernization work)
- Resident choice:
  - **closer to work, security**
- Other: (list below)

c. Preferences

1.  Yes  No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If “no” is selected, skip to subsection **(5) Occupancy**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- Working families and those unable to work because of age or disability
- Veterans and veterans’ families
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)
  - Terminally Ill
  - Homeless

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

Date and Time

Former Federal preferences:

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden

Other preferences

- 4  Working families and those unable to work because of age or disability
- 3  Veterans and veterans' families
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- 1,2  Other preference(s) (list below)
  - 1. Terminally Ill
  - 2. Homeless

4. Relationship of preferences to income targeting requirements:

- The PHA applies preferences within income tiers
- Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

**(5) Occupancy**

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- The PHA-resident lease
- The PHA's Admissions and (Continued) Occupancy policy
- PHA briefing seminars or written materials
- Other source  
Pre-occupancy classes, brochure

b. How often must residents notify the PHA of changes in family composition?

- At an annual reexamination and lease renewal
- Any time family composition changes
- At family request for revision
- Other (list)

**(6) Deconcentration and Income Mixing**

a.  Yes  No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

b.  Yes  No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

- Adoption of site based waiting lists  
If selected, list targeted developments below:
- Employing waiting list “skipping” to achieve deconcentration of poverty or income mixing goals at targeted developments  
If selected, list targeted developments below:
- Employing new admission preferences at targeted developments  
If selected, list targeted developments below:
- Other (list policies and developments targeted below)

d.  Yes  No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

- Additional affirmative marketing
- Actions to improve the marketability of certain developments
- Adoption or adjustment of ceiling rents for certain developments
- Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- Other (list below)

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families?

- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below: **JLA, Spring & Lane Areas**

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)

- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:

## B. Section 8

### (1) Eligibility

a. What is the extent of screening conducted by the PHA?

- Criminal or drug-related activity only to the extent required by law or regulation
- Criminal and drug-related activity, more extensively than required by law or regulation
- More general screening than criminal and drug-related activity (list factors below)
- Other (list below)

b.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

- c.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug-related activity
- Other
- Eviction history
- Damage to rental units
- Other aspects of tenancy history (unauthorized live-ins, complaints, HA debts, or other pertinent information)

### **(2) Waiting List Organization**

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
- None
- Federal public housing
- Federal moderate rehabilitation
- Federal project-based certificate program
- Other federal or local program (list below)
- b. Where may interested persons apply for admission to section 8 tenant-based assistance?
- PHA main administrative office
- Other
- By mail form PHA office
- Other government agencies

### **(3) Search Time**

- a.  Yes  No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below:

**PHA gives maximum 120 days at beginning of voucher issuance**  
**Policy for Granting a Voucher Extension for a Person with Disability Who Needs**  
**“Reasonable Accommodation” See Attachment oh070 e 01**

### **(4) Admissions Preferences**

- a. Income targeting



Yes  No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

b. Preferences

1.  Yes  No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s)  
Terminally ill  
Disabled/Elderly  
Single Person (elderly, displaced, homeless, persons with disabilities over other single persons) **See Attachment oh070 f 01**

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

1 Date and Time

Former Federal preferences

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)
  1. Persons with terminal illness
  2. Persons who are homeless
  3. Persons with disabilities
  4. Single persons

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

- Date and time of application
- Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for "residents who live and/or work in the jurisdiction" (select one)

- This preference has previously been reviewed and approved by HUD
- The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

- The PHA applies preferences within income tiers
- Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

### **(5) Special Purpose Section 8 Assistance Programs**

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

- The Section 8 Administrative Plan
- Briefing sessions and written materials
- Other (list below)

b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?

- Through published notices
- Other (list below) **Notify other local agencies**

#### **4. PHA Rent Determination Policies**

[24 CFR Part 903.7 9 (d)]

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

###### **(1) Income Based Rent Policies**

a. Use of discretionary policies: (select one)

The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

- \$0  
 \$1-\$25  
 \$26-\$50

2.  Yes  No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below:

**FMHA Policy Regarding Hardship Exemption - See Attachment oh070 d 01**

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

1.  Yes  No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

3. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

**In the case that the 30% is higher than our ceiling rent.**

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ

- For the earned income of a previously unemployed household member
- For increases in earned income  
Note: Not counted until annual recertification
- Fixed amount (other than general rent-setting policy)  
If yes, state amount/s and circumstances below:
- Fixed percentage (other than general rent-setting policy)  
If yes, state percentage/s and circumstances below:
- For household heads
- For other family members
- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other  
**Child support paying exemption**

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)

- Yes for all developments
- Yes but only for some developments
- No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

- For all developments
- For all general occupancy developments (not elderly or disabled or elderly only)
- For specified general occupancy developments
- For certain parts of developments; e.g., the high-rise portion
- For certain size units; e.g., larger bedroom sizes
- Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents

- Market comparability study
- Fair market rents (FMR)
- 95<sup>th</sup> percentile rents
- 75 percent of operating costs
- 100 percent of operating costs for general occupancy (family) developments
- Operating costs plus debt service
- The "rental value" of the unit
- Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent?

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)\_\_\_\_\_
- Other  
Any time the family experiences an income decrease or change in family composition

g.  Yes  No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

**(2) Flat Rents**

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability?

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

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

**(1) Payment Standards**

a. What is the PHA's payment standard? (select the category that best describes your standard)

- At or above 90% but below 100% of FMR
- 100% of FMR
- Above 100% but at or below 110% of FMR
- Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

- FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- The PHA has chosen to serve additional families by lowering the payment standard
- Reflects market or submarket

Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level?

- FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- Reflects market or submarket
- To increase housing options for families
- Other (list below)

d. How often are payment standards reevaluated for adequacy?

- Annually
- Other (list below)

**If market rents rise and families in one or more bedroom sizes experience difficulty finding affordable units. Also, checked annually when FMHA's revised.**

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard?

- Success rates of assisted families
- Rent burdens of assisted families
- Other (list below)

**Responsibility to keep assisted rents reasonable and to not cause an unnatural inflation of general market rents.**

## **(2) Minimum Rent**

a. What amount best reflects the PHA's minimum rent? (select one)

- \$0
- \$1-\$25
- \$26-\$50

b.  Yes  No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

## **5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

### **A. PHA Management Structure**

(select one)

- An organization chart showing the PHA's management structure and organization is attached. **See oh070 b 01**
- A brief description of the management structure and organization of the PHA follows:

### **B. HUD Programs Under PHA Management**

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	96	4/mo
Section 8 Vouchers	878	20-30/mo
Section 8 Certificates	N/A	N/A
Section 8 Mod Rehab	N/A	N/A
Special Purpose Section 8 Certificates/Vouchers (list individually)	21	
Public Housing Drug Elimination Program (PHDEP)	N/A	N/A
Other Federal Programs(list individually)	N/A	N/A

### **C. Management and Maintenance Policies**

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

- (1) Public Housing Maintenance and Management: (list below)

**HUD Maintenance Guidebooks**  
**FMHA Maintenance Guidebook**  
**Personnel Policy**  
**Lease**

- (2) Section 8 Management: (list below)

**Section 8 Administration Plan**

## Federal Regulations

### **6. PHA Grievance Procedures** *High Performing – Exempt – Current SEMAP Score 100%*

[24 CFR Part 903.7 9 (f)]

*last MASS scores*

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8-Only PHAs are exempt from sub-component 6A.

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

1.  Yes  No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below: *See Attachment oh070g Grievance Procedures*

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

- PHA main administrative office  
 PHA development management offices  
 Other (list below)

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

1.  Yes  No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below: *See Attachment oh070h*

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

- PHA main administrative office  
 Other (list below)



## **7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

### **A. Capital Fund Activities**

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

#### **(1) Capital Fund Program Annual Statement**

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment **HUD form 52837** *(Will send hard copy with certifications)*

-or-

The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

#### **(2) Optional 5-Year Action Plan**

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.

a.  Yes  No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund?  
(if no, skip to sub-component 7B)

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment **HUDform 52834** *(Will send hard copy with certifications)*

-or-

The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

## B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

- Yes  No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)  
b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)
  - Revitalization Plan under development
  - Revitalization Plan submitted, pending approval
  - Revitalization Plan approved
  - Activities pursuant to an approved Revitalization Plan underway

- Yes  No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?  
If yes, list development name/s below:

- Yes  No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?  
If yes, list developments or activities below:

- Yes  No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?

If yes, list developments or activities below:

- **Looking into the possibility of building (2) replacement PH units originally sold under a 5(h) program.**
- **FMHA will look into other possibilities for meeting the housing needs of the county as they are brought into focus.**

## **8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1.  Yes  No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”, skip to component 9; if “yes”, complete one activity description for each development.)

### **Activity Description**

- **FMHA has no definite plan to dispose of this land, however, we own a small parcel of land in which a developer is interested in acquiring for additional parking for an In-house Nursing Care facility. We would like to be able to sell this parcel of land if the facility needs it and is offering a fair price. It is completely unusable land to FMHA which we must maintain.**

- Yes  No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 9. If “No”, complete the Activity Description table below.)

