

PHA Plans

**Streamlined 5-Year/Annual
Version 1**

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

OMB No. 2577-0226
(exp 05/31/2006)

Streamlined 5-Year Plan for Fiscal Years 2005 – 2009

Streamlined Annual Plan for Fiscal Year 2005

Streamlined Five-Year PHA Plan Agency Identification

PHA Name: Fairfield Metropolitan Housing Authority **PHA Number:** OH070

PHA Fiscal Year Beginning: 01/2005

PHA Programs Administered:

- Public Housing and Section 8**
 Section 8 Only
 Public Housing Only
 Number of public housing units: 96
 Number of S8 units:
 Number of public housing units:
 Number of S8 units: 999

PHA Consortia: (check box if submitting a joint PHA Plan and complete table)

Participating PHAs	PHA Code	Program(s) Included in the Consortium	Programs Not in the Consortium	# of Units Each Program
Participating PHA 1:				
Participating PHA 2:				

Public Access to Information

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

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

Display Locations For PHA Plans and Supporting Documents

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

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

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

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

Streamlined Five-Year PHA Plan

PHA FISCAL YEARS 2005- 2009

[24 CFR Part 903.12]

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 affordable and suitable housing. We strive to provide professional services and to promote self-sufficiency in a courteous and respectful atmosphere.**

B. Goals

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

- PHA Goal: Expand the supply of assisted housing
Objectives:
 - Apply for additional rental vouchers:
 - Reduce public housing vacancies: **Already "High Performer" in this area**
 - 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) 100
 - Increase customer satisfaction:
 - Concentrate on efforts to improve specific management functions:
(list; e.g., public housing finance; voucher unit inspections)
 - Renovate or modernize public housing units:
 - Demolish or dispose of obsolete public housing:
 - Provide replacement public housing:
 - Provide replacement vouchers:
 - Other: (list below)
- PHA Goal: Increase assisted housing choices
Objectives:
 - Provide voucher mobility counseling:
 - Conduct outreach efforts to potential voucher landlords

- Increase voucher payment standards
- Implement voucher homeownership program:
- Implement public housing or other homeownership programs:
- Implement public housing site-based waiting lists:
- Convert public housing to vouchers:
- Other: (list below)
Explore possible grant/tax credit 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 may continue to implement Deconcentration and income mixing
FMHA will continue to offer employment to PH residents, when applicable
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 opportunities to PH and HCV participants

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

- PHA Goal: Ensure equal opportunity and affirmatively further fair housing
Objectives:
 - Undertake affirmative measures to ensure access to assisted housing regardless of

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

Other PHA Goals and Objectives:

Maintain fiscally responsible and responsive PHA

Responsibly manage the assets and liabilities of HA

Continue to actively pursue collection of past bad debts

Seek formal and informal joint ventures and/or partnerships with private sector, public agencies, and non-profits

Maintain FMHA website with up-to-date information

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A. ANNUAL STREAMLINED PHA PLAN COMPONENTS

- 1. Housing Needs
- 2. Financial Resources
- 3. Policies on Eligibility, Selection and Admissions
- 4. Rent Determination Policies
- 5. Capital Improvements Needs
- 6. Demolition and Disposition
- 7. Homeownership
- 8. Civil Rights Certifications (included with PHA Certifications of Compliance)
- 9. Additional Information
 - a. PHA Progress on Meeting 5-Year Mission and Goals
 - b. Criteria for Substantial Deviations and Significant Amendments
 - c. Other Information Requested by HUD
 - i. Resident Advisory Board Membership and Consultation Process
 - ii. Resident Membership on the PHA Governing Board
 - iii. PHA Statement of Consistency with Consolidated Plan
 - iv. (Reserved)
- 10. Project-Based Voucher Program
- 11. Supporting Documents Available for Review
- 12. FY 2005 Capital Fund Program and Capital Fund Program Replacement Housing Factor, Annual Statement/Performance and Evaluation Report
- 13. Capital Fund Program 5-Year Action Plan
- 14. Other (List below, providing name for each item)

B. SEPARATE HARD COPY SUBMISSIONS TO LOCAL HUD FIELD OFFICE

Form HUD-50077, PHA Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans;

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

For PHAs APPLYING FOR CAPITAL FUND PROGRAM (CFP) GRANTS:

Form HUD-50070, Certification for a Drug-Free Workplace;

Form HUD-50071, Certification of Payments to Influence Federal Transactions;

Form SF-LLL & SF-LLLa, Disclosure of Lobbying Activities.

Executive Summary (optional)

[903.7(r)].

FAIRFIELD METROPOLITAN HOUSING AUTHORITY

PROGRESS NARRATIVE IN MEETING 5-YEAR MISSION AND GOALS

Executive Summary 2004 For 2005 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 in 2004, but none were awarded. We continue to search for ways to increase the supply of housing available for low income families, especially those identified through the Continuum of Care for Housing in Fairfield County. We worked with the Lancaster Community Housing Corporation on two Tax Credit applications – one was a 40 unit elderly project and another was a 52 unit one and two bedroom historic preservation project. If these are not funded FMHA will seek other financing to support housing needs for development projects, additional rentals, possible 202 , 811 or transitional housing project.
- 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. Through the Landlord Education Program, started in 2002, for which we are receiving a National Award of Merit from NAHRO, we continue to educate landlords participating in the Section 8 Program about their responsibility and roles and have assisted them in forming their own Landlord Association of Fairfield County.
- 3) Assist in increasing housing choices by educating our Housing Choice Vouchers holders about the option of portability. This is included in each briefing. We have also invested much time and energy in the Voucher Homeownership Program. We had two closings to date and two others are looking.. Our future plans to encourage homeownership include applying for funds for security deposit assistance and housing counseling. We partner with Lancaster Community Housing Corporation (LCHC) to increase housing choices for both new homeowners and renters in the LMI community.
- 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. We give a preference to public housing participants who are working.

- 5) We promote self-sufficiency and asset development of families and individuals by operating a "voluntary" Section 8 FSS Program and new this year, we now have an FSS program for public housing residents. With our full-time FSS Coordinator, we plan to provide closer case management and encouragement. FMHA will be holding a second series of Homeownership Program counseling this fall and have 40 new families ready to learn about homeownership. 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. We developed a plan to put our community building to better use and are now providing room for meeting to various committees such as FOCUS (No Child Left Behind) and FACFC (Family, Adult & Children First Council) which have direct impact on LMI families. We look forward to expanding those opportunities in the future.

