

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

PHA Plans

5 Year Plan for Fiscal Years 2000-2005

Annual Plan for Fiscal Year 2003

City of Marietta, Ohio/PHA OH077

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN
ACCORDANCE WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

**PHA Plan
Agency Identification**

PHA Name: The City Of Marietta

PHA Number: OH077

PHA Fiscal Year Beginning: 04/01/03

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]

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 for serving the needs of low-income, very low-income, and elderly families in the PHA's jurisdiction. (select one of the choices below)

The PHA's mission is: (state mission here)

B. Goals

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

are derived from HUD's strategic Goals and Objectives and those of any of these goals and objectives as their own, or identify other goals, suggested objectives or their own, **PHA'S ARE STRONGLY ENCOURAGED TO IDENTIFY MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES BY THE END OF THE FISCAL YEARS.**

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:
- Acquire or build units or developments
- Other (list below)

PHA Goal: Improve the quality of assisted housing

Objectives:

- Improve public housing management: (PHAS score)
- Improve voucher management: (SEMAP score)
- Increase customer satisfaction:
- Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
- Renovate or modernize public housing units:
- Demolish or dispose of obsolete public housing:
- Provide replacement public housing:

___ Provide replacement vouchers:

___ Other: (list below)

PHA Goal: Increase assisted housing choices

Objectives:

Provide voucher mobility counseling:

Conduct outreach efforts to potential voucher landlords

___ Increase voucher payment standards

Implement voucher homeownership 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:

___ Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:

___ Implement public housing security improvements:

___ Designate developments or buildings for particular resident groups (elderly, persons with disabilities)

___ Other: (list below)

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:

Provide or attract supportive services to improve assistance recipients

employability:

- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Other: (list below)

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)

Other PHA Goals and Objectives: (list below)

- PHA Goal: Link all applicants and participants to additional services needed by Low income families and operated by the contractor agency and other community organizations. The contractor agency provides these services to qualified applicants:
 - Child Development (Day Care) and Head Start
 - Employment and Training Programs
 - Weatherization and HEAP
 - Health Services: Including Family Practice, Dental, Prenatal, and W.I.C.
 - Transportation
 - TANF Based Services under contract with the County DJFS
 - Community Based Services

Annual PHA Plan
PHA Fiscal Year 2003
[24 CFR Part 903.7]

Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

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

Troubled Agency Plan

Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

Provide a brief overview of the information in the Annual Plan, including and discretionary policies the PHA has included in the Annual Plan

During the 2003 Fiscal Year The City of Marietta, as a public housing agency will continue to contract with The Community Action Program Corporation of Washington-Morgan Counties Ohio, a non-profit corporation, to administer the Section 8 Voucher Choice Program. The benefits of this partnership include the direct access to a wide array of other services needed by low-income families that are emerging from poverty. Other services offered by Washington Morgan Community Action include; Employment and Training, Head Start, Health Clinics, Transportation, and access to other community services offered by collaborating agencies.

At this time Washington-Morgan Community Action is actively revising the Administrative Plan to more accurately reflect the changes in policies issued by HUD, providing more clarity for staff and participants.

Over the past year the number of families participating in the Family Self-Sufficiency Program has increased. In 2003 the PHA will continue **Executive Summary - Continues**

to educate families about the advantages of the Family Self-Sufficiency program

to again increase the number of families participating in the program.

The PHA will continue to work with participants interested in becoming a homeowner through the homeownership program. In 2002 the PHA began to offer workshops on the responsibilities that result in owning a home.

The training of staff will continue in to 2003 to once again assure quality service. All options will be explored.

The principal mission of Washington-Morgan Community Action is to empower low-income families.

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.

Table of Contents

	<u>Page #</u>
Annual Plan	
Executive Summary	1,2
i. Table of Contents	3
Housing Needs	7
1. Financial Resources	13
2. Policies on Eligibility, Selection and Admissions	14
3. Rent Determination Policies	23
4. Operations and Management Policies	27
5. Grievance Procedures	29
6. Capital Improvement Needs	N/A
7. Demolition and Disposition	N/A
8. Designation of Housing	N/A
9. Conversions of Public Housing	N/A
10. Homeownership	36
11. Community Service Programs	38
12. Crime and Safety	40
13. Pets (Inactive for January 1 PHAs)	N/A
14. Civil Rights Certifications (included with PHA Plan Certifications)	42
15. Audit	43
16. Asset Management	N/A
17. Other Information	44

Attachments

Indicate which attachments are provided by selecting all that apply. Provide the attachment name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses to the right of the title.

