

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

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# PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004

Annual Plan for Fiscal Year 2004

## **Fairfield Metropolitan Housing Authority Annual Plan for Fiscal Year 2004**

## PHA Plan

### Agency Identification

**PHA Name:** Fairfield Metropolitan Housing Authority

**PHA Number:** OH070

**PHA Fiscal Year Beginning:** 01/2004

### Public Access to Information

**Information regarding any activities outlined in this plan can be obtained by contacting:**

- 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:

- 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:

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

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

**A. Mission**

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

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

**B. Goals**

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

- PHA Goal: Expand the supply of assisted housing  
Objectives:
- Apply for additional rental vouchers:
  - Reduce public housing vacancies:
  - Leverage private or other public funds to create additional housing opportunities:
  - 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:
    - Explore possible grant opportunities**

**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:
    - FMHA already implements Deconcentration and income mixing as much as possible.**
    - FMHA will continue to offer employment to PH residents as we have in the past.**
    - FMHA will continue to aggressively work with JFS fraud unit and Lancaster Police Department**
    - FMHA will continue to follow the Preventative Maintenance Plan**
    - FMHA will continue to maintain “curb appeal”**

**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:  
**Provide Homeownership Training to eligible families**

**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:  
**FMHA will manage units designated for MRDD clients**

**Other PHA Goals and Objectives: (list below)**

**Maintain a fiscally responsible and responsive PHA**

- o **Responsibly manage the assets and liabilities of HA**
- o **Continue to actively pursue collection of past bad debts**
- o **Seek formal and informal joint ventures and/or partnerships with private sector, public agencies, and non-profits**

**Develop FMHA website**

**Annual PHA Plan**  
**PHA Fiscal Year 2004**  
[24 CFR Part 903.7]

**i. Annual Plan Type:**

**Standard Plan**

**Streamlined Plan:**

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

**Troubled Agency Plan**

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

[24 CFR Part 903.7 9 (r)]

**PROGRESS NARATIVE**  
**IN MEETING 5-YEAR MISSION AND GOALS**

**Executive Summary 2003**  
**For 2004 Annual Plan**

Fairfield Metropolitan Housing Authority has had a goal to:

- 1) Expand the supply of assisted housing in Fairfield County since 2000. Since that time FMHA has increased the number of vouchers in our county from 675 in January 2000 to 828 in January of 2002 to over 1000 in January 2003. FMHA applied for Mainstream Vouchers that were made available per the Super NOFA and also applied for any reallocated vouchers that may be available. We continue to search for ways to increase the supply of housing available for low income families. We plan to work with the Lancaster Community Housing Corporation and other area agencies to increase the supply of suitable homes for first time home buyers.
- 2) Improve the quality of assisted housing, which we have done and are evident in our PASS and MASS scores. We have increased our customer satisfaction by continuing to improve the rental units owned and managed by FMHA in the past year. We completely remodeled an additional 13 kitchens and baths (completed in June 2003). Through the Landlord Education Program we started in 2002 we continue to educate landlords participating in the Section 8 Program about their responsibility to maintain their rentals by offering quarterly sessions which have been very well attended.

- 3) Assisted in increasing housing choices by educating our Housing Choice Vouchers holders about the option of portability. This is included in each briefing. We have raised the payment standards to 105% to 110%. We coordinate our efforts with Project House Call to supply vouchers holders with a listing of available units and landlords.
- 4) We strive to provide healthy environments in our neighborhoods by continually screening applicants and endeavor to keep an economic mix of incomes in each neighborhood as much as possible. We work with the RAB to encourage and support beautification projects. We list our job openings with the Dept. of Jobs and Family Services to affirmatively market employment opportunities. We contract with our Public Housing residents for seasonal work and interim/temporary maintenance jobs.
- 1) We promote self-sufficiency and asset development of families and individuals by operating a "voluntary" Section 8 FSS Program. FMHA has 4 mandatory slots filled and another 22 families enrolled in the program. FMHA applied for funds to secure a full-time FSS Coordinator to support our ongoing efforts which is sorely needed. FMHA began a Homeownership Program in July 2003 with 40 individuals enrolled in our first series of Homebuyer education classes. We have a wait list of people for our next series. We plan to submit an addendum to our FSS Plan to allow participation of Public Housing families. We encourage our PH families to be involved in the RAB and send out information to them regularly regarding free classes for budgeting and other family life skills. We hold regular RAB meetings to get resident input about their needs.
- 2) Community Outreach Efforts: In 2003 FMHA took a role in the continuum of care issue by chairing the Fairfield County Housing Coalition. This coalition was formed to bond agencies together in service delivery and keep each other informed of the needs and availability of housing opportunities for low income families. As Executive Director and Chairman of the Coalition, I regularly send out important information about legislation and other issues affecting housing. I report bi-monthly at the Family, Adult & Children First Council meetings.

In addition to the above, I would like to add that FMHA has weathered another turbulent year. We continue to train staff just when it looks like the ship will be sailing smooth, changes occur beyond our control (such as the new HUD regulations implemented this year). After having to play "catch-up" in many respects last year, and doing so in many regards including leasing. We have a dedicated core of staff who worked diligently and long hours to make the positive changes occur. They will continue to reach for our goals, and no doubt make many more positive changes in 2004.