- 6) Community Outreach Efforts: In 2004 FMHA again, took the leading 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. We have expanded our efforts by membership in the Partners for Success Program, membership on the Family, Adult & Children First Council, and serve on numerous committees. I also have developed a relationship with the city and county government officials and keep them abreast of the important issues we face. Most recently, I participated in a housing needs assessment and planning process being conducted by AIDS Housing of Washington.

In addition to the above, I would like to add that given all the changes coming from HUD, makes it very difficult to plan. The need for continual staff training to keep up with the changes has been stressful and challenging. We have updated numerous policies and procedures due to revisions in regulations and appropriations.

We have made great strides in the other goals identified in last year's plan by FMHA and we continue to work on them. They are:

Goal #1

CREATE AN ORGANIZATIONAL CULTURE THAT PROMOTES AND FACILITATES COMMUNICATION:

Objective #1: Improve the flow of information at all levels from Board to ED to Mgrs to line staff. - Working well!

Objective #2 Define and refine the methods of collecting data and provide good customer service internally. (Including regularly scheduled department meetings, management team meetings, staff meetings structured for best overall time management). Working well.

Objective #3: Agency-wide communication tools: Develop Web site, increase training on Outlook intranet use, Reward and or recognize employees for good jobs, etc. Website up and running & training is ongoing with staff.

Goal #2

INCREASE AGENCY'S VISIBILITY IN THE COMMUNITY

- Objective #1 - Explore options for increased positive visibility. – Done and will continue
- Objective #2 – Regular participation at Community leadership meetings – We are very involved
- Objective #3 – Relocate the main office so we are not so far away – Pending
- Objective #4 – Compile regular points of interest to send to local media – I send press releases at least quarterly.

Goal #3

INCREASE ORGANIZATIONAL EFFECTIVENESS

- Objective #1 - Provide monthly program and fiscal reports which communicate pertinent, easy to convey information. Done
- Objective #2 – Review program pamphlets; revise if necessary & distribute to local agencies -Done
- Objective #3 – Collect data for Annual Report document – Unable to complete last year

Goal #4

IDENTIFY NEW LINES OF BUSINESS TO GENERATE PROGRAM REVENUE & INCREASED HOUSING

- Objective #1 - Identify what services are currently being provided via Continuum of Care-Done (included in plan)
- Objective #2 - Identify best practices of other nonprofits who charge for services Underway
- Objective #3 – Planning - such as partnering in a Tax Credit application, low income housing development and/or a HDAP development. Did 2 in 2004

Goal #5

EXPLORE AND DEVELOP FACILITIES INFRASTRUCTURE PLAN

- Objective #1: Conduct an internal needs assessment – Continue to evaluate each month through management meetings
- Objective #2: Define needs – Ongoing
- Objective #3: List options including acquisition of new office building - Pending
- Objective #4: Create financial plan – Meet and discuss with Board on monthly basis

1. Statement of Housing Needs [24 CFR Part 903.12 (b), 903.7(a)]

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

Housing Needs of Families on the PHA's Waiting Lists			
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	1279		
Extremely low income <=30% AMI	1177	92%	
Very low income (>30% but <=50% AMI)	102	8%	
Low income (>50% but <80% AMI)	0	0%	
Families with children	1087	85%	
Elderly families	25	2%	
Families with Disabilities	167	13%	
Race/ethnicity – White	1182	92%	
Race/ethnicity – Black	63	5%	
Race/ethnicity – American Indian	10	1%	
Race/ethnicity – Other	24	2%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			
Is the waiting list closed (select one)? <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			
Housing Needs of Families on the PHA's Waiting Lists			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" 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:			

Housing Needs of Families on the PHA's Waiting Lists			
	# of families	% of total families	Annual Turnover
Waiting list total	1586		
Extremely low income <=30% AMI	147	93%	
Very low income (>30% but <=50% AMI)	11	7%	
Low income (>50% but <80% AMI)	0	0%	
Families with children	1537	97%	
Elderly families	8	0%	
Families with Disabilities	106	1%	
Race/ethnicity – White	1486	94%	
Race/ethnicity – Black	58	2%	
Race/ethnicity – American Indian	12	2%	
Race/ethnicity – Other	30	2%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	49	3%	
2 BR	1238	78%	
3 BR	255	16%	
4 BR	42	3%	
5 BR	2	0%	
5+ BR	0	0%	
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			

B. Strategy for Addressing Needs

FMHA meets with the Fairfield County Affordable Housing Coalition each year to statagize and create a Continuum of Care for Fairfield County. Many, if not most or all of the agencies have sustained budget cuts and are unable to grow their programs to meet the needs. Consequently, waiting lists are growing all over the county for all types of services. More affordable housing is needed. More vouchers are needed. 100% of all individuals and families added to the S8 program in the past two years have been elderly or disabled. Still, our wait list grows. FMHA has over-leased to help to meet the needs, but that is no longer allowable, unfortunately, we are helping fewer families and fewer agencies who count on us.

We understand that you are wanting some positive news in this section, but without the vouchers or development funds for new public housing, our hands are tied. We are a high performing agency and we will continue to strive to remain high performing by keeping turn over time and vacancies to a minimum in public housing and by striving to stay very

close to the baseline in Section 8.

Further, we will partner with agencies who may have funds to secure access to additional and varying types of housing.

