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

# PHA Plans

5 Year Plan for Fiscal Years 2005 - 2009 Annual Plan for Fiscal Year 2006

City of Marietta, OH/PHA OH077

## PHA Plan Agency Identification

PHA N	ame: The City of Marietta
PHA N	umber: OH077
PHA F	iscal Year Beginning: (mm/yyyy) 04/01/06
<b>Public</b>	Access to Information
contactin	tion regarding any activities outlined in this plan can be obtained by ng: (select all that apply)  Main administrative office of the PHA  HA development management offices  HA local offices
Display	Locations For PHA Plans and Supporting Documents
	A Plans (including attachments) are available for public inspection at: (select all
that apply	
=	Main administrative office of the PHA HA development management offices
☐ P	HA local offices
	Tain administrative office of the local government
N	Iain administrative office of the County government
	Main administrative office of the State government
	ublic library HA website
= 1	Other (list below)
	City Development Department Offices
PHA Pla	n Supporting Documents are available for inspection at: (select all that apply)
	Main business office of the PHA
=	HA development management offices
☐ C	Other (list below)

## 5-YEAR PLAN PHA FISCAL YEARS 2005 - 2009

[24 CFR Part 903.5]

<b>A.</b> ]	Mission
	the PHA's mission for serving the needs of low-income, very low income, and extremely low-income les in the PHA's jurisdiction. (select one of the choices below)
	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: (state mission here)
	<u>Goals</u>
emphidenti PHAS SUCO	coals and objectives listed below are derived from HUD's strategic Goals and Objectives and those asized in recent legislation. PHAs may select any of these goals and objectives as their own, or fy other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, S ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF CESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS. Intifiable measures would include targets such as: numbers of families served or PHAS scores wed.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.
HUI hous	O Strategic Goal: Increase the availability of decent, safe, and affordable sing.
	PHA Goal: Expand the supply of assisted housing Objectives:  Apply for additional rental vouchers: Reduce public housing vacancies: Leverage private or other public funds to create additional housing opportunities: Acquire or build units or developments Other (list below)
	PHA Goal: Improve the quality of assisted housing Objectives:  Improve public housing management: (PHAS score) Improve voucher management: (SEMAP score) Increase customer satisfaction: Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections) Renovate or modernize public housing units: Demolish or dispose of obsolete public housing:

		Provide replacement public housing:
	Ц	Provide replacement vouchers:
		Other: (list below)
	PHA C Object	Goal: Increase assisted housing choices ives:  Provide voucher mobility counseling: Conduct outreach efforts to potential voucher landlords Increase voucher payment standards Implement voucher homeownership program: Implement public housing or other homeownership programs: Implement public housing site-based waiting lists: Convert public housing to vouchers: Other: (list below)
HUD S	Strateg	ic Goal: Improve community quality of life and economic vitality
		Goal: Provide an improved living environment
	Object	
		Implement measures to de-concentrate 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:
	Ħ	Designate developments or buildings for particular resident groups
		(elderly, persons with disabilities)
		Other: (list below)
	Strateg dividua	ic Goal: Promote self-sufficiency and asset development of families als
househ		Goal: Promote self-sufficiency and asset development of assisted
	Object	ives: Increase the number and percentage of employed persons in assisted families:
		Provide or attract supportive services to improve assistance recipients' employability:
	$\boxtimes$	Provide or attract supportive services to increase independence for the
		elderly or families with disabilities.
		Other: (list below)

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

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

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

**PHA Goal:** Link all applicants and participants to additional services needed by low income families and operated by contractor agency and other community organizations. The contractor agency provides these services to qualified applicants:

- Child Development (Day Care) and Head Start
- Employment and Training Programs
- Weatherization and HEAP
- Health Services- including Dental, Prenatal and WIC
- Transportation
- TANF based services under contract with county DJFS
- Community based services

### Annual PHA Plan PHA Fiscal Year 2006

[24 CFR Part 903.7]

<u>i. Aı</u>	nnual Plan Type:
Select v	which type of Annual Plan the PHA will submit.
$\boxtimes$	Standard Plan
Stream	nlined Plan:
	High Performing PHA
	Small Agency (<250 Public Housing Units)
	Administering Section 8 Only
	Troubled Agency Plan

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

[24 CFR Part 903.7 9 (r)]

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

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

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

Over the past year the number of families participating in the Family Self Sufficiency program has increased. In 2006 the PHA will continue to educate families about the advantages of the FSS program to again increase the number of families participating in the program.

#### iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

## **Table of Contents**

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	tachments	
B, 6 SE	licate which attachments are provided by selecting all that apply. Provide the attachment's retc.) in the space to the left of the name of the attachment. Note: If the attachment is prov <b>PARATE</b> file submission from the PHA Plans file, provide the file name in parentheses in the right of the title.	ided as a
	equired Attachments:	
	Admissions Policy for De-concentration N/A  FY 2000 Capital Fund Program Annual Statement N/A  Most recent board-approved operating budget (Required Attachment for that are troubled or at risk of being designated troubled ONLY) N/A	or PHAs
	Optional Attachments:  PHA Management Organizational Chart N/A  FY 2000 Capital Fund Program 5 Year Action Plan N/A  Public Housing Drug Elimination Program (PHDEP) Plan N/A  Comments of Resident Advisory Board or Boards (must be attached if included in PHA Plan text)  Other (List below, providing each attachment name)	not

### **Supporting Documents Available for Review**

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.

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

List of Supporting Documents Available for Review						
Applicable &	Supporting Document	Applicable Plan Component				
On Display		•				
X	Section 8 rent determination (payment standard) policies	Annual Plan: Rent				
	check here if included in Section 8	Determination				
	Administrative Plan					
	Public housing management and maintenance policy	Annual Plan: Operations				
	documents, including policies for the prevention or	and Maintenance				
	eradication of pest infestation (including cockroach					
	infestation)	151 6:				
	Public housing grievance procedures	Annual Plan: Grievance				
	check here if included in the public housing	Procedures				
	A & O Policy					
X	Section 8 informal review and hearing procedures	Annual Plan: Grievance				
	check here if included in Section 8	Procedures				
	Administrative Plan					
	The HUD-approved Capital Fund/Comprehensive Grant	Annual Plan: Capital Needs				
	Program Annual Statement (HUD 52837) for the active grant					
	year Most recent CIAP Budget/Progress Report (HUD 52825) for	Annual Plan: Capital Needs				
	any active CIAP grant	Allitual Flaii. Capital Needs				
	Most recent, approved 5 Year Action Plan for the Capital	Annual Plan: Capital Needs				
	Fund/Comprehensive Grant Program, if not included as an	7 milair Fain. Capitai recus				
	attachment (provided at PHA option)					
_	Approved HOPE VI applications or, if more recent,	Annual Plan: Capital Needs				
	approved or submitted HOPE VI Revitalization Plans or any	_				
	other approved proposal for development of public housing					
	Approved or submitted applications for demolition and/or	Annual Plan: Demolition				
	disposition of public housing	and Disposition				
	Approved or submitted applications for designation of public	Annual Plan: Designation of				
	housing (Designated Housing Plans)	Public Housing				
	Approved or submitted assessments of reasonable	Annual Plan: Conversion of				
	revitalization of public housing and approved or submitted	Public Housing				
	conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act					
	Approved or submitted public housing homeownership	Annual Plan:				
	programs/plans	Homeownership				
X	Policies governing any Section 8 Homeownership program	Annual Plan:				
11	check here if included in the Section 8	Homeownership				
	Administrative Plan	r				
X	Any cooperative agreement between the PHA and the TANF	Annual Plan: Community				
	agency	Service & Self-Sufficiency				
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community				
		Service & Self-Sufficiency				
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other	Annual Plan: Community				
	resident services grant) grant program reports	Service & Self-Sufficiency				
	The most recent Public Housing Drug Elimination Program	Annual Plan: Safety and				
	(PHEDEP) semi-annual performance report for any open	Crime Prevention				
	grant and most recently submitted PHDEP application					
	(PHDEP Plan)					
X	The most recent fiscal year audit of the PHA conducted	Annual Plan: Annual Audit				