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

**iii. Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

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Admission Policy for Deconcentration	oh070a04
FY 2003 Capital Fund Program Annual Statement	oh070b04
PHA Management Organizational Chart	oh070c04
FY 2000 Capital Fund Program 5 Year Action Plan	oh070d04
Comments of Resident Advisory Board	oh070e04
Policy for Granting A Voucher Extension (Disability)	oh070f04
Preferences in Ranking Eligible Applicants	oh070g04
Ranking Local Preferences	oh070h04

Required Attachments:

- Admissions Policy for Deconcentration
- FY 2002 Capital Fund Program Annual Statement
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

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

**Supporting Documents Available for Review**

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the	Annual Plan:

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	public housing program	Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
X	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
N/A	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
N/A	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
N/A	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

## **1. Statement of Housing Needs**

[24 CFR Part 903.7 9 (a)]

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

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
Family Type	Overall	Afford- ability	Supply	Quality	Access- ibility	Size	Loca- tion
Income <= 30% of AMI	2070	5	3	3	2	3	3
Income >30% but <=50% of AMI	5261	5	3	3	2	3	3
Income >50% but <80% of AMI	11897	5	3	3	2	3	3
Elderly	13626	5	3	3	4	3	3
Families with Disabilities	17380	5	3	3	4	3	3
Race/Ethnicity (White)	116744	5	3	2	3	3	3
Race/Ethnicity (Black)	3314	5	4	2	3	3	3
Race/Ethnicity (American Native, Alaska Native, Asian)	1105	5	4	2	3	3	3
Race/Ethnicity (Other)	246	5	4	2	3	3	3

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

- Consolidated Plan of the Jurisdiction/s  
Indicate year:
- 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)  
**2000 U.S. Census**

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

<b>Housing Needs of Families on the Waiting List</b>			
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	1401	100%	249.6
Extremely low income <=30% AMI	1275	91%	
Very low income (>30% but <=50% AMI)	126	.9%	
Low income (>50% but <80% AMI)	0	0	
Families with children	869	62%	
Elderly families	33	2%	
Families with Disabilities	276	20%	
Race/ethnicity (white)	1331	95%	
Race/ethnicity (black)	42	3%	
Race/ethnicity (Amer. Indian)	14	1%	
Race/ethnicity (Other)	14	1%	
Characteristics by Bedroom Size (Public Housing)			

Housing Needs of Families on the Waiting List			
Only)			
1BR	47	3%	
2 BR	1043	77%	
3 BR	242	18%	
4 BR	28	2%	
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes: 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

#### (1) Strategies

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

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

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- MAY** 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  
**Support the development activities of non-profit developers for HCV participants**

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

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

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

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

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- Employ admissions preferences aimed at families with economic hardships
- Adopt rent policies to support and encourage work
- Other:  
**Adopt local preferences**  
**Maximize the number of Homeownership opportunities for Fairfield County residents**

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

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

- Employ admissions preferences aimed at families who are working
- Adopt rent policies to support and encourage work
- Other:  
**Adopt local preferences**  
**Maximize the number of Homeownership opportunities for Fairfield County residents**

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

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

- Seek designation of public housing for the elderly
- Apply for special-purpose vouchers targeted to the elderly, should they become available

- Other: (list below)  
**Adopt local preferences – HCV gives preference to families whose head, spouse, or sole member is 62 years of age or older**  
**Need: Specific Family Types: Families with Disabilities**

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

- Seek designation of public housing for families with disabilities  
 Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing  
 Apply for special-purpose vouchers targeted to families with disabilities, should they become available  
 Affirmatively market to local non-profit agencies that assist families with disabilities  
 Other: (list below)

**Adopt local preferences for persons with disabilities – HCV gives preference to families with a disabled family member**  
**Need: Specific Family Types: Races or ethnicities with disproportionate housing needs**

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

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

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

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



**FMHA maintains database of available rental units to assist families find housing**

**FMHA provides a map to applicants indicating poverty areas**

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

**(2) Reasons for Selecting Strategies**

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

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

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

[24 CFR Part 903.7 9 (b)]

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2000 grants)</b>		
a) Public Housing Operating Fund	154,721	
b) Public Housing Capital Fund	242,400	
c) HOPE VI Revitalization	N/A	
d) HOPE VI Demolition	N/A	
e) Annual Contributions for Section 8 Tenant-Based Assistance	4,453,800	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	N/A	
g) Resident Opportunity and Self- Sufficiency Grants	?? if funded	
h) Community Development Block Grant	N/A	
i) HOME	N/A	
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
2002 Grant 501-02	69,610	

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
<b>3. Public Housing Dwelling Rental Income</b>	205,000	
<b>4. Other income</b> (list below)		
Interest	6,000	
FSS Coordinator grant (if funded)		
<b>5. Non-federal sources</b> (list below)		
United Way grant (if funded)		
<b>Total resources</b>	4,949,779	

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

[24 CFR Part 903.7 9 (c)]

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

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

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

- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit:  
**Bi-monthly or as needed**
- Other:  
**Prior to being housed**

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

- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Other  
**Personal references**

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

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

**(2)Waiting List Organization**

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

- Community-wide list  
 Sub-jurisdictional lists  
 Site-based waiting lists  
 Other (describe)

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

- PHA main administrative office  
 PHA development site management office  
 Other

**In person, by phone, by mail**

**Pre-application card available at all community service agency offices**

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

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

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

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

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

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

**(3) Assignment**

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

- One  
 Two  
 Three or More

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

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

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

a. Income targeting:

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

b. Transfer policies:

In what circumstances will transfers take precedence over new admissions? (list below)

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

c. Preferences

1.  Yes  No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If "no" is selected, skip to subsection **(5) Occupancy**)