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

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

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

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

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

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

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

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

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

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

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

- Seek designation of public housing for the elderly
- Apply for special-purpose vouchers targeted to the elderly, should they become available
- Other: **Adopted preferences for elderly, disabled, and handicapped families for both HCV and PH**

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: **Adopted preferences for elderly, disabled, and handicapped families for both HCV and PH**

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

- Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- Market the section 8 program to owners outside of areas of poverty /minority concentrations – **market is open to all landlords**
- Other: (list below)

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

(2) Reasons for Selecting Strategies

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

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

Results of survey and study to assist development of Continuum of Care

2. Statement of Financial Resources

[24 CFR Part 903.12 (b), 903.7 (c)]

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 20__ grants)		
a) Public Housing Operating Fund	185,000	
b) Public Housing Capital Fund	290,000	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	4,500,000	
f) Resident Opportunity and Self-Sufficiency Grants	35,000	
g) Community Development Block Grant		
h) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
501-03	138,447	
502-03	33,884	
501-04 (not yet approved)		
3. Public Housing Dwelling Rental Income	216,000	
4. Other income (list below)		
4. Non-federal sources (list below)		
Total resources	5,398,331	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.12 (b), 903.7 (b)]

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: **Within 60 to 120 days**
 Other: (describe)

Just before being offered a unit (within 1-2 weeks)

See Attachment oh070d01

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, Neighbor references**

See Attachment oh070e01

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

In person, by phone, by mail

Pre-application card available at all community service agency offices

c. Site-Based Waiting Lists-Previous Year

1. Has the PHA operated one or more site-based waiting lists in the previous year? If yes, complete the following table; if not skip to d.

Site-Based Waiting Lists				
Development Information: (Name, number, location)	Date Initiated	Initial mix of Racial, Ethnic or Disability Demographics	Current mix of Racial, Ethnic or Disability Demographics since Initiation of SBWL	Percent change between initial and current mix of Racial, Ethnic, or Disability demographics

2. What is the number of site based waiting list developments to which families may apply at one time? ___

3. How many unit offers may an applicant turn down before being removed from the site-based waiting list? ___

4. Yes No: Is the PHA the subject of any pending fair housing complaint by HUD or any court order or settlement agreement? If yes, describe the order, agreement or complaint and describe how use of a site-based waiting list will not violate or be inconsistent with the order, agreement or complaint below:

d. Site-Based Waiting Lists – Coming Year

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

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 **Unless just cause or reasonable accommodation**
- Two
- Three or More

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

See Attachment oh070f01

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
- Over-housed
- Under-housed
- Medical justification
- Administrative reasons determined by the PHA (e.g., to permit modernization work)
- Resident choice: (state circumstances below)
- Other:

See Attachment oh070g01

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

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)

Waiting List is purged annually (March)

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) **Terminal Illness**

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

1 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

- 3** Working families and those unable to work because of age or disability
- 3** Veterans and veterans' families
- 4** 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
- 2** Other preference(s) **Terminal Illness**

See Attachment oh070h01

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 are mandatory before admission. These sessions include information about lease and occupancy rules as well as budgeting, housekeeping, safety, and general life skills.**

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 **Within 10 calendar days of occurrence**

(6) Deconcentration and Income Mixing

a. Yes No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question.

b. Yes No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete. If yes, list these developments on the following table:

Deconcentration Policy for Covered Developments			
Development Name	Number of Units	Explanation (if any) [see step 4 at §903.2(c)(1)(iv)]	Deconcentration policy (if no explanation) [see step 5 at §903.2(c)(1)(v)]

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):
 - Other **See attached Criminal Tracking policies OH070**
- 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
- See Attachment oh070c01**

(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 **by mail – Pre-application cards are available at all community service agency offices**

(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: **See Attachment oh070a01**

(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**)

See Attachment oh070b01

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

Former Federal preferences

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

Other preferences (select all that apply)

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

See Attachment oh070b01

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

1 Date and Time

Former Federal preferences:

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)

- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- 2** 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
- 3** Other preference(s) **See Attachment oh070b01**

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 **HAP Program**

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

- Through published notices
- Other
New Horizons and ADAMH

4. PHA Rent Determination Policies

[24 CFR Part 903.12(b), 903.7(d)]

A. Public Housing

(1) Income Based Rent Policies

a. Use of discretionary policies: (select one of the following two)

- 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))
- 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?

See Attachment oh070i01

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

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

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

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

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

- For the earned income of a previously unemployed household member
 For increases in earned income
 Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

- For household heads
- For other family members
- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)

e. Ceiling rents

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

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

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

- For all developments
- For all general occupancy developments (not elderly or disabled or elderly only)
- For specified general occupancy developments
- For certain parts of developments; e.g., the high-rise portion
- For certain size units; e.g., larger bedroom sizes
- Other (list below)
See Attachment oh070j01

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

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

f. Rent re-determinations:

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

- Never
 - At family option
 - Any time the family experiences an income increase
 - Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)_____
 - Other
- See Attachment oh070k01**
See Attachment oh070m01

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?

We may implement if residents are receptive and when staff time permits

See Attachment oh070l01

(2) Flat Rents

a. 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 (list below)

d. How often are payment standards reevaluated for adequacy? (select one)

- Annually
- Other (list below)

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

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

Agency financial constraints

(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. Capital Improvement Needs

[24 CFR Part 903.12(b), 903.7 (g)]

A. Capital Fund Activities

(1) Capital Fund Program

- a. Yes No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete items 12 and 13 of this template (Capital Fund Program tables). If no, skip to B.
- b. Yes No: Does the PHA propose to use any portion of its CFP funds to repay debt incurred to finance capital improvements? If so, the PHA must identify in its annual and 5-year capital plans the development(s) where such improvements will be made and show both how the proceeds of the financing will be used and the amount of the annual payments required to service the debt. (Note that separate HUD approval is required for such financing activities.).

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

Applicability of sub-component 5B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

(1) Hope VI Revitalization

- a. Yes No: Has the PHA received a HOPE VI revitalization grant? (if no, skip to next component; if yes, provide responses to questions on chart below 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)
Development name:
Development (project) number:
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
- c. Yes No: Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year? If yes, list development name/s below:

- d. Yes No: 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:
- e. Yes No: 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:

6. Demolition and Disposition

[24 CFR Part 903.12(b), 903.7 (h)]

- a. Yes No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 or 24 (Hope VI) of the U.S. Housing Act of 1937 (42 U.S.C. 1437p) or Section 202/Section 33 (Mandatory Conversion) in the plan Fiscal Year? (If “No”, skip to component 7; if “yes”, complete one activity description for each development on the following chart.)

Demolition/Disposition Activity Description	
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:	

7. Section 8 Tenant Based Assistance--Section 8(y) Homeownership Program

[24 CFR Part 903.12(b), 903.7(k)(1)(i)]

(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 the next component; if “yes”, complete each program description below (copy and complete questions for each program identified.)

