

# PHA Plans

Five-Year Plan for Fiscal Years 2004-2008  
Annual Plan for Fiscal-Year 2007

**Public Hearing Date: March 30, 2007**

**Board Approval Date: April 11, 2007**

**HUD Approval Date: xxxxxxxx, 2007**

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

**PHA Plan  
Agency Identification**

**PHA Name:** Dayton Metropolitan Housing Authority

**PHA Number:** OH005

**PHA Fiscal Year Beginning:** 2007

**Public Access to Information**

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

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

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

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

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

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

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

**5-YEAR PLAN**  
**PHA FISCAL YEARS 2006 - 2010**  
[24 CFR Part 903.5]

**A. Mission**

State the PHA's mission for serving the needs of low-income, very low-income, and extremely low-income families 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:**  
to provide low to moderate income residents of Montgomery County access to decent, safe, affordable housing and to advocate on behalf of our clients on community issues and services that affect their ability to secure and maintain housing.

**Core Business Statement:**

to provide housing assistance, both as a direct landlord and also as a provider of alternative affordable housing options, to low to moderate income residents of Montgomery County.

## **B. Goals**

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHA's may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHA'S ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHA's should identify these measures in the spaces to the right of or below the stated objectives.

*Note: Five Year Goals update also referenced under Attachment K*

- 1) Successfully implement the HOPE VI project and complete:
  - a. Continue development of homeownership program in Old Dayton View by selling a total of 43 new and renovated homes.
- 2) Dayton Metropolitan Housing Authority's long-term strategic plan will significantly reduce the vacancies authority-wide. During the next year, DMHA will reduce the vacancy rate to 2%.
- 3) Achieve and maintain a high performer status on the Section 8 Management Assessment Program (SEMAP) by 6/30/07.
- 4) Focus on Public Housing Assessment System (PHAS) components, particularly the continuation of vacancy reduction, physical improvements and demolition efforts, leading toward a PHAS high performer status by 6/30/08.
- 5) Maintain the Multifamily Tenant Characteristic System (MTCS) transmission rate of 98% or greater each month, with a 95% accuracy rate, throughout FY07.
- 6) Modernize 100 public housing units by 2009 to ensure long-term viability of the sites and other renovations included in the Five-Year Modernization Plan, including the conversion of units at Woodview, OH5-15G, to meet the agency's 504 Transition Plan.
- 7) Utilize Replacement Housing Factor funds to develop 60 units of new public housing by 2009.
- 8) Develop and implement a plan for leveraging additional funds through borrowing, a bond issue, or through conversion of public housing to project-based subsidy. This plan would fund the modernization, construction, and demolition of sites.

- 9) Continue to negotiate with the American Red Cross on relocating the Emergency Housing Program from Parkside Homes to another site. This agreement is dependent upon sufficient financial resources secured by American Red Cross approvals from HUD and SAC.
- 10) Provide high quality and effective services to our resident population through Resident Opportunities for Self-Sufficiency (ROSS) grants, awarded through 2009, and provide homeownership opportunities through the agency's Homeownership Department (See Attachment A).
- 11) Continue to closeout Section 5h homes and New Visions of Homeownership Program.
- 12) Demolish or dispose of the following housing sites over the next two years: Parkside Homes, Arlington Courts, Cliburn Manor and 39 scattered sites and apply for any replacement voucher funding.
- 13) Complete the next phase of housing inventory selection by submitting disposition/demolition plans for Dunbar Manor, Mount Crest Court, Hilltop, DeSoto Bass, Second Street, Salem Avenue, Stewart Street and Kings Mills Court and demolish or dispose of as appropriate.
- 14) Convert up to 250 Section 8 Housing Choice Vouchers to Section 8 Project Based Vouchers to provide affordable housing alternatives, which will be owned by DMHA. Convert up to 250 Section 8 Housing Choice Vouchers to Section 8 Project Based Vouchers for special housing needs.
- 15) Seek alternative funding for modernization and development, using other grants such as an 811, HOPE VI or Capital Fund Financing.
- 16) Position the housing authority to obtain tax credit fee manage programs from other owners and Dayton Metropolitan Housing Authority.
- 17) Develop and implement Dayton Metropolitan Housing Authority's Corrective Action Plan by 2008.
- 18) Continue to expand on developing relationships with the City of Dayton, Montgomery County and other local governments for the good of all the clients we serve.
- 19) Support a "Good Neighbor Policy" with priority boards, local neighborhood organizations and local governments effected by DMHA's future planning and rehabilitation.

**Annual PHA Plan**  
**PHA Fiscal Year 2007**  
 [24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**Standard Plan**

**Streamlined Plan:**

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

**Troubled Agency Plan**

**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.

**iii. Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

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

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## Attachments

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

### Required Attachments:

- Admissions Policy for Deconcentration (Attachment B)
- Capital Fund Program Annual Statement (Attachment C, D, E, and F)
- Most recent board-approved operating budget (Required Attachment for PHA's that are troubled or at risk of being designated troubled ONLY) (Attachment G)

### Optional Attachments:

- PHA Management Organizational Chart (Attachment H)
- Capital Fund Program 5 Year Action Plan (Attachment I)
- Public Housing Drug Elimination Program (PHDEP) Plan ----- N/A OBSOLETE
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) (Attachment J)
- Other (List below, providing each attachment name)
  - Progress on Five-Year Goals (Attachment K)
  - 1. Section 8 Project-Based Voucher Plan (Attachment L)
  - 2. Section 8 Homeownership Program (Attachment M)
  - 3. Deconcentration and Income Mixing (Attachment B)
  - 4. Voluntary Conversion Assessment Status (Attachment N)
  - 5. Pet Policy (Attachment O)
  - 6. Resident Board Member Status (Attachment P)
  - 7. Resident Advisory Board Members (Attachment Q)
  - 8. Minimum Rent Hardship Exception Policy (Attachment R)
  - 9. Community Service (Attachment S)
  - 10. Legal Ad: Notice of Public Comment/Public Hearing (Attachment T)
  - 11. Physical Needs Assessment & 504 Transition Plan (Attachment U)



**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.

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	
X	State/Local Government Certification of Consistency with the Consolidated Plan	
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	Five Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: PHA board certifications of compliance with deconcentration requirements (Section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance</i> ; Notice and any further HUD guidance) and documentation of the required deconcentration and	Annual Plan: Eligibility, Selection, and Admissions Policies

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	income mixing analysis	
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
X	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
X	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
X	Approved or submitted applications for designation of public housing (Designated	Annual Plan: Designation of Public Housing

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	Housing Plans)	
X	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to Section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
X	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
X	The most recent fiscal year audit of the PHA conducted under Section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHA's: MOA/Recovery Plan	Troubled PHA's
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)
X	Resident Assessment Subsystem (RASS) Follow-up Plan	PHAS
X	Relocation Plan	
X	Dayton Metropolitan Housing Authority - Lease	

# 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 Renter Families in the Jurisdiction by Family Type							
Family Type	Overall <sup>1</sup>	Affordability	Supply	Quality	Accessibility	Size	Location
Income <= 30% of AMI	16,823	5	4	3	3	4	4
Income >30% but <=50% of AMI	11,670	4	3	3	3	4	4
Income >50% but <80% of AMI	12,031	3	3	3	2	3	3
Elderly	11,455	5	4	3	3	3	4
Families with Disabilities	NA	NA	NA	NA	NA	NA	NA
Race/Ethnicity							
White Non-Hispanic	53,846	3	3	3	3	3	4
Black Non-Hispanic	23,334	4	3	3	3	3	4
Hispanic	1,199	4	3	3	3	3	4

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:
  - City of Dayton/2006-2010
  - City of Kettering/2006-2010
  - Montgomery County/2003-2007
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset (2000: overall and Race data)
- American Housing Survey data  
Indicate year:
- Other housing market study  
Indicate year:
- Other sources: (list and indicate year of information)

## 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.** PHA's may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

<b>Housing Needs of Families on the Waiting List</b>			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
<b>Waiting list total</b>	1,112		607
Extremely low income <=30% AMI	1,064	95.7%	
Very low income (>30% but <=50% AMI)	37	3.36%	
Low income (>50% but <80% AMI)	8	0.72%	
Families with children	581	38.12%	
Elderly families	28	2.5%	
Families with Disabilities	49	4.37%	
Race/ethnicity W	336	30.2%	
Race/ethnicity B	756	68%	
Race/ethnicity NAM/AL	10	.09%	
Race/ethnicity Other	10	.09%	
<b>Characteristics by Bedroom Size (Public Housing Only)</b>			
1BR	910	59.71%	242
2 BR	442	29.00%	226
3 BR	159	10.43%	117
4 BR	12	0.79%	20
5 BR	0	0.00%	2
5+ BR	1	0.07%	0
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			

<b>Housing Needs of Families on the Waiting List</b>	
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes	
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes	

<b>Housing Needs of Families on the Waiting List</b>			
Waiting list type: (select one)			
<input checked="" type="checkbox"/>	Section 8 tenant-based assistance		
<input type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
<b>Waiting list total</b>	559		504
Extremely low income <=30% AMI	508	91%	
Very low income (>30% but <=50% AMI)	43	8%	
Low income (>50% but <80% AMI)	8	1%	
Families with children	297	53%	
Elderly families	6	1%	
Families with Disabilities	22	4%	
Race/ethnicity W	96	17%	
Race/ethnicity B	452	81%	
Race/ethnicity NAM/AL	0	0%	
Race/ethnicity Other	11	2%	

<b>Characteristics by Bedroom Size (Public Housing Only)</b>			
1BR	---	---	---
2 BR	---	---	---
3 BR	---	---	---
4 BR	---	---	---
5 BR	---	---	---
5+ BR	---	---	---
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? Closed on 4/30/03			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			

### Housing Needs of Families on the Waiting List

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

#### C. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the agency's reasons for choosing this strategy.

##### (1) Strategies

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

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

Select all that apply

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

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

Select all that apply

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

- Other: (list below)
  - Leveraging Replacement Housing Factor Funds through the acquisition rehab and new construction of affordable housing units in Germantown, Ohio

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select if applicable

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



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

Select all that apply

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

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

Need: Provide housing resources for homeless.

- Develop alternative housing for homeless in partnership with other agencies
- Seek waivers allowing housing authority to have an additional waiting list, site-based, that allows for permanent housing
- Temporary and permanent conversion of public housing units (see Attachment K)
- Set aside 250 Housing Choice Vouchers for Special needs
- Set aside 250 Housing Choice Vouchers for Project Based Public Housing Units

**(2) Reasons for Selecting Strategies**

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

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

## 2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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.

Sources	Planned Uses	Planned \$
<b>Federal Grants (FY2007 - FY2008)</b>		
Public Housing Operating Fund		\$ 10,108,000
Public Housing Operating Fund (acc554)		\$ 127,688
Annual Contribution for Section 8		
Tenant-Based Assistance		\$ 21,300,000
Resident Opportunity and Self-Sufficiency (ROSS) Grants		\$ 497,211
Capital Fund Program		\$ 5,698,408
Replacement Housing Factor		\$ 1,100,000
Section 8 Contract Administration Fees	Public Housing Supportive Services	\$ 782,400
<b>Prior Year Federal Grants (Unobligated funds only)</b>		
HOPE VI Revitalization	Capital Improvements/Revitalization	\$ 4,800,000
Capital Fund Program	Capital Improvement	\$ 2,816,000
Replacement Housing Factor	Replacement Housing	\$ 2,206,955
Ross Grant - Senior	Public Housing Supportive Services	\$ 150,000
Ross Grant - Family	Public Housing Supportive Services	\$ 200,000
Ross Grant - Neighborhood Network	Public Housing Supportive Services	\$ 497,211
CDBG	Pass thru funds for HOPE VI	\$ 200,000
<b>Public Housing Dwelling Rental Income</b>	Public Housing Operations	\$ 2,850,000
<b>Other Income Sources</b>		
Investment Interest	Public Housing Operations	\$ 160,000
Affordable Housing Fund	Public Housing Capital Improvement	\$ 255,000
<b>Total Resources</b>		<b>\$ 53,748,873</b>

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

[24 CFR Part 903.7 9 (c)]

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

Exemptions: PHA's that do not administer public housing are not required to complete subcomponent 3A.

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

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

- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit:
- within 60 days of a unit ready date
- Other: (describe)
- at application time

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

- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Other (describe)

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

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

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

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

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

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

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

- PHA main administrative office – 400 Wayne Avenue, Dayton, Ohio
- PHA development site management office
- Other (list below)
- 225 W. First Street

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

1. How many site-based waiting lists will the PHA operate in the coming year? 57

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? All - DMHA is planning on changing from a community-wide waiting list to site-based waiting lists.

3.  Yes  No: May families be on more than one list simultaneously?  
If yes, how many lists?  
▪ 57

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?  
 PHA main administrative office  
 All PHA development management offices  
 Management offices at developments with site-based waiting lists  
 At the development to which they would like to apply  
 Other (list below)  
▪ 8 Organizational Sites

### **(3) Assignment**

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

- One  
 Two  
 Three or More

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

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

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

a. Income targeting:

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

b. Transfer policies:

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

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

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.

3. Date and time

Former Federal preferences:

- 1:** Involuntary Displacement (Disaster, Government Action, Inaccessibility, Property Disposition) (9 points)
- 2:** Homeless (2 points)
- 3:** Working/Disabled (3 points)
- 4:** Victim of domestic violence (2 points)
- 5:** Veteran (1 point)
- 6:** Student (1 point)

Other preferences (select all that apply)

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

5. Relationship of preferences to income targeting requirements:

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

**(5) Occupancy**

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

- The PHA-resident lease
- The PHA's Admissions and (Continued) Occupancy policy
- PHA briefing seminars or written materials
- Other source (list)

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

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

**(6) Deconcentration and Income Mixing** (See Attachment B)

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

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

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

Adoption of site-based waiting lists

If selected, list targeted developments below:

Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments

If selected, list targeted developments below:

Employing new admission preferences at targeted developments

If selected, list targeted developments below:

Other (list policies and developments targeted below)

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

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

Additional affirmative marketing

Actions to improve the marketability of certain developments

Adoption or adjustment of ceiling rents for certain developments

Adoption of rent incentives to encourage deconcentration of poverty and income-mixing

Other (list below)

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

Not applicable: results of analysis did not indicate a need for such efforts

List (any applicable) developments below:

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

Not applicable: results of analysis did not indicate a need for such efforts

List (any applicable) developments below:

**(7) Relocation Plan** (See Attachment K)

## B. Section 8

Exemptions: PHA's that do not administer Section 8 are not required to complete sub-component 3B.

**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 voucher program, certificates).**

### (1) Eligibility

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

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

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

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

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

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

- Criminal or drug-related activity  
 Other (describe below)

### (2) Waiting List Organization

a. With which of the following program waiting lists is the Section 8 tenant-based assistance waiting list merged? (select all that apply)

- None  
 Federal public housing  
 Federal moderate rehabilitation  
 Federal project-based certificate program  
 Other federal or local program (list below)
  - Family Unification Program
  - Mainstream
  - SRO

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)



- 225 W. First Street - Dayton, Ohio. However, waiting list closed April 30, 2003.
- 400 Wayne Avenue

**(3) Search Time**

- a.  Yes  No: Does the PHA give extensions on standard 60-day period to search for a unit?
- this policy could change in the upcoming 12 months, if the success rate of the families seeking housing drops significantly

If yes, state circumstances below:

**(4) Admissions Preferences**

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

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.

Former Federal preferences

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

- 1:** Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden

Other preferences (select all that apply)

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

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

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

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

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

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

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

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

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

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

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

- Through published notices
- Other (list below)
  - Use current wait list for those eligible

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

[24 CFR Part 903.7 9 (d)]

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

Exemptions: PHA's 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 (If selected, continue to question b.)

b. Minimum Rent.

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

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

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

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

- See Attachment R

c. Rents set at less than 30% 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: N/A

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)
  - Flat rents plus utilities

f. Rent redeterminations:

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

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) - \$200 per monthly increase
- Other (list below)

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

**(2) Flat Rents**

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- The Section 8 rent reasonableness study of comparable housing
- Survey of rents listed in local newspaper
- Survey of similar unassisted units in the neighborhood
- Other (list/describe below)

## B. Section 8 Tenant-Based Assistance

Exemptions: PHA's 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 voucher program, certificates).**

### (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)

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

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

- Annually
- Other (list below)

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

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

**(2) Minimum Rent**

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

- \$0
- \$1-\$25 (Single Room Occupancy)
- \$26-\$50 (all other programs)

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

- See Attachment R



## **5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

Exemptions from Component 5: High performing and small PHA's are not required to complete this section. Section 8-only PHA's must complete parts A, B, and C(2)

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

Describe the PHA's management structure and organization.

(select one)

- An organization chart showing the PHA's management structure and organization is attached (See Attachment H)
- A brief description of the management structure and organization of the PHA follows:

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

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

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>		<b>Expected Turnover</b>
Public Housing	2,913		700
Section 8 Vouchers	3,506		504
Section 8 Certificates	NA		NA
Section 8 Mod Rehab	40		Included in line 2
Special Purpose Section 8 Certificates/Vouchers (list individually)	Project Based Vouchers	74	Included in line 2
	Project Based Certificates (PBC)	18	Included in line 2
	Family Unification Program (FUP)	150	Included in line 2
	Single Room Occupancy (SRO)	172	Included in line 2
	Mainstream	175	Included in line 2
	HOPE VI Vouchers	25	Included in line 2
Public Housing Drug Elimination Program (PHDEP)	NA – Program funding has been terminated at federal level		NA
Other Federal Programs (list individually)	Northland Village	500	Included in line 2
	ROSS VI (Neighborhood Network)	150	---
	ROSS VII (Senior Grant)	120	---
	ROSS VIII (Senior Grant)	138	---
	ROSS IX (Family Grant)	145	---

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

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

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

- Homeownership - New Visions Homeownership Plan
- Homeownership - Section 5h Homeownership Plan
- Human Resources - Collective Bargaining Agreement
- Human Resources - Equal Employment Opportunity (EEO) Policy
- Human Resources - Personnel Policy
- Programs Operation - Admissions and Continued Occupancy Policy (ACOP)
- Programs Operation - Fleet Operations Policy
- Programs Operation – Public Housing Security Plan
- Programs Operation - Public Housing Lease
- Programs Operation – Pet Policy
- Programs Operation – Right of Entry
- Programs Operation – CSS Policy
- Programs Operation – Pest Control
- Programs Operation – Retroactive Rent Collection
- Programs Operation – Repayment Agreements
- Programs Operation – Physical Needs Assessment and 504 Transition Plan
- Programs Operation – Section 202 Plan
- Programs Operation – EIV/UIV Policy
- Programs Operation – Facilities Use Policy
- Programs Operation – Relocation Plan

(2) Section 8 Management: (list below)

- Section 8 Administrative Plan
- Section 8 Family Self-Sufficiency/Homeownership Plan

## **PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

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

### **A. Public Housing**

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

If yes, list additions to federal requirements below:

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

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

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

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office  
 Other (list below)
- 225 W. First Street - Dayton, Ohio
  - 400 Wayne Avenue

## **7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

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

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

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

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

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

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment C, D, E, and F

-or-

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

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

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

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

b. If yes to question a, select one:

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

-or-

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

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

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

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

1. Development name: Old Dayton View
2. Development (project) number: OH10URD005199
3. Status of grant: (select the statement that best describes the current status)
  - Revitalization Plan under development
  - Revitalization Plan submitted, pending approval
  - Revitalization Plan approved
  - Activities pursuant to an approved Revitalization Plan underway

- Yes  No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?
- If yes, list development name/s below:  
Any one of the following Sites:
- Arlington Courts.

- Yes  No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?
- If yes, list developments or activities below:
- Old Dayton View/Salem Crossing
  - Windcliff
  - Germantown Street Redevelopment

- 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:
- Opportunities for replacement housing units are being explored. In early 2006, DMHA received approval of its PHFP first and Second increment plan revisions. DMHA will be doing further revisions to those plans in January 2007. Currently DMHA is rehabilitating 20 units using RHFP dollars. DMHA is also working to leverage RHFP dollars to acquire 35 existing tax credit units in Germantown, Ohio. In addition to the acquisition DMHA will use RHFP monies to construct 25 new public housing units at that site. The project is anticipated to be funded using

RHF, proceeds from the sale of ten units at Parkside to ODOT and Tax Credits. Also, DMHA is anticipating the use of RHF funds to proceed with a revitalization project in the vicinity of Westdale Terrace site. This project anticipates the acquisition of existing vacant land and dilapidated units in an effort to revitalize the area. DMHA will attempt to leverage funds for this project under the 2008 Tax Credit process. Additional acquisition rehab is contemplated under the second increment phase of PHF funding.

- DMHA will work with the community to develop permanent housing for the homeless, families and individuals.

### **8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

Applicability of component 8: Section 8 only PHA's are not required to complete this section.

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

#### 2. Activity Description

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

<b>Demolition/Disposition Activity Description</b>	
1a. Development name:	Parkside Homes
1b. Development (project) number:	OH10P005001
2. Activity type:	Demolition <input checked="" type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one)	Approved <input checked="" type="checkbox"/> Submitted, pending approval <input checked="" type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved:	December 8, 2006
5. Number of units affected:	396
6. Coverage of action (select one)	<input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity:	<ul style="list-style-type: none"> <li>• Demolition application submitted March 2005</li> <li>• Demolition Plan approved December 2006</li> </ul>

<b>Demolition/Disposition Activity Description</b>	
1a. Development name: DeSoto Bass Courts	
1b. Development (project) number: OH10P005002	
2. Activity type:	Demolition <input checked="" type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>	
4. Date application approved: November 9, 2005	
5. Number of units affected: 12	
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development	
7. Timeline for activity: <ul style="list-style-type: none"> <li>• Demolition application submitted 2004</li> <li>• Demolition approved November 3, 2005 (1-11 Knox)</li> <li>• Demolition approved November 9, 2005 (2-12 Knox)</li> <li>• Demolition to commence FY05</li> <li>• <b>Project closed out</b></li> </ul>	

<b>Demolition/Disposition Activity Description</b>	
1a. Development name: DeSoto Bass Courts	
1b. Development (project) number: OH10P005002	
2. Activity type:	Demolition <input checked="" type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>	
4. Date application approved:	
5. Number of units affected: 226	
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development	
7. Timeline for activity: <ul style="list-style-type: none"> <li>• Demolition application to be submitted 2007-08</li> <li>• Demolition to commence 2007-08</li> </ul>	

<b>Demolition/Disposition Activity Description</b>	
1a. Development name: DeSoto Bass Courts	
1b. Development (project) number: OH10P005005	
2. Activity type:	Demolition <input checked="" type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>	
4. Date application approved:	
5. Number of units affected: 128	
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development	
7. Timeline for activity: <ul style="list-style-type: none"> <li>• Demolition application to be submitted 2008-09</li> <li>• Demolition to commence 2008-09</li> </ul>	

<b>Demolition/Disposition Activity Description</b>	
1a. Development name: Arlington Courts, Phase II	
1b. Development (project) number: OH10P005006	
2. Activity type:	Demolition <input checked="" type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>	
4. Date application approved: November 9, 2005	
5. Number of units affected: 6	
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development	
7. Timeline for activity: <ul style="list-style-type: none"> <li>• Demolition application submitted 2004</li> <li>• Demolition approved November 9, 2005</li> <li>• Demolition to commence FY05</li> <li>• <b>Project closed out</b></li> </ul>	



<b>Demolition/Disposition Activity Description</b>	
1a. Development name: Arlington Courts, Phase III	
1b. Development (project) number: OH10P005006	
2. Activity type:	Demolition <input checked="" type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input checked="" type="checkbox"/> Planned application <input type="checkbox"/>	
4. Date application approved:	
5. Number of units affected: 200	
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development	
7. Timeline for activity: <ul style="list-style-type: none"> <li>• Demolition application submitted March 2005</li> </ul>	

<b>Demolition/Disposition Activity Description</b>	
1a. Development name: Cliburn Manor	
1b. Development (project) number: OH10P005008	
2. Activity type:	Demolition <input checked="" type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input checked="" type="checkbox"/> Planned application <input type="checkbox"/>	
4. Date application approved:	
5. Number of units affected: 80	
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development	
7. Timeline for activity: <ul style="list-style-type: none"> <li>• Demolition application submitted March 2005</li> </ul>	

<b>Demolition/Disposition Activity Description</b>	
1a. Development name: Hilltop Homes	
1b. Development (project) number: OH10P005009	
2. Activity type:	Demolition <input checked="" type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>	
4. Date application approved:	
5. Number of units affected: 184	
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development	
7. Timeline for activity: <ul style="list-style-type: none"> <li>• Demolition application to be submitted 2008-09</li> <li>• Demolition to commence 2008-09</li> </ul>	

<b>Demolition/Disposition Activity Description</b>	
1a. Development name: Hilltop Homes	
1b. Development (project) number: OH10P005009	
2. Activity type:	Demolition <input checked="" type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>	
4. Date application approved:	
5. Number of units affected: 24	
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development	
7. Timeline for activity: <ul style="list-style-type: none"> <li>• Application to be submitted 2007</li> </ul>	

<b>Demolition/Disposition Activity Description</b>	
1a. Development name: Stewart Street (1012, 1014, 1004)	
1b. Development (project) numbers: OH10P005013A	
2. Activity type:	Demolition <input checked="" type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>	
4. Date application approved:	
5. Number of units affected: 3	
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development	
7. Timeline for activity: <ul style="list-style-type: none"> <li>• Demolition/disposition application to be submitted 2007</li> <li>• Demolition/disposition completion in 2007-2008</li> </ul>	