<b>Demolition/Disposition Activity Description</b>
1a. Development name: Amherst Place (Retention Pond area behind fenced in yards) 1b. Development (project) number: 070 P-001
2. Activity type: Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/> <b><i>Only a possibility – We will not apply for any disposition activity if the developer chooses another site for the facility.</i></b>
4. Date application approved, submitted, or planned for submission: <u>(01/01/04)</u>
5. Number of units affected: 0
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity: <b><i>Don't really know</i></b>

**9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities**

[24 CFR Part 903.7 9 (i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

1.  Yes  No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

Yes  No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.

<b>Designation of Public Housing Activity Description</b>	
1a. Development name:	
1b. Development (project) number:	
2. Designation type:	Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one)	Approved; included in the PHA’s Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: (DD/MM/YY)	
5. If approved, will this designation constitute a (select one)	<input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected:	
7. Coverage of action (select one)	<input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

## **10. Conversion of Public Housing to Tenant-Based Assistance**

[24 CFR Part 903.7 9 (j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

### **A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act**

1.  Yes  No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

#### 2. Activity Description

- Yes  No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 11. If "No", complete the Activity Description table below.

<b>Conversion of Public Housing Activity Description</b>
1a. Development name:
1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) <input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: ) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: ) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)

**B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937**

**C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937**

**11. Homeownership Programs Administered by the PHA**

[24 CFR Part 903.7 9 (k)]

**A. Public Housing**

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1.  Yes  No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

- Yes  No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

**Note: This activity is the result of a completed HOPE I Project**

<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>
1a. Development name: <b>HOPE I Implementation</b>
1b. Development (project) number: <b>OH 16 HI 107 00192</b>
2. Federal Program authority: <input checked="" type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <b>N/A – Closed 3/97</b>
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: <b>(DD/MM/YYYY) N/A Discussed with local HUD office in August &amp; Sept 2002. Advised to continue with plan to re-sell to PH or Sec 8 or former participants in a fashion consistent with original program. Plan for re-sell of property attached called HOPE 1 – continuing Home Ownership of re-acquired property. Oh070i01</b>
5. Number of units affected: 1
6. Coverage of action: (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development <b>Recovered unit going into foreclosure</b>

## B. Section 8 Tenant Based Assistance

1.  Yes  No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to component 12; if “yes”, describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.) *high performing*

### 2. Program Description:

#### a. Size of Program

- Yes  No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- 25 or fewer participants  
 26 - 50 participants  
 51 to 100 participants  
 more than 100 participants

#### b. PHA established eligibility criteria

- Yes  No: Will the PHA’s program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?  
If yes, list criteria below:

**We are not far enough in the planning stage to make this determination.**

## **12. PHA Community Service and Self-sufficiency Programs**

[24 CFR Part 903.7 9 (1)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8-Only PHAs are not required to complete sub-component C.

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

1. Cooperative agreements:

- Yes  No: Has the PHA has entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? **10/14/02** reviewed the agreement signed 10/18/02 and revised 10/2002

2. Other coordination efforts between the PHA and TANF agency (select all that apply)

- Client referrals  
 Information sharing regarding mutual clients (for rent determinations and otherwise)  
 Coordinate the provision of specific social and self-sufficiency services and programs to eligible families  
 Jointly administer programs  
 Partner to administer a HUD Welfare-to-Work voucher program  
 Joint administration of other demonstration program  
 Other (describe)

### **B. Services and programs offered to residents and participants**

#### **(1) General**

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

- Public housing rent determination policies  
 Public housing admissions policies  
 Section 8 admissions policies  
 Preference in admission to section 8 for certain public housing families  
 Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA  
 Preference/eligibility for public housing homeownership option participation  
 Preference/eligibility for section 8 homeownership option participation  
 Other policies (list below)

b. Economic and Social self-sufficiency programs

- Yes  No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If “yes”, complete the following table; if “no” skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be



altered to facilitate its use. ) *Not currently, may consider doing ISA or IDA's in the future (staff time permitting).*

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)

**(2) Family Self Sufficiency program/s**

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2002 Estimate)	Actual Number of Participants (As of: 10/01/02)
Public Housing		
Section 8	4	24

b.  Yes  No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?  
If no, list steps the PHA will take below:

**C. Welfare Benefit Reductions**

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

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

**D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937**

**13. PHA Safety and Crime Prevention Measures** *High performing – No PHDEP*

[24 CFR Part 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

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

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

- High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- Residents fearful for their safety and/or the safety of their children
- Observed lower-level crime, vandalism and/or graffiti
- People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- Other (describe below)

2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents (select all that apply).

- Safety and security survey of residents
- Analysis of crime statistics over time for crimes committed “in and around” public housing authority
- Analysis of cost trends over time for repair of vandalism and removal of graffiti
- Resident reports
- PHA employee reports
- Police reports
- Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- Other (describe below)

3. Which developments are most affected? (list below)

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

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

- Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities

- Crime Prevention Through Environmental Design
- Activities targeted to at-risk youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below)

1. **regularly mail reminder notices to residents of how to report violent or criminal behavior**
2. **Mail reminders of rules, regulations, and lease requirements that affect neighborhood safety and satisfaction**
3. **Work with residents in each neighborhood to plan regular group recreational/educational activities for families and children**

**Establish Resident Advisory Board to represent all Public Housing residents**

2. Which developments are most affected? (list below)

**C. Coordination between PHA and the police**

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- Police provide crime data to housing authority staff for analysis and action
- Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- Police regularly testify in and otherwise support eviction cases
- Police regularly meet with the PHA management and residents
- Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- Other activities (list below)

**We are voluntarily enrolled in the “The Drug Task Force”**

2. Which developments are most affected? (list below)

- Shallow Ridge**
- West Chestnut**
- East Walnut**

**D. Additional information as required by PHDEP/PHDEP Plan**

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- Yes  No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes  No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?
- Yes  No: This PHDEP Plan is an Attachment. (Attachment Filename: \_\_\_\_)

**14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)] Exempt

## **15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations. ***Originals being submitted Hard Copy***

## **16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

1.  Yes  No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?  
(If no, skip to component 17.)
2.  Yes  No: Was the most recent fiscal audit submitted to HUD?
3.  Yes  No: Were there any findings as the result of that audit?
4.  Yes  No: If there were any findings, do any remain unresolved?  
If yes, how many unresolved findings remain? \_\_\_\_\_
5.  Yes  No: Have responses to any unresolved findings been submitted to HUD?  
If not, when are they due (state below)?

## **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component. High performing and small PHAs are not required to complete this component.

1.  Yes  No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)  
 Not applicable  
 Private management  
 Development-based accounting  
 Comprehensive stock assessment  
 Other: (list below)
3.  Yes  No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

### **A. Resident Advisory Board Recommendations**

1.  Yes  No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)

Attached at Attachment *Summary of Resident's Suggestions. oh070c01*  
*Also provided is a Narrative of RAB Activities.*

Provided below:

3. In what manner did the PHA address those comments? (select all that apply)

Considered comments, but determined that no changes to the PHA Plan were necessary.

The PHA changed portions of the PHA Plan in response to comments  
List changes below:

Other: (list below)

**Scheduled some identified Capital Fund Projects for the coming year**

### **B. Description of Election process for Residents on the PHA Board (see oho70l)**

1.  Yes  No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)

2.  Yes  No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

**Note: Ohio dictates the HA Board members are appointed by local elected officials. The most recent resident Board member has been approved by the Probate Court Judge. The term for this individual is five years, October 2001 through October 2006. See attachment oh070l.**

a. Nomination of candidates for place on the ballot: (select all that apply)

Candidates were nominated by resident and assisted family organizations

Candidates could be nominated by any adult recipient of PHA assistance

Self-nomination: Candidates registered with the PHA and requested a place on ballot

Other: (describe)

b. Eligible candidates: (select one)

Any recipient of PHA assistance

Any head of household receiving PHA assistance

Any adult recipient of PHA assistance

- Any adult member of a resident or assisted family organization
- Other (list)

**Resident of PH**

c. Eligible voters: (select all that apply)

- All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- Representatives of all PHA resident and assisted family organizations
- Other (list)

**C. Statement of Consistency with the Consolidated Plan**

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: (provide name here)

**The City of Lancaster, OH**

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
- Other: (list below)

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

**D. Other Information Required by HUD**

Use this section to provide any additional information requested by HUD.

## Attachments

Use this section to provide any additional attachments referenced in the Plans.

- Oh070 a Policies regarding Deconcentration
- Oh070 b Organization Chart
- Oh070 c 1) Resident Suggestions 2) Narrative of RAB Activities 3) RAB Members
- Oh070 d Minimum Rent Hardship Policy
- Oh070 e Reasonable Accommodation for Voucher Extension
- Oh070 f Local Preferences in Ranking Eligible Applicants
- Oh070 g PH Grievance Procedure
  
- Oh070 h SEC8 Informal Hearing Procedures
- Oh070 i HOPE 1 Homeownership Plan for Recovered & Resold units
- Oh070j Pet Policy
- Oh070k Substantial Modification
- OH070l Resident Advisory Board

The rest of the attachments to this plan will be submitted hard copy by first class mail to our local HUD office.