List of Supporting Documents Available for Review						
Applicable & On Display	Supporting Document	Applicable Plan Component				
	under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings					
	Troubled PHAs: MOA/Recovery Plan Other supporting documents (optional) (list individually; use as many lines as necessary)	Troubled PHAs (specify as needed)				
	•					

#### 1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

Housing Needs of Families in the Jurisdiction							
	by Family Type						
Family Type	Overall	Afford- ability	Supply	Quality	Access- ibility	Size	Loca- tion
Income <= 30% of AMI	1163	5	4	2	3	3	2
Income >30% but <=50% of AMI	1144	5	4	2	3	3	2
Income >50% but <80% of AMI	1412	5	4	2	3	3	2
Elderly	824	5	3	3	2	2	2
Families with Disabilities	421	5	4	2	3	3	2
Black	18	5	3	3	2	2	2
Hispanic	30	5	3	3	2	2	2
Race/Ethnicity							
Race/Ethnicity							

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

Consolidated Plan of the Jurisdiction/s

	Indicate year:
$\boxtimes$	U.S. Census data: the Comprehensive Housing Affordability Strategy
	("CHAS") dataset
	American Housing Survey data
	Indicate year:
	Other housing market study
	Indicate year:
$\boxtimes$	Other sources: (list and indicate year of information)
Waitin	a list 2005

Waiting list 2005

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

State the housing needs of the families on the PHA's waiting list/s. Complete one table for each type of PHA-wide waiting list administered by the PHA. PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List					
Waiting list type: (select one)  Section 8 tenant-based assistance  Public Housing  Combined Section 8 and Public Housing  Public Housing Site-Based or sub-jurisdictional waiting list (optional)  If used, identify which development/subjurisdiction:  # of families					
Waiting list total Extremely low	706 632	100%	100 82		
income <=30% AMI Very low income (>30% but <=50%	68	9%	18		
AMI) Low income (>50% but <80% AMI)	6	1%	2		
Families with children 62% Elderly families 287 41%					

Н	lousing Needs of Fam	ilies on the Waiting Li	ist
Families with Disabilities	257	36%	
White/Non-Hispanic	688	97%	
African-American	16	2%	
Native American	1	.5%	
Hispanic	1	.5%	
1	I		
Characteristics by			
Bedroom Size			
(Public Housing			
Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			
Is the waiting list clos	sed (select one)? X	To Yes	
If yes:			
	it been closed (# of mo	*	
Does the PHA expect to reopen the list in the PHA Plan year? No Yes			
Does the PHA permit specific categories of families onto the waiting list, even if			
generally close	ed?  No Yes		
C. Strategy for Add	rossing Noods		
		addressing the housing need	s of families in the
		ING YEAR, and the Agenc	
choosing this strategy.	-		
(1) Strategies			
Need: Shortage of a	ffordable housing for	all eligible population	<b>IS</b>
a			
		dable units available	to the PHA within
its current resources	by:		
Select all that apply			
Fmnlov effect	ive maintenance and m	anagement policies to r	minimize the
	olic housing units off-li		mmmze uie
	er time for vacated pul		
	o renovate public housi	_	
	c removate public flous		

	Seek replacement of public housing units lost to the inventory through mixed finance development
	Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
	Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
	Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
	Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
	Maintain or increase section 8 lease-up rates by effectively screening Section 8
$\boxtimes$	applicants to increase owner acceptance of program  Participate in the Consolidated Plan development process to ensure
	coordination with broader community strategies Other (list below)
	gy 2: Increase the number of affordable housing units by:
Select al	l that apply
	Apply for additional section 8 units should they become available Leverage affordable housing resources in the community through the creation
	of mixed - finance housing
	Pursue housing resources other than public housing or Section 8 tenant-based assistance.
XI DI	Other: (list below)
	IA's contracting agency will develop and operate additional affordable housing by special needs popultaion
Need:	Specific Family Types: Families at or below 30% of median
Strates	gy 1: Target available assistance to families at or below 30 % of AMI
	I that apply
	Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
	Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
	Employ admissions preferences aimed at families with economic hardships
	Adopt rent policies to support and encourage work Other: (list below)
Need:	Specific Family Types: Families at or below 50% of median
	gy 1: Target available assistance to families at or below 50% of AMI

	Employ admissions preferences aimed at families who are working Adopt rent policies to support and encourage work Other: (list below)
Need:	Specific Family Types: The Elderly
	gy 1: Target available assistance to the elderly:
	Seek designation of public housing for the elderly Apply for special-purpose vouchers targeted to the elderly, should they become available
	Other: (list below)
Need:	Specific Family Types: Families with Disabilities
	gy 1: Target available assistance to Families with Disabilities:  l that apply
	Seek designation of public housing for families with disabilities Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing Apply for special-purpose vouchers targeted to families with disabilities,
	should they become available Affirmatively market to local non-profit agencies that assist families with disabilities Other: (list below)
Need: needs	Specific Family Types: Races or ethnicities with disproportionate housing
	gy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs: applicable
	Affirmatively market to races/ethnicities shown to have disproportionate housing needs Other: (list below)
	gy 2: Conduct activities to affirmatively further fair housing

	Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units  Market the section 8 program to owners outside of areas of poverty /minority concentrations
	Other: (list below)
Other	Housing Needs & Strategies: (list needs and strategies below)
(2) Re	easons for Selecting Strategies
	factors listed below, select all that influenced the PHA's selection of the ies it will pursue:
	Funding constraints Staffing constraints Limited availability of sites for assisted housing Extent to which particular housing needs are met by other organizations in the community Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA Influence of the housing market on PHA programs Community priorities regarding housing assistance Results of consultation with local or state government Results of consultation with residents and the Resident Advisory Board Results of consultation with advocacy groups Other: (list below)
[24 CFI List the	atement of Financial Resources R Part 903.7 9 (b)] financial resources that are anticipated to be available to the PHA for the support of Federal approach and tenant-based Section 8 assistance programs administered by the PHA during the Plan

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

	ncial Resources: I Sources and Uses	
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2000 grants)		
a) Public Housing Operating Fund		
b) Public Housing Capital Fund		
c) HOPE VI Revitalization		
d) HOPE VI Demolition		

Financial Resources:		
Planned	d Sources and Uses	
Sources	Planned \$	Planned Uses
e) Annual Contributions for Section 8 Tenant-Based Assistance	1,600,000.00	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self- Sufficiency Grants	50,000.00	
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
3. Public Housing Dwelling Rental Income		
4. Other income (list below)		
4. Non-federal sources (list below)		
Total resources	1,650,000.00	

# 3. PHA Policies Governing Eligibility, Selection, and Admissions [24 CFR Part 903.7 9 (c)]

# A. Public Housing NOT APPLICABLE

(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 When families are within a certain time of being offered a unit: (state time) Other: (describe) b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)? Criminal or Drug-related activity Rental history Housekeeping Other (describe) 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 NCICauthorized source) (2) Waiting List Organization a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply) Community-wide list Sub-jurisdictional lists Site-based waiting lists Other (describe) b. Where may interested persons apply for admission to public housing? PHA main administrative office PHA development site management office Other (list below) c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection (3) Assignment

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent

3A.