<b>Demolition/Disposition Activity Description</b>	
1a. Development name: Scattered Sites	
1b. Development (project) numbers: OH10P005013A, OH10P005013B, OH10P005013H, OH10P005013M, OH10P005013N, OH10P005013S, OH10P005015B, OH10P005015C, OH10P005015D, OH10P005015E, OH10P005015I, OH10P005015J, OH10P005034	
2. Activity type:	Demolition <input checked="" type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input checked="" type="checkbox"/> Planned application <input type="checkbox"/>	
4. Date application approved:	
5. Number of units affected: 39	
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development	
7. Timeline for activity: <ul style="list-style-type: none"> <li>• Demolition/disposition application submitted December 14, 2006</li> <li>• Demolition/disposition initiated in 2005; completion in 2006</li> </ul>	

<b>Demolition/Disposition Activity Description</b>	
1a. Development name: Irving Avenue	
1b. Development (project) number: OH10P005013F	
2. Activity type:      Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>	
3. Application status (select one) Approved <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>	
4. Date application approved: November 19, 2005	
5. Number of units affected: 12	
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development	
7. Timeline for activity: <ul style="list-style-type: none"> <li>• Disposition application to be submitted 2004-05</li> <li>• Public sale to be completed 2005-06</li> <li>• Approved for disposition November 19, 2005</li> <li>• <b>Sold November 22, 2005</b></li> </ul>	

<b>Demolition/Disposition Activity Description</b>	
1a. Development name: Salem Avenue	
1b. Development (project) number: OH10P005013U	
2. Activity type:      Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>	
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>	
4. Date application approved:	
5. Number of units affected: 4	
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development	
7. Timeline for activity: <ul style="list-style-type: none"> <li>• Demolition application to be submitted 2006-07</li> <li>• Demolition to commence 2007-08</li> </ul>	

<b>Demolition/Disposition Activity Description</b>	
1a. Development name: Scattered Site (2332 Germantown OH5-15C)	
1b. Development (project) number: OH10P005015	
2. Activity type:	Demolition <input checked="" type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>	
4. Date application approved:	
5. Number of units affected: 1	
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development	
7. Timeline for activity: <ul style="list-style-type: none"> <li>• Demolition to commence summer 2007, pending HUD approval</li> <li>• Demo application to be submitted 2007</li> <li>• Completion within 6 months of approval</li> </ul>	

<b>Demolition/Disposition Activity Description</b>	
1a. Development name: Wilmington	
1b. Development (project) number: OH10P005017	
2. Activity type:	Demolition <input checked="" type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>	
4. Date application approved: 3/04	
5. Number of units affected: 26	
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development	
7. Timeline for activity: <ul style="list-style-type: none"> <li>• Efficiency conversion commenced summer 2004</li> <li>• Completion within 18 months of construction – June 2006</li> <li>• Conversion completed by August 17, 2006</li> </ul>	

<b>Demolition/Disposition Activity Description</b>	
1a. Development name: Dunbar Manor	
1b. Development (project) number: OH10P005020	
2. Activity type:	Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>	
4. Date application approved:	
5. Number of units affected: 85	
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development	
7. Timeline for activity: <ul style="list-style-type: none"> <li>• Disposition application to be submitted 2007</li> </ul>	

<b>Demolition/Disposition Activity Description</b>	
1a. Development name: Mount Crest Court	
1b. Development (project) number: OH10P005021A	
2. Activity type:	Demolition <input checked="" type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>	
4. Date application approved:	
5. Number of units affected: 52	
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development	
7. Timeline for activity: <ul style="list-style-type: none"> <li>• Demolition application to be submitted 2007</li> </ul>	

<b>Demolition/Disposition Activity Description</b>	
1a. Development name: King Mill Court	
1b. Development (project) number: OH10P005013Q	
2. Activity type:	Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>	
4. Date application approved:	
5. Number of units affected: 8	
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development	
7. Timeline for activity: <ul style="list-style-type: none"> <li>• Disposition application submitted 2008</li> </ul>	

<b>Demolition/Disposition Activity Description</b>	
1a. Development name: West Second Street	
1b. Development (project) number: OH10P005034	
2. Activity type:	Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>	
4. Date application approved:	
5. Number of units affected: 4	
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development	
7. Timeline for activity: <ul style="list-style-type: none"> <li>• Application to be submitted 2007</li> </ul>	

<b>Demolition/Disposition Activity Description</b>	
1a. Development name:	Parkside Homes
1b. Development (project) number:	OH10P005001
2. Activity type:	Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one)	Approved <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved:	November 2, 2006
5. Number of units affected:	10
6. Coverage of action (select one)	<input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity:	<ul style="list-style-type: none"> <li>• Disposition application to be submitted 2006</li> <li>• Disposition approved November 2006</li> </ul>

<b>Demolition/Disposition Activity Description</b>	
1a. Development name:	Hawthorne
1b. Development (project) number:	OH10P0050
2. Activity type:	Demolition <input checked="" type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one)	Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved:	
5. Number of units affected:	
6. Coverage of action (select one)	<input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity:	<ul style="list-style-type: none"> <li>• Demolition application submitted 2007</li> </ul>



<b>Demolition/Disposition Activity Description</b>	
1a. Development name: Kammer	
1b. Development (project) number: OH10P005034	
2. Activity type:	Demolition <input checked="" type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>	
4. Date application approved:	
5. Number of units affected: 4	
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development	
7. Timeline for activity: <ul style="list-style-type: none"> <li>• Demolition application to be submitted 2007</li> </ul>	

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

[24 CFR Part 903.7 9 (i)]

Exemptions from Component 9; Section 8 only PHA's 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; PHA’s completing streamlined submissions may skip to component 10.)

2. Activity Description

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

<b>Designation of Public Housing Activity Description</b>	
1a. Development name:	Park Manor
1b. Development (project) number:	OH10P005007B
2. Designation type:	Occupancy by only the elderly <input checked="" type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one)	Approved; included in the PHA’s Designation Plan <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation submitted:	01/23/03 / HUD approval date: 3/21/03
5. If approved, will this designation constitute a (select one)	<input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously approved Designation Plan
6. Number of units affected:	185
7. Coverage of action (select one)	<input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

<b>Designation of Public Housing Activity Description</b>	
1a. Development name: The Metropolitan (Central Avenue)	
1b. Development (project) number: OH10P005016	
2. Designation type:	Occupancy by only the elderly <input checked="" type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one)	Approved; included in the PHA's Designation Plan <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation submitted: 01/23/03 / HUD approval date: 3/21/03	
5. If approved, will this designation constitute a (select one)	<input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously approved Designation Plan
6. Number of units affected: 78	
7. Coverage of action (select one)	<input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

<b>Designation of Public Housing Activity Description</b>	
1a. Development name: Wilmington	
1b. Development (project) number: OH10P005017	
2. Designation type:	Occupancy by only the elderly <input checked="" type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one)	Approved; included in the PHA's Designation Plan <input type="checkbox"/> Submitted, pending approval <input checked="" type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation submitted: 02/15/05 - HUD approval date:	
5. If approved, will this designation constitute a (select one)	<input type="checkbox"/> New Designation Plan <input checked="" type="checkbox"/> Revision of a previously approved Designation Plan
7. Number of units affected: 64	
7. Coverage of action (select one)	<input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

<b>Designation of Public Housing Activity Description</b>	
1a. Development name:	Grand Avenue
1b. Development (project) number:	OH10P005026
2. Designation type:	Occupancy by only the elderly <input checked="" type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one)	Approved; included in the PHA's Designation Plan <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation submitted:	01/23/03 / HUD approval date: 3/21/03
5. If approved, will this designation constitute a (select one)	<input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously approved Designation Plan
6. Number of units affected:	95
7. Coverage of action (select one)	<input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

<b>Designation of Public Housing Activity Description</b>	
1a. Development name:	Madrid Estates
1b. Development (project) number:	OH10P005040
2. Designation type:	Occupancy by only the elderly <input checked="" type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one)	Approved; included in the PHA's Designation Plan <input type="checkbox"/> Submitted, pending approval <input checked="" type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation submitted:	02/15/05 / HUD approval date:
5. If approved, will this designation constitute a (select one)	<input type="checkbox"/> New Designation Plan <input checked="" type="checkbox"/> Revision of a previously approved Designation Plan
8. Number of units affected:	100
7. Coverage of action (select one)	<input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

<b>Designation of Public Housing Activity Description</b>	
1a. Development name:	Hallmark-Meridian
1b. Development (project) number:	OH10P005045
2. Designation type:	Occupancy by only the elderly <input checked="" type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one)	Approved; included in the PHA's Designation Plan <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation submitted:	01/23/03 - HUD approval date: 3/21/03
5. If approved, will this designation constitute a (select one)	<input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously approved Designation Plan
6. Number of units affected:	75
7. Coverage of action (select one)	<input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

<b>Designation of Public Housing Activity Description</b>	
1a. Development name:	Dayton View Senior Village (HOPE VI Elderly)
1b. Development (project) number:	OH005054
	<ul style="list-style-type: none"> <li>• 30 elderly (Dayton View Senior Village)</li> <li>• 25 family rental units (Dayton View Commons)</li> </ul>
2. Designation type:	Occupancy by only the elderly <input checked="" type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one)	Approved; included in the PHA's Designation Plan <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation planned for submission:	1/23/03 - HUD approval date: 3/21/03
5. If approved, will this designation constitute a (select one)	<input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously approved Designation Plan
6. Number of units affected:	30 (leasing date of 12/17/03)
7. Coverage of action (select one)	<input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development

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

[24 CFR Part 903.7 9 (j)]

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

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

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

#### 2. Activity Description

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

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

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

- See Attachment N

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

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

[24 CFR Part 903.7 9 (k)]

### **A. Public Housing**

Exemptions from Component 11A: Section 8 only PHA's are not required to complete 11A.

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

#### 2. Activity Description

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

<b>Public Housing Homeownership Activity Description</b> (Complete one for each development affected)	
1a. Development name:	Little Richmond Road
1b. Development (project) number:	OH10P005029
2. Federal Program authority:	<input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input checked="" type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one)	<input checked="" type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission:	(02/29/1996)
5. Number of units affected:	0
6. Coverage of action: (select one)	<input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development



<b>Public Housing Homeownership Activity Description</b> <b>(Complete one for each development affected)</b>	
1a. Development name:	Scattered Sites
1b. Development (project) number:	OH10P005033
2. Federal Program authority:	<input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input checked="" type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one)	<input checked="" type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)	
5. Number of units affected:	0
6. Coverage of action: (select one)	<input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development

<b>Public Housing Homeownership Activity Description</b> <b>(Complete one for each development affected)</b>	
1a. Development name:	Encore Homes/PRO Homes
1b. Development (project) number:	None Assigned (Converted Turnkey III Units)
2. Federal Program authority:	<input type="checkbox"/> HOPE I <input checked="" type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one)	<input checked="" type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission:	<u>02/29/1996 &amp; Modification approved 10/28/1997</u>
5. Number of units affected:	10
6. Coverage of action: (select one)	<input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development

<b>Public Housing Homeownership Activity Description</b> <b>(Complete one for each development affected)</b>	
1a. Development name:	HOPE VI County Homeownership Program
1b. Development (project) number:	None Assigned
2. Federal Program authority:	<input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one)	<input checked="" type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission:	<u>4/27/04</u>
5. Number of units affected:	38 Scattered Sites
6. Coverage of action: (select one)	<input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

<b>Public Housing Homeownership Activity Description</b> <b>(Complete one for each development affected)</b>	
1a. Development name:	New Visions I of Homeownership
1b. Development (project) number:	None
2. Federal Program authority:	<input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one)	<input checked="" type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission:	<u>01/06/1996</u>
5. Number of units affected:	6
6. Coverage of action: (select one)	<input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development

**Public Housing Homeownership Activity Description**  
**(Complete one for each development affected)**

1a. Development name: New Visions II Homeownership Program

1b. Development (project) number: None

2. Federal Program authority:

- HOPE I
- 5(h)
- Turnkey 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

Date Homeownership Plan/Program approved, submitted, or planned for submission:  
01/06/1998

5. Number of units affected: 7

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 PHA’s** may skip to component 12.)

### 2. Program Description:

#### a. Size of Program

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

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

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

#### b. PHA-established eligibility criteria

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

If yes, list criteria below:

- See Attachment M

## **PHA Community Service and Self-Sufficiency Programs**

[24 CFR Part 903.7 9 (1)]

Exemptions from Component 12: High performing and small PHA's are not required to complete this component. Section 8 only PHA's are not required to complete sub-component C.

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

1. Cooperative agreements:

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

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

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

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

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

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

<b>Services and Programs</b>				
<b>Program Name &amp; Description</b> (including location, if appropriate)	<b>Esti- mated Size</b>	<b>Allocation Method</b> (waiting list/ random selection/ specific criteria/ other)	<b>Access</b> (development office/PHA main office/other provider name)	<b>Eligibility</b> (public housing, Section 8 participants or both)
Transportation	60 monthly	Specific Criteria	PHA main office	Public Housing Elderly
Job Shadowing	0 annually	Specific Criteria	Other provider	Both
Management Referrals	120 annually	DMHA Management Referrals	Other provider	Public Housing
Senior Enrichment Activity	40 monthly	First Come/ First Serve	Other provider	Public Housing
Housekeeping Classes	20 monthly	Specific Criteria	PHA main office	Public Housing
Resident Council Members	12 councils	Specific Criteria	Other provider	Public Housing
Sojourner Housing	22 family units	Specific Criteria	Other provider	Public Housing
Computer Classes	118 annually	Specific Criteria	Other provider	Public Housing
Job Readiness	3 monthly	Specific Criteria	PHA main office	Public Housing
CSS	60 annually	Specific Criteria	PHA main office	Public Housing
Red Cross	56 family units	Specific Criteria	Other provider	Public Housing
Mercy Manor	25 family units	Specific Criteria	Other provider	Public Housing

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

a. Participation Description

<b>Family Self-Sufficiency (FSS) Participation</b>		
<b>Program</b>	<b>Required Number of Participants (FY 2006 estimate)</b>	<b>Actual Number of Participants (as of: 12/31/05)</b>
Public Housing	0	0
Section 8	50	140

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: NA

**C. Welfare Benefit Reductions**

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

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

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

- See Attachment S



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

[24 CFR Part 903.7 9 (m)]

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

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

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

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

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

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

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

- DeSoto Bass Courts, Hilltop Homes, Mount Crest Court, Olive Hills, Riverside Estates, Westdale Terrace, Cornell Ridge, Wilkinson Plaza, Limestone-Modena

**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)

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

- DeSoto Bass Courts, Grand, Hilltop Homes, The Metropolitan, Mount Crest Court, Olive Hills, Riverside Estates, Wentworth, Westdale Terrace, Wilkinson Plaza

**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)

- Contract with Dayton Police Department, Montgomery County Sheriff, and private contract security.

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

- DeSoto Bass Courts, Hilltop Homes, The Metropolitan, Mount Crest Court, Olive Hills, Riverside Estates, Parkside Homes, Wentworth, Westdale Terrace, Wilkinson Plaza, Limestone-Modena.

## D. Compliance with VAWA

1. Describe any goals, objectives, policies or programs in place to serve the housing needs of victims of domestic violence, dating violence, sexual assault, and stalking or enhance victim safety. (select all that apply)

- Annually review and evaluate current public housing, Section 8 and homeownership policies and procedures to determine if they are VAWA
- Maintain current preferences given to victims of violence in both admissions for public housing, the Section 8 program and any home ownership program.
- Annually reinforce and provide training to admissions staff and managers regarding DMHA's policies and procedures on victims of domestic violence.
- Create clear policies that being a victim of violence is not just cause for termination, create clear procedures to facilitate the termination of an abuser and procedures to facilitate moving a victim if safety is a continuing issue while maintaining their subsidies in some form.
- Other activities (list below)

## **14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

- See Attachment O

## **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? (pending state approval)
3.  Yes  No: Were there any findings as the result of that audit?
4.  Yes  No: If there were any findings, do any remain unresolved?  
If yes, how many unresolved findings remain?
5.  Yes  No: Have responses to any unresolved findings been submitted to HUD?  
If not, when are they due (state below)?

## **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

Exemptions from component 17: Section 8 only PHA's are not required to complete this component. High performing and small PHA's are not required to complete this component.

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

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

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

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

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

- Attached at Attachment J  
 Provided below:

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

- Considered comments, but determined that no changes to the PHA Plan were necessary.  
 The PHA changed portions of the PHA Plan in response to comments  
List changes below:  
 Other: (list below)

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

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

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

3. Description of Resident Election Process

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

- Candidates were nominated by resident and assisted family organizations  
 Candidates could be nominated by any adult recipient of PHA assistance  
 Self-nomination: Candidates registered with the PHA and requested a place on ballot  
 Other: (describe)

b. Eligible candidates: (select one)

- Any recipient of PHA assistance  
 Any head of household receiving PHA assistance  
 Any adult recipient of PHA assistance  
 Any adult member of a resident or assisted family organization  
 Other (list)

c. Eligible voters: (select all that apply)

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

Other (list)

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

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

1A. Consolidated Plan jurisdiction: CITY OF DAYTON

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

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

3A. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

1B. Consolidated Plan jurisdiction: CITY OF KETTERING

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

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

3B. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

1C. Consolidated Plan jurisdiction: MONTGOMERY COUNTY

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

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

3C. 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.

Substantial deviations or significant amendments or modifications are defined as discretionary changes in the plans or policies of the housing authority that fundamentally change the mission, goals, objectives, or plans of the agency and which require formal approval of the Board of Commissioners.

## **Attachments**

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

Attachment#	Attachment Letter	Attachment Title
1.	A	Resident Services Benchmarks – ROSS Grants
2.	B	Deconcentration
3.	C	Capital Fund Annual Statement – FFY 2006
4.	D	Capital Fund Annual Statement – CFP 713/715/717/719/721
5.	E	Capital Fund Replacement Housing Factor Grants Statement RHF 710/712/714/716/718/720
6.	F	Capital Fund HOPE VI Density Grant – Arlington Courts
7.	G	Operating Budget
8.	H	Organizational Chart
9.	I	Capital Fund Program Five Year Action Plan
10.	J	Resident Advisory Board Comments
11.	K	2004-2008 Five Year Plan – Goals Progress
12.	L	Section 8 Project-Based Vouchers
13.	M	Section 8 Homeownership Plan
14.	N	Voluntary Conversion Assessment
15.	O	Pet Policy
16.	P	Resident Board Member Status
17.	Q	Resident Advisory Board Membership
18.	R	Minimum Rent Exception Policy
19.	S	Community Service
20.	T	Legal Ad: Notice of Public Comment/Public Hearing
21.	U	Physical Needs Assessment and 504 Transition Plan



**PHA Plan  
Table Library**

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

**Annual Statement (See Attachment C, D, E, and F)  
Capital Fund Program (CFP) Part I: Summary**

**Annual Statement (See Attachment C, D, E, and F)  
Capital Fund Program (CFP) Part II: Supporting Table**

**Annual Statement  
(See Attachment C, D, E, and F)  
Capital Fund Program (CFP) Part III: Implementation Schedule**

**Optional 5-Year Action Plan Tables  
(See Attachment I)**

## Optional Public Housing Asset Management Table

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

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

Attachment A - Resident Services Benchmarks - ROSS Grants



**2006-2010 Five Year Goals  
Resident Services Benchmarks – ROSS Grants**

**ROSS VI**

PROGRAM GOAL: DMHA Neighborhood Network Center will increase opportunities for public housing residents to realize self sufficiency and empowerment by narrowing the digital divide that exists between the very poor and society at large.

ACTIVITIES

- Activity 1: Provide basic computer training to individuals residing in the 26 public housing units located throughout Dayton.
- Activity 2: Provide participating individuals, who want it, with G.E.D. training through the Dayton Urban League.
- Activity 3: Establish a Mobile Modular Classroom for the use of training program participants.
- Activity 4: Develop a means of advertising to/recruiting the target population.
- Activity 5: Design the class structure in such a manner as to capture the learning styles and abilities of each participant.
- Activity 6: Increase individual knowledge of computer skills in daily living by providing accessible technology.

## 2006-2010 Five Year Goals Resident Services Benchmarks – ROSS Grants

### ROSS VII

PROGRAM GOAL: To maximize the quality of life for the residents in DMHA's elderly/disabled units promoting independence and self sufficiency over the 36-month grant period.

#### ACTIVITIES

- Activity 1: Initiate health and wellness and intervention services to 468 elderly/disabled DMHA residents.
- Activity 2: Determine participant's needs that are going unmet by creating and administering (annually) an assessment tool to survey participants' needs.
- Activity 3: Provide assistance with housekeeping and other ADL activities to 382 elderly/disabled residents.
- Activity 4: Provide congregated dining/activities at targeted DMHA locations to 351 elderly/disabled residents.
- Activity 5: Provide regularly health/wellness seminars at targeted DMHA locations to 351 elderly/disabled residents.
- Activity 6: Provide weekly health and wellness clinics at targeted DMHA locations to 351 elderly/disabled residents.
- Activity 7: Provide ongoing case management services to 229 elderly/disabled DMHA residents.
- Activity 8: Provide ongoing companionship to 48 isolated elderly/disabled DMHA residents.
- Activity 9: Provide initial nursing assessment (intensive) to 229 elderly/disabled DMHA residents.

**2006-2010 Five Year Goals  
Resident Services Benchmarks – ROSS Grants**

**ROSS VIII  
Neighborhood Network**

PROGRAM GOAL: To maximize the quality of life for the residents of DMHA's elderly/disabled units promoting independence and self sufficiency over the 36 month grant period.

ACTIVITIES

- Activity 1: Sign-up a minimum of 382 senior and/or disabled resident in the Senior Life Program.
- Activity 2: DMHA and Senior Resource Connection staff has and will continue to meet with resident councils at targeted DMHA locations on an ongoing basis.
- Activity 3: Evaluation marketing and community awareness materials and success in reaching target population.
- Activity 4: Determine participant's needs that are going unmet.
- Activity 5: Develop and administer a survey needs assessment.
- Activity 6: As a result of feedback received from residents, Senior Resource Connection staff has initiated group resident's projects that promote intellectual stimulation.
- Activity 7: Develop case plans for each participant.
- Activity 8: Work with partners to develop quarterly workshops and activity calendar.
- Activity 9: Conduct inspections to ensure that housekeeping and ADL services are being delivered as needed.
- Activity 10: Review case plans and conduct regular follow-up to ensure that participants are receiving appropriate services and realizing intended services.
- Activity 11: Conduct regular healthcare screenings and ensure referrals are followed up.
- Activity 12: Establish congregated services for senior/disabled residents.

## 2006-2010 Five Year Goals Resident Services Benchmarks – ROSS Grants

### ROSS IX

PROGRAM GOAL: Over the 36-month grant period target 127 conventional public housing families, impacting 254 residents and family members are offering education, job readiness and job training services as well as family supportive activities.

- Activity 1: Recruit, educate and access 127 families to participate in family self-sufficiency activities.
- Activity 2: Refer clients to the program through the relocation assessment of displaced resident and develop Individual Service Plans for each family.
- Activity 3: Refer 127 participants to community and faith-based program partners for needed self-sufficiency services including, education (GED, literacy, math skills), job readiness, short-term training, work/tuition assistance and soft skill training.
- Activity 4: Provide participants support services including child care, transportation and after-school education.
- Activity 5: Provide case management and follow-up services to 127 participants.
- Activity 6: Recruit, refer and support involvement of a minimum of 22 participants in career exploration and job shadowing activities.
- Activity 7: Compile evaluation data and provide quarterly, yearly and end of program reports.

# Attachment B - Deconcentration





**Component 3, (6)  
Deconcentration and Income Mixing  
&  
Public Housing Program  
Deconcentration Policy**

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

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

- DMHA conducted an analysis of covered developments (those with more than 100 units, which are not designated for elderly and/or disabled). Included were Parkside Homes, DeSoto Bass Courts, Arlington Courts, Hilltop Homes, and Mount Crest Court (Olive Hill was excluded because one of its 100 units is decommissioned). The average income was \$7,029, which is less than 11% of median.

If yes, list these developments as follows:

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

**Component 3, (6)**  
**Deconcentration and Income Mixing**  
**&**  
**Public Housing Program**  
**Deconcentration Policy**

## **10.4 DECONCENTRATION POLICY**

It is Dayton Metropolitan Housing Authority's policy to provide for deconcentration of poverty and encourage income mixing by bringing higher income families into lower income developments and lower income families into higher income developments. Toward this end, we will skip families on the waiting list to reach other families with a lower or higher income. We will accomplish this in a uniform and non-discriminating manner.

Dayton Metropolitan Housing Authority will affirmatively market our housing to all eligible income groups. Lower income residents will not be steered toward lower income developments and higher income people will not be steered toward higher income developments

Prior to the beginning of each fiscal year, we will analyze the income levels of families residing in each of our developments, the income levels of census tract in which our developments are located, and the income levels of the families on the waiting list. Based on this analysis, we will determine the level of marketing strategies and deconcentration incentives to implement.

## **10.5 DECONCENTRATION INCENTIVES**

Dayton Metropolitan Housing Authority may offer one or more incentives to encourage applicant families whose income classification would help to meet the deconcentration goals of a particular development.

Various incentives may be used at different times, or under different conditions, but will always be provided in a consistent and nondiscriminatory manner.

## **10.6 OFFER OF A UNIT**

When Dayton Metropolitan Housing Authority discovers that a unit will become available, we will contact the first family on the waiting list who has the highest priority for this type of unit or development and whose income category would help to meet the deconcentration goal and/or the income targeting goal.