(2) Program Description – Homeownership Program – “Home Affects”

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, what is the maximum number of participants this fiscal year? 10

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:

For the purpose of initial eligibility and selection for Homeownership Vouchers, the homeownership program is open to current HCV Program participants:

- Current Fairfield MHA FSS Participants will be considered first.
- Current active voucher holders will be considered second for homeownership vouchers.
- Current Public Housing residents of Fairfield MHA.
- After the Homeownership Voucher Program is active and all current participants are considered, all HCV and Public Housing Applicants will be invited and considered for participation at their briefing and/or at the time of initial voucher issuance.
- And finally, other interested parties meeting the low income criteria

The family chooses whether to participate in the homeownership option. If the family chooses to participate, the applicants must meet the following criteria;

1. The family has been admitted to the Housing Choice Voucher program.
2. The family meets the criteria established for a first-time homeowner.
3. The family meets the following income guidelines:
 - A. One or more adults in the family must be employed full-time (average 30 hours per week)
 - B. Annual income of the adult family members must be at least the current Federal Minimum wage multiplied by 2000.
 - C. Except in cases of elderly and handicapped families, welfare assistance shall Not count in determining annual income under this section.
 - D. The employed adult must have been continuously employed for one year.
 - E. Elderly, handicapped, and disabled families are exempt from this employment requirement. The minimum income required is equal to the current SSI monthly payment times 12.
 - F. One or more adults must be enrolled in and actively involved in FSS for at least

6 months or participating in another savings plan, such as an IDA, if a public housing resident.

1. Families that have previously participated in this program and defaulted on the mortgage are not eligible.
2. The family shall have no outstanding debt with the Fairfield MHA or other housing authority.
3. FMHA will approve a live-in aide if needed as a reasonable accommodation so that the program is readily accessible to and useable by persons with disabilities in accordance with part 8. (See 982.316 concerning occupancy by a live-in aide).

c. What actions will the PHA undertake to implement the program this year (list)?

Presently 4 participants possess Vouchers. Due to government and financial restraints, no more will be issued.

(3) Capacity of the PHA to Administer a Section 8 Homeownership Program

The PHA has demonstrated its capacity to administer the program by (select all that apply):

- a. Establishing a minimum homeowner downpayment requirement of at least 3 percent of purchase price and requiring that at least 1 percent of the purchase price comes from the family's resources.
- b. Requiring that financing for purchase of a home under its Section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards.
- c. Partnering with a qualified agency or agencies to administer the program (list name(s) and years of experience below).
- d. Demonstrating that it has other relevant experience (list experience below).

HOPE 1 Program – sold a total of 12 to LMI families

8. Civil Rights Certifications

[24 CFR Part 903.12 (b), 903.7 (o)]

Civil rights certifications are included in the *PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans*, which is submitted to the Field Office in hard copy—see Table of Contents.

9. Additional Information

[24 CFR Part 903.12 (b), 903.7 (r)]

A. PHA Progress in Meeting the Mission and Goals Described in the 5-Year Plan

During the past 5 years, 2000-2004, FMHA set goals. The following chart shows what extent those goals were met.

Goal	Action Taken	Short	Met	Exceeded
Develop, own, manage affordable housing as opportunity arises	FMHA has 3 contracts with non profits to manage housing for them		X	
Work with Habitat for Humanity	Advertised & continue to work with them. 2 PH families now own homes due to it.		X	
Explore the advisability of using S8 vouchers for homeownership	Attended training & wrote plan & started program with 3 expected to purchase before end of the year.			X
Evaluate need for crime & drug elimination plan.	Worked with local PD and continue to do so regularly to report crime and keep PH neighborhoods safe		X	
Work with social service agencies that teach asset building and self esteem.	Included this in the pre-occupancy curriculum		X	
Review advisability of selling PH units through our approved 5(h) plan	Reviewed, but decided not to include it in our HOP		X	
Increase availability of safe, decent & affordable housing & increase assisted housing choices	We have improved our turn over time for PH; utilized all vouchers available to us; have gotten to and maintained "high performer" status on SEMAP & PHAS; provide mobility counseling in our handbooks and during briefings; partnered in three tax credit deals; increased the number of vouchers from 675 in 2000 to 899 in 2004; looked into transitional housing; used capital funds timely to maintain desirability of PH; worked with a non-profit to develop and partner in development activities. We developed an educational program for all community landlords and interested parties to teach responsible property ownership including fair housing, evictions, screening, HQS, repairs & being alert to drug activity.			X
Improve community quality of life and economic vitality	Regularly meet with RAB to discover new needs, concerns and plan for solutions. Applied for United Way grant and Foundation Grant for them.		X	
Promote self-sufficiency	We increased our numbers on Family Self Sufficiency. Hired new staff for close casework; offer a preference to working families in PH. Further, we plan to have ISA's or IDA's for PH in the future.		X	
Ensure Equal Opportunity in Housing for All Americans	We reserve 5% of our PH stock for residents with disabilities; swiftly reply to any complaints of discrimination; allow for		X	

	reasonable accommodations on multiple levels. FMHA also chairs the Continuum of Care committee for Fairfield county			
Provide Great Customer Service	We developed a Customer Service Plan that is adjusted annual if needed; made internal office adjustments including updating our phone system, computer systems, extended office hours; trained staff; formed management team.			

B. Criteria for Substantial Deviations and Significant Amendments

(1) Amendment and Deviation Definitions

24 CFR Part 903.7(r)

PHAs are required to define and adopt their own standards of substantial deviation from the 5-year Plan and Significant Amendment to the Annual Plan. The definition of significant amendment is important because it defines when the PHA will subject a change to the policies or activities described in the Annual Plan to full public hearing and HUD review before implementation.

- a. Substantial Deviation from the 5-Year Plan
- b. Significant Amendment or Modification to the Annual Plan

C. Other Information

[24 CFR Part 903.13, 903.15]

(1) Resident Advisory Board Recommendations

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

If yes, provide the comments below:

See attachment OH070

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

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

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

- Other: (list below)
Identify Capital Fund projects for coming year

(2) Resident Membership on PHA Governing Board

- a. Does the PHA governing board include at least one member who is directly assisted by the PHA this year?