Required Attachments:

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

Optional Attachments:

- NA PHA Management Organizational Chart
- NA FY 2000 Capital Fund Program 5 Year Action Plan
- NA Public Housing Drug Elimination Program (PHDEP) Plan
- X 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

Indicate which documents are available for public review by placing an "X" in the "Applicable & On Display?" column in the appropriate rows. All listed documents must be related to program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
<input checked="" type="checkbox"/> <u>X</u>	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
<input checked="" type="checkbox"/> <u>X</u>	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
<input checked="" type="checkbox"/> <u>X</u>	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
<input checked="" type="checkbox"/> <u>X</u>	Consolidated Plan for the jurisdiction/s in which the	Annual Plan:

List of Supporting Documents Available for Review

Applicable & On Display	Supporting Document	Applicable Plan Component
	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	Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
	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
	Public Housing Deconcentration and Income Mixing Documentation: 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 18. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public housing rent determination policies, including the methodology for setting public housing flat rents check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
	Schedule of flat rents offered at each public housing development check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies X check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
	Public housing grievance procedures check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures	Annual Plan: Grievance

List of Supporting Documents Available for Review

Applicable & On Display	Supporting Document	Applicable Plan Component
	<input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Procedures
	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
	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
	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
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	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
	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
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHEDEP) 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	Annual Plan: Annual Audit

List of Supporting Documents Available for Review

Applicable & On Display	Supporting Document	Applicable Plan Component
	PHA's response to any findings	
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	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

Based upon the information contained in the Consolidated Plan/s and other data available to the PHA, provide a statement of the housing needs of the jurisdiction/s completing the following table. In the Overall Needs column, provide the number of families that have housing needs. For the remaining characteristics, provide a rating of housing needs for each family type, from 1 to 5, with 1 being no information and 5 being the highest. N/A to indicate that no information is available upon which the PHA

**Housing Needs of Families in the Jurisdiction
by Family Type**

Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	2. Size	Loca-tion
Income <= 30% of AMI	471	5	4	2	3	3	2
Income >30% but <=50% of AMI	148	5	4	2	3	3	2
Income >50% but <80% of AMI	8	5	4	2	3	3	2
Elderly	231	5	3	3	2	2	2
Families with Disabilities	222	5	4	2	3	3	2
Blacks	2	5	3	3	2	2	2
Esk Islanders	2	5	3	3	2	2	2
Asian	0	0	0	0	0	0	0
Hispanic	0	0	0	0	0	0	0

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: 2003

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: (list and indicate year of information)
 1999 CSBG data base

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

State the housing needs of the families on the PHAs waiting list/s of PHA-wide waiting list administered by the PHA. PHAs based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> 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	494		100
Extremely low income <=30% AMI			
Very low income (>30% but <=50% AMI)			
Low income (>50% but <80% AMI)			
Families with children	371	75%	
Elderly families	74	15%	
Families with Disabilities	40	8%	
Race/ethnicity	485	98.2	
Race/ethnicity	1	0.11	
Race/ethnicity	2	0.35	
Race/ethnicity	1	0.11	
Characteristics by Bedroom Size			

Housing Needs of Families on the Waiting List

(Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes: B. How long has it been closed (# of months)? Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

C. Strategy for Addressing Needs

Provide a brief description of the PHAs strategy for addressing the jurisdiction and on the waiting list **IN THE UPCOMING YEAR** choosing this strategy.

(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:

Select all that apply

- 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: Select all that apply

- 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)
The PHA/s Contracting Agency will develop and operate additional affordable Housing for use by special needs population

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

Strategy 1: Target available assistance to families at or below 30 % of AMI Select all that apply

- 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

Select all that apply

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

B. Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- Seek designation of public housing for the elderly
- Apply for special-purpose vouchers targeted to the elderly, should they become available
- Other: (list below)

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- 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: (list below)

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:

Select if applicable

- Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- Other: (list below)

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

- 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: (list below)

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)

Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the public housing and tenant-based Section 8 assistance programs and the Consolidated Plan year. Note: the table assumes that Federal public housing operations grant funds are expended on eligible purposes; therefore, uses of those funds, indicate the use for those funds as one of the following: public housing operations, public housing capital improvements, public housing supportive services, Section 8 tenant-based assistance, Section 8 support

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2000 grants)		
a) Public Housing		
b) Public Housing		

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
c) HOPE VI		
d) HOPE VI Demolition		
Annual Contributions for	\$991,432.00	
8 Tenant-Based Assistance		
Public Housing Drug		

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
Program (including any Technical Assistance funds)		
Resident Opportunity and Self-Sufficiency Grants	\$35,457.00	
a) Community Development		
Grant		
i)HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
3. Public Housing Dwelling Rental Income		
4. Other income (list below)		

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
4. Non-federal sources (list below)		
Total resources		

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing - NOT APPLICABLE

Exemptions: PHAs that do not administer public housing are not 3A.