**Component 3, (6)  
Deconcentration and Income Mixing  
&  
Public Housing Program  
Deconcentration Policy**

DMHA will contact the family first by telephone to make the unit offer. If the family cannot be reached by telephone, the family will be notified of a unit offer via first class mail. The family will be given five business days from the date the letter was mailed to contact DMHA regarding the offer.

### **10.7 REJECTION OF UNIT**

If in making the offer to the family skipped over other families on the waiting list in order to meet their deconcentration goal or offered the family any other deconcentration incentive and the family rejects the unit, the family will not lose their place on the waiting list and will not be otherwise penalized. Eligible applicants shall be offered three or more suitable units at various sites with vacancies.

If Dayton Metropolitan Housing Authority did not skip over other families on the waiting list to reach this family, did not offer any other deconcentration incentive, and the family rejects the unit without good cause, the family shall be offered three or more suitable units at various sites with vacancies.

If the family rejects with good cause any unit offered, they will not lose their place on the waiting list. Good cause includes reasons related to health, proximity to work, school, and childcare (for those working or going to school). The family will be offered two suitable units.

**Annual Statement/Performance and Evaluation Report  
 Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/RHF)  
 Part III: Implementation Schedule**

PHA Name: Dayton Metropolitan Housing Authority	Grant Type and Number Capital Fund Program Grant No. Replacement Housing Factor Grant No. OH10R00550107 [CFP 728]	Federal FY of Grant: 2007
---	---	---------------------------

Development Number/Name/PHA-wide Activities	All Fund Obligated (Quarter Ending Date)			All Fund Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
Purchases & New Housing	7-09			7-11			





# Attachment G - Operating Budget

# Operating Budget

	TOTAL	Public Housing	Section 8
<b>OPERATING RECEIPTS</b>			
Dwelling Rentals	\$ 3,000,000	\$ 3,000,000	\$ -
Excess Utilities	\$ 21,542	\$ 21,542	\$ -
Nondwelling Rentals	\$ 41,760	\$ 41,760	\$ -
Interest on Gen. Fd. Investment	\$ 283,931	\$ 184,265	\$ 99,666
Other Operating Receipts	\$ 1,250,576	\$ 1,180,656	\$ 69,920
HUD Subsidy (PFS)	\$ 10,910,016	\$ 10,910,016	\$ -
Section 8 Revenue	\$ 21,452,152	\$ -	\$ 21,452,152
<b>OPERATING RECEIPTS</b>	<b>\$ 36,959,976</b>	<b>\$ 15,338,238</b>	<b>\$ 21,621,738</b>
<b>ROUTINE OPERATING EXPENDITURES:</b>			
Administrative Salaries	\$ 3,313,024	\$ 1,991,410	\$ 1,321,614
Staff Training & Travel	\$ 106,330	\$ 80,080	\$ 26,250
Tuition	\$ 54,823	\$ 48,823	\$ 6,000
Auditing Fees	\$ 44,000	\$ 22,000	\$ 22,000
Telephones	\$ 205,069	\$ 170,809	\$ 34,260
Temporary Employees	\$ 69,784	\$ 52,923	\$ 16,861
Employee Benefits - Admin	\$ 1,058,510	\$ 648,701	\$ 409,809
Other Administrative Expenses	\$ 453,269	\$ 336,509	\$ 116,760
<b>ADMINISTRATIVE EXPENSES</b>	<b>\$ 5,304,809</b>	<b>\$ 3,351,255</b>	<b>\$ 1,953,554</b>
Tenant Services Salaries	\$ -	\$ -	\$ -
Contract Costs - Tenant Services	\$ 92,953	\$ 92,953	\$ -
<b>SERVICES EXPENSE</b>	<b>\$ 92,953</b>	<b>\$ 92,953</b>	<b>\$ -</b>
Labor	\$ -	\$ -	\$ -
Water	\$ 391,493	\$ 388,871	\$ 2,622
Electricity	\$ 1,207,988	\$ 1,179,809	\$ 28,179
Gas	\$ 1,413,088	\$ 1,395,345	\$ 17,743
Employee Benefits - Utilities	\$ -	\$ -	\$ -
Sewer	\$ 286,479	\$ 284,542	\$ 1,937
<b>UTILITIES EXPENSES</b>	<b>\$ 3,299,048</b>	<b>\$ 3,248,567</b>	<b>\$ 50,481</b>
Labor	\$ 2,070,224	\$ 2,043,224	\$ 27,000
Materials	\$ 902,500	\$ 900,000	\$ 2,500
Contract Costs	\$ 1,467,847	\$ 1,403,307	\$ 64,540
Garbage & Trash Removal	\$ 377,854	\$ 377,854	\$ 0
Employee Benefits - Ord. Maintenance	\$ 740,924	\$ 730,794	\$ 10,130
<b>ORD. MAINT. &amp; OPERATION EXPENSE</b>	<b>\$ 5,559,348</b>	<b>\$ 5,455,178</b>	<b>\$ 104,170</b>
Labor	\$ 77,225	\$ 77,225	\$ -
Contract Costs - Protective Services	\$ 600,000	\$ 600,000	\$ -
City of Dayton	\$ 250,000	\$ 250,000	\$ -
Employee Benefits-Prot Serv Labor	\$ 28,753	\$ 28,753	\$ -
<b>PROTECTIVE SERVICES EXPENSES</b>	<b>\$ 955,798</b>	<b>\$ 955,798</b>	<b>\$ -</b>



## Operating Budget

Insurance	\$ 770,735	\$ 618,435	\$ 152,300
Payments in Lieu of Taxes	\$ -	\$ -	\$ -
Terminal Leave Payments	\$ 26,680	\$ 24,375	\$ 2,305
Collection Losses	\$ 125,000	\$ 125,000	\$ -
Interest on - EPC	\$ 283,540	\$ 274,581	\$ 8,959
Contingency	\$ 401,762	\$ 376,762	\$ 25,000
Other General Expense	\$ 2,825	\$ -	\$ 2,825
HAP Related Expenses	\$ 19,308,020	\$ -	\$ 19,308,020
<b>TOTAL GENERAL EXPENSES</b>	<b>\$ 20,918,561</b>	<b>\$ 1,419,153</b>	<b>\$ 19,499,408</b>
<b>TOTAL ROUTINE OPERATING EXPENSES</b>	<b>\$ 36,130,517</b>	<b>\$ 14,522,904</b>	<b>\$ 21,607,613</b>
Casualty Losses - Capitalized - net	\$ 175,000	\$ 175,000	\$ -
Other Non-Routine Expenses	\$ -	\$ -	\$ -
<b>TOTAL NONROUTINE MAINTENANCE</b>	<b>\$ 175,000</b>	<b>\$ 175,000</b>	<b>\$ -</b>
Capital Expenses	\$ 654,459	\$ 640,334	\$ 14,125
<b>TOTAL CAPITAL EXPENSES</b>	<b>\$ 654,459</b>	<b>\$ 640,334</b>	<b>\$ 14,125</b>
<b>TOTAL OPERATING EXPENDITURES</b>	<b>\$ 36,959,976</b>	<b>\$ 15,338,238</b>	<b>\$ 21,621,738</b>
<b>ADDITIONS/DELETION TO PROVISIONS</b>	<b>\$ (0)</b>	<b>\$ (0)</b>	<b>\$ (0)</b>

# Attachment H – Organizational Chart

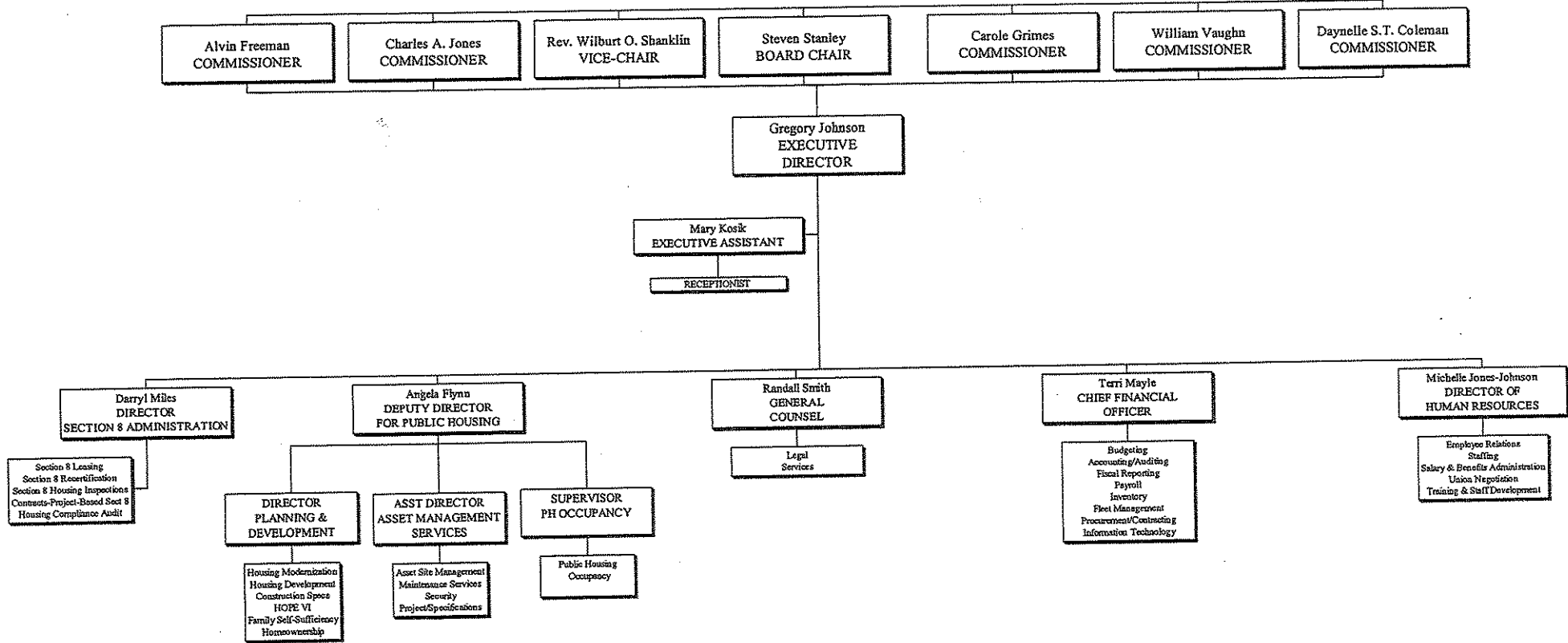


# DAYTON METROPOLITAN HOUSING AUTHORITY

## Table of Organization

*January 2007*

### Organizational Overview

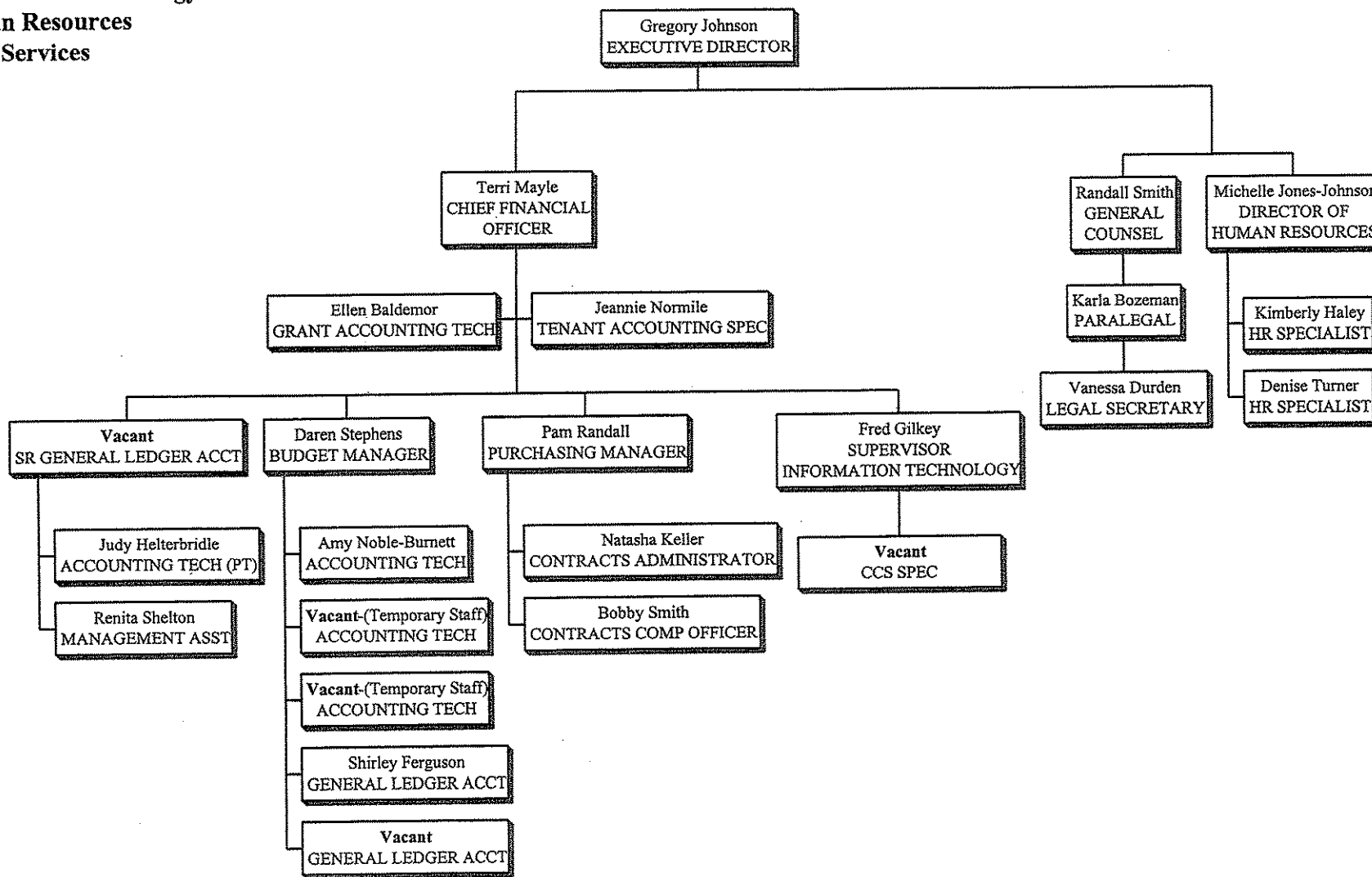


# DAYTON METROPOLITAN HOUSING AUTHORITY

## Table of Organization

*January 2007*

Financial Management/  
 Information Technology  
 Human Resources  
 Legal Services

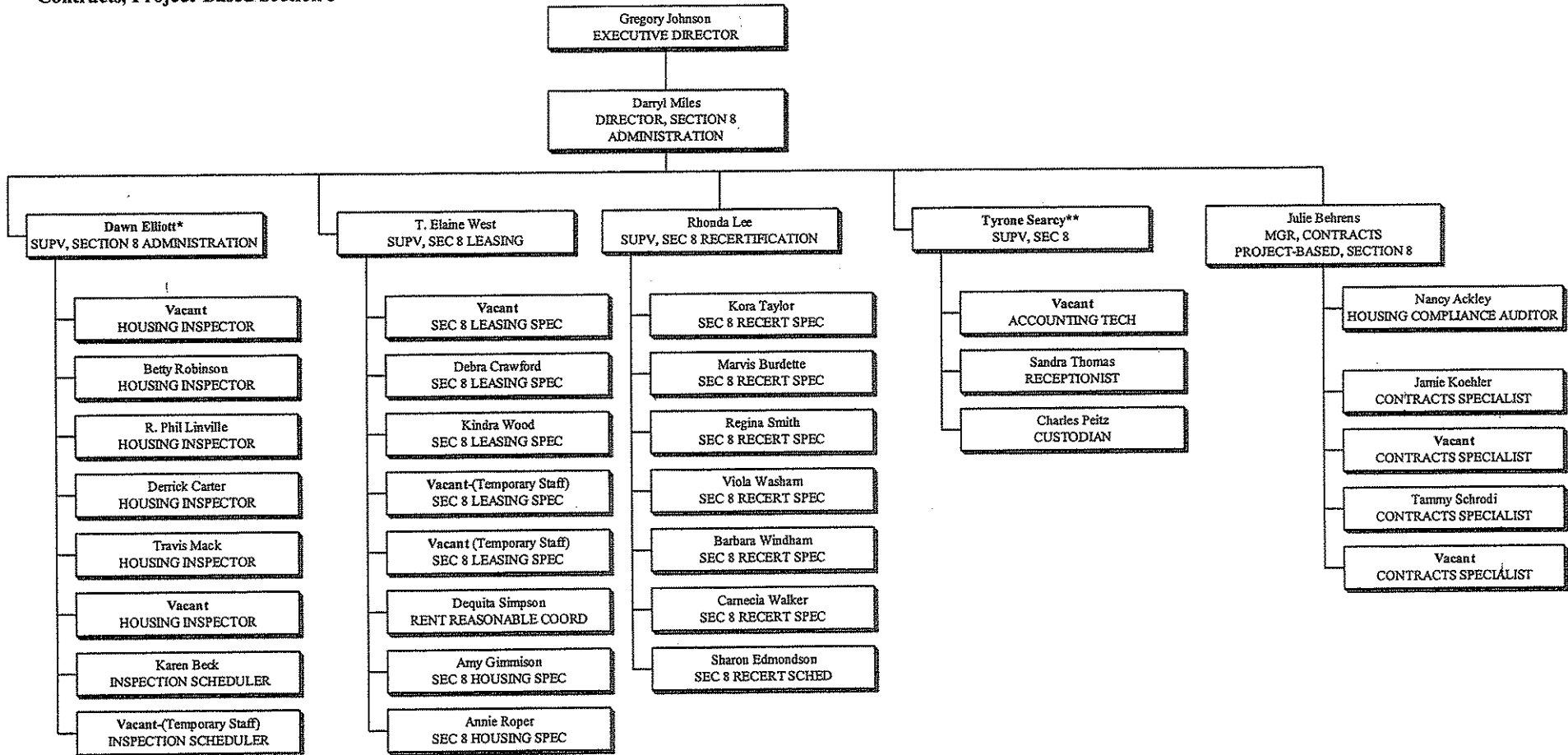


# DAYTON METROPOLITAN HOUSING AUTHORITY

## Table of Organization

January 2007

Section 8 Administration  
 Housing Inspection Services  
 Section 8 Leasing  
 Section 8 Recertification  
 Contracts, Project-Based Section 8