Yes No:

If yes, complete the following:

Name of Resident Member of the PHA Governing Board:

David McClung

Method of Selection:

Appointment

The term of appointment is (include the date term expires): 10/06/2004

Election by Residents (if checked, complete next section--Description of Resident Election Process)

Description of Resident Election Process

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)

Nominations are collected from the Resident Advisory Board. Names and resumes are submitted to the Appointing Official.

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)

Any adult Public Housing resident

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)

N/A

b. If the PHA governing board does not have at least one member who is directly assisted by the PHA, why not?

The PHA is located in a State that requires the members of a governing board to be salaried and serve on a full time basis

The PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the

- Board.
 Other (explain):
N/A

Date of next term expiration of a governing board member:

Name and title of appointing official(s) for governing board (indicate appointing official for the next available position):

(3) PHA Statement of Consistency with the Consolidated Plan

[24 CFR Part 903.15]

The Community Development Plan include the following objectives in relevancy to the City of Lancaster's Community Development Block Grant Entitlement Program.

There is a need to provide adequate assisted housing coupled with necessary supportive services for special needs populations, particularly severely mentally disabled, handicapped, and developmentally disabled persons.

There is a need to provide emergency and transitional housing and supportive services for homeless individuals and families, including emergency respite services for individuals with special needs, including the severely mentally ill, developmentally and physically disabled persons, and victims of domestic violence.

There is need of more affordable housing to meet the needs of very low income persons.

There is a need for programs to assist lower income homeowners to maintain and rehabilitate substandard and deteriorated owner-occupied, single-family dwellings throughout the city.

There is a need to assist low-and moderate-income households to participate in homeownership.

There is a need for a variety of supportive housing services in conjunction with transitional and emergency housing to meet the housing needs of homeless families and individuals.

There is a need for supportive housing services for the elderly, particularly those services which will enable elderly persons to remain in their homes.

There is a needs for homeless prevention programs for families and individuals "at risk" of homelessness.

The need exists to reduce the hazards associated with lead-based paint in residential structures and to prevent and treat childhood lead poisoning.

There is a need to continue to affirmatively further equal housing opportunity through compliance with fair housing laws, fair housing education and community outreach activities, and continuing to identify and assess barriers to fair housing and housing choice.

There is a need to further neighborhood preservation and eliminate conditions of blight and neighborhood deterioration.

There is a need for the construction, reconstruction, repair, and replacement of deteriorated or inadequate public infrastructure and public facilities within low-and moderate-income areas.

Assist in the provision of health and public services to benefit low-and very low-income individuals.

There is a need for economic development which will result in the expansion of employment opportunities for lower income persons.

Provide for neighborhood recreational facilities within specific LMI areas with a demonstrated lack of suitable facilities, as well as community facilities and services, health services, transit, services, parks, police, and fire protection.

Provide for the efficient administration and provision of adequate housing and community development planning, program design, and implementation of Lancaster's Community Development Block Grant Program.

The following geographical areas were among the most critical areas identified as having major infrastructure needs:

Nolder Barr Infrastructure Area (area off of West Fair Avenue); Spring Street Reconstruction and Drainage Improvements (800 block of Spring Street off of South Broad Street); Allen-Lake Infrastructure Area (area off of North High Street); Maple-Cherry Street Infrastructure Area (area south of Main Street); Continuation of the Hubert Reese Storm Sewer Separation project (area off of South Broad Street).

Note: the Allen-Lake infrastructure area is not located within a low and moderate income census tract for determining CDBG funding eligibility criteria.

Affordable Housing Priorities

The following priority housing needs have been identified:

- 1. There is a priority housing need for adequate assisted housing, coupled with necessary supportive services for special needs populations, particularly severely mentally disabled, handicapped, and developmentally disabled persons.**
- 2. A priority housing need exists to provide emergency and transitional housing and supportive services for homeless individuals and families, including emergency respite housing for the homeless mentally ill and victims of domestic violence.**
- 3. There is a priority housing need for efficiency rental housing to meet the needs of very low income single adults.**
- 4. There is a priority need for additional affordable housing the meet the needs of low and very low income female headed households with children through public housing and rental assistance.**
- 5. There is a priority need for continued assistance for low, very low, and moderate income homeowners for repair and rehabilitation of single family owner occupied housing units.**
- 6. There is a priority need for a variety of supportive housing services in conjunction with transitional and emergency housing to provide a "continuum of care" to meet the housing**

needs of homeless families and individuals, including persons with severe mental illness and victims of domestic violence.

7. There is a need for additional supportive housing services for the elderly, particularly those services which will enable elderly persons to remain in their homes.

8. There is a priority need for additional housing with appropriate supervision and supportive serves for mentally ill persons.

9. There is a priority need for additional homeless prevention programs for families and individuals "at risk" of homelessness.

10. There is a priority need to provide weatherization and home heating assistance to low and moderate income homeowners and renters.

11. The need exists to assist low and moderate income households to participate in homeownership.

12. There is a need to implement programs to reduce the hazards associated with lead based paint in residential structures and to prevent childhood lead poisoning.

FMHA's Plan is consistent with all the above objectives and participated in defining those objectives. All of these priorities and objectives are also noted in the Continuum of Care Document which is chaired by the Executive Director of the Housing Authority through the Fairfield County Affordable Housing Coalition.

Consolidated Plan jurisdiction: City of Lancaster, Ohio

a. 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 on its waiting list 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)

See Attachment Continuum of Care Plan

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

- Homeownership Down Payment Assistance**
- Homeownership Rehab Assistance**
- Briar Cliff Infrastructure subdivision**
- (4) (Reserved)**

10. Project-Based Voucher Program

- a. Yes No: Does the PHA plan to “project-base” any tenant-based Section 8 vouchers in the coming year? If yes, answer the following questions.
- b. Yes No: Are there circumstances indicating that the project basing of the units, rather than tenant-basing of the same amount of assistance is an appropriate option?