(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: (state time)

Other: (describe)

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 (describe)

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
- PHA development site management office
- Other (list below)

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? (list below)

- Emergencies
- Overhoused
- Underhoused
- Medical justification
- Administrative reasons determined by the PHA (e.g., to permit modernization work)
- Resident choice: (state circumstances below)
- Other: (list below)

a. 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

1. 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)

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 (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 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)

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 PHAs Admissions and (Continued) Occupancy policy
 PHA briefing seminars or written materials
 Other source (list)

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- 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? (select all that apply)

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

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:

A. Section 8

(1) Eligibility

Exemptions: PHAs that do not administer section 8 are not required to answer these questions. **Unless otherwise specified, all questions in this section apply to PHAs that administer section 8 assistance programs (vouchers, and until completely merged, certificates).**

a. What is the extent of screening conducted by the PHA? (select all that apply)

- x___ 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. x___ 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 (describe below)

If a landlord asks, we provide information on any damage done by our clients to previous rentals.

(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? (select all that apply)

- PHA main administrative office
 Other (list below)

(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:

We give clients extensions when they are unable to find acceptable housing due to financial restraints.

(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) (list below)

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

- 1___ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 1___ Victims of domestic violence
- 2___ Substandard housing
- 2___ Homelessness
- 2___ High rent burden

Other preferences (select all that apply)

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

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

- X___ 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)

- X___ 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
- X___ 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)

- X___ The Section 8 Administrative Plan

- X___ Briefing sessions and written materials
- X___ Other (list below)

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

- X___ Through published notices
- X___ Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing ? Not Applicable

(1) Income Based Rent Policies

Exemptions: PHAs that do not administer public housing are not
 AA

Describe the PHAs income based rent setting policy/ies for public housing using discretionary (that is, not required by statute or regulation) income disregards and exclusions in the appropriate spaces below.

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:

a. 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?

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

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

___ For the earned income of a previously unemployed household member

___ For increases in earned income

___ 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 (describe below)

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 (select all that apply)

- Market comparability study
- Fair market rents (FMR)
- 95th 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? (select all that apply)

- 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 (list below)

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? (select all that apply.)

- 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 (list/describe below)

B. NA Ends Here

Section 8 Tenant-Based Assistance

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are exempt from completing sub-component 4B. **Unless otherwise specified, all questions apply to PHAs that administer Section 8 tenant-based assistance.**

(1) Payment Standards

Describe the voucher payment standards and policies.

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? (select all that apply)

- 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? (select one)

- Annually
- Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

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

(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)]

Exemptions from Component 5: High performing and small PHA section. Section 8 only PHAs must complete parts A, B, and C(2)

A. PHA Management Structure

(select one)

Describe the PHA's management structure and organization.

An organization chart showing the PHA's management structure and organization is attached.

A brief description of the management structure and organization of the PHA follows:

The City of Marietta, Ohio, as a public housing agency, contracts with Washington Morgan Community Action, a non-profit corporation, to operate the Section 8 Tenant based Assistance Program. Community Action's Administrative Team oversees administrative, fiscal, and planning functions. An assisted Housing Programs manager oversees the program and supervises the Assisted Housing Specialist, the Family Self-Sufficiency Program Coordinator and a Full Housing Inspector.

HUD Programs Under PHA Management

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use NA to indicate that the PHA does not operate any of the programs listed below.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	NA	
Section 8 Vouchers	356	100
Section 8 Certificates	Combined w/vouchers	
Section 8 Mod Rehab	NA	
Special Purpose Section 8 Certificates/Vouchers (list individually)	NA	
Public Housing Drug Elimination Program (PHDEP)	NA	
Other Federal Programs(list individually)	NA	

C. Management and Maintenance Policies

Public Housing Maintenance and Management: (list below)

NOT Applicable

Section 8 Management: (list below)

ADMINISTRATIVE PLAN

FAMILY SELF-SUFFICIENCY PLAN

List the PHA's public housing management and maintenance handbooks that contain the Agency's rules, standards, and policies for the management of public housing, including a description of any measures for the eradication of pest infestation (which includes cockroach infestation) and pest management.

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing *NOT APPLICABLE*

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:

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:

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 -Not Applicable

[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 program may skip to component 7B. All other PHAs must complete 7A as instructed.

(1) Capital Fund Program Annual Statement

Select one:

_____ The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name)

-or-

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

Using parts I, II, and III of the Annual Statement for the Capital Fund activities the PHA is proposing for the upcoming year to ensure completion of its public housing developments. This statement can be completed using the Statement tables provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.

(2) Optional 5-Year Action Plan

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

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This 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.

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 (state name)

-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)

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

Not Applicable

_____ 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)

Applicability of sub-component 7B: All PHAs administering public housing development or replacement activities must complete the HOPE VI and/or public housing development or replacement activities table in the Fund Program Annual Statement.