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

Former Federal preferences:

- Involuntary Displacement (Disaster, Government Action, Action of Housing

- Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

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

**Terminally ill, homeless**

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

**See Attachment oh070g04, oh070h04**

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 PHA's Admissions and (Continued) Occupancy policy  
 PHA briefing seminars or written materials  
 Other source

**Pre-occupancy classes, brochure**

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

## **B. Section 8**

### **(1) Eligibility**

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

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

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

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



- d.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug-related activity
  - Other

**The PHA will furnish prospective owners with information about the family's rental history, any history of drug trafficking, eviction history, damage to rental units, other aspects of tenancy history: unauthorized live-in complaints, HA debts, or other pertinent information (upon request from the landlord).**

**(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)
- Mail**  
**Other Social Service agencies**

**(3) Search Time**

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

If yes, state circumstances below:

**PHA gives a maximum of 60 days at the beginning of voucher issuance. We have a policy for granting a Voucher extension for a person with disability who needs Reasonable Accommodation. See Attachment oh070a02**

**(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)

**See Attachments oh070g04, oh070h04**

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 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)

**See Attachments oh070g04, oh070h04**

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

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

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

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

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

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

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

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

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

**Federal Regulations**

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

- Through published notices
- Other

**Housing Coalition Meetings**

**Agency area meetings**

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

[24 CFR Part 903.7 9 (d)]

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

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

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

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

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

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

e. Ceiling rents

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

Yes for all developments

Yes but only for some developments

No

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

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

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

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

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (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  
**Any time a family experiences an income decrease or change in family composition**

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

**(2) Flat Rents**

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (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. Section 8 Tenant-Based Assistance**

### **(1) Payment Standards**

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

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

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

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

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (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  
**Rent burden is too high**

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)]

**A. PHA Management Structure**

- 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:

**B. HUD Programs Under PHA Management**

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	96	3/month
Section 8 Vouchers	879	249.6
Section 8 Certificates	N/A	N/A
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)	20	0
Public Housing Drug Elimination Program (PHDEP)	N/A	N/A



<b>Family Self-Sufficiency</b>		
<b>Homeownership</b>	0-5	0
Other Federal Programs(list individually)		

**C. Management and Maintenance Policies**

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

**Maintenance Guidebook**  
**HUD Maintenance Guidebook**  
**Personnel Policy**

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

**Administrative Plan**  
**Federal Regulations**

**6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

**A. Public Housing**

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

If yes, list additions to federal requirements below:

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**

[24 CFR Part 903.7 9 (g)]

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

#### **(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 (oh070b04)

-or-

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

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

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

b. If yes to question a, select one:

- The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (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)

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

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

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

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

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

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

**We are looking into the possibility of building two replacement PH units originally sold under 5(l) program. FMHA will look into other possibilities for meeting the housing needs of the county as they are brought into focus.**

**8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

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.)

<b>Demolition/Disposition Activity Description</b>	
1a. Development name: 1b. Development (project) number:	
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>	
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>	

4. Date application approved, submitted, or planned for submission: (DD/MM/YY)
5. Number of units affected:
6. 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)]

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

2. Activity Description

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

<b>Designation of Public Housing Activity Description</b>
---

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

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

[24 CFR Part 903.7 9 (j)]

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

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

#### 2. Activity Description

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

<b>Conversion of Public Housing Activity Description</b>
1a. Development name: 1b. Development (project) number:
2. What is the status of the required assessment?

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

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

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

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

[24 CFR Part 903.7 9 (k)]

### **A. Public Housing**

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.)



<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>	
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 <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one)	<input type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
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.)

### 2. Program Description:

#### a. Size of Program

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

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

- 25 or fewer participants  
 26 - 50 participants

- 51 to 100 participants
- more than 100 participants

b. PHA-established eligibility criteria

- Yes  No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?

If yes, list criteria below:

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

[24 CFR Part 903.7 9 (1)]

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

1. Cooperative agreements:

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

If yes, what was the date that agreement was signed? DD/MM/YY

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. )

<b>Services and Programs</b>				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
Family Self-Sufficiency	10	Specific Criteria	PH FSS	PH/HCV
Homeownership	10	Specific Criteria	Homeownership Program	PH/HCV
Pre-Occupancy Class	90	Waiting List Applicant	PH Dept	Selection from Waiting List

--	--	--	--	--

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

a. Participation Description

<b>Family Self Sufficiency (FSS) Participation</b>		
<b>Program</b>	<b>Required Number of Participants (start of FY 2000 Estimate)</b>	<b>Actual Number of Participants (As of: DD/MM/YY)</b>
Public Housing	10	New Program beginning 09/01/2003
Section 8	25	27

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

If no, list steps the PHA will take below:

**C. Welfare Benefit Reductions**

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

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

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

### **13. PHA Safety and Crime Prevention Measures**

[24 CFR Part 903.7 9 (m)]

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

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

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

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

- Safety and security survey of residents
- Analysis of crime statistics over time for crimes committed "in and around" public housing authority
- Analysis of cost trends over time for repair of vandalism and removal of graffiti
- Resident reports

- PHA employee reports
- Police reports
- Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- Other (describe below)

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

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

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

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

**Send notice on how to report criminal behavior**  
**Maintain RAB to represent all Public Housing residents**

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

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

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

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

**We are voluntarily enrolled in Drug Task Force**

1. Which developments are most affected?

**Shallow Ridge, West Chestnut, East Walnut**

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

- 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)]