# PHA Plan Table Library

## Component 7 Capital Fund Program Annual Statement Parts I, II, and II

### Annual Statement Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number                      FFY of Grant Approval: (2003)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	10,000
3	1408 Management Improvements	10,000
4	1410 Administration	16,000
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	
8	1440 Site Acquisition	
9	1450 Site Improvement	47,600
10	1460 Dwelling Structures	128,800
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	30,000
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	242,400
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	



**Annual Statement  
Capital Fund Program (CFP) Part II: Supporting Table**

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
70-01:24 units	Replace roofs or remodel kitchens	1460	120,000
70-01;	Hose caddies	1460	4800
70-02;			
70-03 96 units			
Storage 7-01	Storage (trash units)	1450	9600
7-02			
7-03			
70-01	Sheds	1450	38,000
70-02			
70-03 96 units			
PH Wide	New truck maintenance	1475	30,000
PH Wide	Operation subsidy	1406	10,000
PH Wide	Computer Replacement Partial	1408	10,000
PH Wide	Administrative costs	1410	16,000
70-01	On-going turnover painting	1460	4000
70-02			
70-03			

**Annual Statement**

**Capital Fund Program (CFP) Part III: Implementation Schedule**

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
70-01 70-02 70-03	6-30-05	12-31-06

oh070a01

RESOLUTION NO: 430-02

WHEREAS: The Fairfield Metropolitan Housing Authority staff have prepared information for the 2003 Annual Plan, and

WHEREAS: The Department of Housing and Urban Development has required that a policy be in place regarding Deconcentration and Income Mixing as addressed in the US Housing Act of 1937 and implemented in the *Quality Housing and Work Responsibility Act of 2/18/99*, and

WHEREAS: FMHA has had such a policy in place and follows such policy since 1999, updated in 2001. (Attached)

THEREFORE Be It Resolved that the Board of Commissioners of the Fairfield Metropolitan Housing Authority certifies the policy is in compliance with the Deconcentration requirements.

MOTION MADE BY: Tessie Swain

SECOND BY: Jim Doty

AYES: 4

NAYS: 0

DATE: September 25, 2002

\_\_\_\_ Carl Heister \_\_\_\_\_  
CHAIRMAN

\_\_\_\_ Mary Bozman \_\_\_\_\_  
SECRETARY

**Oh070a01**  
Deconcentration  
September 2002

FMHA has found it more difficult to attain a better income mix in the areas where we have public housing units due in part to:

- The 9/11 events.
- Slow economy
- Fewer jobs
- Low paying jobs available
  
- With the raise in the Income Limits, more of the families that were in the "low" category moved into the "very low" category.
- There are very few families on the wait list who have income in the "very low" or "low" category.
- FMHA has given priority to Working families, however, with QHWRA opportunities, many families, after getting in a house; leave their job to go back to school, causing the percentage in the "extremely low" category to jump even higher.

Therefore, FMHA finds it necessary to aim for a goal that is less than the equal increments of 33% each to a more realistic goal for our community.

In 2003, FMHA will adjust and look to attain this minimum mix of income in Public Housing units.

Extremely Low	40%
Very Low	45%
Low	15%

**Deconcentration Policy**

If, at annual review, there are found to be development(s) with average income above or below the EIR, and where the income profile for a general occupancy development above or below the EIR is not explained or justified in the PHA Plan, the PHA shall list these covered developments in the PHA Annual Plan.

The PHA shall adhere to the following policies for deconcentration of poverty and income mixing in applicable developments:

Skipping a family on the waiting list or transfer list to reach another family in an effort to further the goals of the PHA's deconcentration policy:

If a unit becomes available at a development below the EIR, the first eligible family on the waiting list or transfer list with income above the EIR will be offered the unit. If that family refuses the unit, the next eligible family on the waiting list or transfer list with income above the EIR will be offered the unit. The process will continue in this order. For the available unit at the development below the EIR, if there is no family on the waiting list or transfer list with income above the EIR, or no family with income above the EIR accepts the offer, then the unit will be offered to the first eligible family on the waiting list or transfer list in preference order regardless of income.

If a unit becomes available at a development above the EIR, the first eligible family on the waiting list or transfer list with income below the EIR will be offered the unit. If that family refuses the unit, the next eligible family on the waiting list or transfer list with income below the EIR will be offered the unit. The process will continue in this order. For the available unit at the development above the EIR, if there is no family on the waiting list or transfer list with income below the EIR, or no family with income below the EIR accepts the offer, then the unit will be offered to the first eligible family on the waiting list or transfer list in preference order regardless of income.

Skipping of families for deconcentration purposes will be applied uniformly to all families.

A family has the sole discretion whether to accept an offer of a unit made under the PHA's deconcentration policy. The PHA shall not take any adverse action toward any eligible family for choosing not to accept an offer of a unit under the PHA's deconcentration policy. However, the PHA shall uniformly limit the number of offers received by applicants and transfer families, described in this Chapter.

#### Deconcentration Compliance

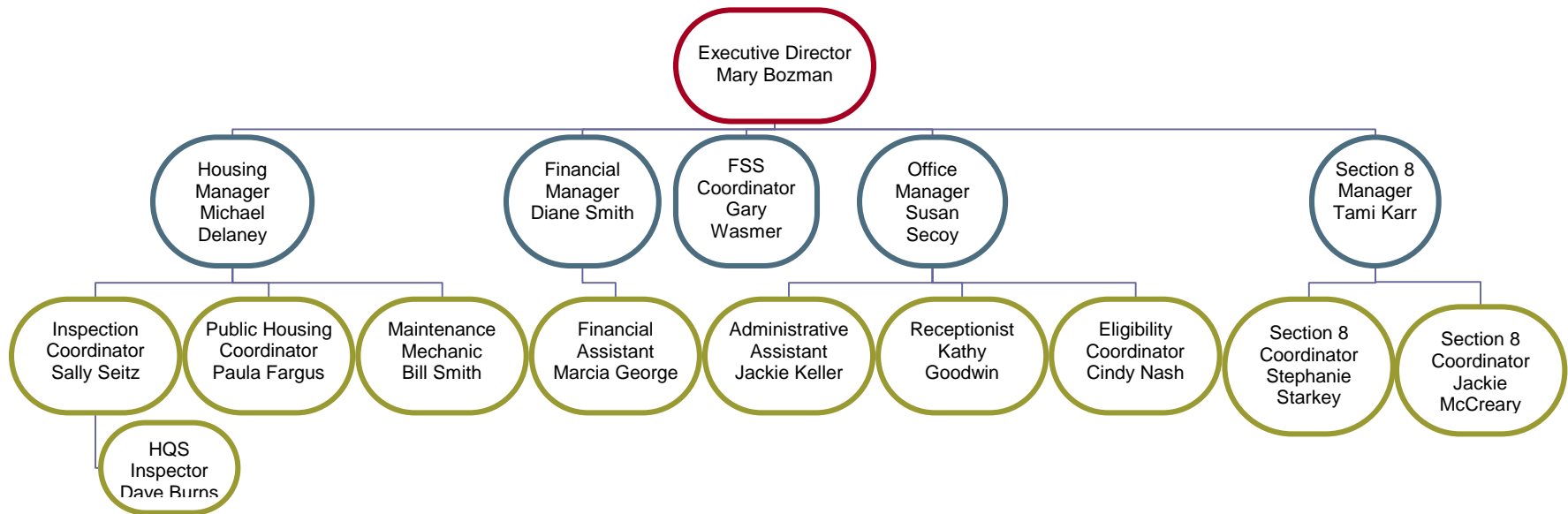
If, at annual review, the average incomes at all general occupancy developments are within the Established Income Range, the PHA will be considered to be in compliance with the deconcentration requirement.

# Fairfield Metropolitan Housing Authority

## 2003 Organization Chart

### Board of Commissioners

Carl Heister, Chairman    Jim Doty    John Kelly    Linda Sheridan    Tessie Swain



**oh070c01**

*Summary of Resident's Suggestions  
To Improve Quality of Housing in 2002*

Items Suggested for Improvement by Residents	No. of Comments about this item
Bathroom sink – replace	3
Bathtub – replace	2
Cabinets - Need more space	4
Install Cable TV outlets in sm bdrm	1
Install Carpet	1
Install Ceiling Fans/Lights	17
Put in Cloths lines	2
Add a Dishwasher	8
Doors - interior - replace	1
Flooring – replace tile	9
FMHA - Improve Communications	2
Add a garage to the house	7
Install Garbage Disposal	1
Exterior Grill - add one	2
Gutters - clean annually	1
Home Ownership Program - Start	1
Inspections - Do fewer	1
Light over kitchen sink	2
Lighting - Exterior - add	1
Lighting in downstairs closet	1
FMHA – No parking space at office	1
Locks - improve back door	1
Improve Mailbox	1
Maintenance – Improve response Time	6
Office Service - better phone coverage	4
Add a neighborhood park in neighborhood	3
Pest Control - ants a problem	2
Make the Porch & patio larger	7
Power Wash Hs. Roof	3
School crossing	1
Shelving - Closets - improve/more	2
Shelving in pantry& laundry	2
Speed Bumps	1
Sprayer on kitchen sink	4
Stair treads - replace	1
Storage Shed - larger	17
Stove - new	1
Street Lights	1
Trash Can - enclosure	12
Weatherize front door (strip)	1
Windows - replace with better	15
Yard work	3

Narrative of Resident Advisory Board Activities  
2002

The Residents Advisory Board met at least six times to date during 2002. The topic discussed included their general concerns and comments about how we can address them through the Annual Plan. While we do discuss many other issues, the Annual Plan is almost always a hot topic because of the amount of effort that has to go into gathering and interpreting the information that we ask residents to provide. This year was no different in that regard except that we received a large number of responses to the Tenant Survey. We learned that the top concerns of the tenants were that they wanted more storage in the form of an outside shed. They asked for a stationary trash container that could keep animals out and look better on the property. Thirdly they requested as a definite need, ceiling lighting in those units that were designed without it. FMHA has been able to address these issues and many more in our 2003 Annual Plan and has appropriated the funding.