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?
<ul> <li>4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?</li> <li>PHA main administrative office</li> <li>All PHA development management offices</li> <li>Management offices at developments with site-based waiting lists</li> <li>At the development to which they would like to apply</li> <li>Other (list below)</li> </ul>
(3) Assignment
<ul> <li>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)</li> <li>One</li> <li>Two</li> <li>Three or More</li> </ul>
b.  Yes No: Is this policy consistent across all waiting list types?
c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:
(4) Admissions Preferences
a. Income targeting:  Yes No:Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?
<ul> <li>b. Transfer policies:</li> <li>In what circumstances will transfers take precedence over new admissions? (list below)</li> <li>Emergencies</li> </ul>

<ul> <li>Overhoused</li> <li>Underhoused</li> <li>Medical justification</li> <li>Administrative reasons determined by the PHA (e.g., to permit modernization work)</li> <li>Resident choice: (state circumstances below)</li> <li>Other: (list below)</li> </ul>
c. Preferences  1. Yes No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If "no" is selected, skip to subsection (5) Occupancy)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)
Former Federal preferences:  Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)  Victims of domestic violence Substandard housing Homelessness High rent burden (rent is > 50 percent of income)
Other preferences: (select below)  Working families and those unable to work because of age or disability Veterans and veterans' families Residents who live and/or work in the jurisdiction Those enrolled currently in educational, training, or upward mobility programs Households that contribute to meeting income goals (broad range of incomes) Households that contribute to meeting income requirements (targeting) Those previously enrolled in educational, training, or upward mobility programs Victims of reprisals or hate crimes Other preference(s) (list below)
3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.
Date and Time

Former Federal preferences:  Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)  Victims of domestic violence Substandard housing Homelessness High rent burden	
Other preferences (select all that apply)  Working families and those unable to work because of age or disability Veterans and veterans' families Residents who live and/or work in the jurisdiction Those enrolled currently in educational, training, or upward mobility program Households that contribute to meeting income goals (broad range of income 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)	
<ul> <li>4. Relationship of preferences to income targeting requirements:</li> <li>The PHA applies preferences within income tiers</li> <li>Not applicable: the pool of applicant families ensures that the PHA will medincome targeting requirements</li> </ul>	et
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 (list)	
<ul> <li>b. How often must residents notify the PHA of changes in family composition? (select all that apply)</li> <li>At an annual reexamination and lease renewal</li> <li>Any time family composition changes</li> <li>At family request for revision</li> <li>Other (list)</li> </ul>	

# (6) Deconcentration and Income Mixing a. Yes No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing? b. Yes No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing? c. If the answer to b was yes, what changes were adopted? (select all that apply) Adoption of site based waiting lists If selected, list targeted developments below: Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments If selected, list targeted developments below: Employing new admission preferences at targeted developments If selected, list targeted developments below: Other (list policies and developments targeted below) d. Yes No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing? e. If the answer to d was yes, how would you describe these changes? (select all that apply) Additional affirmative marketing Actions to improve the marketability of certain developments Adoption or adjustment of ceiling rents for certain developments Adoption of rent incentives to encourage deconcentration of poverty and income-mixing Other (list below) f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)

## (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 public housing  Federal moderate rehabilitation  Federal project-based certificate program  Other federal or local program (list below)
Other federal or local program (list below)
b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)
PHA main administrative office
Other (list below)
(3) Search Time
a. Xes No: Does the PHA give extensions on standard 60-day period to search for a unit?
If yes, state circumstances below: The City of Marietta PHA give client extensions when they are unable to find acceptable housing due to financial constraints.
(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?
<ul> <li>b. Preferences</li> <li>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)</li> </ul>
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)
$\bowtie$	Victims of domestic violence
	Substandard housing
$\boxtimes$	Homelessness
	High rent burden (rent is > 50 percent of income)
	preferences (select all that apply)
	Working families and those unable to work because of age or disability
X	Veterans and veterans' families
	Residents who live and/or work in your jurisdiction
X	Those enrolled currently in educational, training, or upward mobility programs
H	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
$\bowtie$	Other preference(s) (list below)
	Natural Disaster
the second chorsam	e PHA will employ admissions preferences, please prioritize by placing a "1" in space that represents your first priority, a "2" in the box representing your and priority, and so on. If you give equal weight to one or more of these ices (either through an absolute hierarchy or through a point system), place the number next to each. That means you can use "1" more than once, "2" more in once, etc.
1	Date and Time
Forme	r Federal preferences
1	Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
1	Victims of domestic violence
2	Substandard housing
2	Homelessness
2	High rent burden
Other	preferences (select all that apply)
$\boxtimes 2$	Working families and those unable to work because of age or disability
<b>3</b>	Veterans and veterans' families
	Residents who live and/or work in your jurisdiction
$\overline{\boxtimes}$ 2	Those enrolled currently in educational, training, or upward mobility programs
	Households that contribute to meeting income goals (broad range of incomes)
N/A	A Households that contribute to meeting income requirements (targeting)

2 Those previously enrolled in educational, training, or upward mobility programs	
<ul> <li>✓ 1 Victims of reprisals or hate crimes</li> <li>✓ Other preference(s) (list below)</li> <li>1 Natural Disaster</li> </ul>	
<ul> <li>4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)</li> <li>Date and time of application</li> <li>Drawing (lottery) or other random choice technique</li> </ul>	
<ul> <li>5. If the PHA plans to employ preferences for "residents who live and/or work in jurisdiction" (select one)</li> <li>This preference has previously been reviewed and approved by HUD</li> <li>The PHA requests approval for this preference through this PHA Plan</li> </ul>	the
<ul> <li>Relationship of preferences to income targeting requirements: (select one)</li> <li>The PHA applies preferences within income tiers</li> <li>Not applicable: the pool of applicant families ensures that the PHA will m income targeting requirements</li> </ul>	ıeet
(5) Special Purpose Section 8 Assistance Programs	
a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)  The Section 8 Administrative Plan Briefing sessions and written materials Other (list below) FSS Plan b. How does the PHA announce the availability of any special-purpose section 8 programs to the public? Through published notices Oher (list below)	
Verbal Information Notification by mail Outreach and Community Management	