**Fairfield Metropolitan Housing Authority  
Pet Agreement**

This Agreement is entered into the \_\_\_\_\_ day of \_\_\_\_\_, 2000 by and between Fairfield Metropolitan Housing Authority, hereinafter referred to as "FMHA", and \_\_\_\_\_, hereinafter referred to as "Resident", renting the premises located at \_\_\_\_\_. **This Agreement is an Addendum and part of the Lease Agreement between FMHA and Resident.** In the event of default by Resident of any of the terms, the FMHA is entitled to pursue any rights or remedies provided by law. In consideration of their mutual promises, FMHA and Resident agree as follows:

1. A pet is defined as:
- A) dog or cat with an adult weight of 25 pounds or less.
  - B) Up to two small caged animals such as a hamster, gerbil or small bird.
  - C) Fish in a container not to exceed (40) gallons.

Note: A larger dog may become part of a household if it is a service animal that assist persons with disabilities as described in Sec 960.705 of the Federal Register.

There will not be any exceptions to this rule. If you get a puppy, be sure that it will not exceed the 25 pound weight limit when it is an adult dog. Any animal that exceeds these limits will have to go or the whole family will have to move. **BE FORWARDED.** Excuses such as "we did not know it would get so big" will not change the outcome.

2. FMHA Neighborhoods where pets are allowed:  
 ?? **Dogs that weigh 25 pounds or less are only permitted at households that have a fenced-in yard.**  
 Only "inside" pets are allowed in neighborhoods where one or more of the PH units does not have a fenced-in yard. **Inside pets are small caged animals and cats that are declawed, litter box trained, and are never allowed outside the unit.** These neighborhoods are:  
     Lane Avenue                      Shallow Ridge Place              West Chestnut Street  
     Hanover Court

☞ All the above categories of pets are permitted in these neighborhoods:  
     Amherst Place                      Spring Street                      East Walnut Street

2. **No pets shall be allowed in or about said premises without prior written approval from FMHA.** To get pre-approval for a specific pet, the family must contact FMHA and provide information including a written description of the pet including the estimated expected adult weight and documentation of initial shots from a vet. After pre-approval, the family must sign the Pet Agreement and pay the additional security deposit in full. If the pet is a dog or a cat the following is also required within the following eight (8) months:

- A) A picture of the pet;
  - B) Verification completed by a veterinarian that the animal has been:
    - a) spayed or neutered,
    - b) declawed, if a cat,
    - c) licensed, if a dog
- Date Due:
- \_\_\_\_\_

At each annual recertification, the resident must provide:

- A) Verification completed by a veterinarian:
    - a) the animal is current on all shots
    - b) weight of the animal
  - A) Verification that the dog is currently licensed.
- Recertification Date:
- \_\_\_\_\_

2. Resident may have only one (1) common household pet( cat or dog) plus up to two (2) small caged animals such as small birds, hamsters, or gerbils.
5. **As an additional security deposit, Resident agrees to pay FMHA the sum of \$ 300.00** for any common household pet ( cat or dog); and \$50.00 for up to two small caged pets. No additional security deposit is required for fish. The additional sums shall be added to the Lease Agreement Security Deposit. At the time of Lease Agreement Termination, the security deposit shall be dispersed as required by law. This deposit may not be used until move-out.
6. In addition, resident agrees to pay a nominal non-refundable pet fee of \$25.00 per month for a cat or dog that is to be kept in or about the premises.
7. Resident agrees to maintain pet(s) responsibly and in accordance with applicable State and local public health, animal control, and animal anti-cruelty laws and regulations and with the policies established by FMHA.



8. Resident agrees that the pet will not be outside the unit unless the owner has it under restraint. The pet may not be kept out on a chain nor in a doghouse outside. A dog must be on a leash if outside the fenced in area of your yard. If the pet is a small caged one, it may not be let out of cage to run/fly free. Pets are not permitted in FMHA neighborhood parks and other unfenced areas. Pets shall not be fed on carpeting within the unit and pet food may not be left outside.
9. Resident shall prevent any fleas or other infestation of the property. Resident agrees to treat the yard and pet with flea control products. (Your vet can prescribe the products that work best for your pet) This is required to protect the rights and properties of other residents who choose not to own a pet.
10. Pets are not to be tied to any fixed object outside the unit, including on patios, walkways, stairs, gates, fences, parking area or grassy areas. All areas shall be kept clean of pet droppings. Resident shall comply with any local ordinances regarding pet defecation.
11. Resident agrees that the pet shall be “house broken” and will not cause any property damage. Resident shall not permit the pet to cause any damage, discomfort, annoyance, nuisance or in any way to inconvenience or cause complaints from any other Resident. Any “mess” created by the pet shall immediately be cleaned up by Resident (pet owner). You are required to clean up the yard after your pet with a “pooper scooper” of some type. (You will not want your children stepping in dodo then coming in the house with it on their feet. Neither will FMHA staff want to worry about stepping in it.) There will be a fee attached to your statement for clean up if FMHA staff steps in it. If you own a cat it is not likely you will let it outside since it must be declawed. However, the liter box must be kept clean and odor free. If you own small caged pets, the cage shavings must be kept clean and odor free and fish tanks are to contain clear, clean water.
12. Resident shall be liable to FMHA for all damages or expenses incurred by or in connection with said pet, and shall hold FMHA harmless for any and all damages or costs in connection with said pet.
13. Any resident allowing an unapproved pet on the premises shall be automatically billed the additional security deposit and pet rental even if the pet is not owned by them. Residents may not pet-sit. If you are found to have a pet in your house or on your premises, you are subject to all the rules and fees even if it “does not belong to you” or “is a stray”.
14. Any animal showing signs of aggressive behavior or acting in a menacing fashion toward any Housing Authority personnel or their representatives or toward neighbors must be immediately given up. Absolutely no dog considered dangerous or vicious may be owned or on the premises at any time. Aggressive behavior may be growling, snarling, showing teeth, threatening barking, chasing or any other menacing behavior that may cause fear.
15. Pit Bull Terriers and Staffordshire Bull Terriers are restricted. A “vicious dog” means any dog of any type and age, including restricted breeds, which when on or off the property of it’s owner:
  - A) shows a propensity, disposition or potential to attack or injure, without provocation, other animals or humans; or
  - B) without provocation, chases persons who approach it; or
  - C) is a continuing threat of serious harm to other animals or humans; or