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:

8. Demolition and Disposition -Not Applicable

[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.)

2. Activity Description

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.)

Demolition/Disposition Activity Description
1a. Development name:
1b. Development (project) number:
2. Activity type: <input type="checkbox"/> Demolition

Disposition
3. Application status (select one) <input type="checkbox"/> Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date application approved, submitted, or planned for submission: (DD/MM/YY)
5. Number of units affected: Coverage of action (select one) <input 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:

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)]

Not Applicable

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.

<u>Designation of Public Housing Activity Description</u>
1a. Development name:

1b. <u>Development (project) number:</u>
2. <u>Designation type:</u> <input type="checkbox"/> 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
3. <u>Application status (select one)</u> <input type="checkbox"/> Approved; included in the PHA's Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. <u>Date this designation approved, submitted, or planned for submission:</u>
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?
1. 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)] ? ***Not Applicable***

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.

Conversion of Public Housing Activity Description
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 <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

- _____ Conversion Plan in development
- _____ Conversion Plan submitted to HUD on: (DD/MM/YYYY)
- _____ Conversion Plan approved by HUD on: (DD/MM/YYYY)
- _____ 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)

_____ Units addressed in a pending or approved demolition

approved:

_____ Units addressed in a pending or approved HOPE VI demolition

_____ Units addressed in a pending or approved HOPE VI

submitted or approved: _____)
_____ Requirements no longer applicable: vacancy rates are less than 10

Requirements no longer applicable: site now has less than 300 units
 Other: (describe below)

**B. Reserved for Conversions pursuant to Section 22 of the
 1937**
**C. Reserved for Conversions pursuant to Section 33 of the
 1937**

11. Homeownership Programs

Administered by the PHA

[24 CFR Part 903.7 9 (k)]

Not Applicable

A. Public Housing

Exemptions from Component 11A: Se

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.)

Public Housing Homeownership Activity Description (Complete one for each development affected)	
1a. Development name:	
1b. Development (project) number:	
2. Federal Program authority:	
<input type="checkbox"/> HOPE I	
<input type="checkbox"/> 5(h)	

<input type="checkbox"/> Turnkey III 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
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)
5. Number of units affected: 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

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.)

Program Description:

The PHA is developing a policy (**see Attachment A**) that will be submitted to HUD for review and compliance with final rule 24 CFR 5, 903 and 982. Participants in good standing with the program, that have the ability to obtain mortgage financing, will be offered the opportunity to participate in a homebuyer option. Homebuyers will participate in homebuyer counseling and assist in decision making. Family Self-Sufficiency participants will be encouraged to participate.

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:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (1)]

Exemptions from Component 12: High
component. Section 8-Only PHAs are

A. PHA Coordination with the Welfare (TANF) Agency

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? DD/MM/YY
Informal Agreement Only

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.)

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 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	NA	NA
Section 8	78	38

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 the U.S. Housing Act of 1937

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

Not Applicable

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

Exemptions from Component 13: Hi Section 8 Only PHAs may skip to participating in PHDEP and are sub component D.

- _____ 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 use 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

Not applicable

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)

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)

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

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2000 PHDEP funds 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)]

NOT Applicable

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.

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)]

Not Applicable

Exemptions from component 17: Sec
High performing and small PHAs are r

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 (File name)

Provided below:

The Resident Advisory Board continues to recommend the following:

- a) The PHA continue to apply for more Section 8 HUD Vouchers
 - b) Encourage more landlords to accept HUD Section 8 Vouchers, so that voucher holder will have more housing choices
- Advocate for reasonable rents
Continue to promote Homeownership Program
Encourage participation in Family Self Sufficiency Program
Strengthen Resident Advisory Board Organization

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)

B. Description of Election process for Residents on the PHA Board

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

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)

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 (provide name here and jurisdiction necessary).

1. Consolidated Plan jurisdiction: (provide name here)

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)

The City of Marietta's Consolidated Plan for FY 2003, includes language concerning the PHA's Programs.

Strategic Plan

General

-determined a significant need for affordable and decent housing that is lead free
With the Section 8 Housing Choice Voucher Program, each unit is inspected before Renting and is checked annually to assure compliance.

Affordable Housing

Rental Assistance 0-50% MFI 300 Units

Other Special Needs

The City of Marietta provides Section 8 funds designated for persons with Special needs.

Anti-Poverty Strategy

Section 8 Family Self-Sufficiency Program

Section 8 Housing Choice Voucher Program

_____ 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.

Attachments

Use this section to provide any additional information.