# **4. PHA Rent Determination Policies NOT APPLICABLE** [24 CFR Part 903.7 9 (d)]

A.	Pub	lic Ho	ousing	5		
-	. •	DITA	.1 . 1		 1. 1	

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

(1) Income Based Rent Policies			
Describe the PHA's income based rent setting policy/ies for public housing using, including			
discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the			
appropriate spaces below.			
a. Use of discretionary policies: (select one)			
The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))	•		
or			
The PHA employs discretionary policies for determining income based rent (selected, continue to question b.)	If		
b. Minimum Rent			
1. What amount best reflects the PHA's minimum rent? (select one)  \$0 \$1-\$25 \$26-\$50			
2. Yes No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?			
3. If yes to question 2, list these policies below:			
c. Rents set at less than 30% than adjusted income			
1. Yes No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?			
2. If yes to above, list the amounts or percentages charged and the circumstances			

under which these will be used below:

d.	Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)  For the earned income of a previously unemployed household member For increases in earned income  Fixed amount (other than general rent-setting policy)  If yes, state amount/s and circumstances below:
	Fixed percentage (other than general rent-setting policy) If yes, state percentage/s and circumstances below:
	For household heads For other family members For transportation expenses For the non-reimbursed medical expenses of non-disabled or non-elderly families Other (describe below)
e. (	Ceiling rents
1.	Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)
	Yes for all developments Yes but only for some developments No
2.	For which kinds of developments are ceiling rents in place? (select all that apply)
	For all developments For all general occupancy developments (not elderly or disabled or elderly only) For specified general occupancy developments For certain parts of developments; e.g., the high-rise portion For certain size units; e.g., larger bedroom sizes Other (list below)
3.	Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)
	Market comparability study Fair market rents (FMR)

95 <sup>th</sup> percentile rents 75 percent of operating costs
100 percent of operating costs for general occupancy (family) developments
Operating costs plus debt service
The "rental value" of the unit
Other (list below)
f. Rent re-determinations:
<ol> <li>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)</li> <li>Never</li> </ol>
At family option
Any time the family experiences an income increase
Any time a family experiences an income increase above a threshold amount or
percentage: (if selected, specify threshold)
Other (list below)
g. Yes No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?
(2) Flat Rents
1. In setting the market-based flat rents, what sources of information did the PHA use
to establish comparability? (select all that apply.)
to establish comparability? (select all that apply.)  The section 8 rent reasonableness study of comparable housing
to establish comparability? (select all that apply.)  The section 8 rent reasonableness study of comparable housing  Survey of rents listed in local newspaper
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
to establish comparability? (select all that apply.)  The section 8 rent reasonableness study of comparable housing  Survey of rents listed in local newspaper
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
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
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
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  Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to
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  Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. Unless otherwise specified, all questions in this section apply only to
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  Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the
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  Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. Unless otherwise specified, all questions in this section apply only to

# (1) Payment Standards Describe the voucher payment standards and policies. 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) $\bowtie$ FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area Reflects market or submarket To increase housing options for families Other (list below) d. How often are payment standards reevaluated for adequacy? (select one) Annually Other (list below) e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply) Success rates of assisted families Rent burdens of assisted families Other (list below) (2) Minimum Rent

<ul> <li>a. What amount best reflects the PHA's minimum rent? (select one)</li> <li>\$0</li> <li>\$1-\$25</li> <li>\$26-\$50</li> </ul>			
b. No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)			
5. Operations and M [24 CFR Part 903.7 9 (e)]	anagement_		
	5: High performing and small Pamust complete parts A, B, and C	HAs are not required to complete C(2)	this
A. PHA Management S			
Describe the PHA's management	ent structure and organization.		
(select one)			
	hart showing the PHA's m	anagement structure and	
organization is att			DII.
	n of the management struct	ure and organization of the	PHA
follows:	1.11. 1		
_		y, contracts with Washingto	
_		n, to operate the Section 8 T	
9	•	Iministrative Team oversees	3
	planning functions. An As	sisted Housing Program	
coordinator oversees the p	program.		
B. HUD Programs Under PHA Management			
		of families served at the beginning	of the
		e "NA" to indicate that the PHA	
operate any of the program	= -		
Program Name	<b>Units or Families</b>	Expected	
	Served at Year	Turnover	
	Beginning		
Public Housing			
Section 8 Vouchers	356	100	
Section 8 Certificates			
Section 8 Mod Rehab			
Special Purpose Section	20* Flood Relief		
8 Certificates/Vouchers	66* Ridgewood Court-		
(list individually)	Enhanced Vouchers		
Public Housing Drug			
Elimination Program			
(DUDED)			

Other Federal			
Programs(list			
individually)			
C. Management and M			
		policy documents, manuals and handb	
		overn maintenance and management of sary for the prevention or eradication	
	es cockroach infestation) and the		01
management.			
* *	ng Maintenance and Mana	gement: (list below)	
NOT APPL	LICABLE		
(2) Section 8 Ma	nagement: (list below)		
Administra			
Family Sel	f Sufficiency Plan		
6. PHA Grievance I	<u>Procedures</u>		
[24 CFR Part 903.7 9 (f)]			
Examptions from component (	S. High parforming DUA ages	not required to complete component 6	
Section 8-Only PHAs are exer		not required to complete component 6.	
beetion of only 1111 is are exer	mpt from sub-component of it		
A. Public Housing NO	OT APPLICABLE		
1. Yes No: Has t	he PHA established any w	ritten grievance procedures in	
	=	ents found at 24 CFR Part 966,	
	bpart B, for residents of p		
		C	
If yes, list addition	ns to federal requirements	below:	
	-		
2. Which PHA office sho	ould residents or applicant	s to public housing contact to	
	ance process? (select all t	hat apply)	
PHA main admin			
<b>=</b>	t management offices		
Other (list below)			

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

1. Yes No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?			
If yes, list additions to federal requirements below:			
<ul> <li>2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)</li> <li>PHA main administrative office</li> <li>Other (list below)</li> </ul>			
7. Capital Improvement Needs [24 CFR Part 903.7 9 (g)]  NOT APPLICABLE			
Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.			
A. Capital Fund Activities			
Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.			
(1) Capital Fund Program Annual Statement			
Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template <b>OR</b> , at the PHA's option, by completing and attaching a properly updated HUD-52837.			
Select one:			
The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name)			
-or-			
The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)			
(2) Optional 5-Year Action Plan			

can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template <b>OR</b> by completing and attaching a properly updated HUD-52834.
a.  Yes No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)
<ul> <li>b. If yes to question a, select one:</li> <li>The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name</li> <li>-or-</li> </ul>
The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)
B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund) NOT APPLICABLE
Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.
Yes No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary) b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)
<ol> <li>Development (project) number:</li> <li>Status of grant: (select the statement that best describes the current status)         <ul> <li>Revitalization Plan under development</li> <li>Revitalization Plan submitted, pending approval</li> <li>Revitalization Plan approved</li> <li>Activities pursuant to an approved Revitalization Plan underway</li> </ul> </li> </ol>
☐ Yes ☐ No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?  If yes, list development name/s below:

Yes No: o	d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?  If yes, list developments or activities below:	
Yes No: e	) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?  If yes, list developments or activities below:	
<b>8. Demolition at</b> [24 CFR Part 903.7 9 (h)		
	ent 8: Section 8 only PHAs are not required to complete this section.	
1. Yes No:	Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If "No", skip to component 9; if "yes", complete one activity description for each development.)	
2. Activity Descripti	on	
Yes No:	Has the PHA provided the activities description information in the <b>optional</b> Public Housing Asset Management Table? (If "yes", skip to component 9. If "No", complete the Activity Description table below.)	
	Demolition/Disposition Activity Description	
1a. Development nar		
1b. Development (pr		
2. Activity type: De	molition osition	
3. Application status		
Approved		
Submitted, pending approval		
Planned appl	ication	
4. Date application a	pproved, submitted, or planned for submission: (DD/MM/YY)	
5. Number of units a		
6. Coverage of action (select one)		
Part of the development		
Total development		
7. Timeline for activity:  a. Actual or projected start date of activity:		
b. Projected end date of activity:		

## 9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with **Disabilities** NOT APPLICABLE [24 CFR Part 903.7 9 (i)] Exemptions from Component 9; Section 8 only PHAs are not required to complete this section. 1. Yes No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If "No", skip to component 10. If "yes", complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.) 2. Activity Description ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the optional Public Housing Asset Management Table? If "yes", skip to component 10. If "No", complete the Activity Description table below. **Designation of Public Housing Activity Description** 1a. Development name: 1b. Development (project) number: 2. Designation type: Occupancy by only the elderly Occupancy by families with disabilities Occupancy by only elderly families and families with disabilities 3. Application status (select one) Approved; included in the PHA's Designation Plan Submitted, pending approval Planned application 4. Date this designation approved, submitted, or planned for submission: (DD/MM/YY) 5. If approved, will this designation constitute a (select one) New Designation Plan Revision of a previously-approved Designation Plan?

6. Number of units a	affected:	
7. Coverage of action (select one)		
Part of the develo		
Total developmen	1	
Total developmen		
10. Conversion of	f Public Housing to Tenant-Based Assistance	
[24 CFR Part 903.7 9 (j)]		
	nent 10; Section 8 only PHAs are not required to complete this section.	
NOT APPLICABLE	· · · · · · · · · · · · · · · · · · ·	
	Reasonable Revitalization Pursuant to section 202 of the HUD	
	D Appropriations Act	
F 1 1990 HO	D Appropriations Act	
1.  Yes No:	Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)	
2. Activity Description	on	
Yes No:	Has the PHA provided all required activity description	
1cs 1to.	information for this component in the <b>optional</b> Public Housing	
	Asset Management Table? If "yes", skip to component 11. If	
	"No", complete the Activity Description table below.	
	No, complete the Activity Description table below.	
<u> </u>		
	version of Public Housing Activity Description	
1a. Development nan		
1b. Development (pro	-	
2. What is the status of	of the required assessment?	
	ent underway	
Assessment results submitted to HUD		
Assessment results approved by HUD (if marked, proceed to next		
question)		
Other (explain below)		
3. Yes No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to		
block 5.)	s a conversion r ian required. (if yes, go to block 4, if no, go to	
,	ian Dlan (salaat the statement that heat describes the august	
4. Status of Conversion Plan (select the statement that best describes the current		
status)		
_	on Plan in development	
☐ Conversion	on Plan submitted to HUD on: (DD/MM/YYYY)	

Conversi	on Plan approved by HUD on: (DD/MM/YYYY)		
Activities pursuant to HUD-approved Conversion Plan underway			
5. Description of hor	w requirements of Section 202 are being satisfied by means other		
than conversion (sele	, and the second		
Units addressed in a pending or approved demolition application (date			
submitted or approved:			
Units addressed in a pending or approved HOPE VI demolition application			
(date submitted or approved: )			
	lressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: )		
Requirem	nents no longer applicable: vacancy rates are less than 10 percent		
	nents no longer applicable: vacancy rates are less than 10 percent nents no longer applicable: site now has less than 300 units		
	escribe below)		
(a			
B. Reserved for Co	nversions pursuant to Section 22 of the U.S. Housing Act of		
1937	•		
C. Reserved for Co	nversions pursuant to Section 33 of the U.S. Housing Act of		
11. Homeowners	ship Programs Administered by the PHA		
[24 CFR Part 903.7 9 (k)			
	[24 Cl K l alt 703.7 7 (k)]		
A Public Housing			
	NOT APPLICABLE		
Exemptions from Compo	NOT APPLICABLE nent 11A: Section 8 only PHAs are not required to complete 11A.		
Exemptions from Compo	NOT APPLICABLE nent 11A: Section 8 only PHAs are not required to complete 11A.  Does the PHA administer any homeownership programs		
Exemptions from Compo	NOT APPLICABLE nent 11A: Section 8 only PHAs are not required to complete 11A.		
Exemptions from Compo	NOT APPLICABLE nent 11A: Section 8 only PHAs are not required to complete 11A.  Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h)		
Exemptions from Compo	NOT APPLICABLE nent 11A: Section 8 only PHAs are not required to complete 11A.  Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved		
Exemptions from Compo	NOT APPLICABLE nent 11A: Section 8 only PHAs are not required to complete 11A.  Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or		
Exemptions from Compo	NOT APPLICABLE nent 11A: Section 8 only PHAs are not required to complete 11A.  Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If "No", skip to		
Exemptions from Compo	NOT APPLICABLE nent 11A: Section 8 only PHAs are not required to complete 11A.  Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If "No", skip to component 11B; if "yes", complete one activity description for		
Exemptions from Compo	NOT APPLICABLE nent 11A: Section 8 only PHAs are not required to complete 11A.  Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If "No", skip to		

**PHA** status. PHAs completing streamlined submissions may skip to component 11B.) 2. Activity Description Yes No: Has the PHA provided all required activity description information for this component in the optional Public Housing Asset Management Table? (If "yes", skip to component 12. If "No", complete the Activity Description table below.) **Public Housing Homeownership Activity Description** (Complete one for each development affected) 1a. Development name: 1b. Development (project) number: 2. Federal Program authority: HOPE I 5(h) Turnkev III Section 32 of the USHA of 1937 (effective 10/1/99) 3. Application status: (select one) Approved; included in the PHA's Homeownership Plan/Program Submitted, pending approval Planned application 4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY) 5. Number of units affected: 6. Coverage of action: (select one) Part of the development Total development **B. Section 8 Tenant Based Assistance** 1. Yes No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982? (If "No", skip to component 12; if "yes", describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. High performing PHAs may skip to component 12.)