\*TEMPORARILY - Supervising Housing Inspection Services staff

\*\*TEMPORARILY - Supervising Sect. 8 receptionist and custodian

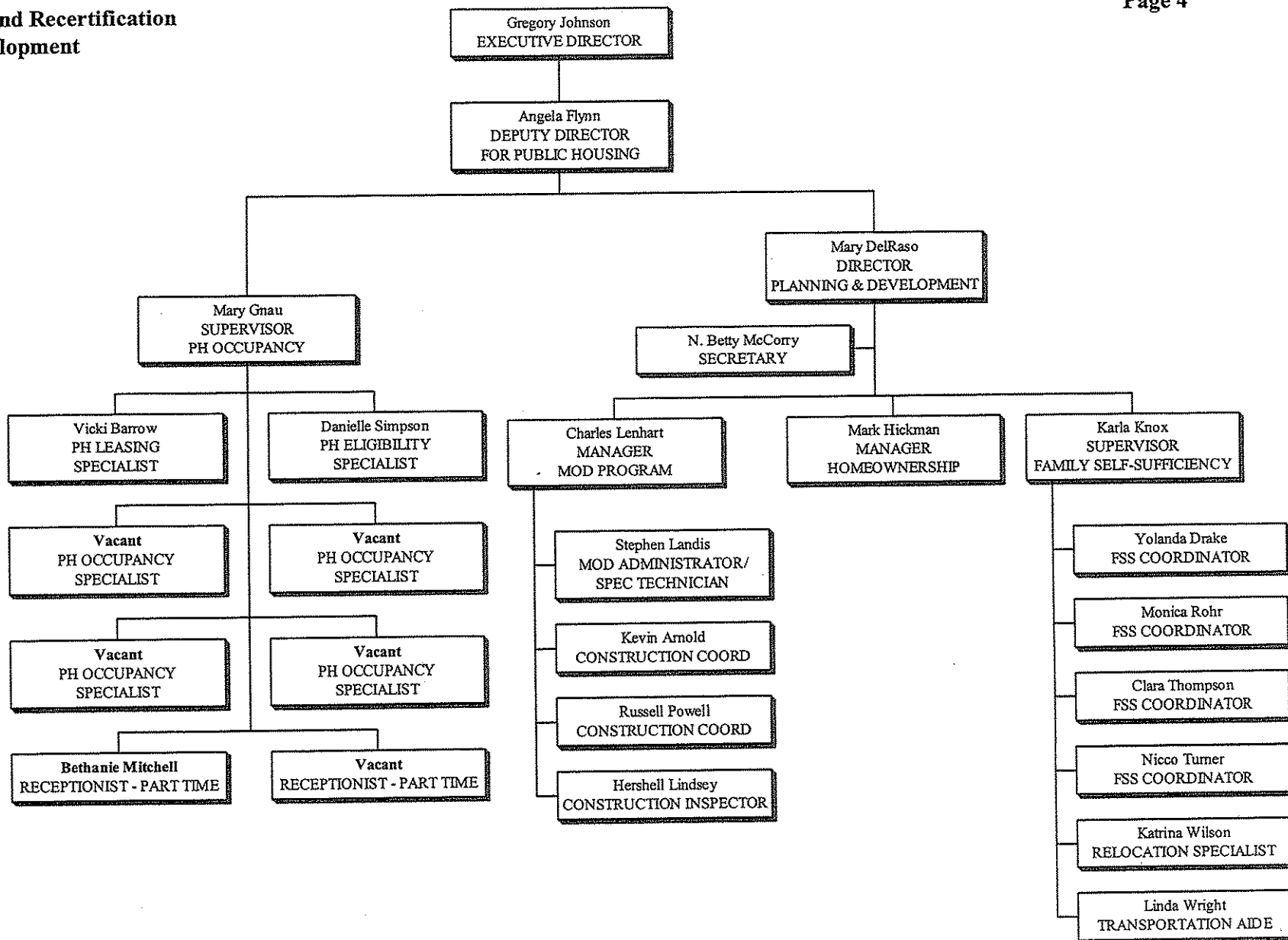
# DAYTON METROPOLITAN HOUSING AUTHORITY

## Table of Organization

January 2007

Page 4

### PH Admissions and Recertification Planning & Development

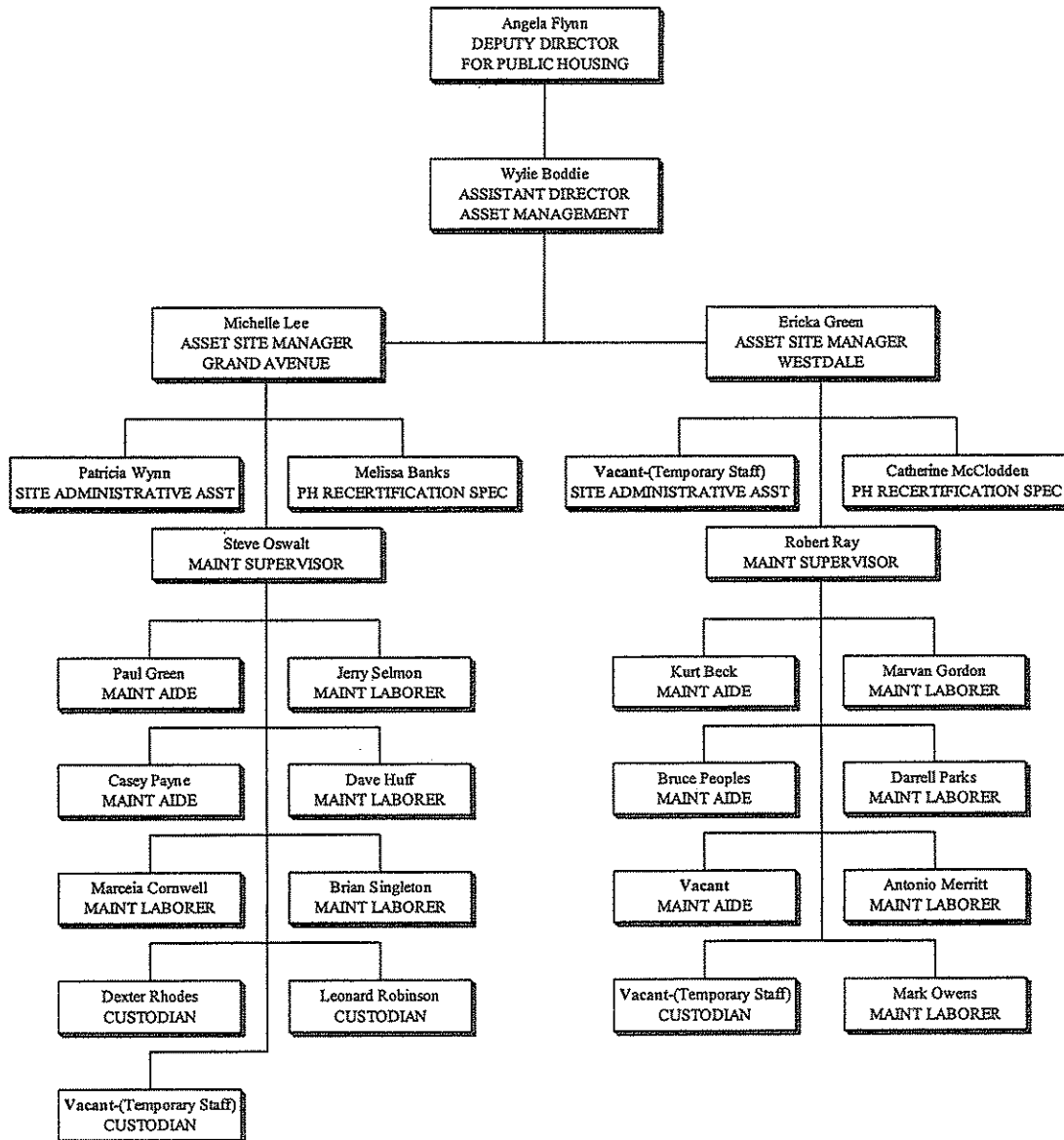


# DAYTON METROPOLITAN HOUSING AUTHORITY

## Table of Organization

### January 2007

Asset Site Management Services  
 Grand Avenue  
 Westdale Terrace



# DAYTON METROPOLITAN HOUSING AUTHORITY

## Table of Organization

January 2007

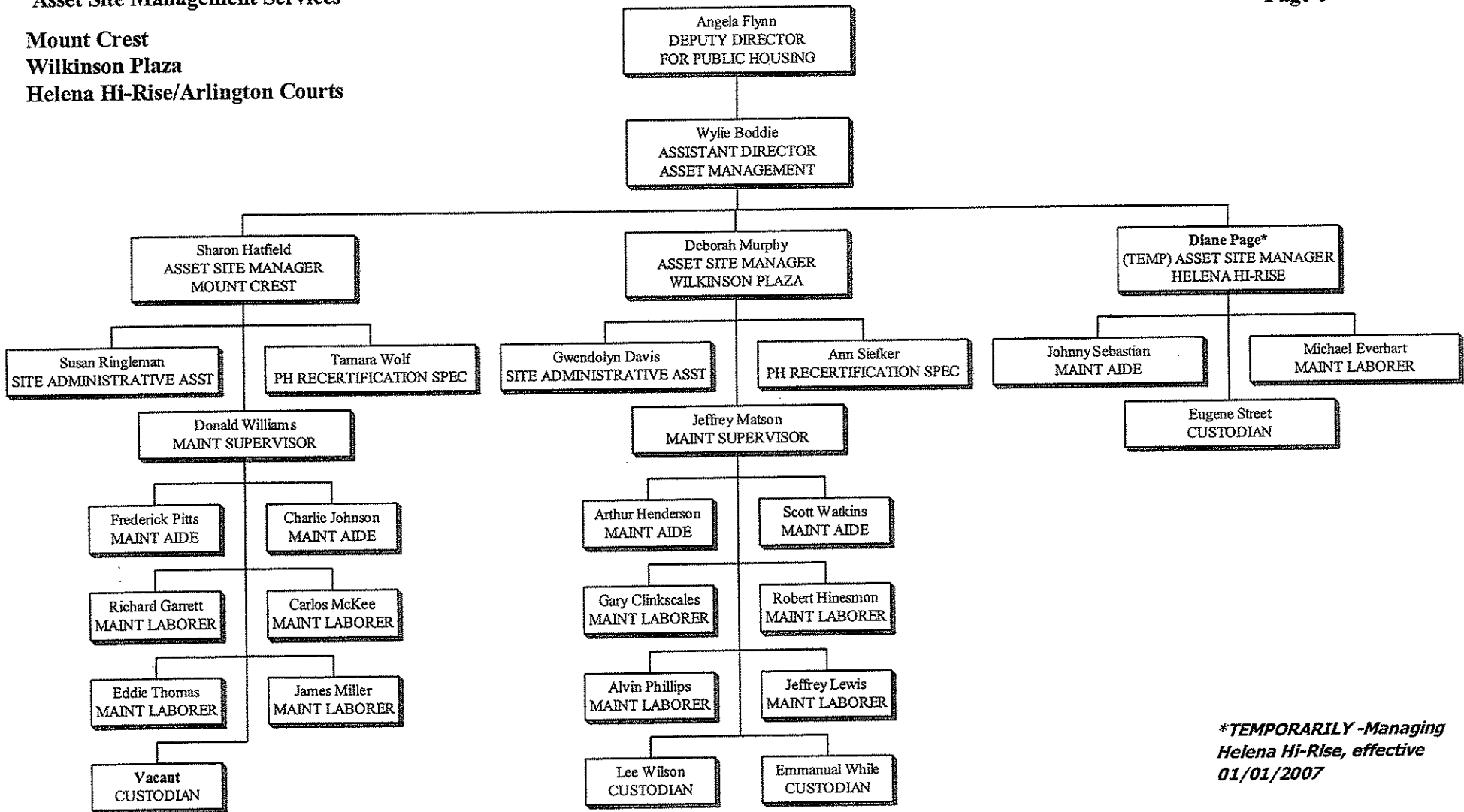
Asset Site Management Services

Mount Crest

Wilkinson Plaza

Helena Hi-Rise/Arlington Courts

Page 6



*\*TEMPORARILY -Managing  
Helena Hi-Rise, effective  
01/01/2007*



# DAYTON METROPOLITAN HOUSING AUTHORITY

## Table of Organization

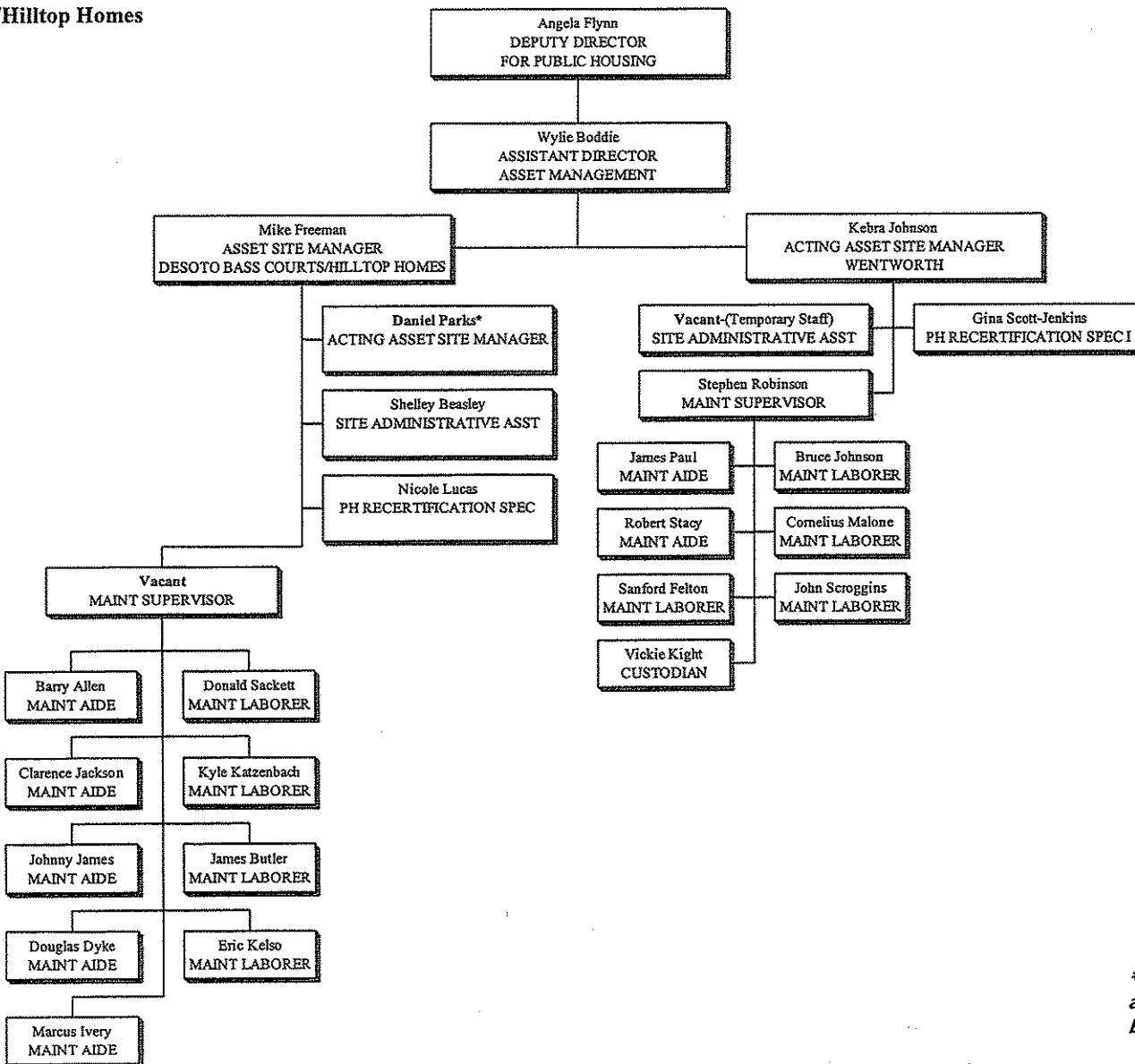
January 2007

Asset Site Management Services

DeSoto Bass Courts/Hilltop Homes

Wentworth

Page 7



*\*TEMPORARILY- Assigned to assist w/management at DeSoto Bass Courts/Arlington/Hilltop*

# DAYTON METROPOLITAN HOUSING AUTHORITY

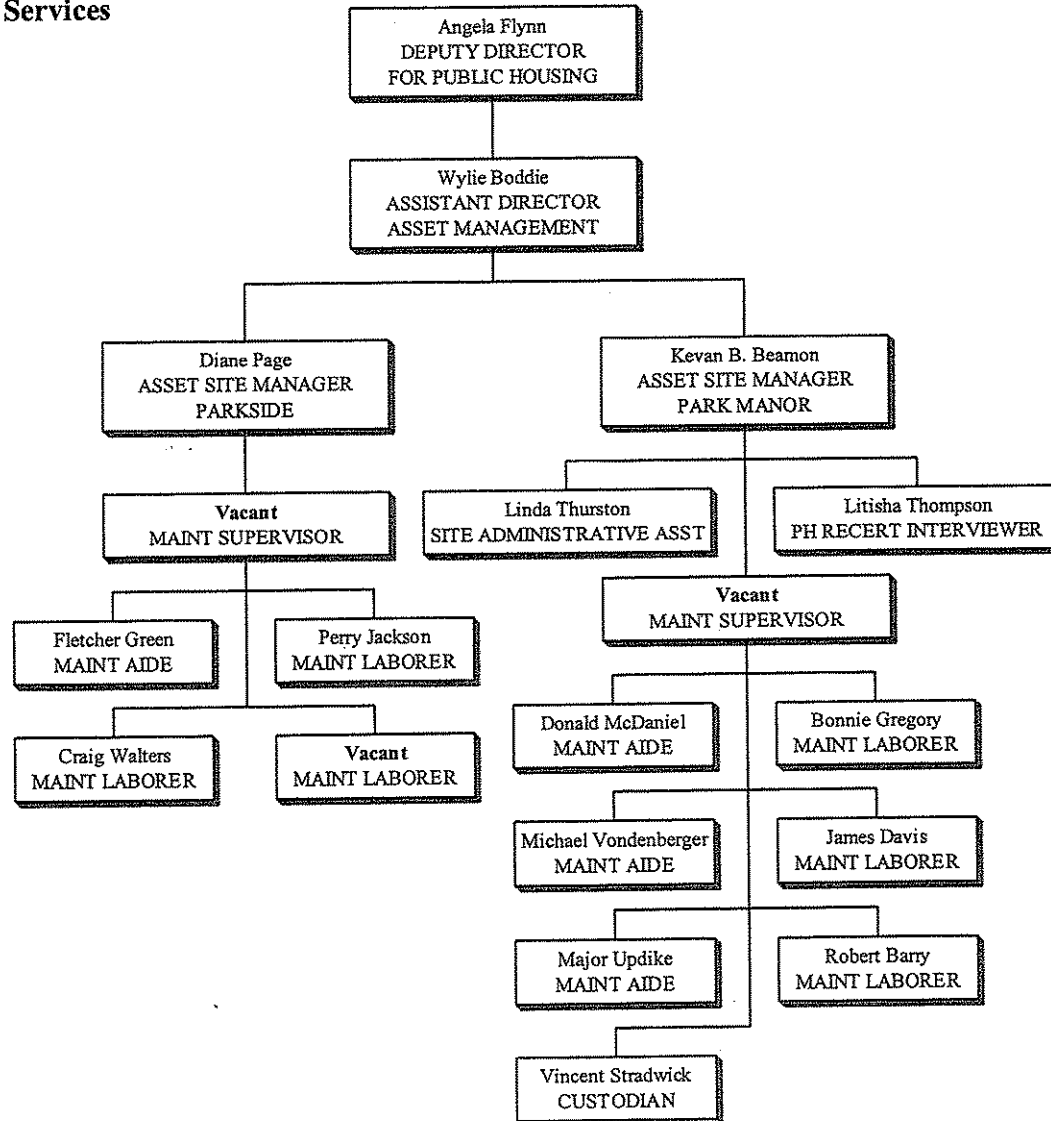
## Table of Organization

### *January 2007*

Asset Site Management Services

Parkside  
Park Manor

Page 8



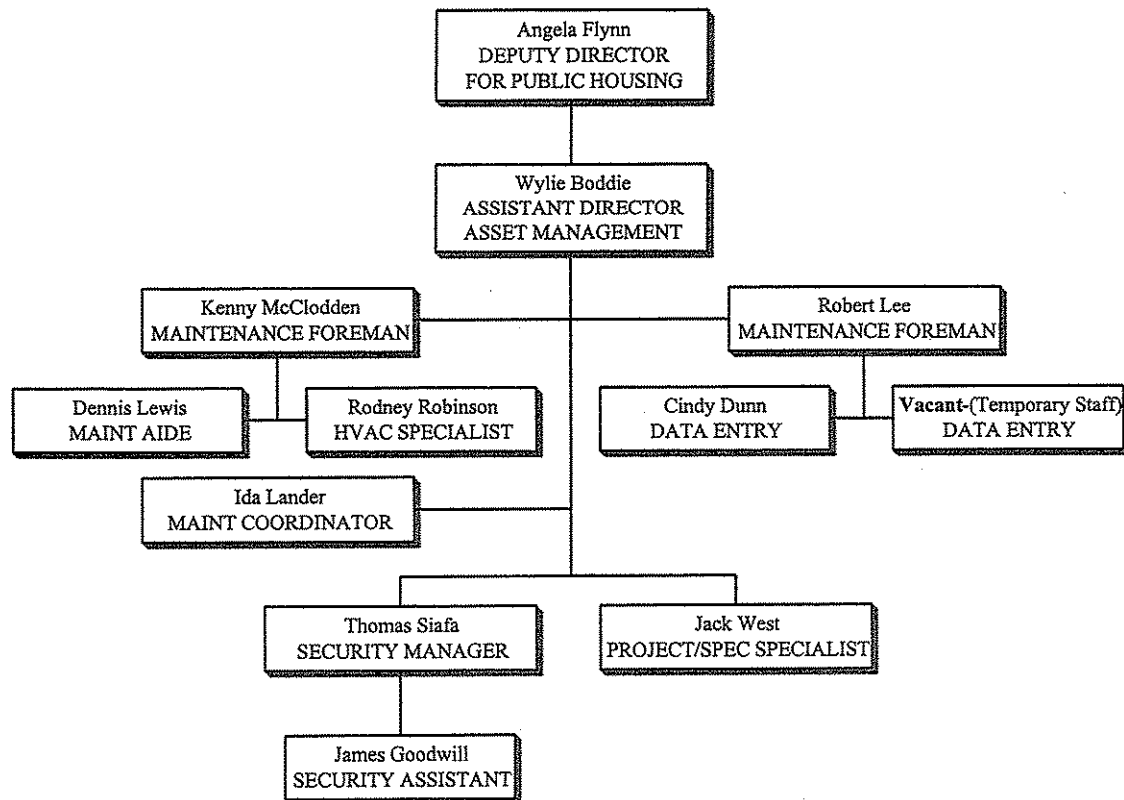
# DAYTON METROPOLITAN HOUSING AUTHORITY

## Table of Organization

### January 2007

Asset Site Management Services

Page 9



# Capital Fund Program Five Year Action Plan

## Part I: Summary

PHA Name: **Dayton Metropolitan Housing Authority**

Original 5-Year

Revision No. **1/16/2007**

Development No./Name/PHA-wide	Year 1	Work Statement for Year 2		Work Statement for Year 3		Work Statement for Year 4		Work Statement for Year 5	
		FFY Grant: 2007		FFY Grant: 2008		FFY Grant: 2009		FFY Grant: 2010	
OH5-1, Parkside Homes	See Annual Statement		\$0.00		\$0.00		\$0.00		\$0.00
OH5-2, DeSoto Bass Court			\$0.00		\$0.00		\$0.00		\$0.00
OH5-5, DeSoto Bass			\$0.00		\$0.00		\$0.00		\$0.00
OH5-6, Arlington Court			\$0.00		\$0.00		\$0.00		\$0.00
OH5-7A, Westdale Terrace			\$0.00		\$0.00		\$0.00		\$0.00
OH5-7B, Park Manor			\$0.00		\$0.00		\$0.00		\$0.00
OH5-8, Cliburn Manor			\$0.00		\$0.00		\$0.00		\$0.00
OH5-9, Hilltop Homes			\$0.00		\$0.00		\$0.00		\$0.00
OH5-10, Wilkinson Plaza			\$0.00		\$0.00		\$0.00		\$0.00
OH5-12A, Smithville			\$0.00		\$0.00		\$0.00		\$0.00
OH5-12B, Rosemont			\$0.00		\$0.00		\$0.00		\$0.00
OH5-12C, 40 E. Helena			\$0.00		\$0.00		\$0.00		\$0.00
OH5-13C, Cityview			\$0.00		\$0.00		\$0.00		\$0.00
OH5-13D, Frederick			\$0.00		\$0.00		\$0.00		\$0.00
OH5-13H, Midway			\$0.00		\$0.00		\$0.00		\$0.00
OH5-13I, Norman			\$0.00		\$0.00		\$0.00		\$0.00
OH5-13K, Niagara			\$0.00		\$0.00		\$0.00		\$0.00
OH5-13P, Theodore			\$0.00		\$0.00		\$0.00		\$0.00
OH5-13Q, Kings Mill			\$0.00		\$0.00		\$0.00		\$0.00
OH5-13R, Hudson/Cherry			\$0.00		\$0.00		\$0.00		\$0.00
OH5-13S, Owens			\$0.00		\$0.00		\$0.00		\$0.00
OH5-13T, Redwood			\$0.00		\$0.00		\$0.00		\$0.00
OH5-13U, Salem			\$0.00		\$0.00		\$0.00		\$0.00
OH5-14, Wentworth			\$0.00		\$0.00		\$0.00		\$0.00
OH5-15A, Huffman/Parnell			\$0.00		\$0.00		\$0.00		\$0.00
OH5-15B, Hickory Hill			\$0.00		\$0.00		\$0.00		\$0.00
OH5-15B, 753 Ferguson		\$0.00		\$0.00		\$0.00		\$0.00	
OH5-15C, Dennison		\$0.00		\$0.00		\$0.00		\$0.00	
OH5-15C, Gard		\$0.00		\$0.00		\$0.00		\$0.00	
OH5-15G, Woodview		\$1,051,500.00		\$1,030,773.00		\$1,009,424.00		\$0.00	
OH5-15H, Lexington		\$0.00		\$0.00		\$0.00		\$0.00	

# Capital Fund Program Five Year Action Plan

## Part I: Summary

PHA Name: <b>Dayton Metropolitan Housing Authority</b>	<input type="checkbox"/> Original 5-Year <input checked="" type="checkbox"/> Revision No. <b>1/16/2007</b>
--	---

Development No./Name/PHA-wide	Year 1	Work Statement for Year 2		Work Statement for Year 3		Work Statement for Year 4		Work Statement for Year 5	
		FFY Grant: 2007	FFY Grant: 2008	FFY Grant: 2009	FFY Grant: 2010	FFY Grant: 2009	FFY Grant: 2010	FFY Grant: 2010	FFY Grant: 2010
OH5-15H, Lori Sue			\$0.00		\$0.00		\$0.00		\$0.00
OH5-16, Metropolitan			\$0.00		\$0.00		\$0.00		\$0.00
OH5-17, Wilmington Hi-Rise			\$0.00		\$0.00		\$0.00		\$0.00
OH5-18A, Revere			\$0.00		\$0.00		\$0.00		\$0.00
OH5-18C, Holt			\$0.00		\$0.00		\$0.00		\$0.00
OH5-18D, Hoch			\$0.00		\$0.00		\$0.00		\$0.00
OH5-19, Superba			\$0.00		\$0.00		\$0.00		\$0.00
OH5-20, Dunbar			\$0.00		\$0.00		\$0.00		\$0.00
OH5-21A, Mount Crest Court			\$0.00		\$0.00		\$0.00		\$0.00
OH5-21B, Cornell Ridge			\$0.00		\$0.00		\$0.00		\$0.00
OH5-23, Triangleview			\$0.00		\$0.00		\$0.00		\$0.00
OH5-24, Helena Hi-Rise			\$0.00		\$0.00		\$0.00		\$0.00
OH5-28, Pompano			\$0.00		\$0.00		\$0.00		\$0.00
OH5-31, Malden and Hollencamp			\$0.00		\$0.00		\$0.00		\$0.00
OH5-32B, Gettysburg and Germantown			\$0.00		\$0.00		\$0.00		\$0.00
OH5-34 1114 Randolph			\$0.00		\$0.00		\$0.00		\$0.00
OH5-34, Bunch			\$0.00		\$0.00		\$0.00		\$0.00
OH5-34, Clement			\$0.00		\$0.00		\$0.00		\$0.00
OH5-34, Haberer			\$0.00		\$0.00		\$0.00		\$0.00
OH5-34, Ingram			\$0.00		\$0.00		\$0.00		\$0.00
OH5-35, Channingway			\$0.00		\$0.00		\$0.00		\$0.00
OH5-40, Madrid Estates			\$0.00		\$0.00		\$0.00		\$0.00
OH5-41, Olive Hills			\$0.00		\$0.00		\$0.00		\$0.00
OH5-44, Indian Trails			\$0.00		\$0.00		\$0.00	Comprehensive Modernization	\$987,435.00
OH5-45, Hallmark Meridian			\$0.00		\$0.00		\$0.00		\$0.00
OH5-47, Winston Woods			\$0.00		\$0.00		\$0.00		\$0.00
OH5-48, Riverside Estates			\$0.00		\$0.00		\$0.00		\$0.00
OH5-52 Bellefontaine Ridge			\$0.00		\$0.00		\$0.00		\$0.00
OH5-53, Wolf Creek			\$0.00		\$0.00		\$0.00		\$0.00
Authority Wide Physical Improvements			\$0.00		\$0.00		\$0.00		\$0.00
Authority Wide Demolition			\$100,000.00		\$100,000.00		\$100,000.00		\$100,000.00

See Annual Statement

# Capital Fund Program Five Year Action Plan

## Part I: Summary

PHA Name: Dayton Metropolitan Housing Authority				<input type="checkbox"/> Original 5-Year <input checked="" type="checkbox"/> Revision No. <b>1/16/2007</b>		
Development No./Name/PHA-wide	Year 1	Work Statement for Year 2 FFY Grant: 2007	Work Statement for Year 3 FFY Grant: 2008	Work Statement for Year 4 FFY Grant: 2009	Work Statement for Year 5 FFY Grant: 2010	
Authority-Wide Admin. And Other	See Annual Statement					
a. Management Improvement		\$135,667.00		\$139,737.00	\$143,929.00	\$148,247.00
b. Operating		\$704,680.00		\$704,680.00	\$704,680.00	\$704,680.00
c. Vacancy Reduction Program		\$0.00		\$0.00	\$0.00	\$0.00
d. Equipment		\$300,000.00		\$300,000.00	\$300,000.00	\$300,000.00
e. Relocation		\$200,000.00		\$200,000.00	\$200,000.00	\$200,000.00
f. Administration		\$555,231.00		\$571,888.00	\$589,045.00	\$606,716.00
g. Architech/Engineer		\$601,330.00		\$601,330.00	\$601,330.00	\$601,330.00
h. Debt Services		\$1,850,000.00		\$1,850,000.00	\$1,850,000.00	\$1,850,000.00
i. Debt contingency		\$100,000.00		\$100,000.00	\$100,000.00	\$100,000.00
j. Site Acquisition		\$100,000.00		\$100,000.00	\$100,000.00	\$100,000.00
Total CFP Listed for 5-Year Planning			\$100,000.00	\$5,698,408.00	\$100,000.00	\$100,000.00
Replacement Housing Factor Funds		\$1,100,000.00	\$1,100,000.00	\$920,000.00	\$750,000.00	

Attachment J - Resident Advisory Board/Public Comments



## Resident Advisory Board/Public Comments

### **Resident Advisory Board comments:**

Meeting notes: Tuesday, March 20, 2006 at 2:00 PM

Those present and comments made included:

Mary Corona	Mary DelRaso	Angela Flynn	Voshia Sims	Mary Kosik
Greta Banks	Shirley Martin	Daren Stephens	Evelyn Turlock	

*Shirley Martin: Asked if the residents elect the resident Board member or if someone else does.*

### **Pre-Public Hearing comments/Reasonable Accommodation Requests:**

N/A

### **Public Hearing comments:**

The following minutes are from the Public Hearing held

The Commissioners of Dayton Metropolitan Housing Authority (DMHA) met in a Public Hearing/Adjourned Special Meeting at 9:00 a.m. on March 30, 2007, at 400 Wayne Avenue, Dayton, Ohio.