D) without provocation, has attacked persons or other animals.  
FMHA staff will not respond to a request for maintenance if they feel threatened by your pet.

6. Each Resident who signed the Lease Agreement shall sign this Pet Agreement.
7. Your lease can be terminated for any serious violation. Violation of this pet policy is serious and adequate reason for lease termination.

In the event that I am unable to care for my pet(s) due to serious illness or death, I designate the following parties responsible for the care of my pet.

1) Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

2) Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

I COMPREHEND THAT THIS IS A BINDING LEGAL DOCUMENT. I UNDERSTAND AND CONSENT TO ABIDE BY THE TERMS OF THIS AGREEMENT.

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

### **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)]

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 (oh070e04) **Summary of RAB suggestion. Also provided a narrative of RAB activities**
- Provided below:
3. In what manner did the PHA address those comments? (select all that apply)
- Considered comments, but determined that no changes to the PHA Plan were necessary.

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

Other:  
**Identify Capital Fund projects for coming year**

**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**

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)
- 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**





**PHA Plan  
Table Library**

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

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

Capital Fund Grant Number OH16-P070-501-04 FFY of Grant Approval: 01/2004

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	20,000
3	1408 Management Improvements	
4	1410 Administration	16,000
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	35,000
8	1440 Site Acquisition	
9	1450 Site Improvement	136,400
10	1460 Dwelling Structures	123,500
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	30,000
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	330,900
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

**Annual Statement**

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

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
70-01	Replace roofs on Duplex Units, 16 units	13	80,000
70-02	Repair/Replace gutters and downspouts	38	19,000
70-02	Paint valleys and flashing	38	7,600
70-02	Install gutter guards	38	5,700
70-02	Replace metal railings on porches	28	11,200
70-03	Upgrade landscaping	8	4,000
70-03	Expand patios	8	8,000
PHA Wide	Operating subsidy		20,000
PHA Wide	Administrative costs (salaries & misc.)		16,000
PHA Wide	Professional Services – Consultant		15,000
PHA Wide	Professional Services – Architect (roofs, mini-shed)		20,000
PHA Wide	Construct Mini-Storage Facility for Residents use on owned vacant land, tie into Resident Initiatives/Work Program		70,000
PHA Wide	Have all walkways, driveways powerwashed	96	38,400
PHA Wide	Replace retaining wall at Administrative Building and Patio		6,000
PHA Wide	Install walkways to Park/Playground areas	3	10,000
			330,900

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

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
70-01	06/30/2007	12/31/2008

## 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)
<b>Total estimated cost over next 5 years</b>				

**Optional Public Housing Asset Management Table**

See Technical Guidance for instructions on the use of this table, including information to be provided.

<b>Public Housing Asset Management</b>								
<b>Development Identification</b>								
Name, Number, and Location	Number and	Capital Fund Program Parts II and III	Development Activities	Demolition / Disposition	Designated housing	Conversion	Home-ownership Component	Other (describe) Component

**oh070a04**

Deconcentration  
September 2002

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

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

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

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

Extremely Low	40%
Very Low	45%
Low	15%

**FAIRFIELD METROPOLITAN HOUSING AUTHORITY**

**RANGE OF INCOME  
AND  
DECONCENTRATION**

**OCTOBER, 2003**

FMHA owns and manages 96 three bedroom units of Public Housing. In accordance with the Deconcentration Policy, the following statistics were gathered regarding incomes of tenants in our neighborhoods. FMHA has six (6) scattered site neighborhoods in four (4) census tracts. The statistics were gathered by census tracts.

Income Per Tract	Average Census
<b>CT # 316</b>	\$16,151
There are 26 units of Public Housing	
26 units are filled: 19 are in the Extremely Low Income Limits	
73%	
3 are in the Very Low	12%
4 are in the Low	15%
 <b>CT # 323</b>	 \$15,946
There are 18 units of Public Housing	
17 units are filled	
and 1 unit is vacant: 9 units are in the Extremely Low Income Limits	
53%	
7 units are in the Very Low	41%
1 unit is in the Low	6%
 <b>CT # 313</b>	 \$21,409
There are 18 units of Public Housing	
18 units are filled: 7 units are in the Extremely Low Income Limits	
39%	
8 units are in the Very Low	44%
3 units are in the Low	17%
 <b>CT # 314</b>	 \$15,113
There are 34 units of Public Housing	
34 units are filled: 23 units are in the Extremely Low Income Limits	
68%	
10 units are in the Very Low	29%
1 unit is in the Low	3%

Since our census tracts have areas of concentrated lower incomes city-wide, FMHA will make an effort to concentrate on families with high incomes in our neighborhoods during the coming year.