We also discussed our Annual Flower Sale, which is an ongoing and increasingly popular event every year. We selected a time for some interaction and involvement and put together what we call a Pumpkin Walk in one of our nearby parks. FMHA will provide hot dogs, buns, marshmallows and drinks for anyone who wants to show up that evening. Lastly but not least we have talked about the upcoming kitchen renovations. Everyone agrees that what has been done was well worth doing. The new design was discussed, since we are continuing the project to include the single dwelling units.

R A Board President Jim Doty was present at the Public Hearing but seemed to be satisfied that all concerns had been addressed and made no further suggestions. The only comment that Mr. Doty has about the RAB is that he feels more participation is needed. With an improved attendance at our meetings it would have a positive affect on what and how quickly we could do a few things. Recently we discussed the possibility of home ownership since we had a home that we wanted to sell preferably to one of our residents. We did get some response from this and feel that we would like to do more things like this again.

Summary submitted by \_\_\_Michael Delaney, Housing Manager\_\_\_  
10/2002



## **Resident Advisory Board Members**

Jennifer Bowersock  
728 Spring Street  
Lancaster, Ohio 43130  
(740) 687-1629

Jim Doty  
1539 Amherst Place  
Lancaster, Ohio 43130  
(740) 407-8420

Debbie Green  
1683 Hanover Court  
Lancaster, Ohio 43130  
(740) 687-0068

Brandee Miller  
1434 East Walnut Street  
Lancaster, Ohio 43130  
(740) 689-2592

Trudy McCafferty  
1673 Hanover Court  
Lancaster, Ohio 43130  
(740) 681-9118

Gina Nelson  
976 Lane Avenue  
Lancaster, Ohio 43130  
(740) 654-2626

Rita Newman  
243 Shallow Ridge Place  
Lancaster, Ohio 43130  
(740) 689-0402

Eva Roderick  
1344 East Walnut Street  
Lancaster, Ohio 43130  
(740) 654-4401

Kim Rutter  
1904 West Chestnut Street  
Lancaster, Ohio 43130  
(740) 654-4056

**FMHA POLICY FOR**  
**DISCRETIONARY MINIMUM RENT HARDSHIP EXEMPTION**

**PHA Procedures for Notification to Families of Hardship Exemptions**

The PHA will notify all participant families subject to a minimum rent of their right to request a minimum rent hardship exemption under the law.

The PHA notification will advise the family that hardship exemption determinations are subject to PHA grievance procedures.

The PHA will review all tenant requests for exemption from the minimum rent due to financial hardships.

**Exemptions to Minimum Rent**

The PHA will immediately grant the minimum rent exemption to all families who request it.

The Minimum Rent will be suspended until the PHA determines whether the hardship is:

Covered by statute

Temporary or long term

If the PHA determines that the minimum rent is not covered by statute, the PHA will impose a minimum rent including payment for minimum rent from the time of suspension.

**The PHA will use its standard verification procedures to verify circumstances that have resulted in financial hardship, such as loss of employment, death in the family, etc.**

**HUD Criteria for Hardship Exemption**

In order for a family to qualify for a hardship exemption the family's circumstances must fall into one of the following criteria:

The family has lost eligibility or is awaiting an eligibility determination for Federal, State, or local assistance;

The family would be evicted as a result of the imposition of the minimum rent requirement;

The income of the family has decreased because of changed circumstances, including:

Loss of employment

Death in the family

Other circumstances as determined by the PHA or HUD

**PHA Policy Regarding Hardship Exemption**

For purposes of providing the hardship exemption to minimum rent in a fair and consistent manner, the PHA has established policy regarding the above-mentioned HUD criteria.

"Loss of employment" is:

**defined as being laid off or terminated through no fault of the employee. Loss of employment does not, for the purposes of exemption to minimum rent, include voluntarily quitting employment.**

### **Temporary Hardship**

If the PHA determines that the hardship is temporary (less than 90 days), a minimum rent will be imposed, including back payment from time of suspension, but the family will not be evicted for nonpayment of rent during the 90 day period commencing on the date of the family's request for exemption.

### **Repayment Agreements for Temporary Hardship**

The PHA will offer a repayment agreement to the family for any such rent not paid during the temporary hardship period.

The PHA's policies regarding repayment agreements are further discussed in the chapter entitled "Family Debts to the PHA."

### **Retroactive Determination**

The PHA will reimburse the family for minimum rent charges that took effect after October 21, 1998 that qualified for one of the mandatory exemptions.

**POLICY FOR GRANTING A VOUCHER EXTENSION FOR  
A PERSON WITH A DISABILITY WHO NEEDS “REASONABLE  
ACCOMMODATION”**

At the request of the applicant, the Fairfield Metropolitan Housing Authority staff will automatically authorize a 60 day extension of the original 120-day Voucher. This will allow a total of 180 days for the applicant to locate a suitable home.

Before the 120 days expires the applicant must turn in a Request for Tenancy Approval (RTA) or contact the FMHA and request an additional 60 day extension (Reasonable Accommodation Extension). If the Reasonable Accommodation Extension is granted the applicant will have had a total of 180 days to locate a unit.

The FMHA will grant the request for reasonable accommodation if:

1. The applicant’s doctor certifies on the FMHA’s form that the applicant meets HUD’s definition of disabled because of a medical condition the doctor is treating.
2. The applicant provides the required list of landlords he/she contacted (during the original 120 days) and the reason why the applicant did not rent any of these units. This list must include reports of many contacts – enough to show a sincere effort to locate housing during the 120 days.
3. The applicant must be re-interviewed by FMHA staff before the additional 60 days Reasonable Accommodation Voucher Extension will be approved. The case manager, family member or other person who is helping the applicant locate housing must also attend this interview.

**If the applicant is approved for the 60 day Reasonable Accommodation extension (allowing a total of 180 days to locate a home) they must turn in an RTA (Request for Tenancy Approval) before the extension expires. If they do not then the Voucher will expire and no additional extensions will be granted.**

**FAIRFIELD METROPOLITAN HOUSING AUTHORITY  
PUBLIC HOUSING PROGRAM  
SECTION 8 HOUSING CHOICE VOUCHER PROGRAM  
LOCAL PREFERENCES IN RANKING ELIGIBLE APPLICANTS**

*Applicants for the FMHA'S assisted housing programs will be entered on the waiting list according to their pre application card number and their local preference(s), if any. The waiting list is maintained through a computer program that weights local preference according to pre-assigned values. This way, recorded changes in an applicant's preference status will automatically change their place on the computerized waiting list.*

**RANKING ORDER FOR LOCAL PREFERENCES:** The ranking order for local preferences (in order of importance) is: Terminally Ill; Homeless; Veteran; Working Family. Each of the ranking preferences has a different value. Families with more than one local preference could be housed before a family with only one local preference – depending on the value of the ranking of the preference(s).

**DEFINITIONS OF LOCAL PREFERENCES:**

1. **TERMINALLY ILL:** The family head, spouse, or sole member has a “disability that in a doctor’s opinion will result in the person’s premature death within five years”; or, the family’s only potential adult wage-earner is the sole care-giver for another family member who meets this terminally ill definition.
2. **HOMELESS:** The applicant must have been accepted into the Fairfield County Transitional Housing Program or be a resident of a local Emergency Shelter.
3. **VETERAN:** Veteran status will be given to the families (individual, spouse and/or minor children) of Veterans and Servicemen.
  - **“Veteran”** means a person who is an honorably discharged member of the armed forces of the United States who served on active duty for reasons other than training.
  - **“Serviceman”** means a man or woman serving in the active military or naval service of the United States.
4. **WORKING FAMILY: (Public Housing Program only)** A family will receive the working local preference if one adult member is employed or if the head, spouse, and all adult members are ages 62 or older *or* are disabled under social security guidelines. To meet the definition of “employed” for this preference a person must work outside the home 20 hours or more a week or be on an employer approved medical leave and have worked at least one month prior to their interview. If the person is self-employed, they must have tax return(s) verifying this status.
5. **DISABLED: (Section 8 Program Only)** A family will receive the Disabled preference if all adult members are ages 62 or older *or* are disabled under social security guidelines.
6. **SINGLE PERSON: (Section 8 Program Only)** Preference will be given to single persons who are Elderly, Displaced, Homeless or Persons with Disabilities over Other Single Persons.

# FAIRFIELD METROPOLITAN HOUSING AUTHORITY

## GRIEVANCE PROCEDURE

The following sets forth the requirements, standards and criteria for the Grievance Procedure ("Grievance Procedure") established and implemented by the Fairfield Metropolitan Housing Authority ("FMHA").