If yes, check which circumstances apply:

- Low utilization rate for vouchers due to lack of suitable rental units
- Access to neighborhoods outside of high poverty areas
- Other (describe below:)

- c. Indicate the number of units and general location of units (e.g. eligible census tracts or smaller areas within eligible census tracts):

11. List of Supporting Documents Available for Review for Streamlined Five-Year/ Annual PHA Plans

PHAs are to indicate which documents are available for public review by placing a mark in the “Applicable & On Display” column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
X	<i>PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans.</i>	Standard 5 Year and Annual Plans; streamlined 5 Year Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan.	5 Year Plans
X	Fair Housing Documentation Supporting Fair Housing Certifications: 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	Housing Needs Statement of the Consolidated Plan for the jurisdiction(s) in which the PHA is located and any additional backup data to support statement of housing needs for families on the PHA’s public housing and Section 8 tenant-based waiting lists.	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP] and the Site-Based Waiting List Procedure.	Annual Plan: Eligibility, Selection, and Admissions Policies
N/A	Any policy governing occupancy of Police Officers and Over-Income Tenants in Public Housing. <input type="checkbox"/> Check here if included in the public housing A&O Policy.	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the method 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 (if included in plan, not necessary as a supporting document) and written analysis of Section 8 payment standard policies. <input 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	Results of latest Public Housing Assessment System (PHAS) Assessment (or other applicable assessment).	Annual Plan: Management and Operations
N/A	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency
X	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
N/A	Any policies governing any Section 8 special housing types <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
N/A	Consortium agreement(s).	Annual Plan: Agency Identification and Operations/ Management

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
X	Public housing grievance procedures <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures. <input checked="" type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Annual Plan: Grievance Procedures
X	The Capital Fund/Comprehensive Grant Program Annual Statement /Performance and Evaluation Report for any active grant year.	Annual Plan: Capital Needs
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants.	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	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. See PIH Notice 99-52 (HA).	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, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937.	Annual Plan: Conversion of Public Housing
N/A	Documentation for required Initial Assessment and any additional information required by HUD for Voluntary Conversion.	Annual Plan: Voluntary Conversion of Public Housing
X	Approved or submitted public housing homeownership programs/plans.	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program (Section _____ of the Section 8 Administrative Plan)	Annual Plan: Homeownership
X	Public Housing Community Service Policy/Programs <input checked="" type="checkbox"/> Check here if included in Public Housing A & O Policy	Annual Plan: Community Service & Self-Sufficiency
X	Cooperative agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies.	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan(s) for public housing and/or Section 8.	Annual Plan: Community Service & Self-Sufficiency
	Section 3 documentation required by 24 CFR Part 135, Subpart E for public housing.	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 for public housing.	Annual Plan: Community Service & Self-Sufficiency
X	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G). <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy.	Pet Policy
X	The results of the most recent fiscal year audit of the PHA conducted under the Single Audit Act as implemented by OMB Circular A-133, the results of that audit and the PHA's response to any findings.	Annual Plan: Annual Audit
N/A	Consortium agreement(s), if a consortium administers PHA programs.	Joint PHA Plan for Consortia
N/A	Consortia Joint PHA Plans ONLY: Certification that consortium agreement is in compliance with 24 CFR Part 943 pursuant to an opinion of counsel on file and available for inspection	Joint PHA Plan for Consortia
N/A	Other supporting documents (optional). List individually.	(Specify as needed)

12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Fairfield Metropolitan Housing Authority		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No:			Federal FY of Grant: 2005
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	15,000			
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	79,000		29,000	
8	1440 Site Acquisition				
9	1450 Site Improvement	196,000			
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	290,000		290,000	
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

13. Capital Fund Program Five-Year Action Plan

Capital Fund Program Five-Year Action Plan					
Part I: Summary					
PHA Name			<input type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:		
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: PHA FY:	Work Statement for Year 3 FFY Grant: PHA FY:	Work Statement for Year 4 FFY Grant: PHA FY:	Work Statement for Year 5 FFY Grant: PHA FY:
<i>PHA Wide</i>	Annual Statement	70,000	230,000	224,000	48,500
70-01 Scattered Sites		204,000	48,800		72,000
70-02 Scattered Sites					41,200
70-03 Scattered Sites					88,000
CFP Funds Listed for 5-year planning/New office			½	½	
Additional Units	2				
Replacement Housing Factor Funds					

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.

[An Applicant receiving a Voucher with intended use for the Homeownership Program \(already enrolled in that program and working towards Homeownership\) the expiration of the Voucher will be the expiration date of the Homeownership Option Voucher that will be issued by that Department. If discontinuing to work with that program the Voucher of Family Participation will be re-issued for 60 days and must follow the above guidelines for any extensions to participate in the Housing Choice Voucher Program.](#)

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.

INFORMATION TO LANDLORD

According to Federal Regulations the FMHA MUST:

“ Give the owner:

- 1) The family’s current and prior address (as shown in the PHA records); and**
- 2) The name and address (if known to the PHA) of the landlord at the family’s current and prior address.”**

Thus, according to FMHA records, we are supplying the following information:

FAMILY’S CURRENT

ADDRESS: _____

Landlord’s address/phone number: _____

FAMILY’S PRIOR

ADDRESS: _____

Landlord’s address/phone number: _____

The FMHA administrative policy also states: “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, Housing Authority debts, or other pertinent information (upon request from the landlord)” concerning the family’s rental history for the past two (2) years. The bottom portion of this form may be filled-out and forwarded to the Housing Authority in order for the FMHA to supply any known information to an owner:

REQUEST FOR TENANCY INFORMATION

I wish to request tenancy information the following prospective tenant:

_____.

Landlord Signature: _____

Landlord address: _____

Landlord phone number: _____

Date: _____



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Executive Director**

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Timing for the Verification of Qualifying Factors

The qualifying factors of eligibility will not be verified until the family is in a position on the waiting list to be offered a housing unit.

****ALL WEAPONS, INCLUDING HANDGUNS OR OTHER FIREARMS, CONCEALED OR NOT ARE PROHIBITED ON THE FAIRFIELD METROPOLITAN HOUSING AUTHORITY PREMISES, INCLUDING ALL PARKING AREAS.**



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G. SCREENING FOR SUITABILITY [24 CFR 960.203, 960.204, 960.205]

In developing its admission policies, the aim of the PHA is to attain a tenant body composed of families with a broad range of incomes and to avoid concentrations of the most economically deprived families and families with serious social problems. Therefore, it is the policy of the PHA to deny admission to applicants whose habits and practices may reasonably be expected to have a detrimental effect on the operations of the development or neighborhood, or on the quality of life for its residents.

The PHA will conduct a detailed interview of all applicants. The interview form will contain questions designed to evaluate the qualifications of applicants to meet the essential requirements of tenancy. Answers will be subject to third party verification.