**DECONCENTRATION**

OCTOBER, 2003

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

- ?? The 9/11 events
- ?? Slow economy
- ?? More company layoffs
- ?? Fewer jobs
- ?? Low paying jobs available

?? With the raise in income limits, more of the families that were in the "Low" category moved to the "Very Low" category.

?? There are very few families on the wait list who have income in the "Very Low" or "Low" category.

?? FMHA has given priority to Working families, however, with QHWRA opportunities, many families, after getting in a house, leave their job to go back to school, causing the percentage in the "Extremely Low" category to jump even higher.

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

In 2003, FMHA set goals to attain the minimum mix of income as follows:

Extremely Low	40%	Very Low
45%		Low
15%		

The actual percentage reached in 2003 is:

Extremely Low	61%
Very Low	30%
Low	9%

In 2004, FMHA will seek to attain this minimum mix of income in Public Housing units:

Extremely Low	50%
Very Low	40%
Low	10%

INCOME LIMITS



2003

	<b>Extremely Low</b>	<b>Very</b>	<b>Low</b>
<b>Low</b>			
<b>1 Person</b>	<b>13,400</b>	<b>22,350</b>	<b>35,750</b>
<b>2 People</b>	<b>15,300</b>	<b>25,500</b>	<b>40,850</b>
<b>3 People</b>	<b>17,250</b>	<b>28,700</b>	<b>45,950</b>
<b>4 People</b>	<b>19,150</b>	<b>31,900</b>	<b>51,050</b>
<b>5 People</b>	<b>20,650</b>	<b>34,450</b>	<b>55,100</b>
<b>6 People</b>	<b>22,200</b>	<b>37,000</b>	<b>59,200</b>
<b>7 People</b>	<b>23,750</b>	<b>39,550</b>	<b>63,300</b>
<b>8 People</b>	<b>25,250</b>	<b>42,100</b>	<b>67,350</b>

## PHA Plan Table Library

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

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

Capital Fund Grant Number OH16-P070-501-04 FFY of Grant Approval: 01/2004

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	6,500.00
4	1410 Administration	
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	10,000.00
8	1440 Site Acquisition	178,000.00
9	1450 Site Improvement	4,000.00
10	1460 Dwelling Structures	6,700.00
11	1465.1 Dwelling Equipment-Nonexpendable	8,500.00
12	1470 Nondwelling Structures	25,000.00
13	1475 Nondwelling Equipment	1,000.00
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	239,700.00
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

form HUD 50075 (03/2003)

Table Library

**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
PHA Wide	Management Improvements computers	1408	6500
PHA Wide	Fees and Cost	1430	10000
PHA Wide	New office Acquisition, renovations, moving	1440	178000
PHA Wide	Plumbing/sewer replacement	1450	4000
70-01/02/03	Furnace replacement	1460	3000
70-01/02/03	Materials Sub Flooring	1460	1000
70-01/02/03	Exterior Doors	1460	2000
70-01/02/03	Range Hoods	1460	700
70-01/02/03	Replace appliances//Hot Water Tanks/refrigerators	1465	8500
PHA Wide	Community Building Recreation Hall	1470	25000
PHA Wide	Maintenance Equipment	1475	1000

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

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
70-01	06/30/2007	12/31/2008

### 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				

**Optional Public Housing Asset Management Table**

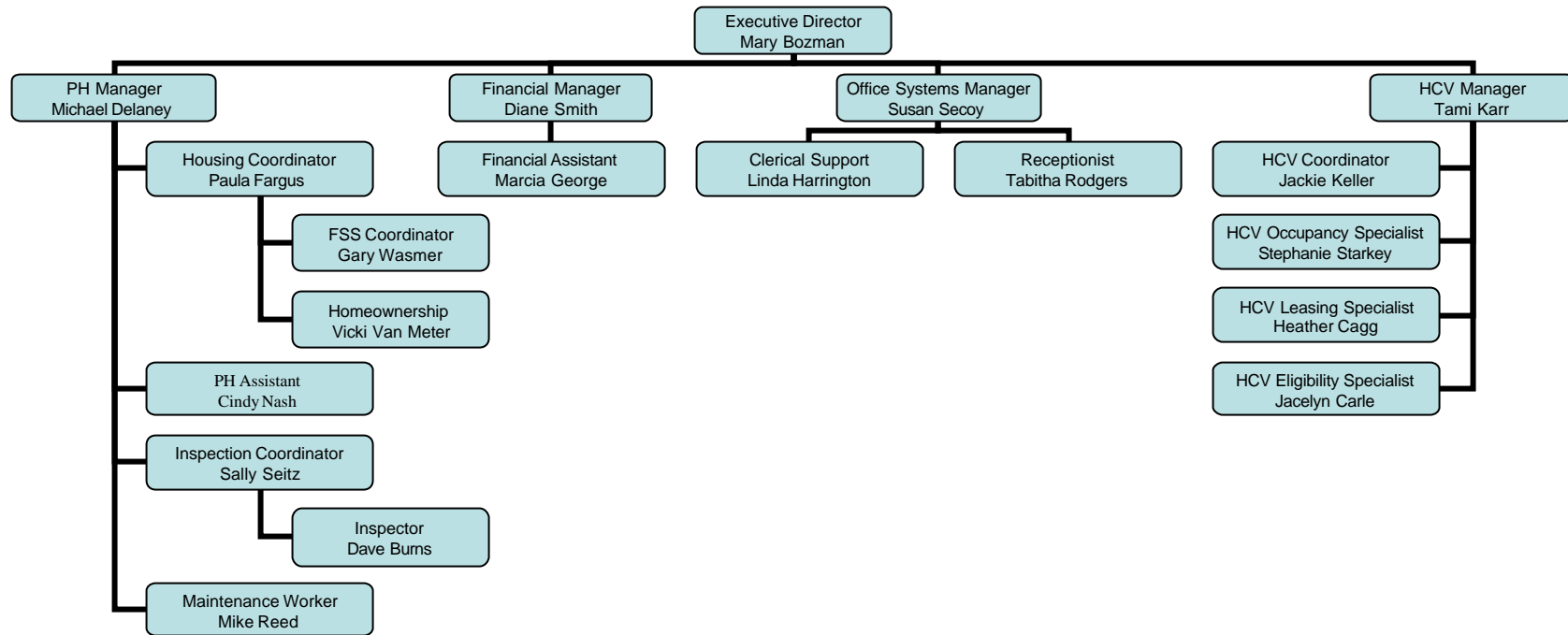
See Technical Guidance for instructions on the use of this table, including information to be provided.