City of Marietta, Ohio PHA

PHA Plan Attachment A

Section 8 Tenant-based voucher Homeownership Option

The City of Marietta, Ohio, Public Housing Agency (PHA) hereby establishes a Section 8 tenant-based voucher homeownership option in Marietta and Washington County, Ohio, pursuant to the US Department of Housing and Urban Development's (HUD) final rule 24 CFR 5, 903 and 982, dated September 12, 2000.

Eligibility Criteria

Each calendar year the PHA will determine how many Section 8 Housing Choice Vouchers will be issued and may utilize the subsidy to purchase rather than rent a home, subject to the following requirements:

1. A family must meet the general requirements for continued participation in the PHAs Section 8 tenant-based programs.
2. Current Section 8 program participants must be in full compliance with their lease and program requirements and must terminate their current lease arrangement in compliance with the lease.
3. The family satisfies any first time homebuyer requirements, where a family member must not have owned title to a principal residence in the last three years (also includes a single parent who become displaced homemaker, who, while married, owned a home with spouse or resided in home owned by spouse). Residents of limited equity cooperatives are eligible for homeownership option.
4. If a family member previously received assistance under the homeownership option, and has defaulted on a mortgage securing debt incurred to purchase the home they shall be barred from participation.
5. Except for cooperative members who have acquired cooperative membership shares prior to commencement of homeownership assistance, no family member has a present ownership interest in a residence at the commencement of homeownership assistance for purchase of a home.
6. Participates in the Section 8 homeownership option enrolls in the a pre- and post-purchase homeownership counseling program and be deemed to be Amortgage ready@ before a homeownership voucher will be issued. At a

minimum, the counseling program will cover the following:

- Home maintenance
 - Budgeting and money management
 - Credit Counseling;
 - How to negotiate the purchase price;
 - How to obtain homeownership financing;
 - How to find a home: and
 - Advantages of purchasing and how to locate a home in an area that does not have a high concentration of low-income families.
7. Initially, the program will give priority to current and previous Family Self-Sufficiency participants who successfully complete the FSS program and continue to be eligible for Section 8 assistance. Families participating in FSS shall be offered the housing choice voucher, if there are any remaining vouchers they shall be offered to families that are participating in the Family Self-Sufficiency program.
 8. A family of which a family member is a person with disabilities, and use of the homeownership option is needed to provide housing as a reasonable accommodation.
 9. The family satisfies the employment requirements.
 10. The family has not defaulted on a mortgage securing debt to purchase a home under the homeownership option.
 11. Except for cooperative members who have acquired cooperative membership shares prior to the commencement of homeownership assistance, the family has entered a contract of sale.

Homeownership Downpayment

The PHA has established a minimum homeowner downpayment of at least 3 percent of the purchase price. If community resources are involved in the downpayment the family must provide at least one percent of the purchase price from the family's personal resources. The PHA, at its discretion, may waive the one-percent from the family's personal resources, if it has coordinated downpayment assistance with other available community resources.

Statement of Family Obligations

Before commencement of homeownership assistance, the family must execute a statement of family obligations in the form described by HUD. In the statement, the family agrees to comply with all family obligations under the homeownership option.

Family Obligations:

The family must comply with the following obligations.

- 1, To the extent required by PHA, the family must attend and complete

ongoing homeownership and housing counseling.

2. The family must comply with the terms of any mortgage securing debt incurred to purchase the home or any other financing.
3. So long as the family is receiving homeownership assistance, the family may not sell, convey or transfer any interest in the home to any entity or person other than a member of the assisted family residing in the home.
4. The family may grant a mortgage on the home for debt incurred to finance purchase of the home or any refinancing of such debt that is approved in advance by the PHA and meets HUD underwriting regulations.
5. Upon death of a family member who holds, in whole or in part, title to the home or ownership of cooperative membership shares for the home, homeownership assistance may continue pending settlement of the decedent's executor or legal representative, so long as the home is solely occupied by remaining family members.
6. So long as the family is receiving homeownership assistance, the family must supply required information regarding income and family composition in order to calculate total correctly total tenant payment.
7. The family must supply any information on any mortgage or other debt incurred to purchase the home, any refinancing of such debt, any sale or other transfer of any interest in the home or the family's homeownership expenses.
8. The family must notify PHA in writing within five business days, if the family fails to make required mortgage payments or is notified of a default on a mortgage securing any debt incurred to purchase the home.
9. The family must notify PHA in writing within thirty days before the family moves out of the home.
10. During the time the family receives homeownership assistance no family member may have any ownership interest in any other residential property.
11. At the time of annual re-certification, the family must document that he or she is current on mortgage, insurance and utility payments.
12. The family may not take out a home equity loan without prior written consent from PHA.
13. The family must comply with family obligations under Section 8 program.
14. The family may not sublet or lease.
15. My/Our family (including each family member) must not commit fraud, bribery or any other corrupt or criminal act in connection with the program.
16. My/Our family (including each family member) must not participate in illegal drug or violent criminal a activity.