### I. DEFINITIONS

In this Grievance Procedure, the following terms have the meanings specified in this section:

A.Complainant: Any Tenant (as defined below) whose Grievance is presented to the FMHA management office in accordance with the requirements presented in this procedure.

B.Elements of Due Process: An eviction action or termination of tenancy in a state or local court in which the following procedural safeguards are required:

- 1.Adequate notice to the Tenant of the grounds for terminating the tenancy and for eviction;
- 2.Right of the Tenant to be represented by counsel;
- 3.Opportunity for the Tenant to refute the evidence presented by the FMHA, including the right to confront and cross examine witnesses and to present any affirmative legal or equitable defense which the Tenant may have; and
- 4.A decision on the merits.

C.Grievance: Any dispute which a Tenant may have with respect to FMHA action or failure to act in accordance with the individual Tenant's lease or FMHA regulations which adversely affects the individual Tenant's rights, duties, welfare or status.

D.Hearing Officer: A person selected in accordance with this Grievance Procedure and 24CFR Sec.966.55 to hear Grievances and render a decision with respect thereto.

E.Hearing Panel: A panel of persons selected in accordance with this Grievance Procedure and 24CFR Sec. 966.55 to hear Grievances and render a decision with respect thereto.

F.Resident Organization: An organization of residents, which also includes a resident management corporation.

G.Tenant: The adult person (or persons) (other than a live in aide): (1) who resides in the dwelling unit, and who executed the lease with the FMHA as a lessee of the dwelling unit, or, if no such person now resides in the unit; (2) who resides in the dwelling unit, and who is the remaining head of the household of the Tenant family residing in the dwelling unit.

## II. GRIEVANCE PROCEDURE APPLICABILITY

This Grievance Procedure shall apply to all Tenant Grievances with the following two exceptions:

A. Because HUD has issued a due process determination that the law of the State of Ohio requires that a Tenant be given the opportunity for a hearing in court which provides the basic Elements of Due Process before eviction from the dwelling unit, this Grievance Procedure shall not be applicable to any termination of tenancy or eviction that involves:

1. Any criminal activity that threatens the health, safety or right to peaceful enjoyment of the premises of other residents or employees of the FMHA; or
2. Any drug related criminal activity on or off such premises.

B. This Grievance Procedure shall not be applicable to disputes between Tenants not involving the FMHA or to class Grievances. This Grievance Procedure is not intended as a forum for initiating or negotiating policy changes between a group or groups of Tenants and the FMHA's Board of Commissioners.

## III. INFORMAL SETTLEMENT OF A GRIEVANCE:

Any Grievance shall first be personally presented, either orally or in writing, to the FMHA office within ten calendar days after the incident giving rise to the Grievance. An example of a form of complaint is attached in Exhibit A. Grievances received by the FMHA office will be referred to the person responsible for the management of the development in which the Complainant resides.

As soon as the Grievance is received, it will be reviewed by the management office of the FMHA to be certain that neither of the exclusions in paragraphs II.A or II.B above applies to the Grievance. Should one of the exclusions apply, the Complainant will be notified in writing that the matter raised is not subject to the FMHA's Grievance Procedure, with the reason therefor.

If neither of the exclusions cited above apply, the Complainant will be contacted to arrange a mutually convenient time, within ten working days, to meet so the Grievance may be discussed informally and settled without a formal grievance hearing.

Within five working days following the informal conference, the FMHA shall prepare and either give or mail to the Complainant a summary of the informal conference which specifies the names of the participants,

the date of the meeting, the nature of the proposed disposition of the complaint and the specific reasons therefor, and shall specify the procedures by which a formal grievance hearing (formal hearing) under this procedure may be obtained if the Complainant is not satisfied. A copy of this summary shall also be placed in the Complainant's file.

IV. FORMAL GRIEVANCE HEARING PROCEDURES:

A. Request for a Hearing:

If the Complainant is dissatisfied with the settlement arrived at in the informal conference, the Complainant must submit a written request for a formal hearing to the FMHA office no later than five working days after the summary of the informal conference is received. A receipt signed by the Complainant or a return receipt for delivery of certified mail, whether or not signed, will be sufficient proof of time of delivery for the summary of the informal conference. The written request shall specify the reasons for the Grievance and the action of relief sought from the FMHA. Exhibit B, attached, is a sample request for a formal hearing.

B. Failure to Request a Hearing:

If the Complainant fails to request a formal hearing within five working days after receiving the summary of the informal conference, the FMHA's decision rendered at the informal conference becomes final and the FMHA is not obligated to offer the Complainant a formal hearing. Failure to request a Grievance Hearing does not affect the Complainant's right to contest the FMHA's decision in a court hearing.

C. Formal Hearing Prerequisite:

All grievances shall be personally presented either orally or in writing pursuant to the informal procedure described in Section III (above) as a prerequisite to a formal hearing. The provisions of this paragraph may be waived by the hearing officer or hearing panel if the complainant can show good cause why he failed to proceed according to Section III.

D. Before the Hearing is Held:

1. Escrow Account. Before a hearing is scheduled in any Grievance involving the amount of rent which the FMHA claims is due under this lease, the Complainant shall pay to the FMHA an amount equal to the rent due and payable as of the first day of the month preceding the month in which the act or failure to act took place. The Complainant shall, thereafter, deposit the same amount of the monthly rent in an escrow account monthly until the complaint is resolved by decision of the Hearing Officer or Hearing Panel. The money in the escrow account will be distributed as directed by the Hearing Officer or Hearing Panel. Any interest earned on the escrow account shall be retained by the FMHA to pay for administrative expenses. The failure to make such escrow payments shall result in a termination of the Grievance Procedure, provided, that failure to make payment shall not constitute a waiver of any right the Complainant may have to contest the FMHA's disposition of his grievance in any appropriate judicial proceeding.

2. Examination of Records. The Complainant may examine all the FMHA documents including records and regulations that are directly relevant to the Grievance before



the formal hearing is held. The FMHA shall provide copies at the expense of the Complainant. If the FMHA does not make any document available for examination upon request by the Complainant, the FMHA may not rely on such document at the Grievance hearing.

3. Transcript of Hearing. The Complainant or the FMHA may arrange, prior to the hearing and at the expense of the party making the arrangement, for a transcript of the hearing. Any interested party may purchase a copy of such transcript.

E. Selecting the Hearing Officer or Hearing Panel:

The Grievance Hearing shall be conducted by an impartial person or persons appointed by the FMHA after consultation with a Resident Organization or group of tenants, if any, other than a person who made or approved the FMHA action under review or a subordinate of such person. The Hearing Officer or Hearing Panel shall be appointed as described below:

1. The FMHA shall nominate a slate of impartial persons to sit as Hearing Officers or Hearing Panel members. Such persons may include FMHA board members, FMHA staff members, residents, professional arbitrators, or others. The initial slate of nominees shall be at least four persons.

Nominees will be informed that they will be expected to disqualify themselves from hearing Grievances that involve personal friends, other residents of developments in which they work or reside, or Grievances in which they have some personal interest.

2. A slate of potential Hearing Officers or Hearing Panel members nominated by the FMHA shall be submitted to the FMHA's Resident Organization or group of Tenants, if any. Written comments from the Resident Organization or group of Tenants shall be considered by the FMHA before the nominees are appointed as Hearing Officers or Hearing Panel members.

3. When the comments from the Resident Organization or group of Tenants have been received and considered, the nominees will be informed that they are the FMHA's official grievance hearing committee. The FMHA will subsequently contact committee members as needed in random order to request their participation as Hearing Officers or Hearing Panel members.

F. Scheduling the Hearing:

When a Complainant submits a timely request for a formal grievance hearing, the FMHA will immediately contact a Hearing Officer or three appointed members of the Hearing Panel to schedule the hearing within the following seven working days at a date and time convenient for the FMHA, Complainant and the Hearing Officer or Hearing Panel. If only one or two members of the Hearing Panel can meet on a date named by the Complainant, then one member shall serve as the Hearing Officer.

A written notification specifying the time, place, and the procedures governing the hearing shall be delivered by the FMHA to the Complainant and the appropriate FMHA official. The notice may be personally delivered to the Complainant or sent by mail, return receipt requested.

H. Procedures Governing the Hearing:

The following procedures shall govern the formal grievance hearing:

1. The hearing shall be held before a Hearing Officer or Hearing Panel as described above in paragraph D. The Complainant shall be afforded a fair hearing, which shall include:
  - a. The right to be represented by counsel or other person chosen as the Complainant's representative and to have such person make statements on the Complainant's behalf,
  - b. The right to a private hearing unless the Complainant requests a public hearing;
  - c. The right to present evidence and arguments in support of the Complainant's complaint, to controvert evidence relied on by the FMHA or project management, and to confront and cross examine all witnesses upon whose testimony or information the FMHA or project management relies; and
  - d. A decision based solely and exclusively upon the facts presented at the hearing.
2. The Hearing Officer or Hearing Panel may render a decision without proceeding with the hearing if they determine that the issue has been previously decided in another proceeding.
3. At the hearing, the Complainant must first make a showing of an entitlement to the relief sought and, thereafter, the FMHA must sustain the burden of justifying the FMHA action or failure to act against which the complaint is directed.
4. The hearing shall be conducted informally by the Hearing Officer or Hearing Panel. Oral or documentary evidence pertinent to the facts and issues raised by the Complainant may be received without regard to admissibility under the rules of evidence applicable to judicial proceedings. The Hearing Officer or Hearing Panel shall admit copies of all public records, including police reports, court records, and similar matters deemed public record under Section 149.43 of the Ohio Revised Code, without requiring the testimony of the custodian of those records unless the Hearing Officer or Hearing Panel determines that admission of the public record without the presence of the custodian would be unfair to either party.
5. The Hearing Officer or Hearing Panel shall require the FMHA, the Complainant, counsel and other participants or spectators to conduct themselves in an orderly fashion. Failure to comply with the directions of the Hearing Officer or Hearing Panel to obtain order may result in exclusion from the proceedings or in a decision adverse to the interests of the disorderly party and granting or denial of the relief sought, as appropriate.
6. The FMHA will provide reasonable accommodation for persons with disabilities to participate in the hearing. Reasonable accommodation may include qualified sign

language interpreters, readers, accessible locations, or attendants. If the Complainant is visually impaired, any notice to the Complainant which is required under this procedure must be in an accessible format.