ability to obtain mortgage financing, will be offered the opportunity to participate in a homebuyer option. Homebuyers will participate in homebuyer counseling and assisted in decision making. FSS participants will be encouraged to participate.
a. Size of Program  ☐ Yes ☐ No:  Will the PHA limit the number of families participating in the section 8 homeownership option?
If the answer to the question above was yes, which statement best describes the number of participants? (select one)  25 or fewer participants  26 - 50 participants  51 to 100 participants  more than 100 participants
<ul> <li>b. PHA-established eligibility criteria</li> <li>✓ 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:     </li> </ul>
* See Attached
12. PHA Community Service and Self-sufficiency Programs [24 CFR Part 903.7 9 (1)]
Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8-Only PHAs are not required to complete sub-component C.
A. PHA Coordination with the Welfare (TANF) Agency
<ol> <li>Cooperative agreements:</li> <li>Yes ☐ No: Has the PHA has entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?</li> </ol>
If yes, what was the date that agreement was signed? <u>DD/MM/YY</u>
<ul> <li>2. Other coordination efforts between the PHA and TANF agency (select all that apply)</li> <li>Client referrals</li> <li>Information sharing regarding mutual clients (for rent determinations and otherwise)</li> <li>Coordinate the provision of specific social and self-sufficiency services and</li> </ul>
programs to eligible families

2. Program Description: Participants in good standing with the program, that have the

	Jointly administer programs Partner to administer a HUD Welfare-to-Work voucher program Joint administration of other demonstration program Other (describe)
s. S	Services and programs offered to residents and participants
	(1) General
	<ul> <li>a. Self-Sufficiency Policies</li> <li>Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)</li> <li>Public housing rent determination policies</li> <li>Public housing admissions policies</li> <li>Section 8 admissions policies</li> <li>Preference in admission to section 8 for certain public housing families</li> <li>Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA</li> <li>Preference/eligibility for public housing homeownership option participation</li> <li>Preference/eligibility for section 8 homeownership option participation</li> <li>Other policies (list below)</li> </ul>
	b. Economic and Social self-sufficiency programs
	Yes No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If "yes", complete the following table; if "no" skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use.)

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

(2) Family Self Sufficiency participation Description	orogram/s			
Fan	nily Self Sufficiency (FSS) Particip	ation		
Program	Required Number of Participants (start of FY 2004 Estimate)	Actual Number of Part (As of: DD/MM		
Public Housing				
Section 8	25	38 (as of 10/13/2004)		
b. Yes No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?  If no, list steps the PHA will take below:				
C. Welfare Benefit Reducti	ons			
<ol> <li>The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)         <ul> <li>Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies</li> <li>Informing residents of new policy on admission and reexamination</li> <li>Actively notifying residents of new policy at times in addition to admission and reexamination.</li> </ul> </li> <li>Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services</li> <li>Establishing a protocol for exchange of information with all appropriate TANF agencies</li> <li>Other: (list below)</li> </ol>				

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

## 13. PHA Safety and Crime Prevention Measures NOT APPLICABLE

[24 CFR Part 903.7 9 (m)]

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

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

	cribe the need for measures to ensure the safety of public housing residents ect all that apply) High incidence of violent and/or drug-related crime in some or all of the PHA's developments High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments Residents fearful for their safety and/or the safety of their children Observed lower-level crime, vandalism and/or graffiti People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime Other (describe below)
	at information or data did the PHA used to determine the need for PHA actions mprove safety of residents (select all that apply).
3. Whi	Safety and security survey of residents Analysis of crime statistics over time for crimes committed "in and around" public housing authority Analysis of cost trends over time for repair of vandalism and removal of graffiti Resident reports PHA employee reports Police reports Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs Other (describe below) ich developments are most affected? (list below)

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

1. List the crime prevention activities the PHA has undertaken or plans to undertake:
(select all that apply)
Contracting with outside and/or resident organizations for the provision of
crime- and/or drug-prevention activities
Crime Prevention Through Environmental Design
Activities targeted to at-risk youth, adults, or seniors
Volunteer Resident Patrol/Block Watchers Program
Other (describe below)
Other (deserior below)
2. Which developments are most affected? (list below)
C. Coordination between PHA and the police
1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)
Police involvement in development, implementation, and/or ongoing
evaluation of drug-elimination plan
Police provide crime data to housing authority staff for analysis and action
Police have established a physical presence on housing authority property (e.g.,
community policing office, officer in residence)
Police regularly testify in and otherwise support eviction cases
Police regularly meet with the PHA management and residents
Agreement between PHA and local law enforcement agency for provision of
above-baseline law enforcement services
Other activities (list below)
2. Which developments are most affected? (list below)
D. Additional information as required by PHDEP/PHDEP Plan
PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements
prior to receipt of PHDEP funds.
Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year
covered by this PHA Plan?
Yes No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA
Plan?
Yes No: This PHDEP Plan is an Attachment. (Attachment Filename:)

## 14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

**NOT APPLICABLE** 

## 15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

16. Fiscal Audit [24 CFR Part 903.7 9 (p)]
1. Yes No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U S.C. 1437c(h))? (If no, skip to component 17.)
2. Yes No: Was the most recent fiscal audit submitted to HUD?
3. Yes No: Were there any findings as the result of that audit?
4. Yes No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain?
5. Yes No: Have responses to any unresolved findings been submitted to HUD?
If not, when are they due (state below)?
17. PHA Asset Management NOT APPLICABLE  [24 CFR Part 903.7 9 (q)]  Exemptions from component 17: Section 8 Only PHAs are not required to complete this component.
High performing and small PHAs are not required to complete this component.
1. Yes No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have <b>not</b> been addressed elsewhere in this PHA Plan?
<ul> <li>2. What types of asset management activities will the PHA undertake? (select all that apply)</li> <li>Not applicable</li> <li>Private management</li> <li>Development-based accounting</li> <li>Comprehensive stock assessment</li> <li>Other: (list below)</li> </ul>

	te PHA included descriptions of asset management activities e <b>optional</b> Public Housing Asset Management Table?			
18. Other Information [24 CFR Part 903.7 9 (r)]				
A. Resident Advisory Bo	oard Recommendations			
	e PHA receive any comments on the PHA Plan from the sident Advisory Board/s?			
2. If yes, the comments as  Attached at Attach  Provided below:	re: (if comments were received, the PHA <b>MUST</b> select one) ment (File name)			
The Resident Advisory program. Recommendation  The PHA will contain the Encourage more lated to Advocate for reasons.  Continue to promote Encourage participation.	The Resident Advisory Board met to discuss issues with the HUD Section 8 program. Recommendations are as follows:  • The PHA will continue to apply for more Section 8 vouchers  • Encourage more landlords to accept Section 8 vouchers  • Advocate for reasonable rents  • Continue to promote the Homeownership Program  • Encourage participation in the Family Self Sufficiency Program			
Considered commencessary.	e PHA address those comments? (select all that apply) ents, but determined that no changes to the PHA Plan were portions of the PHA Plan in response to comments v:			
Other: (list below)				
B. Description of Election process for Residents on the PHA Board				
20	toes the PHA meet the exemption criteria provided section (b)(2) of the U.S. Housing Act of 1937? (If no, continue to uestion 2; if yes, skip to sub-component C.)			
re	Vas the resident who serves on the PHA Board elected by the esidents? (If yes, continue to question 3; if no, skip to sub-omponent C.)			
3. Description of Residen	t Election Process			