Continued Assistance Requirements

Homeownership assistance may only be paid while the family is residing in the home. If the family moves out of the home, PHA may not continue homeownership assistance after the month when the family moves out. The family or lender is not required to refund to the PHA the homeownership assistance for the month, when the family moves out.

Time Frame of Utilization

A participating family must locate a home and sign a satisfactory AContract of Sale@ and arrange Financing within 180 days of a letter of eligibility.

If a participating family is unable to enter into a [Contract of Sale] or arrange financing (other than for unsatisfactory credit) before the end of the 180 day deadline and the family has demonstrated progress by identifying houses to purchase and that it has sought financing that is pending, than an additional 90 days will be granted.

Any extension beyond the 270 days will be subject to the availability of units in the fiscal year and is at the sole discretion of the Section 8 Program Director.

Portability

Families that are determined eligible for homeownership assistance may exercise the homeownership option outside the PHA's jurisdiction, only if the receiving public PHA is administering a Section 8 homeownership program and is accepting new families into its Section 8 homeownership program.

Income Eligibility

1. The family must demonstrate that the annual income (gross income) of the adult family members who will own the home at commencement of homeownership assistance is not less than the Federal minimum hourly wage multiplied by 2,000 hours. (Families in which the head of household or spouse is disabled or elderly are exempt from this requirement. Families with a disabled household member may request an exemption as a reasonable accommodation.)

2. Except in the case of an elderly family or disabled family the PHA shall not count any welfare assistance received by the family in determining annual income.

3. The [disregard welfare assistance] income only effects the determination of minimum annual income used to determine if a family initially qualifies for commencement of homeownership assistance, but does not effect the determination of income eligibility for admission to the voucher program, calculation of the amount of homeownership assistant payments on behalf of the family.

Employment Requirements

The family must demonstrate that one or more adult members of the family who will own the home at commencement of homeownership assistance:

1. Is currently employed on full time basis (the term A "full time employment" means not less than an average of 30 hours per week) and has been continuously employed so during the year before commencement of homeownership assistant for the family.

2.The employment requirement may not apply to elderly family or a disabled family (which is a family that includes a person with disabilities) The PHA shall grant an exemption from the employment requirement if the PHA determines that an exemption is needed as a reasonable accommodation so that the program is readily accessible to and usable by persons with disabilities.

Unit Eligibility

1. PHA must determine that the unit is eligible.
2. The unit was either under construction or already existing at the time the PHA determined that the family is eligible for homeownership assistance to purchase the unit.
3. The unit is a one-unit property.
4. The unit has been inspected by the PHA's inspector and by an independent inspector designated by the family.
5. The unit satisfies HQS.
6. The participant must determine and document whether or not the unit is in an airport runway clear zone or an airfield clear zone.
7. The participant must determine and document whether or not the unit is in a flood hazard area. Units in flood hazard areas must be insured for flood damage.
8. The PHA may not approve a unit if the PHA has been informed (by HUD or otherwise) that the seller is debarred, suspended, or subject to limited denial of participation.

Special Housing Type

Families are not permitted (including families that move into the PHA program under portability procedures) to use the following special housing type:

1. Congregate Housing
2. Group home
3. Shared housing
4. Cooperative housing (excluding families that are not cooperative)

- members)
- 5. Manufactured homes
- 6. Single room occupancy (SRO)

Independent Inspections

1. An independent professional inspector selected by and paid for by the family must inspect the unit. The independent inspector may not be a PHA employee or contractor or other person under the control of the PHA. The independent inspection must cover major building systems and components, including foundation and structure, housing interior and exterior, and the roofing, plumbing, electrical, and heating systems. The independent inspector must be qualified to report on property conditions, including major building systems and components.
2. The independent inspector must provide a copy of the inspection report to both the family and the PHA. The PHA may not commence homeownership assistance for the family until the PHA has reviewed the inspection report of the independent inspector.
3. The PHA shall have the discretion to disapprove the unit for assistance under the homeownership option because of information in the inspection report.

Contract of Sale

1. Before commencement of homeownership assistance, a member or members of the family must enter in a "Contract of Sale" with the seller of the unit to be acquired by the family. The family must give the PHA a copy of the sale of contract. Except for cooperative members who have acquired cooperative shares prior to commencement of homeownership assistance.
2. The contract of sale must:
 - a. Specify the price and other terms of sale by the seller to the purchaser.
 - b. Provide that the purchaser will arrange for a pre-purchase inspection of the dwelling unit by an independent inspector selected by the purchaser.
 - c. Provide that the purchaser is not obligated to purchase the unit unless the inspection is satisfactory to the purchaser.
 - d. Contain a certification from the seller that the seller has not been debarred, suspended, or subject to a limited denial of participation.