7.If a Hearing Officer or Hearing Panel member fails to disqualify himself/herself as required in Section IV. E, the FMHA will remove the Hearing Officer or Hearing Panel member from the hearing committee, invalidate the results of the hearing and schedule a new hearing with a new Hearing Officer or Hearing Panel member.

I. Failure to Appear at the Hearing:

If the Complainant or the FMHA fails to appear at the scheduled formal Grievance Hearing, the Hearing Officer or Hearing Panel may make a determination to postpone the hearing for not to exceed five business days, or may make a determination that the party has waived his/her right to a hearing.

Both the Complainant and the FMHA shall be notified of the determination by the Hearing Officer or Hearing Panel; provided, that a determination that the Complainant has waived his right to a hearing shall not constitute a waiver of any right the Complainant may have to contest the FMHA's disposition of the Grievance in a court hearing.

H. Decision of the Hearing Officer or Hearing Panel:

1.Written Report. The Hearing Officer or Hearing Panel shall prepare a written decision, together with the reasons for the decision within six working days after the hearing. A copy of the decision shall be sent to the Complainant and the FMHA. The FMHA shall retain a copy of the decision in the Complainant's file in the FMHA's office. A copy of the decision with all names and identifying references deleted, shall also be maintained on file by the FMHA and made available for inspection by a prospective complainant, his representative, or the Hearing Officer or Hearing Panel.

2.Binding Decision. The decision of the Hearing Officer or Hearing Panel shall be binding on the FMHA which shall take all actions, or refrain from any actions, necessary to carry out the decision unless the FMHA's Board of Commissioners determines within ten working days, and promptly notifies the Complainant of its determination that:

a.The Grievance does not concern FMHA action or failure to act in accordance with or involving the Complainant's lease or FMHA regulations, which adversely affect the Complainant's rights, duties, welfare, or status.

b.The decision of the Hearing Officer or Hearing Panel is contrary to applicable federal, state, or local law, HUD regulations, or requirements of the annual contributions contract between HUD and the FMHA.

3.Judicial Action. A decision by the Hearing Officer, Hearing Panel or Board of Commissioners in favor of the FMHA or which denies the relief requested by the Complainant in whole or in part shall not constitute a waiver of, nor affect in any way,

the rights of the Complainant to a trial or judicial review in any court proceedings which may later be brought in the matter.

4. Lease Termination. If the Grievance involves a lease termination, the FMHA will not issue the Complainant a notice to vacate his/her dwelling unit until after the Complainant has received the decision of the Hearing Officer or Hearing Panel. If the decision is in favor of the FMHA, or if the FMHA Board of Commissioners decides to proceed against the Complainant in spite of the decision, the Complainant will be served with a notice to vacate in accordance with applicable law. The Complainant must then vacate the unit within the stated time or the FMHA will proceed through a court of law to evict the Complainant.

V. MISCELLANEOUS

A. This Grievance Procedure is incorporated by reference into all leases between the FMHA and Tenants.

B. The FMHA shall before amending or changing this Grievance Procedure, provide at least 30 days notice to the Tenants and any Resident Organizations of proposed changes in this Grievance Procedure. Within the 30 day period, Tenants and Resident Organizations may submit written comments to the FMHA. Such written comments shall be considered by the FMHA before the adoption of any changes to this Grievance Procedure.

C. The FMHA shall furnish to each Tenant and Resident Organization a copy of this Grievance Procedure.

D. Any provision of this Grievance Procedure, other than the provision requiring an informal conference as a prerequisite to a formal hearing and the provisions establishing the date upon which a Grievance must be filed or a formal hearing must be requested, shall not be considered mandatory. Any failure on the part of FMHA, a Complainant, Hearing Officer or Hearing Panel to strictly comply with such provisions shall not, in and of itself, affect the validity of the proceedings or the results thereof. The Complainant waives all rights to a hearing for failure to file a Grievance or request a hearing within the time set forth herein.

**EXHIBIT A**

Tenant's Written Complaint for Informal Conference

Tenant Name: \_\_\_\_\_

Tenant Address: \_\_\_\_\_

FMHA Housing Manager: \_\_\_\_\_

Address:       Fairfield Metropolitan Housing Authority  
                  1506 Amherst Place, Lancaster, Ohio 43130

Date: \_\_\_\_\_

Dear \_\_\_\_\_(Housing Manager's Name):

I wish to register a complaint against Fairfield Metropolitan Housing Authority in regard to:

\_\_\_\_\_

\_\_\_\_\_ that happened on

\_\_\_\_\_.

I feel that this is unjust because:

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I am requesting:

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I am available to talk with a designated FMHA employee the following days and times during the next ten working days:

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(Tenant's Signature)

**EXHIBIT B**

Tenant's Request for a Formal Hearing

Tenant Name: \_\_\_\_\_

Tenant Address: \_\_\_\_\_

FMHA Housing Manager: \_\_\_\_\_

Address: Fairfield Metropolitan Housing Authority  
1506 Amherst Place, Lancaster, Ohio 43130

Date: \_\_\_\_\_

Re: Complaint discussed at Informal Conference held on (date): \_\_\_\_\_

Dear \_\_\_\_\_ (Housing Manager's Name or Director of FMHA):

I hereby request a formal hearing before a Hearing Officer or Hearing Panel concerning my Grievance.

Briefly stated, my Grievance or complaint is:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

I am requesting (describe what action is requested of the FMHA):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

I am available for a formal hearing on the following days and at the following times in the next 10 calendar days:

\_\_\_\_\_.

Please advise me of the time, date and place of the hearing.

At the hearing, I will need the following reasonable accommodations for my disabilities:

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\_\_\_\_\_  
(Tenant's Signature)



# FMHA INFORMAL HEARING PROCEDURES

*To request a hearing a family must submit their request in writing within ten (10) days from the date of the FMHA's notification to the family of the disputed decision.*

*If a family does not appear at a scheduled hearing and has not rescheduled the hearing in advance, another hearing will not be scheduled unless the family contacts FMHA within 5 working days of the hearing date and can show good cause for the failure to appear.*

## **FAMILIES HAVE THE RIGHT TO:**

Examine the documents in the file which are the basis for FMHA's action, and all documents submitted to the Hearing Officer.

Copy any relevant documents at their expense. If the family requests copies of documents relevant to the hearing, FMHA will make copies for the family and assess a charge of \$.10 per copy. In no case will the family be allowed to remove original documents from the FMHA office.

Present written or oral objections to FMHA's determination.

Present any information or witnesses pertinent to the issue of the hearing.

Request that FMHA staff be available or present at the hearing to answer questions pertinent to the case.

Be represented by legal counsel, advocate, or other designated representative at their own expense.

## **THE FAIRFIELD METROPOLITAN HOUSING AUTHORITY HAS THE RIGHT TO:**

Examine in the FMHA office and copy any documents to be used by the family prior to the hearing.

Present evidence and any information pertinent to the issue of the hearing.

Be notified if the family intends to be represented by legal counsel, advocate, or another party.

Have its attorney present.

Have staff persons and other witnesses familiar with the case present.

## **HEARING OFFICER:**

The hearing may be conducted by any person or persons designated by the FMHA, other than a person who made or approved the decision under review or a subordinate of this person.

The person who conducts the hearing may regulate the conduct of the hearing in accordance with the FMHA hearing procedures.

### **INFORMAL HEARING PROCEDURES:**

The hearing shall be conducted in a fair and impartial manner.

The hearing shall concern only the issues for which the family has received the opportunity for hearing. Evidence presented at the hearing may be considered without regard to admissibility under the rules of evidence applicable to judicial proceedings.

The FMHA staff shall present its reasons for the decision being disputed and evidence in support thereof. At the conclusion of this presentation, the family or its representative shall have the right to make a statement or present witnesses, documents or other evidence.

A reasonable privilege of cross-examination, in an orderly manner, shall be allowed to all parties. The Hearing Officer may also ask questions.

No documents may be presented which have not been provided to the other party before the hearing if requested by the other party. "Documents" includes records and regulations.

The Hearing Officer may ask the family for additional information and/or adjourn the hearing in order to reconvene at a later date, before reaching a decision.

If the family misses an appointment or deadline ordered by the Hearing Officer, the action of FMHA shall take effect and another hearing will not be granted.