An applicant's intentional misrepresentation of any information related to eligibility, award of preference for admission, housing history, allowances, family composition or rent will result in denial of admission.

Applicants must be able to demonstrate the ability and willingness to comply with the terms of the lease, either all or with assistance that they can demonstrate that they have or will have at the time of admission. (24 CFR 8.3, Definition: Qualified Individual with Handicaps) The availability of assistance is subject to verification by the PHA.

The PHA does not permit a parent or legal guardian to co-sign the lease on the applicant's behalf if the head of household is under 18 and, under State/local law, does not have the legal capacity to enter into a legally binding contract

As a part of the final eligibility determination, the PHA will screen each applicant household to assess their suitability as renters.

The PHA will complete a rental history check on all applicants.

The PHA shall rely upon sources of information which may include, but are not limited to, PHA records, personal interviews with the applicant or tenant, interviews with previous landlords, employers, family social workers, parole officers, criminal and court records, clinics, physicians or the police department, and home visits for

persons who have had negative landlord reference(s) for poor housekeeping habits.

The PHA will complete a home visit at the current residence of all applicants who have had landlord verifications returned to the PHA with unfavorable comments concerning their housekeeping habits. Applicants shall have at least two working days advance written notice of home visits.

Factors to be considered in the screening are housekeeping habits, rent paying habits, prior history as a tenant, criminal records, the ability of the applicant to maintain the responsibilities of tenancy, and whether the conduct of the applicant in present or prior housing has been such that admission to the program would adversely affect the health, safety or welfare of other residents, or the physical environment, or the financial stability of the project.

The PHA's examination of relevant information pertaining to past and current habits or practices will include, but is not limited to, an assessment of:

The applicant's past performance in meeting financial obligations, especially rent.

Eviction or a record of disturbance of neighbors sufficient to warrant a police call, destruction of property, or living or housekeeping habits at present or prior residences which may adversely affect the health, safety, or welfare of other tenants or neighbors.

Any history of criminal activity on the part of any applicant family member involving criminal acts, including drug-related criminal activity.

Any history or evidence of repeated acts of violence on the part of an individual, or a pattern of conduct constituting a danger to peaceful occupancy by neighbors.

Any history of initiating threats or behaving in a manner indicating an intent to assault employees or other tenants.

Any history of alcohol or substance abuse that would threaten the health, welfare, or right to peaceful enjoyment of the premises by other residents.

The ability and willingness of an applicant to comply with the essential lease requirements will be verified and documented by the PHA. The information to be considered in the screening process shall be reasonably related to assessing the conduct of the applicant and other family members listed on the application in present and prior housing.

The history of applicant conduct and behavior must demonstrate that the applicant family can reasonably be expected not to:

Interfere with other residents in such a manner as to diminish their peaceful enjoyment of the premises by adversely affecting their health, safety, or welfare. [24CFR 960.203(c)]

Adversely affect the physical environment or financial stability of the project. [24CFR 960.203(c)]

Violate the terms and conditions of the lease. [24CFR 960.203(c)].

Require services from PHA staff that would alter the fundamental nature of the PHA's program. [24 CFR 8.3]

Rent Paying Habits

The PHA will examine any Housing Authority records from a prior tenancy, and will request written references from the applicant's current landlord and may request written references from former landlords **for up to the past 5 years.**

Based upon these verifications, the PHA will determine if the applicant was chronically late with rent payments, was evicted at any time **during the past 5 years** for nonpayment of rent, or had other legal action initiated against him/her for debts owed. Any of these circumstances could be grounds for an ineligibility determination, depending on the amount of control the applicant had over the situation.



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O. PLAN FOR UNIT OFFERS

The PHA plan for selection of applicants and assignment of dwelling units to assure equal opportunity and non-discrimination on grounds of race, color, sex, religion, or national origin is:

Plan "A". Under this plan the first qualified applicant in sequence on the waiting list will be made one offer of a unit of the appropriate size at a site in which the applicant seeks to reside.

The PHA will maintain a record of units offered, including location, date and circumstances of each offer, each acceptance or rejection, including the reason for the rejection.



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C. PRIORITY OF TRANSFERS

Medical hardship and accessibility

Transfer will be within the housing development unless appropriate unit is not available to meet the family's needs within the development.

Medical hardship and accessibility transfers are initiated by the PHA and/or written family request.

D. EMERGENCY TRANSFER

The PHA will authorize an emergency transfer for a participant family if one of the following conditions occurs:

The resident's unit has been damaged by fire, flood, or other causes to such a degree that the unit is not habitable, provided the damage was not the result of an intentional act, carelessness / or negligence on the part of the resident or a member of the resident's household.

E. SPECIAL CIRCUMSTANCES TRANSFER

The PHA will authorize transfers under special circumstances for a participant family if one of the following conditions occurs:

The resident's unit is being modernized or significantly remodeled.

In such cases the family may only be offered temporary relocation if allowed under Relocation Act provisions. and may be allowed to return to their unit once rehabilitation is complete.

There is a reasonable fear of direct violence against the resident. Such transfer requests may include a fear of retaliation for witnessing an incident, or providing testimony or

evidence in an eviction or criminal proceeding, or fear of being the victim of a hate crime.

The PHA will seek input from local law enforcement regarding all requests for transfers due to threat of violence.

The PHA has a need, at the discretion of the Executive Director / Property Manager to transfer the resident family to another unit and the resident voluntarily agrees to such transfer.

F. MANDATORY TRANSFERS

If a family that is required to move refuses the offered unit, the PHA will evaluate the reason for the refusal and determine if it is one of good cause. If the PHA determines that there is no good cause, the PHA will begin lease termination proceedings.

The PHA will offer the family an opportunity for an informal conference before terminating the family's lease. The family will have [number] working days from the issue date of the Notice to Terminate to request an informal conference.

The Housing manager has the authority to suspend the mandatory transfer policy for an indefinite period of time should the resident request such time as to provide sufficient information to the PHA to support the family's position.



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DEFINITIONS OF PREFERENCES

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".

HOMELESS: The applicant must have been accepted into the Fairfield County Transitional Housing Program or be a resident of a local Emergency Shelter.

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 a woman serving in the active military or naval service of the United States.