Lease Purchase Agreement

This program is designed for a HUD approved mortgage. Tenants with Lease Purchase Agreements (sometimes called a Land contracts) are eligible only as a tenant participant and will not be considered under this homeownership program.

Permitted Ownership Arrangements

The homeownership option may be utilized in two types of housing:

1. A unit owned by the family, where one or more family members hold title to the home.
2. A cooperative unit, where one or more family members hold membership shares in the cooperative.

Financing

The household is responsible for obtaining financing. Financing must comply with secondary mortgage market underwriting requirements.

If financed with FHA mortgage insurance such financing is subject to FHA mortgage insurance requirements. If purchase of home is financed without FHA mortgage insurance requirements, FHA mortgage insurance requirements are not applicable.

Seller financing, co signing of promissory notes and balloon payments are prohibited forms of financing in this program.

Voucher funds may not be used to assist with financing cost (downpayment, closing cost, etc).

Assistance Payment

The Payment standard will determine the maximum subsidy in the homeownership option program. The PHA will use the same voucher program payment standard amounts for homeownership option, as the Section 8 Tenant based assistance program.

Payment standards amounts are the greater of (1) payment standard at commencement of homeownership assistance or (2) payment standard at most recent eligibility reexamination since the commencement of homeownership assistance.

The family's Section 8 homeownership assistance payment (HAP) will be the lower of (1)

Section 8 payment standard minus the total homeowner payment or (2) the monthly homeownership expenses minus the total homeowner payment.

PHA will annually reexamine family income and composition and make appropriate adjustments to the amount of the monthly housing assistance payment.

Forty percent of adjusted monthly income limitation does not apply to homeownership families. If the homeownership expenses exceed the payment standard, the family will pay the difference in addition to the total homeowner payment.

If the family's income increases to a point that they do not receive assistance payment, eligibility for such payments will continue for 180 calendar days. At the end of a continuous period of 180 days without any assistance payments, eligibility for Section 8 assistance will automatically terminate.

Homeownership Expenses

Housing assistance payments will be made directly to the lender. If the housing assistance payment is greater than the mortgage payment, maintenance allowance and tax/insurance escrow payments, the difference will be paid to the family.

Homeownership expenses include:

- 1) interest and principal for original mortgage debt
- 2) real estate taxes
- 3) mortgage insurance
- 4) homeowner insurance
- 5) utility allowance from rental voucher program
- 6) PHA allowance for routine maintenance cost.

Maximum Term of Homeownership Assistance

Section 8 assistance will only be provided for the months the family is in residence in the home. The maximum length of time a family may receive homeownership assistance is 15 years, if the original mortgage, incurred to finance the purchase of the home, has a term of 20 years or longer. In all other cases the maximum term of assistance is 10 years. Elderly and disabled families are exempt from this time limit.

Maximum term of homeownership assistance applies to the total time a family receives homeownership assistance, regardless of whether the family purchases another home.

The maximum term applies to any member of the family who:

1. Has an ownership interest in the unit during the time that homeownership payments are made; or
2. Is the spouse of any member of the household, who has an ownership interest in the unit during the time homeownership payments are made.
3. If, during the course of homeownership assistance, the family ceases to qualify as a disabled or elderly family, the maximum term becomes applicable from the date that homeownership assistance commenced. However, such a family must be provided at least 6 months of homeownership assistance after the maximum term becomes applicable (provided the family is otherwise eligible to receive homeownership assistance in accordance with this part).

Move To A New Unit

Families are prohibited from moving to a new unit if they own title or interest in the prior home, have not resided in the original home for one year, and/or if the family has failed to comply with all initial requirements.

A homeownership family may purchase another home with Section 8 assistance provided there is no mortgage loan default and the family is in compliance with the "statement of homeowner obligation".

Limitations

The number of families that will be assisted with homeownership assistance will be determined by the PHA at the beginning of each calendar year.

Defaults

If a participant in the Homeownership Option defaults on his or her home mortgage loan, the participant will not be able to use his or her homeownership voucher for continued rental housing, but may reapply for the Section 8 waiting list according to the policies denial of services for serious violations.

Denial or Termination of Assistance

PHA shall deny or terminate homeownership assistance for the following reasons:

1. Failure to comply under basic voucher program rules
2. Failure to comply with family obligations
3. Mortgage default

Recapture of Homeownership Assistance

Upon the purchase of a home, a family receiving homeownership assistance shall execute a binding agreement, as required by HUD and consistent with State and Local law, that secures the PHAs right to recapture the homeownership assistance, when there is a denial or termination of assistance, involuntary resale or voluntary resale. A recorded lien, secured by a mortgage agreement that specifies the terms of the recapture of homeownership subsidy, shall be subordinate only to the original first mortgage.