The Hearing Officer shall determine whether the action, inaction or decision of FMHA is in accordance with HUD regulations and the FMHA Administrative Plan, based upon the evidence and testimony provided at the hearing. Factual determinations relating to the individual circumstances of the family will be based on a preponderance of the evidence presented at the hearing.

A copy of the Hearing Determination shall be provided in writing to the family within 14 days of the hearing and shall include:

A summary of the decision and reasons for the decision,

If the decision involves money owed, the amount owed,

The date the decision goes into effect,

The following statement: "If you are in doubt concerning your legal rights you should consult an attorney."

### **THE FMHA IS NOT BOUND BY HEARING DECISIONS:**

Which concern matters in which FMHA is not required to provide an opportunity for a hearing.

Which conflict with or contradict HUD regulations or requirements.

Which conflict with or contradict Federal, State or local laws.

Which exceed the authority of the person conducting the hearing.

If the FMHA determines that it is not bound by a hearing decision, the Housing Authority will promptly notify the family of the determination and of the reasons for the determination.



Date: \_\_\_\_\_

## CRITERIA FOR RESALE OF HOPE 1 PROPERTY

### DESCRIPTION OF PROPERTY

A single family home located at \_\_\_\_\_, off Rt. 33 near Lancaster Sales. It is a one story, brick and vinyl siding, three bedroom, one and ½ bath, full basement with patio and storage room off patio. The home is located in the South school district of the Lancaster City Schools.

### PURCHASE OF HOME

The home will sell at appraised value, but the actual cost to the family will be written down to approximately \$ \_\_\_\_\_ and will require about a 3% down payment by the family plus closing costs. Families will pay for their home with a bank loan. The actual cost to the family will be based on ability to pay within an allowable range to insure affordability.

The family will purchase the home when they have met all requirements, have their down payment, and pre-qualify at the bank. The home may be purchased by \_\_\_\_\_ date \_\_\_\_\_.

### BASIC ELIGIBILITY

1. The family must attend an interview.
2. The family may not owe the FMHA any debt at time of lease/purchase.
3. The family must be a two or three bedroom family at time of signing lease/purchase.
4. There can be no history of drug or alcohol abuse, criminal/violent related arrests, etc. for any family member.
5. At move in the family must certify that it intends to occupy the unit as a principle residence for 15 years.
6. The family must become a member of the Homebuyer's Association.

### SCREENING CRITERIA

1. Largest source of income is from employment which is stable and likely to continue.
2. Excellent likelihood the family will be able to secure a loan by \_\_\_\_\_ date \_\_\_\_\_. (Family will have to meet with a banker for pre-approval before signing lease/purchase. Take a copy of letter to the bank when you meet for pre-qualification.)
3. Excellent likelihood the family will be able to meet HUD affordability requirements of not paying more than 30% of monthly adjusted income for PITI and paying between 25-35% of monthly adjusted income for PITI and other housing costs.
4. History of timely rent and other payments.
5. History of good housekeeping.
6. History of being a good neighbor.
7. No history of damages or disturbances (or involvement in).

### SELECTION OF HOMEBUYER

The most qualified family will be able to meet the eligibility requirements, have pre-qualified for a bank loan, have the required down payment, meet all deadlines and close by \_\_\_\_\_ date \_\_\_\_\_. If more than one family meets all the criteria, the FMHA Board of Commissioners will select the family according to the weighted screening criteria.

### RESPONSIBILITIES AFTER PURCHASE – RELATIONSHIP TO FMHA

Once the home is purchased through a bank loan, the Housing Authority will have no responsibility for it, nor any influence over the homeowner. The collection of payments will be up to the bank. If the famoily finds it cannot make the payments, then the bank will repossess the property.

The Homeowner's Association will be responsible for setting the "tone" of the neighborhood and encouraging each family to maintain their property so it will increase in value.

### **SELLING THE HOME AFTER PURCHASE FROM THE FMHA**

A family may sell the home they purchase from the Housing Authority. In addition to the bank loan there will be a Promissory Note for the difference of the appraised value and the actual cost of the unit. The Housing Authority will hold this note. This is a second mortgage.

The family will not be allowed to make a "windfall" profit from the sale. The home was built in 1994 and originally purchased on \_\_\_\_date, 1995. The family could not sell the home within the first six years of living there. From the sixth year until the twentieth year the Housing Authority will reduce (forgive) a portion of the Promissory Note each month. If the family desires to sell before the twentieth year, the family will get back any money they put into the home: their down payment, any principal they have paid, and the value of any major improvements they made to the property. The rest of the sale price will be used to pay off the family's bank loan and the Promissory Note to the Housing Authority. If there are any additional funds left from the sale, this profit will be split by the Housing Authority and HUD.

Profits from the sale of the property will be prorated. From the twentieth year on the family will receive full value of any profit (less bank loan) from the sale. The Promissory Note held by the Housing Authority will no longer exist.

Although the family may choose to sell the unit at any time, the Authority will retain the right to repurchase (right of "first refusal") if the family does wish to sell.

**FAIRFIELD METROPOLITAN HOUSING AUTHORITY**  
**1506 AMHERST PLACE**  
**LANCASTER, OHIO 43130**  
**740-653-6618 FAX: 740-563-7600**

**HOME OWNERSHIP PROGRAM APPLICATION**  
**(HOPE 1 RESALE)**

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

If you do not have a phone, give the name and phone number of someone who can always reach you:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

List the full name, birth date and relationship for each household member:

NAME	BIRTH DATE	RELATIONSHIP
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

**ELIGIBILITY**

In order to be eligible to buy this house your family must have annual gross income (before deductions) between \$20,000 and \$35,000.

Family's current total gross annual income is \_\_\_\_\_.

(Count ALL income earned by everyone in the household who is 18 years or older. Count the income BEFORE any taxes or other deductions are taken out. )

List all income sources by family member:

FAMILY MEMBER	SOURCE OF INCOME	ANNUAL GROSS
_____	_____	_____
_____	_____	_____
_____	_____	_____

DATE OF PRE-QUALIFICATION: \_\_\_\_\_ PLEASE ENCLOSE VERIFICATION.

**CERTIFICATION: I certify that the above information is true to the best of my knowledge.**

Signature: \_\_\_\_\_

**Chapter 10**  
**PET POLICY**  
**[24 CFR 5.309]**

**INTRODUCTION**

This Chapter explains the PHA's policies on the keeping of pets and any criteria or standards pertaining to the policy. The rules adopted are reasonably related to the legitimate interest of this PHA to provide a decent, safe and sanitary living environment for all tenants, to protecting and preserving the physical condition of the property, and the financial interest of the PHA.

The purpose of this policy is to establish the PHA's policy and procedures for ownership of pets and insure that no applicant or resident is discriminated against regarding admission or continued occupancy because of ownership of pets. It also establishes reasonable rules governing the keeping of common household pets.

**Nothing in this policy or the dwelling lease limits or impairs the right of persons with disabilities to own animals that are used to assist them.**

**ANIMALS THAT ASSIST PERSONS WITH DISABILITIES**

Pet rules will not be applied to animals who assist persons with disabilities.

To be excluded from the pet policy, the resident/pet owner must certify:

That there is a person with disabilities in the household;

That the animal has been trained to assist with the specified disability

**A. MANAGEMENT APPROVAL OF PETS**

All pets must be approved in advance by the PHA management.

The pet owner must submit and enter into a Pet Agreement with the PHA.

**Registration of Pets**

Pets must be registered with the PHA before they are brought onto the premises. Registration includes certificate signed by a licensed veterinarian or State/local authority that the pet has received all inoculations required by State or local law, and that the pet has no communicable disease(s) and is pest-free.



**Registration must be renewed and will be coordinated with the annual recertification date and proof of license and inoculation will be submitted at least 30 days prior to annual reexamination.**

**Dogs and cats must be spayed or neutered.**

**Execution of a Pet Agreement with the PHA stating that the tenant acknowledges complete responsibility for the care and cleaning of the pet will be required.**

**Approval for the keeping of a pet shall not be extended pending the completion of these requirements.**

### **Refusal To Register Pets**

The PHA may not refuse to register a pet based on the determination that the pet owner is financially unable to care for the pet. If the PHA refuses to register a pet, a written notification will be sent to the pet owner stating the reason for denial and shall be served in accordance with HUD Notice requirements.

The PHA will refuse to register a pet if:

The pet is not a *common household pet* as defined in this policy;

Keeping the pet would violate any House Pet Rules;

The pet owner fails to provide complete pet registration information, or fails to update the registration annually;

The PHA reasonably determines that the pet owner is unable to keep the pet in compliance with the pet rules and other lease obligations. The pet's temperament and behavior may be considered as a factor in determining the pet owner's ability to comply with provisions of the lease.

The notice of refusal may be combined with a notice of a pet violation.

A resident who cares for another resident's pet must notify the PHA and agree to abide by all of the pet rules in writing.

## **B. STANDARDS FOR PETS**

Pet rules will not be applied to animals who assist persons with disabilities.

### **Persons With Disabilities**

To be excluded from the pet policy, the resident/pet owner must certify:

**That there is a person with disabilities in the household;**

**That the animal has been trained to assist with the specified disability; and**

**That the animal actually assists the person with the disability.**

### **Types of Pets Allowed**

No types of pets other than the following may be kept by a resident.