<ul> <li>a. Nomination of candidates for place on the ballot: (select all that apply)</li> <li>Candidates were nominated by resident and assisted family organizations</li> <li>Candidates could be nominated by any adult recipient of PHA assistance</li> <li>Self-nomination: Candidates registered with the PHA and requested a place on ballot</li> <li>Other: (describe)</li> </ul>
<ul> <li>b. Eligible candidates: (select one)</li> <li>Any recipient of PHA assistance</li> <li>Any head of household receiving PHA assistance</li> <li>Any adult recipient of PHA assistance</li> <li>Any adult member of a resident or assisted family organization</li> <li>Other (list)</li> </ul>
<ul> <li>c. Eligible voters: (select all that apply)</li> <li>All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)</li> <li>Representatives of all PHA resident and assisted family organizations</li> <li>Other (list)</li> </ul> C. Statement of Consistency with the Consolidated Plan For each applicable Consolidated Plan, make the following statement (copy questions as many times as
<ol> <li>Consolidated Plan jurisdiction: (provide name here) The City of Marietta</li> <li>The PHA has taken the following steps to ensure consistency of this PHA Plan with</li> </ol>
the Consolidated Plan for the jurisdiction: (select all that apply)  The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.  The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.  The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.  Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)  The City of Marietta's Consolidated Plan for FY 2005, includes language concerning the PHA's programs.  • Strategic Plan

General "- determined a significant need for affordable and decent housing that is lead free. With the Section 8 Housing Choice Voucher program, each unit is inspected before renting and annually to assure compliance."		
Affordable Housing – "Rental Assistance 0-50% MFI 300 units"		
Other Special Needs- "The City of Marietta provides Section 8 funds designated for persons with special needs"		
<u>Anti-Poverty Strategy</u> - "Section 8 Family Self Sufficiency Program"; "Section 8 Housing Choice Voucher Program"		
Other: (list below)		
4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)		
D. Other Information Required by HUD		
Use this section to provide any additional information requested by HUD.		

## **Attachments**

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

## PHA Plan Table Library

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

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

Original Annual Statement

Capital Fund Grant Number	FFY of Grant Approval: (MM/YYYY)

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

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

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost

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

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)

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

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

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

## **Optional Public Housing Asset Management Table**

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

Public Housing Asset Management								
	opment fication	Activity Description						
Name, Number, and Location	Number and Type of units	Capital Fund Program Parts II and III Component 7a	Development Activities Component 7b	Demolition / disposition Component 8	Designated housing Component 9	Conversion  Component 10	Home- ownership Component 11a	Other (describe) Component 17

#### **Section 8 Tenant-based voucher Homeownership Option**

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

#### **Eligibility Criteria**

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

- 1. A family must meet the general requirements for continued participation in the PHA's Section 8 tenant-based programs.
- 2. Current Section 8 program participants must be in full compliance with their lease and program requirements and must terminate their current lease arrangement in compliance with the lease.
- 3. The family satisfies any first time homebuyer requirements, where a family member must not have owned title to a principal residence in the last three years (also includes a single parent who become displaced homemaker, who, while married, owned a home with spouse or resided in home owned by spouse). Residents of limited equity cooperatives are eligible for homeownership option.
- 4. If a family member previously received assistance under the homeownership option, and has defaulted on a mortgage securing debt incurred to purchase the home they shall be barred from participation.
- 5. Except for cooperative members who have acquired cooperative membership shares prior to commencement of homeownership assistance, no family member has a present ownership interest in a residence at the commencement of homeownership assistance for purchase of a home.
- 6. Participates in the Section 8 homeownership option enrolls in the a pre- and post-purchase homeownership counseling program and be deemed to be mortgage ready before a homeownership voucher will be issued. At a minimum, the counseling program will cover the following:
  - \_ Home maintenance
  - Budgeting and money management
  - \_ Credit Counseling;
  - How to negotiate the purchase price;
  - How to obtain homeownership financing;
  - How to find a home: and
  - Advantages of purchasing and how to locate a home in an area that does not have a high concentration of low-income families.
- 1. Initially, the program will give priority to current and previous Family Self-Sufficiency participants who successfully complete the FSS program and continue to be eligible for Section 8 assistance. Families participating in FSS shall be offered the housing choice voucher, if there are any remaining vouchers they shall be offered to families that are participating in the Family Self-Sufficiency program.

- 2. A family of which a family member is a person with disabilities, and use of the homeownership option is needed to provide housing as a reasonable accommodation.
- 3. The family satisfies the employment requirements.
- 4. The family has not defaulted on a mortgage securing debt to purchase a home under the homeownership option.
- 5. Except for cooperative members who have acquired cooperative membership shares prior to the commencement of homeownership assistance, the family has entered a contract of sale.

#### **Homeownership Downpayment**

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

#### **Statement of Family Obligations**

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

#### **Family Obligations:**

The family must comply with the following obligations.

- 1, To the extent required by PHA, the family must attend and complete ongoing homeownership and housing counseling.
- The family must comply with the terms of any mortgage securing debt incurred to purchase the home or any other financing.
- 3. So long as the family is receiving homeownership assistance, the family may not sell, convey or transfer any interest in the home to any entity or person other than a member of the assisted family residing in the home.
- 4. The family may grant a mortgage on the home for debt incurred to finance purchase of the home or any refinancing of such debt that is approved in advance by the PHA and meets HUD underwriting regulations.
- 5. Upon death of a family member who holds, in whole or in part, title to the home or ownership of cooperative membership shares for the home, homeownership assistance may continue pending settlement of the decedents executor or legal representative, so long as the home is solely occupied by remaining family members.
- 6. So long as the family is receiving homeownership assistance, the family must supply required information regarding income and family composition in order to calculate total correctly total tenant payment.
- 7. The family must supply any information on any mortgage or other debt incurred to purchase the home, any refinancing of such debt, any sale or other transfer of any interest in the home or the family=s homeownership expenses.
- 8. The family must notify PHA in writing within five business days, if the family fails to make required mortgage payments or is notified of a default on a mortgage securing any debt incurred to purchase the home.
- 9. The family must notify PHA in writing within thirty days before the family moves out of the home.
- 10. During the time the family receives homeownership assistance no family member may have any ownership interest in any other residential property.

- 11. At the time of annual re-certification, the family must document that he or she is current on mortgage, insurance and utility payments.
- 12. The family may not take out a home equity loan without prior written consent from PHA.
- 13. The family must comply with family obligations under Section 8 program.
- 14. The family may not sublet or lease.
- 15. My/Our family (including each family member) must not commit fraud, bribery or any other corrupt or criminal act in connection with the program.
- 16. My/Our family (including each family member) must not participate in illegal drug or violent criminal a activity.

#### **Continued Assistance Requirements**

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

#### **Time Frame of Utilization**

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

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

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

#### **Portability**

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

#### **Income Eligibility**

- The family must demonstrate that the annual income (gross income) of the adult family members who will own the home at commencement of homeownership assistance is not less than the Federal minimum hourly wage multiplied by 2,000 hours. (Families in which the head of household or spouse is disabled or elderly are exempt from this requirement. Families with a disabled household member may request an exemption as a reasonable accommodation.)
- 2. Except in the case of an elderly family or disabled family the PHA shall not count any welfare assistance received by the family in determining annual income.
- 3. The disregard welfare assistance income only effects the determination of minimum annual income used to determine if a family initially qualifies for commencement of homeownership assistance, but does not effect the determination of income eligibility for admission to the voucher program,

calculation of the amount of homeownership assistant payments on behalf of the family.