In the case of the voluntary sale of the home, the recapture amount shall be:

1. The amount of homeownership assistance provided to the family adjusted to reflect the automatic reduction or
2. If the sale of the house does not result in equity that is sufficient to pay for the recapture amount as outlined above, including the automatic reduction, then the recaptured amount shall be determined using the actual sales price of the home minus the balance of first mortgage.

Purchase of a subsequent home

Homeowner assistance provided will be exempted from repayment, when equity earned as a result to the sale of an assisted home is subsequently used to purchase a another home, while the family is still eligible under this Section 8 homeownership option. The length of assistance will be based on the original purchase and the automatic reduction will take place on the original timeline.

If the sale is an "identity-of-interest" transactions, in which case, the PHA shall establish a sales price and a recapture amount, based on the fair market value, as determined by a fee appraiser to be compensated by the participant.

Automatic Reduction

The amount of homeownership assistance subject to recapture will automatically be reduced over a ten-year period, beginning one year from the purchase date.

- 10% after 1 year
- 20% after 2 years
- 30% after 3 years
- 40% after 4 years
- 50% after 5 years
- 60% after 6 years
- 70% after 7 years

80% after 8 years
90% after 9 years
100% after 10 years

At the end of the 10 year period, the amount of homeownership assistance subject to recapture will be zero.

Provisions that do not apply

The following types of provisions do not apply to assistance under the homeownership options:

1. Any provision concerning the Section 8 owner or HAP contract between the Housing Authority and owner.
2. Any provisions concerning the assisted tenancy or the lease between the family and owner.
3. Any provisions concerning the PHA approval of tenancy.
4. Any provisions concerning rent to owner or rent reasonableness.
5. Any provisions concerning issuance or term of voucher.

WM Section 8 Homeownership Checklist

Application

Sales Contract w/additions

Family Obligations Checklist

Unit Eligibility Checklist

Mortgage & Promissory Note

****Payment Assistance - Astrid**

****Default Notice?**

****Termination Notice - Astrid**

Recapture Notice

Recapture Spreadsheet

Reduction Notice

Reduction Spreadsheet

STATEMENT OF FAMILY OBLIGATIONS

Before commencement of homeownership assistance, the family **must** execute a statement of family obligations in the form described by HUD. In the statement, the family agrees to comply with all family obligations ;under the homewonership option.

The family must comply with the following obligations:

- 1.1 Attend and complete ongoing homeownership and housing counseling.
- 1.2 Comply with the terms of any mortgage securing debt incurred to purchase the home or any other financing.
- 1.3 So long as the family is receiving homeownership assistance, the family may not sell, convey or transfer any interest in the home to any entity or person other than a member of the assisted family residing in the home.
- 1.4 The family may grant a mortgage on the home for debt incurred to finance purchase of the home or any refinancing of such debt that is approved by the PHA in advance and meets HUD underwriting regulations.
- 1.5 Upon death of a family member who holds, in whole or in part, title to the home or ownership of cooperative membership shares for the home, homeownership assistance may continue pending settlement of the decedents executor or legal representative, so long as the home is solely occupied by remaining family members.
- 1.6 So long as the family is receiving homeownership assistance, the family must supply required information regarding income and family composition in order to calculate total correctly total tenant payment.
- 1.7 Supply any information on any mortgage or other debt incurred to purchase the home, any refinancing of such debt, any sale or other transfer of any interest in the home or the familys homeownership expenses.
- 1.8 Notify PHA in writing within five business days, if the family fails to make required mortgage payments or is notified of a default on a mortgage securing any debt incurred to purchase the home.
- 1.9 Notify PHA in writing within thirty days before the family moves out of the home.
- 1.10 During the time the family receives homeownership assistance no family member may have any ownership interest in any other residential property.
- 1.11 At the time of annual re-certification, the family must document that he or she is current on mortgage, insurance and utility payments.
- 1.12 May not take out a home equity loan without prior written consent from PHA.
- 1.13 Comply with family obligations under Section 8 program.
- 1.14 The family may not sublet or lease.

1.15 My/Our family (including each family member) must not commit fraud, bribery or any other corrupt or criminal act in connection with the program.

1.16 My/Our family (including each family member) must not participate in illegal drug or violent criminal a activity.

_____ Date _____
Purchaser

_____ Date _____
Purchaser

UNIT ELIGIBILITY CHECKLIST

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

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

Line No.	Summary by Development Account	Total Estimated
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	
4	1410 Administration	
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	
11	1465 1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	
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	Amount of Annual Grant (Sum of lines 2-19)	
21	Amount of line 20 Related to LRP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Section 504 Compliance	
24	Amount of line 20 Related to Section 504 Compliance	

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

--	--	--	--

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)

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Total estimated cost over next 5 years				