Public Housing Asset Management								
Development Identification								
Name, Number, and Location		Capital Fund Program Development	Development Program	Demolition / Conversion	Designated Property	Conversion	Home-ownership Component <i>11a</i>	Other (describe) Component <i>11</i>

# Fairfield Metropolitan Housing Authority 2003 Organization Chart

## Board of Commissioners

Chairman, Carl Heister Vice-Chairman, John Kelley Donald Eager David McClung Linda Sheridan



### Capital Fund Program Five-Year Action Plan

#### Part I: Summary

Fairfield Metropolitan Housing Authority		<input checked="" type="checkbox"/> <b>Original 5-Year Plan</b> <input type="checkbox"/> <b>Revision No:</b>			
Development Number/Name/HA - Wide	Year 1	Work Statement for Year 2 FFY Grant 2005: PHA FY: 2005	Work Statement for Year 3 FFY Grant:2006 PHA FY: 2006	Work Statement for Year 4 FFY Grant:2007 PHA FY: 2007	Work Statement for Year 5 FFY Grant: 2008 PHA FY: 2008
	Annual Statement				
Physical Improvements		130700	129950	159650	159600
Administration		6500	7000	7000	7000
<b>Operations</b>		15000	15000	20000	20000
HA wide non-structures/equipment		152000	102500	4700	33000
Other		15000	15000	19000	30000
CFP Funds Listed for 5-year planning		319200	269450	210350	264600
Replacement Housing Factor Funds					



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

**Part II: Supporting Pages—Work Activities**

Activities for Year 1	Activities for Year :2005____ FFY Grant: PHA FY:			Activities for Year: 2006____ FFY Grant: PHA FY:		
	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>
<b>See</b>	<i>PHA Wide</i>	<i>½ office acquisition</i>	150000	<i>PHA Wide</i>	<i>Professional Services</i>	15000
<b>Annual</b>		<i>Professional Services</i>	15000		<i>Operating Subsidy</i>	15000
<b>Statement</b>		Operating Subsidy	15000		<i>Mtn. Equipment</i>	2500
		Computer upgrades	6500		Computer Upgrades	7000
		Maintenance Equip	2000	70-01	Roofs	68000
	70-01	Window replacement	31500		Window Replacement	22000
		Sub Floors	1000		Materials Sub-floor	1200
		Concrete Repairs	2500		Concrete Repair	2500
		Furnace Replacement	3000		Furnace Replacement	9000
		Roof Replacement	60000		Gutter/ Downspouts	4000
		Gutters/downspouts	3000		Gutter /guards	3000
		Gutter Guards	3000		Sewer/plumbing replacement	8000
	70-01/02/03	Fire Equip Check	2000		Infrastructure/drainage	100000
		Floor Jacking	5000	70-01/02/03	Exterior Doors	2500
		Exterior doors	2000		Range Hoods	750
		Range Hoods	700		Appliances	9000
		Appliances	9000			
	70-01	Plumbing/sewer Replacement	8000			
Total CFP Estimated Cost			\$319,200.00			\$269,450.00

<b>Capital Fund Program Five-Year Action Plan</b>					
<b>Part II: Supporting Pages—Work Activities</b>					
Activities for Year 2007: ____ FFY Grant: PHA FY:			Activities for Year:2008 ____ FFY Grant: PHA FY:		
<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>
<i>PHA Wide</i>	<i>Professional Services</i>	19000	<i>PHA Wide</i>	<i>Professional Services</i>	30000
	<i>Operating Subsidy</i>	20000		<i>Computer upgrades</i>	7000
	Administrative Costs	7000		<i>Maint equip/Vehicle</i>	33000
	Maintenance Equipment	2500	70-02	Window Replacement	19600
70-02	Window Replacement	17300	70-01	Material Sub-floor	1500
70-01	Concrete Repair	2500		Concrete repair	3000
PHA Wide	Landscape/upgrades	5000	PHA Wide	Landscape upgrade	5000
70-01	Furnace Replacement	10000	70-01/70-02	Furnace replacement	16500
PHA Wide	Fire Equip Check	2200	70-02	Plumbing/sewer Replace	8000
70-01	Plumbing/Sewer Replace	8000	PHA Wide	Concrete in non-dwelling	20000
70-01	Replace Kitchen/baths	80000	70-01/02/03	Replace exterior doors	1500
70-01/02/03	Replace exterior doors	3000	PHA Wide	Play ground equip	15000
PHA Wide	New copier	22900	70-02	Roofs	78000
PHA Wide	Replace Appliances	9000	70-01/02/03	Replace Appliances	6500
70-01	Materials Sub Floor	1200	PHA Wide	Operating Subsidy	20000
70-01/02/03	Range hoods	750			
<b>Total CFP Estimated Cost</b>		\$210,350.00			\$264,600.00

Resident Advisory council meetings are held regularly in January, March, May Flower Sale, June, September, October Fall Activity, and December. These meetings are one avenue to obtain resident input for the Annual Plan and the Five Year Plan. Surveys are sent to the residents in February and August as another way to obtain resident input. The results of these surveys are discussed at the Resident Advisory Council meetings.