#### **Employment Requirements**

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

- 1. Is currently employed on full time basis. The term full time employment means not less than an average of 30 hours per week) and has been continuously employed so during the year before commencement of homeownership assistant for the family.
- 2. The employment requirement may not apply to elderly family or a disabled family (which is a family that includes a person with disabilities) The PHA shall grant an exemption from the employment requirement if the PHA determines that an exemption is needed as a reasonable accommodation so that the program is readily accessible to and usable by persons with disabilities.

#### **Unit Eligibility**

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

#### **Special Housing Type**

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

- 1. Congregate Housing
- 2. Group home
- Shared housing
- 4. Cooperative housing (excluding families that are not cooperative members)
- 5. Manufactured homes
- 6. Singe room occupancy (SRO)

#### **Independent Inspections**

1. An independent professional inspector selected by and paid for by the family must inspect the unit. The independent inspector may not be a PHA employee or contractor or

other person under the control of the PHA. The independent inspection must cover major building systems and components, including foundation and structure, housing interior and exterior, and the roofing, plumbing, electrical, and heating systems. The independent inspector must be qualified to report on property conditions, including major building systems and components.

- 2. The independent inspector must provided a copy of the inspection report to both the family and the PHA. The PHA may not commence homeownership assistance for the family until the PHA has reviewed the inspection report of the independent inspector.
- 3. The PHA shall have the discretion to disapprove the unit for assistance under the homeownership option because of information in the inspection report.

#### **Contract of Sale**

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

#### **Lease Purchase Agreement**

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

#### **Permitted Ownership Arrangements**

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

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

#### <u>Financing</u>

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

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

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

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

#### **Assistance Payment**

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

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

The family's Section 8 homeownership assistance payment (HAP) will be the lower of (1) Section 8 payment standard minus the total homeowner payment or (2) the monthly homeownership expenses minus the total homeowner payment.

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

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

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

### **Homeownership Expenses**

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

Homeownership expenses include:

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

## Maximum Term of Homeownership Assistance

Section 8 assistance will only be provided for the months the family is in residence in the home. The maximum length of time a family may receive homeownership assistance is 15 years, if the original mortgage, incurred to finance the purchase of the home, has a term of 20 years or longer.

In all other cases the maximum term of assistance is 10 years. Elderly and disabled families are exempt from this time limit.

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

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

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

#### **Move To A New Unit**

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

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

#### **Limitations**

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

#### **Defaults**

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

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

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

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

### Recapture of Homeownership Assistance

Upon the purchase of a home, a family receiving homeownership assistance shall execute a binding agreement, as required by HUD and consistent with State and Local law, that secures the

PHA=s right to recapture the homeownership assistance, when the there is a denial or termination of assistance, involuntary resale or voluntary resale. A recorded lien, secured by a mortgage agreement that specifies the terms of the recapture of homeownership subsidy, shall be subordinate only to the original first mortgage.

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

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

#### Purchase of a subsequent home

Homeowner assistance provided will be exempted from repayment, when equity earned as a result to the sale of an assisted home is subsequently used to purchase a another home, while the family is still eligible under this Section 8 homeownership option. The length of assistance will be based on the original purchase and the automatic reduction will take place on the original timeline. If the sale is an identity-of-interest transactions, in which case, the PHA shall establish a sales price and a recapture amount, based on the fair market value, as determined by a fee appraiser to be compensated by the participant.

#### **Automatic Reduction**

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

10% after 1 year 20% after 2 years 30% after 3 years 40% after 4 years 50% after 5 years 60% after 6 years 70% after 7 years 80% after 8 years 90% after 9 years 100% after 10 years

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

#### Provisions that do not apply

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

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

## **WM Section 8 Homeownership Checklist**

## Application

Sales Contract w/additions

**Family Obligations Checklist** 

**Unit Eligibility Checklist** 

**Mortgage & Promissory Note** 

\*\*Payment Assistance - Astrid

\*\*Default Notice?

\*\*Termination Notice - Astrid

**Recapture Notice** 

**Recapture Spreadsheet** 

#### **Reduction Notice**

#### **Reduction Spreadsheet**

#### STATEMENT OF FAMILY OBLIGATIONS

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

The family must comply with the following obligations:

- 1.1 Attend and complete ongoing homeownership and housing counseling.
- 1.2 Comply with the terms of any mortgage securing debt incurred to purchase the home or any other financing.
- 1.3 So long as the family is receiving homeownership assistance, the family may not sell, convey or transfer any interest in the home to any entity or person other than a member of the assisted family residing in the home.
- 1.4 The family may grant a mortgage on the home for debt incurred to finance purchase of the home or any refinancing of such debt that is approved by the PHA in advance and meets HUD underwriting regulations.
- 1.5 Upon death of a family member who holds, in whole or in part, title to the home or ownership of cooperative membership shares for the home, homeownership assistance may continue pending settlement of the decedent=s executor or legal representative, so long as the home is solely occupied by remaining family members.
- 1.6 So long as the family is receiving homeownership assistance, the family must supply required information regarding income and family composition in order to calculate total correctly total tenant payment.

- 1.7 Supply any information on any mortgage or other debt incurred to purchase the home, any refinancing of such debt, any sale or other transfer of any interest in the home or the family=s homeownership expenses.
- 1.8 Notify PHA in writing within five business days, if the family fails to make required mortgage payments or is notified of a default on a mortgage securing any debt incurred to purchase the home.
- 1.9 Notify PHA in writing within thirty days before the family moves out of the home.
- 1.10 During the time the family receives homeownership assistance no family member may have any ownership interest in any other residential property.
- 1.11 At the time of annual re-certification, the family must document that he or she is current on mortgage, insurance and utility payments.
- 1.12 May not take out a home equity loan without prior written consent from PHA.
- 1.13 Comply with family obligations under Section 8 program.
- 1.14 The family may not sublet or lease.
- 1.15 My/Our family (including each family member) must not commit fraud, bribery or any other corrupt or criminal act in connection with the program.
- 1.16 My/Our family (including each family member) must not participate in illegal drug or violent criminal a activity.

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	Date
Purchaser	

## **UNIT ELIGIBILITY CHECKLIST**

1.	Is the unit eligible?				
	Yes:	No:			
2.	Is the unit under construction or an existing unit?				
	Under const	ruction:		An existing Unit:	
3.	Is the Unit a one-unit property?				
	Yes:	No:			
4.	Has the unit been inspected by the PHA's inspector?				
	Yes:	No:			
5.	Has Unit been inspected by an independent inspector designated by the family?				
	Yes:	No:			
6.	Is unit an Airport/Airfield runway clear Zone?				
	Yes:	No:			
7.	Was the condition of the property discussed with the tenant?				
	Yes:	No:			
8.	Is unit in flood hazard Area? If so, who is the insurer:				
	No: Yes:	Insurer=s Name Addres City, St			
9.	Is seller debarred, suspended, or subject to limited denial of participation?				
	Yes:	No:			

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