Those Commissioners present were as follows:

Present:

Steven Stanley  
William Vaughn  
Charles A. Jones  
Carole Grimes

Absent:

Rev. Wilbert O. Shanklin  
Alvin Freeman  
Danyelle S.T. Coleman

The Chairman declared a quorum present and called the meeting to order at 9:02 a.m. There were two guests present at the meeting.

Mr. Greg Kramer, Assistant Director of the Access Center for Independent Living asked if DMHA is planning to open up the Section 8 Waiting List.

Mr. Johnson stated yes but at this time I cannot give you a date.



## Resident Advisory Board/Public Comments

### **Additional Changes:**

On the Goals page, number 12, Commissioner Vaughn would like the Demolish or Dispose sites identify by Phases.

Also, the Commissioners agreed to add one more. Number 18. Continue to expand on developing relationships with the City of Dayton and Montgomery County for the good of all the clients we serve.

Attachment K - 2006-2010 Progress Towards Goals



## Progress Toward Meeting Five-Year Goals

- 1) Successfully implement the HOPE VI project and complete it the first quarter of Fiscal Year 2005:

Update: This goal is being revised for completion the first half of Fiscal Year 2009.

- a. Family Life Center under construction by 6/30/05.

Update: Plans for this facility are no longer part of the HOPE VI project. This phase has been eliminated due to a decision by Omega Baptist Church and its non-profit subsidiary, Omega Community Development Corporation, to construct the facility at a later date. This new date is outside the funding timeframe of the HOPE VI grant.

- b. Develop 30 new units of public housing Montgomery County by 3/31/05.

Update: The completion date was revised to 03/01/06. DMHA staff has met this goal of providing 30 units of public housing. Due to the reprogramming of funds from the Family Life Center Project to existing HOPE VI phases, a decision was made to acquire and rehabilitate an additional ten units. The additional ten units are scheduled to be completed and ready for occupancy by 03/01/07. This project is on schedule.

- c. Continue development of homeownership program in Old Dayton View by selling a total of 60 new and renovated homes.

Update: The completion date was revised to 6/30/08. **Ten units were under construction by 12/31/06. Six units were sold.**

- d. Continue to develop Montgomery County homeownership by completing the sale of 30 homes by 3/31/05.

Update: **DMHA staff has expended these funds and has exceeded the project goal. Initially the phase was to provide down payment and repair assistance to 30 families. The goal was met by 3/31/05. Due to low interest rates and an aggressive housing market these funds allowed DMHA to assist an additional eight families, bringing the total number of families served to 38.**

- 2) The agency's long-term vacancy rate represented almost 10% of the current available public housing units. Dayton Metropolitan Housing Authority has reduced this vacancy rate to 5% by developing and implementing a vacancy reduction plan to modernize these units over a three-year period. Dayton Metropolitan Housing Authority's long-term strategic plan will continue to reduce the vacancies authority-wide to 3%.

## Progress Toward Meeting Five-Year Goals

- 3) Coordinate with the Ohio Department of Transportation the portion of the I-75 realignment that will affect, through demolition, two or more buildings at Parkside Homes.

**Update: DMHA received approval to dispose of one building at Parkside Homes. The Disposition Plan calls for the building to be transferred to the Ohio Department of Transportation. The property is necessary for the realignment of I-75 through downtown Dayton.**

- 4) Achieve and maintain a high performer status on the Section 8 Management Assessment Program (SEMAP) by 6/30/07.

**Update: DMHA Section 8 department has maintained high performer status for the last two years.**

- 5) Focus on Public Housing Assessment System (PHAS) components, particularly the continuation of vacancy reduction, physical improvements and demolition efforts, leading toward a PHAS standard performer status by 6/30/07. In FY2006, DMHA was a PHAS standard performer.

**Update: DMHA has been a standard performer for the last two years. The housing authority is putting policies and strategies in place to be a higher performer status by 2008.**

- 6) Maintain the Multifamily Tenant Characteristic System (MTCS) transmission rate of 98% or greater each month, with a 95% accuracy rate, throughout FY06.

**Update: DMHA has averaged 100% transmission rate for the last fiscal year.**

- 7) Modernize 100 public housing units by 2009 to ensure long-term viability of the sites and other renovations included in the Five-Year Modernization Plan.

**Update: 40 units of modernized public housing have been brought on line in 2006 as a part of the HOPE VI project. In additional, 20 units have been acquired and are under rehabilitation as a part of DMHA's Replacement Housing Factor Plan. The units should be available for occupancy by 3/07. Also DMHA is proceeding with the modernization of 22 units at Woodview, OH5-15G. Modernization was completed on two units at this site earlier in the year. In addition, two units were modernized at Channingway Court, OH5-35.**

- 8) Utilize Replacement Housing Factor funds to develop 60 units of new public housing by 2009.

## Progress Toward Meeting Five-Year Goals

**Update:** Twenty units have been acquired and are under rehabilitation as a part of DMHA's Replacement Housing Factor Plan (RHFP). The units should be available for occupancy by 3/07. DMHA is also working to secure Low Income Housing Tax Credits that would leverage RHFP dollars to construct 25 new units to be located in Germantown, Ohio.

- 9) Develop and implement a plan for leveraging additional funds through borrowing, a bond issue, or through conversion of public housing to project-based subsidy. This plan would fund the modernization, construction, and demolition of sites.

**Update:** DMHA is also working to secure Low Income Housing Tax Credits that would leverage RHFP dollars to construct 25 new units to be located in Germantown, Ohio. The DMHA staff is also working to leverage future Capital Funds through HUD's Capital Fund Financing process.

- 10) Complete the sale, in Fiscal Year 2005, of 12 units on Irving Avenue by public sale with HUD approval, with the successful resolution of the outstanding debt issue, completed in FY 2006.

**Update:** The property on Irving Avenue was sold by auction on November 22, 2006. Received a waiver from HUD to spend the dollars on other public housing improvements.

- 11) Continue to negotiate with the American Red Cross on relocating the Emergency Housing Program from Parkside Homes to Dunbar Manor or other site. This agreement is dependent upon sufficient financial resources secured by American Red Cross and approvals from HUD and SAC.

**Update:** Goal in progress.

- 12) Provide high quality and effective services to our resident population through Resident Opportunities for Self-Sufficiency (ROSS) grants, awarded through 2007, and provide homeownership opportunities through the agency's Homeownership Department (See Attachment A).

**Update:** Over the past year, 553 residents were impacted by the ROSS grants. The Neighborhood Networks program allowed 150 residents to receive computer training at their sites. DMHA had 258 elderly residents who were assisted with light housekeeping, case management, health care screening and health and wellness education. DMHA families also received assistance – 145 families had assistance with training, school and day care assistance. Four Section 8 holders closed on homes in the FSS Homeownership program.

## Progress Toward Meeting Five-Year Goals

- 13) Continue to closeout Section 5h homes and New Visions of Homeownership Program.

Update: On going. Sold all Turnkey III Homes.

- 14) Demolish or dispose of three large housing sites over the next three years: Parkside Homes, Arlington Courts, and Cliburn Manor.

**Update: DMHA received permission to dispose of Parkside Homes. Residents are in the process of being relocated.**

- 15) Continue to work on security issues by implementing the current security plan and completing a full assessment of its effectiveness.

- 16) Convert up to 250 Section 8 Housing Choice Vouchers to Section 8 Project Based Vouchers to provide affordable housing alternatives, which will be owned by DMHA. Convert up to 250 Section 8 Housing Choice Vouchers to Section 8 Project Based Vouchers for special housing needs.

**Update: Issued 17 vouchers to Miami Valley Housing Opportunities for disabled/elderly. In the process of issuing 40 vouchers to DMHA for Project Based at Windcliff.**

### DMHA GENERAL RELOCATION PLAN

Revised: January 24, 2007

#### Project Overview

Dayton Metropolitan Housing Authority will utilize this Relocation Plan when relocation of residents is necessary due to health and safety concerns, modernization projects, and or demolition or disposition application approval. Residents affected by relocation will receive notification of the general relocation as soon as it becomes apparent to DMHA that there is a need to relocate residents. The notice will describe the assistance to be provided and the procedures for obtaining the assistance. The plan will be to relocate the existing residents to other public housing units or in some cases offer the Housing Choice Voucher for those willing to move into Section 8 rental units. All residents applying for the Housing Choice Voucher will have a criminal background check done. If something is found that violates their lease, they will not only be ineligible for the Housing Choice Voucher but they will also be evicted from public housing.

Relocation housing will be decent, safe, and sanitary with rents no higher than those permitted by Section 18 of the Quality Housing and Work Responsibility Act of 1998.

The residents in the affected units/buildings will be relocated to:

## Progress Toward Meeting Five-Year Goals

A  
B

**Possible Relocation Options**  
Vacant Units in other Public Housing Developments  
Section 8 Housing Choice Voucher

A Relocation Officer has been appointed who will oversee all relocation programs. The Relocation Officer will also be available at all times to address resident questions and/or concerns.

The relocation assistance and benefits provided for families being relocated because of health and safety concerns and modernization projects are described below:

### RELOCATION TEAM

The Dayton Metropolitan Housing Authority's Family Self-Sufficiency (FSS) Department will lead the relocation efforts for all relocation programs. The FSS Supervisor will serve as the Relocation Officer. Other Relocation Team members include DMHA departmental staff from Housing Management Services, Occupancy, and Section 8.

#### Relocation Team Responsibilities

**The FSS Department** responsibilities include:

- Conducting family intake to determine the residents' self-sufficiency needs and identify barriers to successful relocation;
- The FSS Team will meet with all affected residents to determine their housing preferences and identify any barriers residents face in obtaining their preferred housing;
- Referring affected residents to DMHA's Occupancy or Section 8 staff;
- Facilitating linkages with residents and any resources needed for relocation to other public housing sites;
- Coordinating relocation services such as utility, phone, and cable television transfers;
- Providing information, counseling and training classes to residents interested in homeownership.
- Determine public housing or Section 8 housing availability that matches residents' interests;
- Offer public and Section 8 housing options to residents;
- Coordinate residents' relocation activities;
- Conduct relocation briefings, orientations, and informational workshops.

### GENERAL RELOCATION PROVISIONS

#### **A. Scope**

This Relocation Plan applies to all DMHA initiated relocations resulting from concerns with health and safety of residents. This plan details relocation policies and procedures and applies to residents affected by the aforementioned issues.

#### **B. References**

This Plan conforms to the relevant provisions of Section 18 of the Quality Housing and Work Opportunity Act of 1998. The underlying objective of this Plan is to ensure that persons relocated as a direct result of the remediation, renovation and revitalization of the sites are treated fairly, consistently, and equitably, and that they will not suffer disproportionate hardships as a direct result of activities designed for the benefit of DMHA residents as a whole.

## Progress Toward Meeting Five-Year Goals

### Amendments to the Plan

DMHA may amend this Plan at its discretion based on changing needs or conditions of the project and as approved by HUD. If DMHA amends this Plan they will provide the amendments to affected residents along with the reasons necessitating or making such amendment(s) desirable.

### **RELOCATION REQUIREMENTS**

#### **A. Selection of Options**

All eligible residents will be offered replacement housing within DMHA's public housing stock. However, in some cases affected residents also have the option to move to Section 8 rental property using a Section 8 Housing Choice Voucher. All residents applying for a Section 8 voucher will have a criminal background check done. If something is found that violates their lease, they will not only be ineligible for Section 8 housing but also be evicted from public housing.

After a resident determines their relocation preference, the resident will have 3 working days to change their mind and choose another option. If the resident does not change their preference within 3 working days, the relocation choice becomes final unless DMHA consents in writing to any further change. Such written consent shall not be unreasonably withheld provided the resident offers documented justification demonstrating their change in circumstances, which necessitates their request.

#### **B. Relocation Options**

All eligible residents who are relocated in the context of a demolition project or as a direct result of the remediation, renovation and revitalization of the sites will receive the appropriate services and benefits required under Section 18 of QHWRA. The following relocation options will be available to residents:

- **Public Housing Transfers:** All affected residents will be offered permanent relocation housing in a comparable public housing unit so long as it is available. DMHA does not recommend residents to relocate to a public housing unit that has inadequate bedroom accommodations for the family. If comparable public housing does not exist, DMHA will assist the affected resident in finding comparable private housing.
- **Housing Choice Voucher:** Residents also may choose to relocate to a Section 8 rental property utilizing a Housing Choice Voucher. All residents applying for a Section 8 voucher will have a criminal background check done. If something is found that violates their lease, they will not only be ineligible for Section 8 housing but also be evicted from public housing.

DMHA will use all available resources to identify and move residents into their desired housing preference. However, transportation expenses for relocating displaced persons or personal property to a location beyond 50 miles is not an eligible relocation expense.

Relocated residents will be encouraged to contact their FSS Coordinator and/or relocation assistance provider regarding any problems or concerns that may arise during relocation.

#### **C. Disqualification**

Residents are not eligible to receive relocation assistance if they are evicted for cause, or serious and/or repeated violations of the terms and conditions of their lease or occupancy agreement. Residents are also ineligible if they have violated applicable Federal, State or local law, or are evicted for other just cause; and HUD determines that the eviction was not undertaken for the purpose of evading the obligation to provide relocation assistance. A court order is necessary to enforce any eviction from public housing. All residents applying for a Section 8 voucher will have a criminal background check done. If something is found that violates their lease, they will not only be ineligible for Section 8 housing but also be evicted from public housing.



## Progress Toward Meeting Five-Year Goals

### **D. Translation Services**

All non-English-speaking residents will be provided translation services.

### **E. Non-Discrimination Policy**

DMHA shall comply fully with Title VI of the Civil Rights Act of 1964, Title VIII and Section 3 of the Civil Rights Act of 1968 (as amended by the Community Development Act of 1974), Executive Order 11063, Section 504 of the Rehabilitation Act of 1974, and any legislation protecting the individual rights of residents, applicants or staff, which may subsequently be enacted.

### **F. Supplemental Procedures**

DMHA may develop supplemental relocation procedures as it deems appropriate to successfully relocate residents pursuant to this Plan.

### **G. Notification Process**

All affected residents will be sent and/or given the following notices either by staff or by certified and registered first-class mail, return receipt requested. Each notice shall be written in plain, understandable language. Persons who are unable to read and understand the notice will receive appropriate assistance to ensure effective communication.

**The General Information Notice** is an advisory notice sent by DMHA's Housing Management Office to affected residents explaining the demolition and relocation project. The notice will advise residents:

- Not to move before the project is approved and before receiving a notice indicating eligibility for relocation assistance, the anticipated relocation assistance they may receive, eligibility criteria for receiving assistance, and assistance procedures;
- That they will receive reasonable relocation advisory services, including relocation referrals and other necessary services;

**Notice of Eligibility for Relocation Assistance** advises affected residents about their eligibility to receive relocation assistance. The notice shall:

- Inform affected residents about their eligibility for relocation assistance, and the effective date of their eligibility;
- Describe the available relocation assistance services, the estimated amount of assistance and the procedures for obtaining relocation assistance.
- Include HUD's required relocation brochure 1042 that describes resident's relocation benefits;
- State that residents will receive a 90-day written notice along with referrals to several comparable replacement dwellings; and
- Contain resident's appeal rights and procedures.

**The Ninety-Day Notice** will advise residents of the specific date by which the property must be vacated or the earliest date by which the affected resident may be required to move. That schedule is listed below under the Relocation Schedule.

**The Move Out Date** will be 90 days after the Ninety-Day Notice is sent. Must be moved by this date or have a scheduled move out date within 14 days of this date or the eviction process will begin.

## Progress Toward Meeting Five-Year Goals

### RESIDENT RELOCATION PROCESS

DMHA will be responsible for all reasonable moving expenses incurred by affected residents while relocating due to health and safety concerns. DMHA will reimburse residents for eligible moving expenses for affected resident's permanent move from the sites that have been determined to have health and safety concerns, and for eligible moving expenses for relocation to permanent housing if the first move was temporary.

Affected residents may choose to move themselves and receive a fixed payment as determined by the attached schedule noted below, or use the housing authority's mover. Packing assistance is available to disabled residents. Some residents may wish to pack their own items of value and personal belongings.

#### **A. Relocation Process to Public Housing or Other Housing:**

All affected residents will be offered the choice of relocating to either existing comparable public housing, or in some cases, relocating to a Section 8 rental unit.

- **Offer Available Housing Units:**  
The Occupancy Department will match affected residents' needs with available units within DMHA's available public housing inventory.
- If the resident is offered and chooses to accept the Housing Choice Voucher and relocate to a Section 8 rental unit, the resident and DMHA will work together in locating a comparable housing unit. Each household will be referred to at least three comparable units, which can include public housing and Section 8 housing units.
- **Site Tours:**  
Maps will be provided to existing public housing sites. In addition, site tours will be conducted at designated DMHA housing sites.
- **Determine Housing Choice:**  
Residents will inform the Occupancy Department, Section 8 Department, and their FSS Coordinator about their housing choice. After a resident determines their relocation preference, the resident will have 3 working days to change their mind and choose another option.
- **Moving Options:**  
Residents will have the following moving options: (1) DMHA performs the move to comparable public housing units or Section 8 rental unit and pays a \$50 dislocation allowance to the affected residents. (2) Residents can receive a moving allowance based on Federal Highway Administration moving schedule guidelines.

#### **B. Relocation Expenses**

Actual reasonable moving and related expenses are considered:

- Transportation of the affected resident and personal property. Transportation costs for a distance beyond 50 miles are not eligible, unless the housing authority determines that relocation beyond 50 miles is justified.
- Packing, and unpacking of the personal property if resident needs assistance.
- Reconnection of utilities including gas, electric, phone, and cable services, if the resident had active services at the time of the scheduled move;
- Other moving-related expenses as determined by DMHA except for expenses not permitted by HUD.

## Progress Toward Meeting Five-Year Goals

After utility services are reconnected, an affected resident who transfers to a public housing unit may be eligible to receive a utility subsidy. DMHA will make arrangements with utility providers to pay reconnection fees directly to the provider, avoiding out-of-pocket expense for residents.

DMHA will pay for reasonable utility deposits for displaced residents. Under no circumstance will DMHA reimburse an affected resident for expenses or related deposits for new telephone or cable services where the resident did not previously have service at the time of the scheduled move

### C. Resident-Owned Fixtures

Residents will be responsible for replacing resident owned fixtures, i.e., washer dryer, air conditioner, pictures, etc. DMHA will provide relocation assistance for such items.

### **Special Eviction Authority**

This special eviction authority is necessary in order to ensure residents comply with the terms specified in this Plan to implement health and safety relocation programs. This special eviction authority will only be enforced for violations pertaining to the relocation project.

### Special Appeal Procedure

Residents who are being evicted under the housing authority's special eviction authority, or who are aggrieved by any relocation related decision made by DMHA, are entitled to appeal the housing authority's action under the appeal procedures as described in DMHA's Appeal Procedure Guidelines. **This procedure will not apply to evictions for cause related to lease violations and rent delinquencies.**

### Grounds for Appeal

Furthermore, any resident being relocated may file an appeal if he or she has reasonable grounds to believe any of the following to be true:

- A mistake has been made in determining eligibility for payment;
- An error has been made in calculating the amount of payment;
- A reasonable choice of comparable replacement housing has not been offered;
- The replacement housing has not been inspected properly; or
- DMHA or its agent(s) fails to comply with this Plan.

## Progress Toward Meeting Five-Year Goals

### Record Keeping Procedures

Records will include:

- i. Evidence that residents received timely written notice informing them that they will not be displaced as a result of this development as required by section 970.8;
- ii. Evidence that residents received a timely offer to lease a suitable dwelling in another DMHA complex;
- iii. Evidence that residents were reimbursed for any out-of-pocket expenses incurred in connection with the move to another unit;
- iv. Forms to be utilized will include:
  - a. Site Occupancy Records
  - b. Records of Advisory Assistance and Other Contacts
  - c. Claims for Moving and Related Expenses
  - d. Residential Relocation and Management Report

These records will be prepared/updated by the site managers and will be kept on file at each of the affected sites. Records will also be copied to a master file located in the Relocation (FSS Department) Office.

In addition, the master head-of-household relocation file will contain:

- A completed “Intake form” and “self-sufficiency plan” based on the resident interview;
- A copy of each notice sent to the head-of-household (General Information Notice, 90-day notice, and notice of eligibility.) and signed receipts;
- A resident profile;
- An itemized list of moving expenses, proof of fixed payment or dislocation allowance.
- Assignment letters, claim forms and relocation tracking activity tickets; and
- A signed copy of the resident’s relocation preference(s).

The FSS Relocation Specialist will prepare/update these master files. Resident folders must be kept in a centralized, accessible location for a period of not less than three years following relocation or as required by HUD relocation policies. The case managers will ensure that relocation activities are conducted in compliance with Section 18 of QHWRA and DMHA rules and regulations.

### Relocation Timeline

DMHA will relocate affected residents according to the relocation and/or demolition, disposition, or rehabilitation phasing timeline noted below. However, the relocation-phasing timeline may change, at DMHA’s discretion or due to circumstances beyond the housing authority’s control, such as changes in demolition, disposition, or rehabilitation, or relocation. All affected residents will be given any modified relocation or development updates as they become available. Affected residents who have not relocated within the designated time according to the Relocation Implementation Timeline will be in violation of their dwelling lease, and the housing authority may employ Special Eviction Authority to remove them, if necessary.

## Progress Toward Meeting Five-Year Goals

<p style="text-align: center;"><b>General Information Notice</b></p> <p style="text-align: center;">Issued within 5 days.</p>	<p style="text-align: center;">Notice of Eligibility <b>For Relocation Assistance</b></p> <p style="text-align: center;">Issued at initiation of negotiations</p>	<p style="text-align: center;"><b>90 Day Notice</b></p> <p style="text-align: center;">Issued 30 days after General Notice is sent</p>	<p style="text-align: center;"><b>*Move Out Date</b></p> <p style="text-align: center;">90 days after 90 day notice is sent out</p>	<p style="text-align: center;"><b>Eviction Date</b></p> <p style="text-align: center;">Process will begin 30 days after move out date</p>
<p>Hand served by Housing Authority Representative, sent certified and registered mail.</p>	<p>Advises affected residents about their eligibility to receive relocation assistance. The notice shall:</p> <ul style="list-style-type: none"> <li>-Inform about eligibility for relocation assistance, and the effective date of eligibility;</li> <li>-Describe the available relocation assistance services, the estimated amount of assistance and the procedures for obtaining relocation assistance.</li> <li>-Include HUD's required relocation brochure 1042;</li> <li>-State that residents will receive a 90-day written notice along with referrals to several comparable replacement dwellings.</li> </ul>	<p>Assist in locating comparable units to assist in move out.</p> <ul style="list-style-type: none"> <li>- Boxes &amp; tape</li> <li>- Set-up contract</li> <li>- Self-moves</li> <li>- Document comparable moves</li> </ul> <p>► Briefing Session</p>	<p>Must be moved by this date or have a scheduled move out date within 14 days of this date. or The eviction process will begin.</p>	<p>Units Available</p>

► Relocation Counseling

\*If the affected resident does not have their move scheduled by this date, the housing authority will use its Special Eviction Authority to evict the resident(s).

### RELOCATION BUDGET

The basic moving cost per household is estimated by the number of rooms of furniture to be moved as indicated in the table below.

This sum includes the following components:

1. Utility relocation costs at an estimated cost of \$250 per unit.
2. The cost of administering this relocation plan and providing assistance, counseling and education throughout the course of these developments is estimated at \$250 per family.
3. Physical move of the residents' belongings at \$1025 per unit.

## Progress Toward Meeting Five-Year Goals

### *Physical Moving Costs*

The following table outlines the amounts of the payments that will be made to the residents using the Federal Highway Administration's schedule of allowances. Payments will be made to the family in two installments. The first installment will be paid to the resident upfront prior to the move. The second installment will be payable to the resident once they have provided a lease or other documentation that they have moved into a new unit.

<i>Number of rooms of furniture</i>									<i>Occupant does not own furniture</i>	
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>	<i>7</i>	<i>8</i>	<i>Each additional room</i>	<i>First room</i>	<i>Each additional room</i>
<i>\$400</i>	<i>\$600</i>	<i>\$800</i>	<i>\$950</i>	<i>\$1100</i>	<i>\$1250</i>	<i>\$1400</i>	<i>\$1550</i>	<i>\$150</i>	<i>\$250</i>	<i>\$50</i>

*The above cited Dayton Metropolitan Housing Authority Resident Relocation Policies and Procedures are duly authorized by:*

\_\_\_\_\_  
Gregory D. Johnson, Executive Director  
Dayton Metropolitan Housing Authority

\_\_\_\_\_  
Date

A copy of this Relocation Plan is available for public inspection Monday-Friday, between 8:00 a.m. and 5:00 p.m. at Dayton Metropolitan Housing Authority, 400 Wayne Avenue, Dayton, Ohio.