Some suggestions mentioned for the Annual Plan was that the Housing Authority should continue with the ceiling fan project and the ceiling light project installation that was started previously. Another suggestion was to have storage sheds or trash can containers to help solve the problem of deer/raccoon/cats getting into the trash cans. New windows and flooring was mentioned for both looks as well as safety. The current windows are sometimes difficult to open, particularly for children. Many residents thought that additional street lights are needed for added security.

63 of 96 Public Housing residents (66%) responded to the August survey with the help of the Neighborhood Captains distributing the surveys and answering questions. The results of the surveys follows.

Crime/Drugs: No Problem – 47%      Some – 30%      Big Problem – 3%      Don't Know – 20%

Appearance of Neighborhood: No Problem – 58%      Some – 37%      Big Problem – 4%      Don't Know – 1%  
(trash, junk, etc.)

Rate the neighborhood on a scale of 1 –10:      83% rated 6 – 10      20% rated 10

Quality of routine repairs and maintenance:  
25% Very Satisfied      53% Satisfied      12 % Neither      9% Dissatisfied      1% Very Dissatisfied

Landlord's promptness of emergency repairs;  
24% Very Satisfied      52% Satisfied      20% Neither      4% Dissatisfied      0% Very Dissatisfied

The Landlord in general:  
40% Very Satisfied      51% Satisfied      9% Neither      0% Dissatisfied 0% Very Dissatisfied

The yards, playgrounds, off street parking are safe:  
27% Strongly Agree      48% Agree      16% Neither      8 % Disagree      1% Strongly Disagree

Landlord is slow to react to complaints:  
0% Strongly Agree      6% Agree      30 % Neither      38% Disagree      26% Strongly Disagree

Rate home as a place to live on a scale of 1 – 10:86% rated 6 – 10      27% rated 10

People at the Housing Authority are polite:  
37% Strongly Agree      53% Agree      9% Neither      1% Disagree 0% Strongly Disagree

Housing Authority is quick to react to complaints:  
31% Strongly Agree      36% Agree      26% Neither 7% Disagree      0% Strongly Disagree

Housing Authority offers useful information when finding a home:  
24% Strongly Agree      52% Agree      24% Neither      0% Disagree      0% Strongly Disagree

Easy to reach someone with questions or problems:  
20% Strongly Agree      41% Agree      14% Neither      24% Disagree 1% Strongly Disagree

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

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

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

The FMHA will grant the request for reasonable accommodation if:

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

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

## **ADDENDUM 4-2**

### **FAIRFIELD METROPOLITAN HOUSING AUTHORITY PUBLIC HOUSING PROGRAM SECTION 8 HOUSING CHOICE VOUCHER PROGRAM PREFERENCES IN RANKING ELIGIBLE APPLICANTS EFFECTIVE 8/1/2003**

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

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

#### **DEFINITIONS OF PREFERENCES:**

1. **TERMINALLY ILL:** Any family member has a “disability that, in a doctor’s opinion, will result in the person’s premature death within five years”.
2. **HOMELESS:** The applicant must have been accepted into the Fairfield County Transitional Housing Program or be a resident of a local Emergency Shelter.
3. **VETERAN:** Veteran status will be given to the families (individual, spouse and/or minor children) of Veterans and Servicemen.
  - ?? **“Veteran”** means a person who is an honorably discharged member of the armed forces of the United States who served on active duty for reasons other than training.
  - ?? **“Serviceman”** means a man or woman serving in the active military or naval service of the United States.
4. **FEDERAL REQUIREMENT:** Head or Spouse is a citizen of the Republic of Marshall Islands, the Federated States of Micronesia or the Republic of Palau.
5. **WORKING FAMILY: (Public Housing Program only)** A family will receive the working local preference if one adult member is employed or if the head or spouse is age 62 or older *or* are disabled under social security guidelines.
6. **DISABLED: (Housing Choice Voucher Program only)** A family will receive the disabled preference if it includes a person who is disabled or handicapped as defined under social security guidelines, or whose head, spouse or sole member is 62 years of age or older.

**RANKING LOCAL PREFERENCES**  
**HOUSING CHOICE VOUCHER**  
**PUBLIC HOUSING**

1/1/97; REVISED 3/1/99, REVISED 8/7/00, REVISED 6/2002, REVISED 8/2003

A	B	C	D	E
FEDERAL	TERMINALLY ILL	HOMELESS	VETERAN	DIS/WORK
X	X	X	X	X
X	X	X	X	
X	X	X		
X	X			
X		X		
X			X	
X				X
	X	X	X	X
	X	X	X	
	X	X		
	X			
		X	X	X
		X	X	
		X		X
		X		X
			X	X
				X