1. Dogs

**Maximum number: 1**

**Maximum adult weight: 25 pounds**

**Must be housebroken**

**Must be spayed or neutered**

**Must have all required inoculations**

**Must be licensed as specified now or in the future by State law and local ordinance**

2. Cats

**Maximum number: 1**

**Must be declawed**

**Must be spayed or neutered**

**Must have all required inoculations**

**Must be trained to use a litter box or other waste receptacle**

**Must be licensed as specified now or in the future by State law or local ordinance**

3. Birds

**Maximum number: 2**

**Must be enclosed in a cage at all times**

4. Fish

**Maximum aquarium size: 40 gallons**

5. Rodents (Rabbit , guinea pig, hamster, or gerbil ONLY)

Maximum number : 2

**Must be enclosed in an acceptable cage at all times**

**Must have any or all inoculations as specified now or in the future by State law or local ordinance**

6. Turtles

Maximum number: 2

**Must be enclosed in an acceptable cage or container at all times.**

**C. PETS TEMPORARILY ON THE PREMISES**

**Pets which are not owned by a tenant will not be allowed.**

**Residents are prohibited from feeding or harboring stray animals.**

**D. DESIGNATION OF PET/NO-PET AREAS**

**The following areas are designated No-Pet or Inside pets only:**

**Inside pets are small caged animals and cats that are declawed, litter box trained, and are never allowed outside the unit. These neighborhoods are:**

**Lane Street**

**Shallow Ridge Place**

**Hanover Court**

**West Chestnut Street**

**The areas designated as Pet Areas are:**

**Amherst Place**

**Spring Street**

**East Walnut Street**

**E. ADDITIONAL FEES AND DEPOSITS FOR PETS**

**Tenants with animals must pay a pet deposit.**

**The resident/pet owner shall be required to pay a refundable deposit for the purpose of defraying all reasonable costs directly attributable to the presence of a dog or cat.**

**An initial payment of \$300 prior to the date the pet is properly registered and brought into the apartment, and;**

**Monthly payments in an amount no less than \$150.00 until the specified deposit has been paid.**

**The PHA reserves the right to change or increase the required deposit by amendment to these rules.**

**The PHA will refund the Pet Deposit to the tenant, less any damage caused by the pet to the dwelling unit, upon vacancy from the unit.**

**The PHA will provide the tenant or designee identified above with a written list of any charges against the pet deposit. If the tenant disagrees with the amount charged to the pet deposit, the PHA will provide a meeting to discuss the charges.**

**All reasonable expenses incurred by the PHA as a result of damages directly attributable to the presence of the pet in the project will be the responsibility of the resident, including:**

**The cost of repairs and replacements to the resident's dwelling unit;**

**Fumigation of the dwelling unit;**

**Common areas of the project.**

**Pet Deposits are not a part of rent payable by the resident.**

#### **F. ALTERATIONS TO UNIT**

Residents/pet owners shall not alter their unit, patio, premises or common areas to create an enclosure for any animal. Installation of pet doors is prohibited.

#### **G. PET WASTE REMOVAL CHARGE**

**A separate pet waste removal charge of \$25.00 per occurrence will be assessed against the resident for violations of this pet policy.**

Pet deposit and pet waste removal charges are not part of rent payable by the resident.

**All reasonable expenses incurred by the PHA as the result of damages directly attributable to the presence of the pet will be the responsibility of the resident, including:**

**The cost of repairs and replacements to the dwelling unit;**

**Fumigation of the dwelling unit.**

**If the tenant is in occupancy when such costs occur, the tenant shall be billed for such costs as a current charge.**

If such expenses occur as the result of a move-out inspection, they will be deducted from the pet deposit. The resident will be billed for any amount which exceeds the pet deposit.

The pet deposit will be refunded when the resident moves out or no longer has a pet on the premises, whichever occurs first.

The expense of flea deinfestation shall be the responsibility of the resident.

#### **H. PET AREA RESTRICTIONS**

Pets must be maintained within the resident's unit. When outside of the unit (within the building or on the grounds) dogs and cats must be kept on a leash or carried and under the control of the resident or other responsible individual at all times.

The area of the development grounds designated as the area in which to exercise animals and to permit dogs to relieve themselves of bodily wastes is the residents own fenced in yard.

Residents/Pet Owners are not permitted to allow pets to deposit waste on project premises outside of the areas designated for such purposes.

#### **I. NOISE**

Pet owners must agree to control the noise of pets so that such noise does not constitute a nuisance to other residents or interrupt their peaceful enjoyment of their housing unit or premises. This includes, but is not limited to loud or continuous barking, howling, whining, biting, scratching, chirping, or other such activities.

#### **J. CLEANLINESS REQUIREMENTS**

**Litter Box Requirements.** All animal waste or the litter from litter boxes shall be picked up immediately by the pet owner, disposed of in sealed plastic trash bags, and placed in a trash bin.

Litter shall not be disposed of by being flushed through a toilet.

Litter boxes shall be stored inside the resident's dwelling unit.

**Removal of Waste From Other Locations.** The Resident/Pet Owner shall be responsible for the removal of waste from areas by placing it in a sealed plastic bag and disposing of it in an outside trash bin/ other container .

Any unit occupied by a dog, cat, or rodent will be fumigated at the time the unit is vacated.

The resident/pet owner shall take adequate precautions to eliminate any pet odors within or around the unit and to maintain the unit in a sanitary condition at all times.

#### **K. PET CARE**

**All residents/pet owners shall be responsible for adequate care, nutrition, exercise and medical attention for his/her pet.**

**Residents/pet owners must recognize that other residents may have chemical sensitivities or allergies related to pets, or may be easily frightened or disoriented by animals. Pet owners must agree to exercise courtesy with respect to other residents.**

#### **L. RESPONSIBLE PARTIES**

The resident/pet owner will be required to designate two responsible parties for the care of the pet if the health or safety of the pet is threatened by the death or incapacity of the pet owner, or by other factors that render the pet owner unable to care for the pet.

#### **M. INSPECTIONS**

**The PHA may, after reasonable notice to the tenant during reasonable hours, enter and inspect the premises, in addition to other inspections allowed.**

#### **N. PET RULE VIOLATION NOTICE**

If a determination is made on objective facts supported by written statements, that a resident/pet owner has violated the Pet Rule Policy, written notice will be served.

The Notice will contain a brief statement of the factual basis for the determination and the pet rule(s) which were violated. The notice will also state:

That the resident/pet owner has 30 days from the effective date of the service of notice to correct the violation or make written request for a meeting to discuss the violation;

That the resident pet owner is entitled to be accompanied by another person of his or her choice at the meeting; and

That the resident/pet owner's failure to correct the violation, request a meeting, or appear at a requested meeting may result in initiation of procedures to terminate the pet owner's tenancy.

#### **O. NOTICE FOR PET REMOVAL**

If the resident/pet owner and the PHA are unable to resolve the violation at the meeting or the pet owner fails to correct the violation in the time period allotted by the PHA, the PHA may serve notice to remove the pet.

The Notice shall contain:

A brief statement of the factual basis for the PHA's determination of the Pet Rule that has been violated;

The requirement that the resident /pet owner must remove the pet within [**insert number**] days of the notice; and

A statement that failure to remove the pet may result in the initiation of termination of tenancy procedures.

#### **P. TERMINATION OF TENANCY**

The PHA may initiate procedures for termination of tenancy based on a pet rule violation if:

The pet owner has failed to remove the pet or correct a pet rule violation within the time period specified; and

The pet rule violation is sufficient to begin procedures to terminate tenancy under terms of the lease.

#### **Q. PET REMOVAL**

If the death or incapacity of the pet owner threatens the health or safety of the pet, or other factors occur that render the owner unable to care for the pet, the situation will be reported to the Responsible Party designated by the resident/pet owner. This includes pets poorly cared for or have been left unattended for over **24 hours**.

If the responsible party is unwilling or unable to care for the pet, or if the PHA after reasonable efforts cannot contact the responsible party, the PHA may contact the appropriate State or local agency and request the removal of the pet.

**If the pet is removed as a result of any aggressive act on the part of the pet, the pet will not be allowed back on the premises.**

#### **R. EMERGENCIES**

The PHA will take all necessary steps to insure that pets which become vicious, display symptoms of severe illness, or demonstrate behavior that constitutes an immediate threat to the health or safety of others, are referred to the appropriate State or local entity authorized to remove such animals.

If it is necessary for the PHA to place the pet in a shelter facility, the cost will be the responsibility of the tenant/pet owner.

**See Pet Policy – Addendum 10-1**

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### Substantial Modification

In accordance with 24CFR903.21, any substantial modification proposed by the Fairfield Metropolitan Housing Authority to its PHA Plan shall be subject to certification and public comment as well as approval by the Residents Advisory Board and the Housing Authority's Board of Commissioners. The Fairfield Metropolitan Housing Authority shall define significant modifications as:

1. Revisions to rent or admissions policies or the organization of the waiting list.
2. Addition of non-emergency work items (items not included in the current Annual Statement or 5-year Plan) or change in the use of replacement reserve funds under the Capital Fund Program.
3. Any change with regard to major demolition or disposition, designation, acquisition, homeownership programs or conversion activities.



**2003**  
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