## 22) Temporary and Permanent Conversion of Public Housing Units

<b>HUD Request to Deprogram Units - Temporary Three Year Waiver</b>			
<b>Site #</b>	<b>Site Name</b>	<b>Address</b>	<b>Use</b>
5-2	DeSoto Bass Courts	1734 Germantown Street	Resident council office
5-5	DeSoto Bass Courts	65 Benning Place	Mercy Manor Program counseling and group meetings for DMHA residents, and office space
5-6	Arlington Courts	239 Chicahominy Avenue	On-site resident library and community room for City of Dayton Parks & Recreation and Project Impact, a local family support program
5-9	Hilltop Homes	614 Groveland Avenue	Community room space for residents. Regularly used by Boy Scouts of America, Narcotics Anonymous, and during summer for a youth lunch program
5-14	Wentworth	2765 Wentworth Avenue #127	Community room for residents; arts & crafts center
5-15F	Riverview Terrace	3400 West Riverview Avenue	Community room for residents; youth lunch program during summer months
5-15G	Woodview	1014 Sunshine Court	Community room for residents
5-16	The Metropolitan	50 Central Avenue #506	Office for Resident Voluntary Patrol Program
5-20	Dunbar Manor	1004 West Stewart Street	Resident council food pantry
5-21B	Cornell Ridge	2022 Cornell Ridge	Community room for residents and on-site library

## Progress Toward Meeting Five-Year Goals

### HUD Request to Return Units to Inventory

Site #	Site Name	Address	Use
5-1	Parkside Homes	1205 Newark street	Formerly used as storage
5-7B	Park Manor	220 Park Manor Drive #4X	Formerly used as non-profit subsidiary community space
5-41	Olive Hill	161 Pawtucket Street	Formerly used for Sheriff's Department
5-24	Helena Hi-Rise	144 East Helena Street #417	Formerly used as office space
5-32A	Caliph Court	5062 Caliph Court	Formerly used as resident program space
5-32B	Limestone & Modena	3611 Limestone Avenue	Formerly used as community space

### HUD Request to Deprogram Units - Permanent

Site #	Site Name	Address	Use
5-1	Parkside Homes	4010,403,405,407,409,411,413,415,417,419, Van Wert Place; 1111,1219,1221,1231,1233 Brennan Drive; 326,328,400,402,404,406,408,410,412,414,416,418 Alliance Place; 1200,1202,1204 Newark Place; 1200,1201,1202,1203,1204,1205,1206,1207,1208,1209,1210,1211,1212,1213,1214,1215,1216,1217,1218,1219,1220,1221,1222, and 1223 Lima Place	Red Cross Emergency Housing Program - 54 Units
5-1	Parkside Homes	201,205,207,209,211,213,215,217,219, and 221 Alliance Place; 201,205,207,209,211,213,215,217, and 221 Parma Place	Day-Mont West Sojourner Program - 20 Units
5-2	DeSoto Bass Courts	900,902,912, and 914 Wilberforce Place	These units were reconfigured in 1998/99 as office space under the national demonstration site designation for Jobs-Plus. The current status is unclear. They may have previously been deprogrammed during renovation.
5-6	Arlington Courts	3052,3504,3506,3508,3510, and 3512 McCall Street	These units may have been previously deprogrammed through DMHA's partial demolition application for Arlington Courts that was HUD approved May 2003; amended for retention as a maintenance warehouse December 2003 (Building 231)
5-16	The Metropolitan	50 Central Avenue #105,106,206,306,406,606, and 706	105 is site office; 106,206,306,406,606, and 706 are maintenance work areas and storage areas (converted efficiencies that were unrentable due to minimal square footage)
5-20	Dunbar Manor	1112 and 1126 Staley Avenue	1112 is community room space for residents; 1126 is maintenance shop
5-24	Helena HI-Rise	144 East Helena Street # 143 and #147	143 is storage and 147 is site office

## Progress Toward Meeting Five-Year Goals

- 23) DMHA has been selected receive funding for FY2005 ROSS RSDM – Network Program to help residents achieve self sufficiency through greater access to computer technology.
- 24) DMHA is contracting with a consultant to update the agency Energy Audit as required. The audit is anticipated to be completed by June 2007.
- 25) The DMHA staff is working internally to update the Agency Lead Based Paint Management Plan. A draft of the plan's flow chart is attached. DMHA anticipates that the plan will be completed by May 2007.



Attachment L - Section 8 Project-Based Vouchers



## Section 8 Project Based Vouchers

The Dayton Metropolitan Housing Authority (DMHA) is implementing a Project-Based Voucher Program. The size of the program does not exceed 20% of the Housing Choice Voucher Program within DMHA's jurisdiction. DMHA will exercise this option with the goal of supporting affordable housing units available to very low- and extremely low-income families that: 1) meet HUD's deconcentration criteria, and 2) will encourage property owners to convert existing housing units, construct new housing units, or upgrade existing rental housing units, consequently increasing the number of housing units available to very low- and extremely low-income families.

The general locations for project-based subsidies are consistent with HUD's directive to award them in eligible census tracts with poverty rates of less than 20%. This will be determined from the year 2000 census data, unless specific exceptions are identified that would require HUD approval and results in a reasonable choice of buildings or projects to be provided project-based subsidies when DMHA solicits applications.

DMHA believes that project-based subsidies are needed in Montgomery County to increase the opportunities for affordable rental units made available to Section 8 participants in low poverty census tracts. The new provisions of the project-based voucher program make it more feasible to expand assisted housing into "Opportunity Areas" for our tenants and assure their availability for a period of up to ten years.

Project-based voucher assistance provided by DMHA is consistent with new HUD regulations which include some of the following provisions: project-based assistance may now be used for existing housing units in addition to newly constructed or rehabilitated housing units; project-based assistance is now capped at 25% of the dwelling units in any one building, with exceptions for single family properties and dwelling units specifically for elderly families and disabled families receiving supportive services. Project-based assistance may now be provided for a term up to ten years, subject to the future availability of appropriated funds; and other administrative issues concerning rents, tenant selection, family choice to move, vacant units, unit inspection and housing quality standards. DMHA has established policies for public advertisement and competitive selection of the housing units to be subsidized with project-based vouchers.

## **DAYTON METROPOLITAN HOUSING AUTHORITY HOMEOWNERSHIP ASSISTANCE PROGRAM**

The Dayton Metropolitan Housing Authority (DMHA) hereby establishes a Section 8 tenant-based Housing Choice Voucher Homeownership option in Dayton, Ohio, pursuant to the U.S. Department of Housing and Urban Development's (HUD) final rule dated October 12, 2000 and by Section 555 of the Quality Housing and Work Responsibility Act of 1998 under Section 8(y), Homeownership Option.

### **Participant Qualification**

#### **24 CFR 982.626, 982.627**

Any Section 8 eligible applicant or program participant who has been issued a Section 8 Housing Choice Voucher may utilize the subsidy to purchase rather than rent a home, subject to the following:

- 1) A family must meet the requirements for admission to or continued participation in the DMHA tenant-based program.
- 2) The homeownership option will be included in all Briefing and Recertification classes as well as media and community announcements. Current Section 8 participants must be in compliance with their lease and program requirements and must terminate their current lease arrangement in compliance with the lease.
- 3) The head of household or co-head that has previously defaulted on a mortgage obtained through the homeownership option is barred from participation.
- 4) Participant families must be "first-time" homeowners, where a family member must not have owned title to a principal residence in the last three years. Residents of limited equity cooperatives are eligible for the homeownership option. (Title to a mobile home is not considered as homeownership for purposes of this option.)
- 5) Participants in the Section 8 homeownership option must enroll in a DMHA approved pre and post-purchase homeownership training and counseling services and be deemed to be "mortgage ready" before the housing choice voucher can be utilized toward homeownership. At a minimum, the program will cover the following:
  - Home maintenance
  - Budgeting and money management
  - Credit Counseling
  - Negotiating the purchase price
  - Financing / Refinancing / Predatory Lending Practices
  - Locating the home

- De-Concentration issues
  - Family must purchase only a home that passes HQS inspection
- 6) The head of household or co-head must be employed full-time and have been continuously so employed during the year before commencement of homeownership assistance. Families in which the head of household or co-head are disable or elderly are exempted from this requirement. Families with a disabled household member may request an exemption as a reasonable accommodation.
  - 7) The family's income must be equal to or exceed two times the payment standard for the family's unit size. Public assistance income may not be used for meeting this requirement, except for households in which the head or co-head is elderly or disabled and households that include a disabled person other than head or co-head. (Public Assistance includes federal housing assistance or the housing component of a welfare grant; OWF assistance; SSI that is subject to an income eligibility test; food stamps; general assistance or other assistance provided under a Federal, state or local program that provides assistance available to meet family living or housing expenses.)
  - 8) Applicants must enroll in the Family Self-Sufficiency Program. If applicable, the funds accumulated in the escrow account may be advanced for purchase of the home or home maintenance, subject to the guidelines of the FSS Program.

### **Portability**

#### **24 CFR 982.636**

Families that are determined eligible for homeownership assistance may exercise the homeownership option outside of DMHA's jurisdiction if the receiving public housing authority is administering a Section 8(y) homeownership program and is accepting new families into its Section 8(y) homeownership program.

### **Contract for Sale Inspection**

#### **24 CFR 982.631**

Participants in the homeownership option program must initially complete a Purchase Agreement with the owner of the property to be purchased.

The Purchase Agreement must include the home's price and terms of sale, the DMHA pre-purchase HQS inspection requirements, and an agreement that the purchaser is not obligated to pay for any necessary repairs.

The participant must obtain an independent professional home inspection of the unit's major systems at the participant's expense. An ASHI member, candidate with logo privileges, or a NAHI regular member must conduct the independent inspection. (Ohio HB 345 may require all inspectors to be certified by a regulated licensing

board.) In all cases, the inspection must cover major building systems and components, including foundation and structure, housing interior and exterior, and the roofing, plumbing, electrical and heating systems.

DMHA will conduct a Housing Quality Standards (HQS) inspection and will review an independent professional inspection of the unit's major systems. DMHA retains the right to disqualify the unit for inclusion in the homeownership program based on either the HQS inspection or the professional inspection report.

### **Financing**

#### **24 CFR 982.632**

The household is solely responsible for obtaining financing. All loans must meet FHA mortgage insurance credit underwriting requirements. DMHA will review lender qualifications, loan terms, or other debt to determine that the debt is affordable.

DMHA establishes a minimum homeowner down payment requirement of at least 3 percent of the purchase price for participation in its Section 8(y) homeownership program, and requires that at least one percent of the amount financed is paid from the family's personal resources.

There is no prohibition against using local or State Community Development Block Grant (CDBG) or other subsidized financing in conjunction with the homeownership program.

With the exception of approved non-profit organizations, DMHA prohibits owner financing.

In the event of appeal, DMHA's Section 8 department will appoint a review panel.

### **Length and Continuation of Assistance**

#### **24 CFR 982.634**

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 fifteen years if the initial mortgage incurred is 20 years or longer. In all other cases, the maximum length of time is ten years. Elderly and disabled families are exempt from this time limit.

**Family Obligations**  
**24 CFR 982.633**

In addition to completing the Pre-Counseling program, the family must complete a contract of homeowner obligations prior to utilizing the Housing Choice Voucher for homeownership.

- 1) The family must comply with the terms of any mortgage securing debt incurred to purchase the home and any refinancing of such debt.
- 2) At any time the family is receiving homeownership assistance, the family may not sell or transfer any interest in the home to any entity or person other than a member of the assisted family residing in the home.
- 3) A home equity loan may not be acquired without the prior written consent of DMHA.
- 4) The family must provide required information regarding income and family composition in order to calculate correctly total tenant payment and homeownership assistance, consistent with Section 8 requirements.
- 5) While receiving homeownership assistance, the family must notify DMHA if the family defaults on a mortgage securing any debt incurred to purchase the home.
- 6) While receiving homeownership assistance, the family must notify DMHA before the family moves out of the home.
- 7) The family must, at annual re-certification, document that he or she is current on mortgage, insurance and utility payments.

**Assistance Payment**  
**24 CFR 982.635**

The family's Section 8 monthly housing assistance payment will be the lower of (1) the Section 8 voucher payment standard minus the Total Tenant Payment or (2) the monthly homeowner expenses minus the Total Tenant Payment.

Homeownership expenses include principal and interest on mortgage debt, refinancing charges of mortgage debt, taxes and public assessments, insurance, maintenance allowance for expenses, major repairs and replacements will be based on recommended allowance provided by its designees.

Housing assistance payments will be distributed to a restricted “sweep account”. The family will also deposit their share of the mortgage into the “sweep account”. The lender will then withdraw all moneys in the account to pay the monthly mortgage amount.

If a family’s income increases to a level that they are no longer eligible to receive a housing 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.

### **Lease to Purchase**

Lease-to-Purchase agreements are considered rental property and subject to the normal tenant-based Section 8 rental rules. All regulations of the homeownership program will be in effect at the time that the family opts to exercise the purchase.

### **Default**

If the family defaults on the home mortgage loan, the participant will not be able to use the Homeownership Voucher for rental housing but may reapply for the Section 8 waiting list.

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

#### **24 CFR 982.638**

DMHA reserves the right to deny or terminate assistance for the family, and will deny voucher rental assistance for the family, in accordance with HUD regulations governing any failure to comply with family obligations, mortgage default, or failure to demonstrate that the family has conveyed title to the home as required, or if the family has moved from the home within the period established or approved.

### **Informal Hearings**

#### **24 CFR 982.555**

DMHA will provide the opportunity, for an informal hearing to program participants who are being terminated from the program because of the family’s action failure to act. DMHA will send written notice as to the reason(s) for the proposed action informing the participant that they may request an informal hearing, in writing, within 10 days of the notice. If the participant requests a hearing, the assistance will not be terminated until the final decision is made.

When a participant requests a hearing, DMHA will schedule the hearing within 5 days of receiving the hearing request and notify the participant of the date and time of the hearing. Prior to the hearing the participant will be given an opportunity to examine and copy the documents pertinent to the family’s termination. DMHA must

be given the same opportunity to examine any family documents that are directly related to the hearing, and to copy them at its own expense.

A hearing officer designated by DMHA Section 8 Department will conduct the hearing. This person will be someone other than the person who may have approved the decision or subordinate of this person. A lawyer or other representative, at the families own, expense may represent the family. The family will be given the opportunity to present evidence, and to question any witnesses. The hearing officer will issue a written decision within 7 days, stating the reasons for the decision.



Attachment N - Voluntary Conversion Assessment



## Component 10(B) Voluntary Conversion Initial Assessments

- a. How many of the PHA's developments are subject to the Required Initial Assessments? **All but the elderly hi-rises.**
- b. How many of the PHA's developments are not subject to the Required Initial Assessments based on exemptions (e.g., elderly and/or disabled developments not general occupancy projects)? **Only hi-rises for the elderly.**
- c. How many assessments were conducted for the PHA's covered developments?
- d. Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments:

<u>Development Name</u>	<u>Number of Units</u>
OH5-13, I, K, P, Q, R, T, U, W	
OH5-2	
OH5-9	

- e. If the PHA has not completed the Required Initial Assessments, describe the status of these assessments.

In progress.

# Attachment O - Pet Policy



# Pet Policy Public Housing Program

## PETS

[24 CFR 5, Subpart C; 24 CFR 960, Subpart G]

### Introduction

This chapter explains the PHA's policies on the keeping of pets and any criteria or standards pertaining to the policies. The rules adopted are reasonably related to the legitimate interest of the PHA to provide a decent, safe and sanitary, as well as the financial interest of the PHA.

The chapter is organized as follows:

Part I: Assistance Animals. This part explains the difference between assistance animals and pets and contains policies related to the designation of an assistance animal as well as their care and handling.

Part II: Pet policies for all developments. This part includes pet policies that are common to both elderly/disabled developments and general occupancy developments.

Part III: Pet deposits and fees for elderly/disabled developments. This part contains policies for pet deposits and fees that are applicable to elderly/disabled developments.

Part IV: Pet deposits and fees for general occupancy developments. This part contains policies for pet deposits and fees that are applicable to general occupancy developments.

### Part I: ASSISTANCE ANIMALS

[Section 504; Fair Housing Act (42 U.S.C.); 24 CFR 5.303]

#### A. OVERVIEW

This part discusses situations under which permission for an animal may be denied, and also establishes standards for the care of assistance animals.

Assistance animals are animals that work, provide assistance, or perform tasks for the benefit of a person with a disability, or that provide emotional support that alleviates one or more identified symptoms or effects of a person's disability. Assistance animals- often referred to as "service animals," "assistance animals," "support animals," or "therapy animals" – perform many disability-related functions, including but not limited to the following:

## Pet Policy Public Housing Program

- Guiding individuals who are blind or have low vision
- Altering individuals who are deaf or hearing impaired
- Providing minimal protection or rescue assistance
- Pulling a wheelchair
- Fetching items
- Altering persons to impending seizures
- Providing emotional support to persons with disabilities who have a disability-related need such as support

Assistance animals that are needed as a reasonable accommodation for persons with disabilities are not considered pets, and thus are not subject to the PHA's pet policies described in Parts II through IV of this chapter [24CFR 5.303; 960.705]

### **B. APPROVAL OF ASSISTANCE ANIMALS**

A person with a disability is not automatically entitled to have an assistance animal. Reasonable accommodation requires that there is a relationship between the person's disability and his or her need for the animal [PH Occ GB, p. 179]

A PHA may not refuse to allow a person with a disability to have an assistance animal merely because the animal does not have formal training. Some, but not all, animals that assist persons with disabilities are professionally trained. Other assistance animals are trained by the owners themselves and, in some cases, no special training is required. The question is whether or not the animal performs the assistance or provides the benefit needed by the person with the disability [PH Occ GB, p. 178].

A PHA's refusal to permit persons with a disability to use and live with an assistance animal that is needed to assist them, would violate Section 504 of the Rehabilitation Act and Fair Housing Act unless [PH Occ GB, p. 179]:

- There is reliable objective evidence that the animal poses a direct threat to the health or safety of others that cannot be reduced or eliminated by a reasonable accommodation
- There is reliable objective evidence that the animal would cause substantial physical damage to the property of others

PHAs have the authority to regulate assistance animals under applicable federal, state, and local law [24 CFR 5.303 (b)(3); 960.705(b)(3)].

### PHA Policy

For an animal to be excluded from the pet policy and be considered an assistance animal, there must be a person with disabilities in the household, and the family must request and the PHA approve a reasonable accommodation in accordance with the policies contained in Chapter 2.

## **Pet Policy Public Housing Program**

### **B. CARE AND HANDLING**

HUD regulations do not affect any authority a PHA may have to regulate assistance animals under federal, state, and local law [24 CFR 5.303; 24 CFR 960.705].

#### PHA Policy

Residents must care for assistance animals in a manner that complies with state and local laws, including anti-cruelty laws.

Residents must ensure that assistance animals do not pose a direct threat to the health or safety of others, or cause substantial physical damage to the development, dwelling unit or property of other residents.

When a resident's care or handling of an assistance animal violates these policies, the PHA will consider whether the violation could be reduced or eliminated by a reasonable accommodation. If the PHA determines that no such accommodation can be made, the PHA may withdraw the approval of a particular assistance animal.

## **PART II: PET POLICIES FOR ALL DEVELOPMENTS**

[24 CFR 5, Subpart C; 24 CFR 960, Subpart G]

### **A. OVERVIEW**

The purpose of a pet policy is to establish clear guidelines for ownership of pets and to ensure that no applicant or resident is discriminated against regarding admission or continued occupancy because of ownership of pets. It also establishes reasonable rules governing the keeping of common household pets. This part contains pet policies that apply to all developments.

### **B. MANAGEMENT APPROVAL OF PETS**

#### **Registration of Pets**

PHAs may require registration of the pet with the PHA [24 CFR 960.707 (b)(5)].

#### PHA Policy

Pets must be registered with the PHA before they are brought onto the premises.

Registration includes documentation signed by a licensed veterinarian or state/local authority that the pet has received all inoculations required by state or local law, and that the pet has no communicable disease(s) and is pest-free. This registration must be renewed annually and will be coordinated with the annual reexamination date.

## **Pet Policy Public Housing Program**

Pets will not be approved to reside in a unit until completion of the registration requirements.

### **Refusal to Register Pets**

#### PHA Policy

The PHA will refuse to register a pet if:

The pet is not a *common household pet* as defined in Section 10-II.C. Below Keeping the pet would violate any pet restrictions listed in this policy

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

The applicant has previously been charged with animal cruelty under state or local law; or has been evicted, had to relinquish a pet or been prohibited from future pet ownership due to pet rule violations or a court order

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

If the PHA refuses to register a pet, a written notification will be sent to the pet owner within 10 business days of the PHA's decision. The notice will state the reason for refusing to register the pet and will inform the family of their right to appeal the decision in accordance with the PHA's grievance procedures.

### **Pet Agreement**

#### PHA Policy

Residents who have been approved to have a pet must enter into a pet agreement with the PHA, or the approval of the pet will be withdrawn.

The pet agreement is the resident's certification that he or she has received a copy of the PHA's pet policy and applicable house rules, that he or she has read the policies and/or rules, understand them, and agrees to comply with them.

The resident further certifies by signing the pet agreement that he or she understands that noncompliance with the PHA's pet policy and applicable house rules may result in the withdrawal of PHA approval of the pet or termination of tenancy.

## Pet Policy Public Housing Program

### C. STANDARDS FOR PETS [24 CFR 5.318;960.707(B)]

PHAs may establish reasonable requirements related to pet ownership including, but not limited to:

- Limitations on the number of animals in a unit, based on unit size
- Prohibition on types of animals that the PHA classifies as dangerous, provided that such classifications are consistent with applicable state and local law
- Prohibitions on individual animals, based on certain factors, including the size and weight of the animal
- Requiring pet owners to have spayed or neutered

PHA's may not require pet owners to have any pet; vocal cords removed.

#### Definition of "Common Household Pet"

There is no regulatory definition of common household pet for public housing programs, although the regulations for pet ownership in both elderly/disabled and general occupancy developments use the term. The regulations for pet ownership in elderly/disabled developments expressly authorize PHAs to define the term [24 CFR 5.306 (2)].

#### PHA Policy

*Common household pet* means a domesticated animal, such as a dog, cat, bird, or fish that is traditionally recognized as a companion animal and is kept in the house for pleasure rather than commercial purposes.

The following animals are not considered common household pets:

Reptiles  
Rodents  
Insects  
Arachnids  
Wild animals or feral animals  
Pot-bellied pigs  
Animals used for commercial breeding

#### Pet Restrictions

#### PHA Policy

The following animals are not permitted:

Any animal whose adult weight will exceed 25 pounds  
Dogs of the pit bull, rottweiler, chow, or boxer breeds



## **Pet Policy Public Housing Program**

Ferrets or other animals whose natural protective mechanisms pose a risk to small children of serious bites or lacerations

Any animal not permitted under state or local law or code

### **Number of Pets**

#### PHA Policy

Residents may own a maximum of 2 pets, only 1 which may be a dog.

In the case of fish, residents may keep no more than can be maintained in a safe and healthy manner in a tank holding up to 10 gallon. Such a tank or aquarium will be counted as 1 pet.

### **Other Requirements**

#### PHA Policy

Dogs and cats must be sprayed or neutered at the time of registration or, in the case of underage animals, within 30 days of the pet reaching 6 months of age. Exceptions may be made upon veterinary certification that subjecting this particular pet to the procedure would be temporarily or permanently medically unsafe or unnecessary.

Pets must be licensed in accordance with stat or law. Residents must provide proof of licensing at the time of registration and annually, in conjunction with the resident's annual reexamination.

### **D. Pet Rules**

Pet owners must maintain pets responsibly, in accordance with PHA policies, and in compliances with applicable state and local public health, animal control, and animal cruelty laws and regulations [24 CFR 5.315; 24 CFR 960.707(a)].

### **Pet Area Restrictions**

#### PHA policy

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

## **Pet Policy Public Housing Program**

Pets other than dogs or cats must be kept in a cage or carrier when outside of the unit.

Pets are not permitted in common areas including lobbies, community rooms and laundry areas except for those common areas which are entrances to and exits from the building.

Pet owners are not permitted to exercise pets or permit pets to deposit waste on project premises outside of the areas designated for such purpose.

### **Designated Pet/No-pet Areas [24 CFR 5.318(g), PH Occ GB, p. 182]**

PHAs may designate buildings, floors of buildings, or section of building as no-pet areas generally may not be permitted. Pet rules may also designate buildings, floors of building, or section of building for residency by pet-owning tenants.

PHA's may direct initial tenant moves as may be necessary to establish pet and no-pet areas. The PHA may not refuse to admit, or delay admission of, an applicant on the grounds that the applicant's admission would violate a pet or no-pet area. The PHA may adjust the pet and no-pet areas or may direct such additional moves as may be necessary to accommodate such applicants for tenancy or to meet the changing needs of the existing tenants.

PHAs may not designate an entire development as a no-pet are, since regulations permit residents to own pets.

### PHA Policy

With the exception of common areas as described in the previous policy, the PHA has not designated any buildings, floors of buildings, or sections of buildings for residency of pet-owning tenants.

#### **A. Policies Relating to Maintaining a Pet in a Public Housing Unit**

##### **1. Policy Governing Cleanliness**

It is the policy of Dayton Metropolitan Housing Authority that the pet owner shall be responsible for the removal of waste from the exercise area by placing it in a sealed plastic bag and disposing of it in a container provided by the housing authority.

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

## **Pet Policy Public Housing Program**

Litter box requirements:

Pet owners must promptly dispose of waste from litter boxes and must maintain litter boxes in sanitary manner.

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

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

2. Policy Governing Alteration to Unit

It is policy of Dayton Metropolitan Housing Authority pet owners shall not alter their unit, patio, premises or common areas to create an enclosure any animal.

Installation of pet doors is prohibited.

3. Policy Governing Noise

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

4. Policy Governing Pet Care

It is the policy of Dayton Metropolitan Housing Authority that each pet owner shall be responsible for adequate care, nutrition, exercise and medical attention for his/her pet.

Each pet owner shall be responsible for appropriately training and caring for his/her pet to ensure that the pet is not a nuisance or danger to other residents and does not damage property.

No animals may be tethered to chained inside or outside the dwelling unit at any time.

5. Policy Governing Responsible Parties

It is the policy of Dayton Metropolitan Housing Authority that the pet owner will be required to designate two responsible parties for the care of the pet if the health or safety of the pet is threatened by the death or incapacity of the pet owner, or by other factors that render the pet owner unable to care for the pet.