FEDERAL REQUIREMENT: Head or Spouse is a citizen of the Republic of Marshall Islands, the Federated States of Micronesia or the Republic of Palau.

WORKING FAMILY: 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.

Involuntary Displacement Preference

Families are considered to be involuntarily displaced if they are required to vacate housing as a result of one of the following situations.

- 1. A disaster (fire, flood, earthquake, etc.) that has caused the unit to be uninhabitable.**
- 2. Federal, state or local government action related to code enforcement, public improvement or development.**

For purposes of this definitional element, reasons for an applicant's having to

vacate a housing unit include, but are not limited to:

- **Conversion of an applicant's housing unit to non-rental or non-residential use;**
- **Closure of an applicant's housing unit for rehabilitation or non-residential use;**
- **Sale of a housing unit in which an applicant resides under an agreement that the unit must be vacant when possession is transferred; or**
- **Any other legally authorized act that results, or will result, in the withdrawal by the owner of the unit or structure from the rental market.**



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

HUD Criteria for Hardship Exemption

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

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

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

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

Loss of employment

Death in the family

Other circumstances as determined by the PHA or HUD

PHA Policy Regarding Hardship Exemption

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

"Loss of employment" is:

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

Temporary Hardship

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

Repayment Agreements for Temporary Hardship

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

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



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V. CEILING RENTS

The PHA acknowledges that there are several advantages to ceiling rents. Ceiling rents provide a "cap" or maximum rent which is advantageous to families of higher incomes. Establishing ceiling rents offers families of increasing or higher incomes an incentive for living in public housing. Ceiling rents help the PHA to attract higher income families and create a broad range of incomes and a more diverse tenant body, which is consistent with HUD's affirmative fair housing goals. Ceiling rents serve to assist families transitioning from welfare to work and families that desire to obtain better jobs. Ceiling rents may also help the PHA to fill vacancies in some of its less desirable units or developments.

Ceiling rents are a function of income-based rent. For all units where ceiling rents are applied, the lower of the total tenant payment or the ceiling rent will be applied. The PHA will ensure that its ceiling rents will be unit based and not applied to certain families or certain categories of families.

The PHA established HUD- authorized ceiling rents for all of its public housing units before October 1, 1999.



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Families must report all changes in household composition to the PHA between annual reexaminations. This includes additions due to birth, adoption and court-awarded custody. The family must obtain PHA approval prior to all other additions to the household.

When there is a change in head of household or a new adult family member is added, the PHA will complete an application for continued occupancy and reverify, using the same procedures the PHA staff would use for an annual reexamination, except for effective dates of changes. In such case, the Interim Reexamination Policy would be used.

The annual reexamination date will not change as a result of this action.

The U.S. citizenship/eligible immigrant status of additional family members must be declared and verified prior to the approval by the PHA of the family member being added to the lease.

Increases in Income to Be Reported

Families paying flat rent are not required to report any increases in income or assets.

Families must report all increases in income/assets of all household members to the PHA in writing within 10 calendar days of the occurrence.



**FAIRFIELD METROPOLITAN
HOUSING AUTHORITY**

Oh070101



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E. INDIVIDUAL SAVINGS ACCOUNTS

The PHA chooses not to establish a system of individual savings accounts for families who qualify for the disallowance of earned income.



**FAIRFIELD METROPOLITAN
HOUSING AUTHORITY**

Oh070m01



Mary Bozman
Executive Director

"Building A Strong Community Through Stable Housing"

F. TIMELY REPORTING OF CHANGES IN INCOME (AND ASSETS)

Standard for Timely Reporting of Changes

The PHA requires that families report interim changes to the PHA within **ten** working days of when the change occurs. Any information, document or signature needed from the family that is needed to verify the change must be provided within **three** working days of the change.

If the change is not reported within the required time period, or if the family fails to provide signatures, certifications or documentation, (in the time period requested by the PHA), it will be considered untimely reporting.

Name of Policy **TRACKING CRIME**

HCV CFR982-553(a)

CFR Number: PH CFR 966.4(f) & 5.580-5.905 Effective Date: 9/1/04

Board Approved: _____ Signature: _____

The Fairfield Metropolitan Housing Authority takes pride in earning the public trust. As administrator of federally assisted housing programs, the Public Housing Program will track crimes committed by the applicants and participants of the program to the extent financially feasible and time equitable. The tracking will include the date of the finding, name, whether they are a participant or applicant of the Public Housing Program, the type of crime, and, if any action was taken by the Housing Authority.

The Housing Choice Voucher Program will screen for crimes committed by both applicants and participants of the program to the extent financially feasible and time equitable. Use of these tools for both initial and continued eligibility will be utilized. However, the Housing Choice Voucher Program will not track the crimes but handle according to the Criminal Activity Policies adopted by the Board of the FMHA and located in the Administrative Plan.

The Public Housing Program will not track traffic violations and misdemeanors. The intent here is to identify significant crimes that may prohibit participant since HUD requires strict enforcement of the One Strike Policy and since the agency has a responsibility to the other tenants in the neighborhoods for peaceful and safe enjoyment of their residences. The Housing Choice Voucher Program will review misdemeanors for non-compliance of the Criminal Activity Policy as stated above.

In order to accomplish the above listed statements, the following measures may be taken by eligibility staff:

- Web Search including:
 - * Tenant Profiler – MCS Software tracking evictions from other PHA's;
 - * Daily review of local newspaper to check bookings and arrests;
 - * Review of surrounding counties newspapers;
 - * Review of municipal court sites both in and out of the county;
 - * Sex Offender lists;
 - * Real estate web sites.
- * Requesting reports from the Police Department which tracks all log entries and reports for Public Housing neighborhoods.
- Requiring police & sheriff reports from each applicant at initial screening and at recertification be faxed to the FMHA (from FMHA's county).
- Requiring Police/Sheriff reports from each applicant at initial screening from the county in which they are presently residing (if not FMHA's county) and any known prior counties of residence.
- Working with the Fraud Investigative Division at the Department of Jobs and Family Services.
- When applicable, working with the Prosecutor's Office and Probation and Parole Officers.
- To collect incident reports on possible program violations, when complaints, from law enforcement.
- Forward allegations to the proper authorities including but not limited to:
 - * Children's Services
 - * Police or Detective Department
 - * Drug Task Force