A resident who cares for another resident's pet must notify DMHA and sign a statement that they agree to abide by all of the pet rules.

## **Pet Policy Public Housing Program**

6. Policy Governing Pets Temporarily on the Premises

It is the policy of Dayton Metropolitan Housing Authority that pets are not owned by a tenant are not allowed on the premises. Residents are prohibited from feeding or harboring stray animals.

This rule does not apply to visiting pet programs sponsored by a humane society or other non-profit organizations, and approved by the housing authority.

7. Policy Governing Pet Rule Violations

It is the policy of Dayton Metropolitan Housing Authority that all complaints of cruelty and all dog bites will be referred to animal control or any applicable agency for investigation and enforcement.

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

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

That the pet owner has ten (10) business days from the effective date of the service of notice to correct the violation or make written request for a meeting to discuss the violation.

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

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

8. Policy Governing Notice for Pet Removal

It is the policy of Dayton Metropolitan Housing Authority that if the pet owner and the housing authority are unable to resolve the violation at the meeting or the pet owner fails to correct the violation in the time period allotted by the housing authority, the housing authority may serve notice to remove the pet.

The notice will contain:

A brief statement of the factual basis for the housing authority's determination of the pet rule that has been violated.

The requirement that the resident/pet owner must remove the pet within thirty (30) calendar days of the notice.

## **Pet Policy Public Housing Program**

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

7. Policy Governing Pet Removal

It is the policy of Dayton Metropolitan Housing Authority that if the death or incapacity of the pet owner threatens the health or safety of the pet, or other factors occur that render the owner unable to care for the pet, the situation will be reported to the responsible party designated by the pet owner.

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

8. Policy Governing Termination of Tenancy

It is the policy of Dayton Metropolitan Housing Authority that it may initiate procedures for termination of tenancy based on a pet rule violation if:

- The pet owner has failed to remove the pet or correct a pet rule violation within the time period specified.
- The pet rule violation is sufficient to begin procedures to terminate tenancy under terms of the lease.

9. Policy Governing Emergencies

It is the policy of Dayton Metropolitan Housing Authority that it will take all necessary steps to ensure that pets that become vicious, display symptoms of severe illness, or demonstrate behavior that constitutes an immediate threat to the health or safety of others, are immediately removed from the premises by referring the situation to the appropriate state or local entity authorized to remove such animals.

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

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

## **Pet Policy Public Housing Program**

### **PART III – PET DEPOSITS AND FEES IN ELDERLY/DISABLED DEVELOPMENTS**

#### **A. Overview**

This part describes the housing authority's policies for pet deposits and fees in elderly, disabled and mixed population development. Policies governing deposits and fees in general occupancy developments are described in Part IV.

#### **B. Pet Deposits**

The housing authority may require tenants who own or keep pets in their units to pay a refundable pet deposit. This deposit is in addition to any other financial obligation generally imposed on tenants of the project (24 C.F.R. 5.318 (d)(1)).

The maximum amount of pet deposit that may be charged by a housing authority on a per dwelling unit basis, is the higher of the total tenant payment (TTP) or such reasonable fixed amount as the housing authority may require. The housing authority may permit gradual accumulation of the pet deposit by the pet owner. 24 C.F.R. 5.318 (d)(3).

The pet deposit is not part of the rent payable by the resident. 24 C.F.R. 5.318 (d)(5).

The housing authority may use the pet deposit only to pay reasonable expenses directly attributable to the presence of the pet, including, but not limited to the costs of repairs and replacements to, and fumigation of, the tenant's dwelling unit. The housing authority must refund the unused portion of the pet deposit to the tenant within a reasonable time after the tenant moves from the project or no longer owns or keeps a pet in the unit.

#### **C. Other Charges**

The regulations do not address the housing authority's ability to impose charges for house pet rule violations. However, charges for violation of housing authority pet rules may be treated like charges for other violations of the lease and housing authority tenancy rules.

#### **D. Policies Related to Pet Deposits and Fees in Elderly/Disabled Developments**

##### **1. Policy Governing Pet-Related Damages During Occupancy**

It is the policy of Dayton Metropolitan Housing Authority that all reasonable expenses incurred by the housing authority as a result of damages directly attributable to the presence of the pet in the project will be the responsibility of the resident, including:

## **Pet Policy Public Housing Program**

The cost of repairs and replacements to the resident's dwelling unit.  
Fumigation of the dwelling unit.  
Repairs to common areas of the project.

2. Policy Governing Pet Waste Removal Charge

It is the policy of Dayton Metropolitan Housing Authority that a separate pet waste removal charge of ten dollars (\$10.00) per occurrence will be assessed against pet owners who fail to remove pet waste in accordance with this policy.

Notices of pet waste removal charges will be in accordance with requirements regarding notices of adverse action. Charges are due and payable fourteen (14) calendar days after billing. If the family requests a grievance hearing within the required timeframe, the housing authority may not take action for nonpayment of the charge until the conclusion of the grievance process.

Charges for pet waste removal are not part of rent payable by the resident.

Attachment P - Resident Board Member Status





## **Resident Membership Board of Housing Commissioners**

Dayton Metropolitan Housing Authority is in compliance with the resident board member requirement under the Mayoral appointment of Carole Grimes on June 15, 2004, through June 30, 2009.

Appointing authorities for the seven members: Probate Court - 1, Common Pleas Court - 1, County Commissioners - 3, Mayor of the City of Dayton – 2 (with one appointment being a resident).

Attachment Q - Resident Advisory Board Membership



## Resident Advisory Board

### Metro-Wide Council

- Greta Banks
- Mary Corona
- Evelyn Turlock
- Voshia Sims
- Shirley Martin

# Attachment R – Minimum Rent Hardship Exception Policy



# Discretionary Minimum Rent Hardship Exception Policies

(as excerpted from DMHA's Section 8 Administrative Plan  
and Administrative and Continued Occupancy Plan)

## • Section 8 Program

### “Minimum Rent” and Minimum Family Contribution

“Minimum rent” in the Certificate and moderate rehabilitation program is \$50.00. Minimum rent includes the combined amount (TTP) a family pays towards rent and/or utilities.

Minimum family contribution in the voucher program is \$50.00.

Minimum family contribution in the SRO program is \$25.00.

### Hardship Requests for an Exception to Minimum Rent

DMHA recognizes that in some circumstances even the minimum rent may create a financial hardship for families. DMHA will review all relevant circumstances brought to DMHA's attention regarding financial hardship as it applies to the minimum rent. The following section states DMHA's procedures and policies in regard to minimum rent financial hardship as set forth by the Quality Housing and Work Responsibility Act of 1998. HUD has defined circumstances under which a hardship could be claimed.

### Criteria for Hardship Exception

In order for a family to qualify for a hardship exception the family's circumstances must fall under one of the following HUD hardship criteria:

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

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

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

- Loss of employment
- Death in the family
- Other circumstances as determined by the PHA or HUD

## **Discretionary Minimum Rent Hardship Exception Policies**

(as excerpted from DMHA's Section 8 Administrative Plan  
and Administrative and Continued Occupancy Plan)

### **• Section 8 Program – cont.**

#### **DMHA Notification to Families of Right to Hardship Exception**

DMHA will notify all families subject to minimum rents of their right to request a minimum rent hardship exception. "Subject to minimum rent" means the minimum rent was the greatest figure in the calculation of the greatest of 30% of monthly adjusted income, 10% of monthly income, minimum rent or welfare rent.

If the minimum rent is the greatest figure in the calculation of Total Tenant Payment, DMHA staff will include a copy of the notice regarding hardship request provided to the family in the family's file.

DMHA notification will advise families that hardship exception determinations are subject to DMHA review and hearing procedures.

DMHA will review all family requests for exception from the minimum rent due to financial hardships.

All requests for minimum rent hardship exceptions are required to be in writing. Requests for minimum rent exception must include a statement of the family hardship that qualifies the family for an exception.

**DMHA will use its standard verification procedures to verify circumstances, which have resulted in financial hardship.**

#### **Suspension of Minimum Rent**

DMHA will grant the minimum rent exception to all families who request it, effective the first of the following month.

The minimum rent will be suspended until DMHA determines whether the hardship is:

- Covered by statute
- Temporary or long term

"Suspension" means that DMHA must not use the minimum rent calculation until DMHA has made this decision.

## **Discretionary Minimum Rent Hardship Exception Policies**

(as excerpted from DMHA's Section 8 Administrative Plan  
and Administrative and Continued Occupancy Plan)

### **• Section 8 Program – cont.**

During the minimum rent suspension period, the family will not be required to pay a minimum rent and the housing assistance payment will be increased accordingly.

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

#### **Temporary Hardship**

If DMHA determines that the hardship is temporary, a minimum rent will not be imposed for a period of up to 90 days from the date of the family's request. At the end of the temporary suspension period, a minimum rent will be imposed retroactively to the time of suspension.

DMHA will offer a repayment agreement to the family for any such rent not paid during the temporary hardship period. (See "Owner and Family Debts to DMHA" chapter for Repayment agreement policy).

#### **Long-Term Duration Hardships** [24 CFR 5.616(c)(3)]

If DMHA determines that there is a qualifying long-term financial hardship, DMHA must exempt the family from the minimum rent requirements.

#### **Retroactive Determination**

DMHA will reimburse the family for any minimum rent charges, which took effect after October 21, 1998, that qualified for one of the mandatory exceptions.

If the family is owed a retroactive payment, DMHA will provide reimbursement in the form of a cash refund to the family. DMHA's definition of a cash refund is a check made out to the family.

## **Discretionary Minimum Rent Hardship Exception Policies**

(as excerpted from DMHA's Section 8 Administrative Plan  
and Administrative and Continued Occupancy Plan)

### **• Public Housing Program**

#### **13.3 MINIMUM RENT**

DMHA has set the minimum rent at \$50.00. However, if the family requests a hardship exemption, DMHA will immediately suspend the minimum rent for the family until the Housing Authority can determine whether the hardship exists and whether the hardship exists and whether the hardship is of a temporary or long-term nature.

- A. A hardship exists in the following circumstances:
1. When the family has lost eligibility for or is waiting an eligibility determination for a Federal, State, or local assistance program;
  2. When the family would be evicted as a result of the imposition of the minimum rent requirement;
  3. When the income of the family has decreased because of changed circumstances, including loss of employment;
  4. When the family has an increase in expenses because of changed circumstances, for medical costs, childcare transportation, education or similar items;
  5. When a death has occurred in the family.
- B. No hardship. If DMHA determines there is no qualifying hardship, the minimum rent will be re-instated, including requiring back payment of minimum rent for the time of suspension.
- C. Temporary hardship. If DMHA reasonably determines that there is a qualifying hardship but that it is of a temporary nature, the minimum rent will not be imposed for a period of 90-day period, the minimum rent will be imposed retroactively to the time of suspension.

DMHA will offer a repayment agreement in accordance with Section 19 of this policy for any rent not paid during the period of suspension. During the suspension period DMHA will not evict the family for non-payment of the amount of tenant rent owed for the suspension period.



## **Discretionary Minimum Rent Hardship Exception Policies**

(as excerpted from DMHA's Section 8 Administrative Plan  
and Administrative and Continued Occupancy Plan)

### **• Public Housing Program – cont.**

- D. Long-term hardship. If DMHA determines there is a long-term hardship, the family will be exempt from the minimum rent requirement until the hardship no longer exists.
- E. Appeals. The family may use the grievance procedure to appeal DMHA determination regarding the hardship. No escrow deposit will be required in order to access the grievance procedure.

# Attachment S - Community Service



# Community Service Requirement

## Community Service

### Introduction

This chapter explains HUD regulations requiring housing authority's to implement a community service program for all non-exempt adults living in public housing.

This chapter describes HUD regulations and housing authority policies related to these topics in two parts:

Part I: Community Service Requirements. This part describes who is subject to the community service requirement, who is exempt, and HUD's definition of economic self-sufficiency.

Part II: Housing Authority Implementation of Community Service. This part provides housing authority policy regarding housing authority implementation and program design..

### **PART I – COMMUNITY SERVICE REQUIREMENT**

#### **A. Overview**

HUD regulations pertaining to the community service requirement are contained in 24 C.F.R. 960 Subpart F (960.600 through 960.609). PHAs are residents must comply with the community service requirement, effective with PHA fiscal years that commenced on or after October 1, 2000. Per 903.7 (1)(iii), the housing authority plan must contain a statement of the how the housing authority will comply with the community service requirement, including any cooperative agreement that the housing authority has entered into or plans to enter into.

Community service is the performance of voluntary work or duties that are a public benefit, and that serve to improve the quality of life, enhance resident self-sufficiency, or increase resident self-responsibility in the community. Community service is not employment and may not include political activities. 24 C.F.R. 960.601 (b).

In administering community service requirements, the housing authority must comply with all nondiscrimination and equal opportunity requirements. 24 C.F.R. 960.605 (c)(5).

#### **B. Requirements**

Each adult resident of the housing authority, who is not exempt, must 24 C.F.R. 960.603 (a).

- Contribute eight (8) hours per month of community service; or
- Participate in an economic self-sufficiency program (as defined in the regulations) for eight (8) hours per month; or
- Perform eight (8) hours per month of combined activities (community service and economic self-sufficiency programs).

## Community Service Requirement

### Policy

An individual may not skip a month then double up the following month, unless special circumstances warrant it. The housing authority will make the determination of whether to permit a deviation from the schedule.

Individuals who have special circumstances which they believe will prevent them from completing the required community service hours for a given month, must notify the housing authority in writing within five (5) business days of the circumstances becoming known. The housing authority will review the request and notify the individual, in writing, of its determination within ten (10) business days. The housing authority may require those individuals to provide documentation to support their claim.

### Definitions

Exempt Individual (24 C.F.R. 960.601(b))

An exempt individual is an adult who:

- Is age 62 years or older
- Is blind or disabled (as defined under section 216 (i)(1) or 1614 of the Social Security Act and who certifies that because of this disability s/he is unable to comply with the service provisions.
- Is a primary caretaker of such an individual
- Is engaged in work activities

### Policy

The housing authority will consider ten (10) hours per week as the minimum number of hours needed to qualify for a work activity exemption.

- Meets the requirements for being exempted from having to engage in a work activity under the state program funded under part A of title IV of the Social Security Act, or under any other welfare program of the state in which the housing authority is located, including a state-administered welfare to work program; or
- Is in a family receiving assistance under a state program funded under part A of the title IV of the Social Security Act, or under any other welfare program of the state in which the housing authority is located, including a state-administered welfare-to-work program, and has not been found by the state or other administering entity to be in non-compliance with such program.

Community Service (PH Occ GB, p.174)

Community service is volunteer work which includes but is not limited to:

- Work at a local institution including but not limited to: school, child care center, hospital, hospice, recreation center, senior center, adult day care center, homeless shelter, indigent feeding program, cooperative food bank, etc.

## Community Service Requirement

- Work with a non-profit organization that serves housing authority residents or their children such as: Boy Scouts, Girl Scouts, Boys or Girls Clubs, 4-H programs, PAL, Garden Center, community clean up programs, beautification programs, other youth or senior organizations.
- Work at the housing authority to help with children's programs
- Work at the housing authority to help with senior programs
- Helping neighborhood groups with special projects
- Working through a resident organization to help other residents with problems, serving as an officer in a resident organization, serving on the resident advisory board
- Caring for the children of other residents so they may volunteer

Note: Political activity is excluded for purposes of eligible community service activities.

### Economic Self-Sufficiency Program (24 C.F.R. 5.603(b))

For purposes of satisfying the community service requirement, an economic self-sufficiency program is defined by HUD as: Any program designed to encourage, assist, train, or facilitate economic independence of assisted families or to provide work for such families.

These economic self-sufficiency programs can include job training, employment counseling, work placement, basic skills training, education, English proficiency, workfare, financial or household management apprenticeships (formal or informal), or any other program necessary to ready to a participant to work (such as substance abuse or mental health treatment.)

### Work Activities

As it relates to an exemption from the community service requirement, work activities means:

- Unsubsidized employment
- Subsidized private sector employment
- Subsidized public sector employment
- Work experience (including work associated with the refurbishing of publicly assisted housing) if sufficient private sector employment is not available
- On the job training
- Job search and job readiness assistance
- Community service programs
- Vocational educational training (not to exceed 12-months with respect to any individual)
- Job skills training directly related to employment
- Education directly related to employment, in the case of a recipient who has not received a high school diploma or a certificate of high school equivalency
- Satisfactory attendance at secondary school or in a course of study leading to certificate of general equivalency, in the case of recipient who has not completed secondary school or received such certificate

## Community Service Requirement

- Provision of child care services to an individual who is participating in a community service program

### Notification Requirements (24 C.F.R. 960.605 (c)(2))

The housing authority must give each family a written description of the community service requirement, the process of claiming status as an exempt person, and the process for housing authority verification of exempt status. The housing authority must also notify the family of its determination identifying the family members who are subject to the service requirement, and the family members who are exempt.

### Policy

The housing authority will provide the family with a copy of the Community Service Policy found in Appendix G at the end of this policy manual, at lease up, lease renewal, when a family member is determined to be subject to the community service requirement during the lease term, and at any time upon the family's request.

On an annual basis, at the time of lease renewal, the housing authority will notify the family in writing of the family members who are subject to the community service requirement and the family members who are exempt. If the family includes non-exempt individuals the notice will include a list of agencies in the community that provide volunteer and/or training opportunities, as well as a documentation form on which they may record the activities they perform and the number of hours contributed. The form will also have a place for a signature by an appropriate official, who will certify to the activities and hours completed.

### C. Determination of Exempt Status and Compliance 24 C.F.R. 960.605 (c)(3)

The housing authority must review and verify family compliance with service requirements annually at least thirty days before the end of the twelve (12) month lease term. The policy for documentation and verification of compliance with service requirements may be found at section 11-ID, Documentation and Verification.

### Policy

Where the lease term does not coincide with the effective date of the annual reexamination, the housing authority will change the effective date of the annual reexamination to coincide with the lease term. In making this change, the housing authority will ensure that the annual reexamination is conducted within twelve (12) months of the last annual reexamination.

### Annual Determination

### Determination of Exemption Status

An exempt individual is excused from the community service requirement. 24 C.F.R. 960.603 (a).

## Community Service Requirement

### Policy

At least sixty (60) days prior to lease renewal, the housing authority will review and verify the exemption status of all adult family members. This verification will only be done on an annual basis unless the family reports a change or the housing authority has reason to believe that an individual's exemption status has changed. For individuals who are exempt because they are sixty two (62) years of age and older, verification of exemption status will be done only at the initial examination.

Upon completion of the verification process, the housing authority will notify the family of its determination in accordance with the policy in Section 11-I.B, Notification Requirements.

### Determination of Compliance

The housing authority must review resident family compliance with service requirements annually at least thirty (30) days before the end of the twelve (12) month lease term (24 C.F.R. 960.605 (C)(3)). As part of this review, the housing authority must verify that any family member that is not exempt from the community service requirement has met his or her service obligation.

### Policy

Approximately sixty (60) days prior to the end of the lease term, the housing authority will provide written notice requiring the family to submit documentation that all subject family members have complied with the service requirement. The family will have ten (10) business days to submit the housing authority documentation form(s).

If the family fails to submit the required documentation within the required timeframe, or the housing authority approved extension, the subject family members will be considered noncompliant with community service requirements, and notices of non-compliance will be issued pursuant to the policies in Section II-I.E., Noncompliance.

### Change in Status Between Annual Determinations

#### Policy

##### Exempt to Non-exempt Status

If an exempt individual become non-exempt during the twelve (12) month lease term, it is the family's responsibility to report this change to the housing authority within ten (10) business days.

Within ten (10) business days of a family reporting such a change, or the housing authority determining such a change is necessary, the housing authority will provide written notice of the effective date of the requirement, a list of agencies in the community that provide volunteer and/or training opportunities, as well as documentation form on which the family member may record the activities performed and number of hours contributed.

## Community Service Requirement

The effective date of the community service requirement will be the first of the month following thirty (30) days notice.

### Non-exempt to Exempt Status

If a non-exempt person becomes exempt during the twelve month lease term, it is the family's responsibility to report this change to the housing authority within ten (10) business days. Any claim of exemption will be verified by the housing authority in accordance with the policy at 11-I.D. Documentation and Verification of Exemption Status.

Within 10 business days of a family reporting such a change, or the housing authority determining such a change is necessary, the housing authority will provide the family written notice that the family member is no longer subject to the community service requirement, if the housing authority is able to verify the exemption.

The exemption will be effective immediately.

### D. Documentation and Verification 24 C.F.R. 960.605 (c)(4)

The housing authority must retain reasonable documentation of service requirement performance or exemption in participant files.

### Documentation and Verification of Exemption Status Policy

All family members who claim they are exempt from the community service requirement will be required to sign the community service exemption certification form found in Appendix H. The housing authority will provide a completed copy to the family and will keep a copy in the tenant file.

The housing authority will verify that an individual is exempt from the community service requirement by following the verification hierarchy and documentation requirements in Chapter 7.

The housing authority makes the final determination whether or not to grant an exemption from the community service requirement. If a resident does not agree with the housing authority's determination s/he can dispute the decision through the housing authority's grievance procedures (See chapter 14)

### Documentation and Verification of Compliance

If qualifying community service activities are administered by an organization other than the housing authority, a family member who is required to fulfill a service requirement must provide certification to the housing authority, signed by the organization, that the family member has performed the qualifying activities 24 C.F.R. 960.607.



## Community Service Requirement

### Policy

If anyone in the family is subject to the community service requirement, the housing authority will provide the family with community service documentation forms at admission, at lease renewal, when a family member becomes subject to the community service requirement during the lease term, or upon request by the family.

Each individual who is subject to the requirement will be required to record their community service or self-sufficiency activities and the number of hours contributed on the required form. The certification form will also include places for signatures and phone numbers of supervisors, instructors, and counselors certifying to the number of hours contributed.

Families will be required to submit the documentation to the housing authority, upon request by the housing authority.

If the housing authority has reasonable cause to believe that the certification provided by the family is false or fraudulent, the housing authority has the right to require third-party verification.

### E. Noncompliance Initial Noncompliance

The lease specifies that it is renewed automatically for all purposes, unless the family fails to comply with the community service requirement. Violation of the service requirement is grounds for non-renewal of the lease at the end of the twelve (12) month lease term, but not for termination of tenancy during the course of the twelve month lease term. 24 C.F.R. 960.603 (b).

If the tenant or another family member has violated the community service requirement, the housing authority may not renew the lease upon expiration of the twelve month term of the lease, unless the tenant and any other noncompliant family member enter into a written agreement with the housing authority. Under this agreement the tenant or noncompliant family member must agree to cure the noncompliance by completing the additional hours community service or economic self-sufficiency needed to make up the total number of hours required, over the twelve-month term of the new lease. In addition, all other members of the family who are subject to the service requirement must be currently complying with the service requirement or must no longer be residing in the unit 24 C.F.R. 960.607 (c).

Notice of Initial Noncompliance 24 C.F.R. 960.607 (b).

If the housing authority determines that there is a family member who is required to fulfill a service requirement, but who has failed to comply with this obligation (noncompliant resident) the housing authority must notify the tenant of this determination.

The notice to the tenant must briefly describe noncompliance. The notice must state that the housing authority will not renew the lease at the end of the twelve-month lease term unless the tenant, and any other noncompliant resident, enter into a written agreement with the housing

## Community Service Requirement

authority to cure the noncompliance, or the family provides written assurance satisfactory to the housing authority that the tenant or other noncompliant resident no longer resides in the unit.

The notice must also state that the tenant may request a grievance hearing on the housing authority's determination, in accordance with the housing authority's grievance procedures, and that the tenant may exercise any available judicial remedy to seek timely redress for the housing authority's nonrenewal of the lease because of the housing authority's determination.

The notice to the tenant must briefly describe the noncompliance. The notice must state that the housing authority will not renew the lease at the end of the twelve-month lease term unless the tenant, and any other non-compliant resident, enter into a written agreement with the housing authority to cure the noncompliance, or the family provides written assurance satisfactory to the housing authority that the tenant or other noncompliant resident no longer resides in the unit.

The notice must also state that the tenant may request a grievance hearing on the housing authority's determination, in accordance with the housing authority's grievance procedures, and that the tenant may exercise any available judicial remedy to seek timely redress for the housing authority's nonrenewal of the lease because of the housing authority's determination.

### Policy

The notice of initial noncompliance will be sent at least 45 days prior to the end of the lease term.

The family will have ten (10) business days from the date of the notice of noncompliance to enter into a written agreement to cure the noncompliance over the twelve (12) month term of the new lease, provide documentation that the noncompliant resident no longer resides in the unit, or to request a grievance hearing.

If the family reports that a noncompliant family member is no longer residing in the unit, the family must provide documentation that the family member has actually vacated the unit before the housing authority will agree to continued occupancy of the family. Documentation must consist of a certification signed by the head of household as well as evidence of the current address of the family member that previously resided with them.

If the family does not request a grievance hearing, or does not take either corrective action required by the notice of noncompliance within the required ten (10) business day timeframe, the housing authority will terminate tenancy in accordance with the policies in section 13-IV.D.

### Continued Noncompliance

If, after the 12 month cure period, the family member is still not compliant, the housing authority must terminate the tenancy of the entire family, according to the housing authority's lease, unless the family provides documentation that the noncompliant resident no longer resides in the unit.

### Policy

## Community Service Requirement

Notices of continued noncompliance will be sent at least thirty (30) days prior to the end of the lease term and will also serve as the family's termination notice. The notice will meet the requirements for termination notices described in Section 13-IV.D., Form, Delivery and Content of the Notice.

The family will have ten (10) business days from the date of the notice of non-compliance to provide documentation that the noncompliant resident no longer resides in the unit, or to request a grievance hearing.

If the family reports that a noncompliant family member is no longer residing in the unit, the family must provide documentation that the family member has actually vacated the unit before the housing authority will agree to continued occupancy of the family. Documentation must consist of a certification signed by the head of household as well as evidence of the current address of the noncompliant family member that previously resided with them.

If the family does not request a grievance hearing, or to provide such documentation within the required ten (10) business day timeframe, the family's lease and tenancy will automatically terminate at the end of the current lease term without further notice.

### **PART II – IMPLEMENTATION OF COMMUNITY SERVICE**

#### **A. Overview**

Each housing authority must develop a policy for administration of the community service and economic self-sufficiency requirements for public housing. It is in the housing authority's best interests to develop a viable, effective community service program, to provide residents the opportunity to engage in the community and to develop competencies.

#### **PHA Implementation of Community Service**

The housing authority may not substitute any community service or self-sufficiency activities performed by residents for work ordinarily performed by housing authority employees, or replace a job at any location where residents perform activities to satisfy the service requirement. 24 C.F.R. 960.609

#### **Policy**

The housing authority will notify its insurance company if residents will be performing community service at the housing authority. In addition, the housing authority will ensure that the conditions under which the work is to be performed are not hazardous.

If a disabled resident certifies that s/he is able to perform community service, the housing authority will ensure that requests for reasonable accommodation are handled in accordance with the policies in chapter 2.

## Community Service Requirement

### PHA Program Design

The housing authority may administer qualifying community service or economic self-sufficiency activities directly, or may make community service activities available through a contractor, or through partnerships with qualified organizations, including resident organizations, and community agencies or institutions. 24 C.F.R. 960.605 (b).

### Policy

The housing authority will attempt to provide the broadest choice possible to residents as they choose community service activities.

The housing authorities goal is to design a service program that gives residents viable opportunities to become involved in the community and to gain competencies and skills. The housing authority will work with resident organizations to design, implement, assess and recalibrate its community service program.

The housing authority will make every effort to identify volunteer opportunities throughout the community, especially those in proximity to public housing developments. To the greatest extent possible, the housing authority will provide names and contacts at agencies that can provide opportunities for residents, including person with disabilities, to fulfill their community service obligations.

Any written agreements or partnerships with contractors and/or qualified organizations, including resident organizations, are described in the housing authority plan.

The housing authority will provide in-house opportunities for volunteer work or self-sufficiency programs when possible.



## Legal Notice

The following Legal Ad appeared in the Dayton Daily News on February 15, 2007, 45 days prior to Dayton Metropolitan Housing Authority's Public Hearing:

### Public Notice

**Dayton Metropolitan Housing Authority  
Fiscal Year 2004-2008 Five Year Plan  
Goals Progress Report  
and  
Draft Fiscal Year 2007 Annual Plan**

Dayton Metropolitan Housing Authority will hold a public hearing in order to obtain the views of citizens, public agencies, and other interested parties on its Fiscal Year 2004-2008 Five Year Plan Goals Progress Report and Draft Fiscal Year 2007 Annual Plan.

The hearing will be held:

Friday, March 30, 2007 at 9:00 a.m.  
Dayton Metropolitan Housing Authority  
Administrative Offices – Board Room  
400 Wayne Avenue  
PO Box 8750  
Dayton, Ohio 45401-8750

Individuals who require special accommodations or an interpreter must submit a special accommodation request to DMHA two weeks in advance of the hearing. Requests will be accepted at 910-7651 through March 16, 2007.

Under the agency's public meeting policy, attendees wishing to address the Board of Housing Commissioners will need to complete and submit a public speaking form prior to the hearing. Forms are available from 8:00 a.m.-5:00 p.m., M-F at the above address or by calling 910-7500. Written and oral comments will be accepted. However, oral comments will be limited to 3 minutes.

A copy of these draft plan is available for public review and comment during normal business hours from February 14, 2007 through Friday, March 30, 2007 at 400 Wayne Avenue, Dayton, Ohio.



## ACCESSIBILITY POLICY

In September of 2005 the Dayton Metropolitan Housing Authority finalized an update of the Authority's Physical Needs Assessment and the 504 Transition Plan for accessibility. Both documents are required by the U.S. Department of Housing and Urban Development. The Physical Needs Assessment (PNA) is a comprehensive assessment of the physical condition of 43 developments and includes a 5-year modernization plan and a 20 year needs projection. The Section 504 Evaluation presents a comprehensive evaluation of accessibility at 43 DMHA properties, and includes the establishment of a transition plan for bringing these developments into compliance with accessibility requirements. The commissioning of these studies will assist DMHA in creating a long term strategic plan for the agency to address the physical infrastructure and the accessibility needs.

The results of the PNA have assisted DMHA with setting modernization needs for the next 5 years. In the current Annual Plan DMHA will set aside Capital Fund dollars to begin the modernization of two family sites. In 2006 the Authority will begin the modernization of Woodview, OH5-15G, located in the Eastern Hills neighborhood of southeast Dayton. This family site consists of 57 units and an office. The three bedroom units are single story duplexes of masonry construction. The property will be modernized over a proposed three year period. The estimated cost to modernize this site is \$4 million.

In the current annual plan DMHA proposes the modernization of Olive Hills, OH5-41, in 2008. This 100 unit family site is located in Jefferson Township. The site consists of 11 buildings and has a unit breakdown as follows: 54 two-bedroom, 34 three-bedroom and 12 four-bedroom. The site will be modernized over a proposed 5 year period at an estimated cost of \$7 million. Modernization of the sites will include exterior improvements, interior rehabilitation, new mechanical, electrical, and plumbing systems, and site improvements. The estimates also include the need to address all site related Section 504 accessibility compliance. The selection of these sites is based on the recommendations of the PNA, the Board of Commissioners, and DMHA staff. Additional modernization needs outlined in the PNA Plan will be addressed as additional modernization dollars become available. Modernization priorities could be reevaluated during subsequent annual five year and annual planning periods and may be subject to change.

The 504 Transition Plan for the Authority outlines the need for DMHA to provide 128 handicap accessible units to be in compliance at the 43 development sites assessed. Though not completely accessible, DMHA has designated 73 units in its inventory as handicap accessible. This leaves the Authority deficient by 55 units required to comply with Section 504. Additionally, DMHA is required to make modifications to the designated units to be in general compliance with applicable accessibility laws. This is primarily due to the age of construction and the age of the developments. Although DMHA's development sites were constructed in accordance with all applicable laws at the time, accessibility guidelines have changed and certain improvements are necessary. Because of these regulatory updates and requirements DMHA must address this deficiency of 55 units. To address these requirements DMHA has begun to implement the recommendations of the recently completed 504 Transition Plan. In the 2006



Capital Fund budget \$100,000 has been earmarked to bring the 73 units with immediate term needs into full compliance.

To address the 55 remaining units DMHA has begun the modernization of the following units in 2005: Five, 2 bedroom units, scattered sites, OH5-56; Ten, 1 bedroom units, at Wilmington Hi-Rise, OH5-17; One, 2 bedroom units, at Channingway Courts, OH5-35; One, 2 bedroom unit, at Woodview, OH5-15G; One, 2 bedroom unit, at Hilgeford, OH5-56; and Four, 3 bedroom units, at Hickorydale Caliph, OH5-55. Full lease-up of these units would be expected by late 2006. In addition DMHA anticipates the use of First Increment Replacement Housing Factor Plan dollars to construct 6 new 2 bedroom fully accessible units in Montgomery County. This plan is currently under development. With the modernization of the Woodview family site, and in keeping with the recommendation of the 504 Transition plan, eight fully accessible units will be developed on the site. Further, the modernization of the Olive Hills site calls for the development of three fully accessible units as called for in the Transition Plan. With the above mentioned projects, which are outlined in the current annual plan, 37 fully accessible units will be made available for the disabled residents of Dayton and Montgomery County. DMHA recognizes the need to bring the Authority into full compliance with the Section 504 regulations, and is committed to addressing the remaining 18 units as funding becomes available.

# EXECUTIVE SUMMARY

## SECTION 504 NEEDS ASSESSMENT



### 43 DEVELOPMENTS

**PCA Prepared For:**  
Dayton Metropolitan  
Housing Authority  
400 Wayne Ave.  
Dayton, Ohio 45410

**Attention:**  
Gregory D. Johnson  
Executive Director  
(937) 910-7500

**May 30, 2005**

### **Needs Assessor:**

**Creative Housing Solutions Inc**  
Architecture/Planning/Administration  
935 Lenox Place  
Cincinnati, Ohio 45229-1948  
(513) 961-4400 fax: 961-2233  
[www.chs-incorp.com](http://www.chs-incorp.com)

Architecture & Program Administration  
Consultants for Housing Professionals

CHS-0471

## 1.1 INTRODUCTION

The Dayton Metropolitan Housing Authority (DMHA) commissioned Creative Housing Solutions, Inc. (CHS) in November 2004 to evaluate the accessibility of 43 DMHA Public Housing developments in Montgomery County Ohio. The purpose of the evaluation was to determine if the developments were in compliance with applicable accessibility regulations and if not, what modifications are necessary to achieve compliance.

This assessment has been performed as required by Section 504 of the Rehabilitation Act of 1973 (24 CFR Part 8). The assessment includes an update to the DMHA Self-Evaluation that was required to be completed by the Act by 7/11/89, and an update to the Transition Plan, also required by the Act.

Specific details regarding each of the subject developments can be found in this report. This executive summary presents an overview of the findings and recommendations.

## 1.2 PROCESS

CHS in conjunction with site maintenance staff conducted the survey of the site, buildings, and dwelling units. The United States Access Board Uniform Federal Accessibility Standards (UFAS) Accessibility Checklist was used to evaluate each development.

Recommendations are made in the individual development reports describing methods of making the units/ buildings accessible. Costs for this work are estimated.

In addition to the physical observations, the assessor interviewed management, residents, and maintenance staff during the inspections.

CHS and DMHA P & D staff met with the Dayton Access Center for Independent Living (ACIL) staff on several occasions to present the findings of this report and to obtain input from ACIL with respect to the desired bedroom sizes and geographic unit locations. ACIL, as an advocate for the disabled in Montgomery County, served as the disabled persons representative as required by 24 CFR 8.25 and 8.51. Meetings were held: 6/9/05 and 6/24/05. As a result of these meetings, adjustments were made to the recommendations.

## 1.3 FINDINGS & RECOMMENDATIONS:

DMHA is required to provide approximately 128 handicap accessible units at the 43 developments assessed. Though not completely accessible, DMHA has designated 73 units as handicap units in the sites assessed. In general DMHA is deficient approximately 55 units of what is required by Section 504. Additionally, DMHA is required to make modifications to the designated units to be in general compliance with applicable accessibility laws. This is primarily due to the age of construction and the fact that when the older developments were constructed the ADA, Section 504, and other accessibility regulations were not in existence. These older developments were constructed in accordance with all applicable codes and regulations in affect at that time.

Because of the relatively new regulations and requirements, this deficiency of approximately 55 units exists. At some developments, compliance with these regulations and requirements will be economically impractical. In these cases, the required units should be provided at other nearby developments.

The attached tables on the following pages describe the general conditions of each site and provide brief recommendations on how to achieve the required accessibility. Please refer to the individual development sections found in the 2005 DMHA Section 504 Evaluation and Transition Plan report for more specific and detailed findings and recommendations.

## 1.4 CONCLUSIONS:

Based on this evaluation of the DMHA properties, the assessor recommends that the DMHA follow the recommendations of this report and incorporate the recommended modifications into its modernization plans and budgets.

Development		# Units	# Units Required	# Units Provided	Additional Units Recommended	Total HC Units	Total
Desoto Bass Court		51	3	0	0	0	\$28,400.00
OH5-2, 2A	Townhouse						
Desoto Bass TH		34	2	0	0	0	\$28,400.00
OH5-5	Townhouse						
Westdale Terrace		126	7	4	0	4	\$82,580.00
OH5-7A	Cottage & Highrise						
Park Manor		185	10	9	4	13	\$506,674.00
OH5-7B	Cottage & Highrise						
Hilltop Homes		210	11	0	0	0	\$55,150.00
OH5-9	Townhouse						
Wilkinson Plaza		200	10	10	0	10	\$287,000.00
OH5-10	High Rise						
1509 Smithville Rd.		22	1	0	0	0	\$15,200.00
OH5-12A	Flats						
1432-38 Rosemont		28	1	0	2	2	\$172,900.00
OH5-12B	Flats						
40-42 E. Helena St.		14	1	0	0	0	\$5,300.00
OH5-12C	Townhouse						
Cityview Terrace		10	1	0	5	5	\$416,000.00
OH5-13C	Flats						
4806 Frederick		6	1	0	1	1	\$117,000.00
OH5-13D	Flats						
Scattered Sites		32	2	0	3	3	\$334,700.00
OH5-13 I,K,P,Q,R,T,U,W	Varies						
Wentworth Hi Rise		147	7	0	6	6	\$531,950.00
OH5-14	High Rise						
Huffman/Parnell		12	1	0	0	0	\$5,700.00
OH5-15A	Townhouse						
Riverview Terrace		60	3	0	6	6	\$626,380.00
OH5-15F	Townhouse						
Woodview		57	3	0	9	9	\$968,260.00
OH5-15G	Flats						
3918 Lori Sue		6	0	0	0	0	\$9,100.00
OH5-15K	Flats						
The Metropolitan		78	4	8	0	8	\$83,720.00
OH5-16	High Rise						
Wilmington Hi Rise		64	3	10	0	10	\$1,000.00
OH5-17	High Rise						
2531 Revere Av		8	0	0	0	0	\$8,350.00
OH5-18A	Flats						
426-28 Holt St.		8	1	0	0	0	\$5,000.00
OH5-18C	Flats						
443 Quitman/261 Hoch St.		12	1	0	2	2	\$168,440.00
OH5-18D	Flats						
436-40 Winters St.		6	0	0	0	0	\$5,000.00
OH5-18E	Flats						
3004-05 Superba Ct		24	1	0	0	0	\$5,000.00

Development		# Units	# Units Required	# Units Provided	Additional Units Recommended	Total HC Units	Total
OHS-19	Townhouse						
Dunbar		83	4	0	0	0	\$33,300.00
OHS-20	Townhouse						
Mount Crest Court		100	5	0	0	0	\$53,700.00
OHS-21A	Townhouse						
Cornell Dr		32	2	0	0	0	\$15,200.00
OHS-21B	Townhouse						
Triangleview		50	3	0	0	0	\$10,040.00
OHS-23	Townhouse						
Grand Hi Rise		95	5	16	0	16	\$16,600.00
OHS-26	High Rise						
Pompano Cr.		31	2	1	12	13	\$1,062,500.00
OHS-28	Flats						
Malden-Hollencamp		21	2	0	9	9	\$905,000.00
OHS-31	Flats						
Caliph Court		36	2	0	0	0	\$700.00
OHS-32A	Townhouse						
Gettysburg/Germantown		26	2	0	0	0	\$9,900.00
OHS-32B	Townhouse						
Friden Court		21	1	0	5	5	\$510,500.00
OHS-36	Flats						
Channingsway Ct.		32	2	0	8	8	\$486,400.00
OHS-35	Flats						
Madrid Estates		100	5	0	5	5	\$529,800.00
OHS-40	Flats						
Olive Hills		100	6	0	3	3	\$372,100.00
OHS-41	Townhouse						
Indian Trails		35	2	2	0	2	\$36,030.00
OHS-44	Townhouse						
Hallmark-Meridian		75	4	4	0	4	\$63,450.00
OHS-45	Mid rise						
Winston Woods		30	2	2	0	2	\$15,740.00
OHS-47	Townhouse						
Riverside Estates		40	2	2	0	2	\$30,390.00
OHS-48	Townhouse						
Bellefontaine Ridge		25	1	2	0	2	\$32,730.00
OHS-52	Townhouse						
Wolf Creek Homes		35	2	3	0	3	\$37,990.00
OHS-53	Townhouse						

**EXECUTIVE  
SUMMARY**

**PHYSICAL  
NEEDS  
ASSESSMENT:  
(PNA)**



**43 DEVELOPMENTS**

**PCA Prepared For:**  
Dayton Metropolitan  
Housing Authority  
400 Wayne Ave.  
Dayton, Ohio 45410

**Attention:**  
Gregory D. Johnson  
Executive Director  
(937) 910-7500

**May 30, 2005**

**Needs Assessor:**

**Creative Housing Solutions In**  
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Architecture & Program Administration  
Consultants for Housing Professionals

CHS-0471

## 1.1 INTRODUCTION

The Dayton Metropolitan Housing Authority (DMHA) commissioned Creative Housing Solutions, Inc. (CHS) on November 24, 2004 to evaluate forty-three (43) DMHA public housing developments in Montgomery County, Ohio.

This Physical Needs Assessment (PNA) was commissioned to assist the DMHA in creating a long-term strategic plan for the agency. This assessment also assists the DMHA in their compliance with the HUD Annual and 5-year Plan requirements stipulated in Section 511 of the Quality Housing and Work Responsibility Act of 1998 (QHWRA).

The purpose of the assessment was to help the DMHA evaluate the long-term viability of their public housing inventory. The approach taken for this PNA was to determine the improvements required to achieve the following objectives.

1. Maintain the properties in a "safe, decent, and sanitary" condition. This is a major component of the DMHA Mission Statement:

*"The mission of DMHA is to provide low to moderate income residents of Montgomery County access to decent, safe, affordable housing and to advocate on behalf of our clients on community issues and services that affect their ability to secure and maintain housing."*

2. Elimination of undesirable (difficult to rent) units and sites.
3. Enhancements required to meet market demands, based on the separately prepared 2005 DMHA Market Study.
4. Modifications required for accessibility as described in the 2005 Section 504 Evaluation and Transition Plan.

Specific details regarding each of the subject developments can be found in the full report. This executive summary presents an overview of the process and findings.

## 1.2 PROCESS:

CHS in conjunction with site maintenance staff conducted the survey of the sites, buildings, and dwelling units. The following physical elements of the properties were examined and the findings are reflected in the work item descriptions and cost estimates.

- Site - The entire site was walked. Included in the inspection was landscaping, drainage, walks, parking, accessibility, etc.
- Buildings - The exterior of each building was inspected. Included in the inspection was siding, roofs, windows, doors, mechanical systems, electrical systems, etc.
- Dwelling Units - 10% or more of each unit type was inspected. The units were found to be very uniform and consistent in terms of condition. These units were randomly selected and evenly distributed throughout the property to normalize any trends.
- Environmental Factors – The assessor reviewed historical data regarding lead-based paint (LBP) and asbestos (ACM). Also, noise, flood and other hazardous conditions were observed.

In addition to the physical observations, the assessor interviewed management, residents, and maintenance staff during the inspections.

CHS met with DMHA P&D staff throughout the process. CHS presented initial findings to the Executive Staff 8/5/05 and 8/26/05. On August 29, 2005 CHS presented initial findings and recommendations to the DMHA Board of Commissioners. As a result of these meetings, adjustments and final recommendations were incorporated into the Physical Needs Assessment Report.

### 1.3 ASSESSMENT CRITERIA:

The criteria used to determine recommended repairs that are needed are as follows:

- Repairs / improvements that will provide a viable and satisfactory property for the next 20 years.
- Repairs / improvements that will reduce maintenance problems and costs.
- Improvements that will improve the physical accessibility of the housing.
- Repairs / improvements that will enhance the marketability of the units.
- Repairs / improvements that will improve the quality of life for the residents of the property.
- Repairs/improvements that will reduce health, security, and safety concerns.
- Repairs / improvements that will improve energy efficiency.

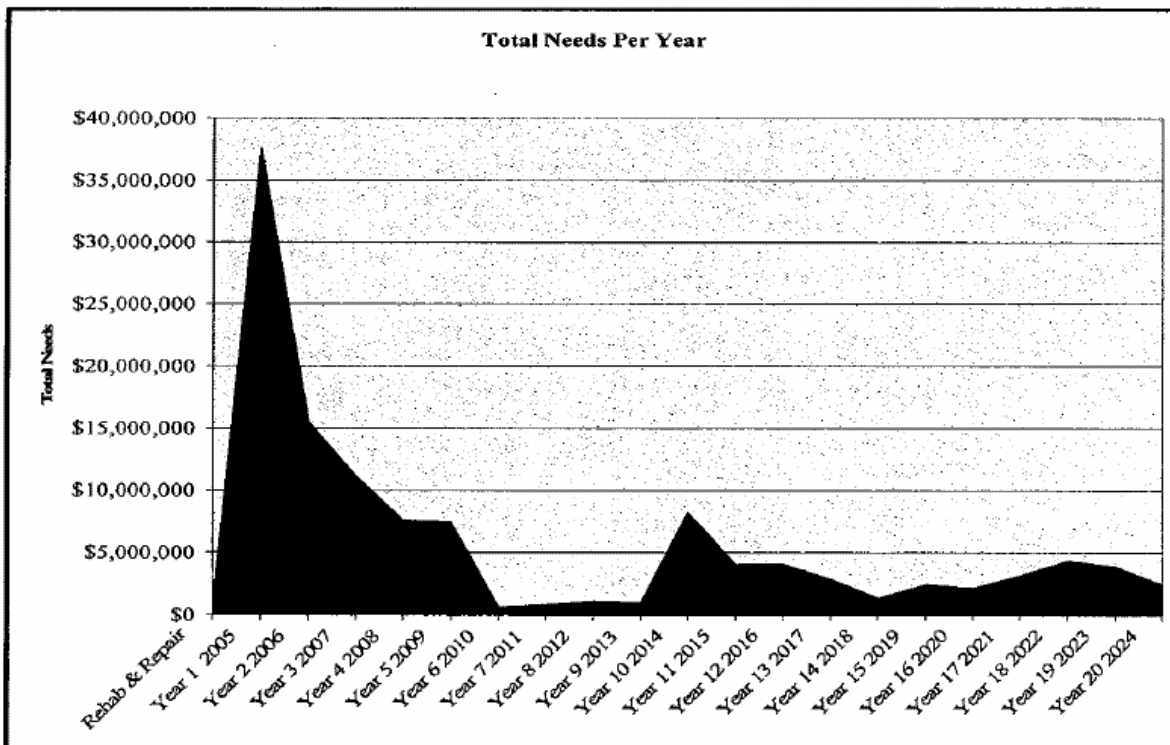
Note: Routine and preventative maintenance expenses were not identified as specific needs. The items identified as maintenance needs in this report generally represent deferred maintenance items or items that are of such magnitude that the present maintenance staff is unable to address the work while performing their routine maintenance duties.

### 1.4 SUMMARY DATA:

#### Total Cost Per Year

The following graphic illustrates the estimated *total per year cost* for capital improvements (excludes routine maintenance and operations). The spike in Years 1-5 is primarily due to the recommended Market Improvements, and Comprehensive Modernization activities. It is possible to distribute a majority of these costs over a longer period of time, however, the implications of delaying market enhancements may be decreased marketability and competitiveness.

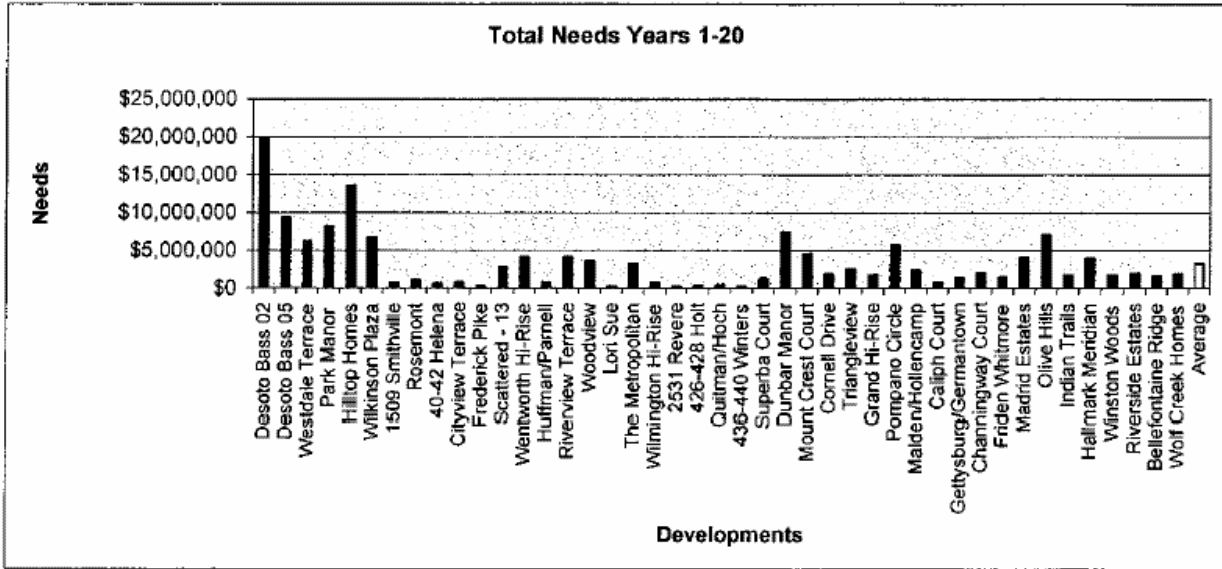
It is noteworthy that after 2009 (5<sup>th</sup> year of plan) the overall agency capital improvement needs drop to approximately \$1,000,000 per year and remain at this level for four years of the 20-year plan. In other words; after a large infusion of capital in years 2005 – 2009 (approximately \$80,000,000), the agencies infrastructure will have a 20-year viability.





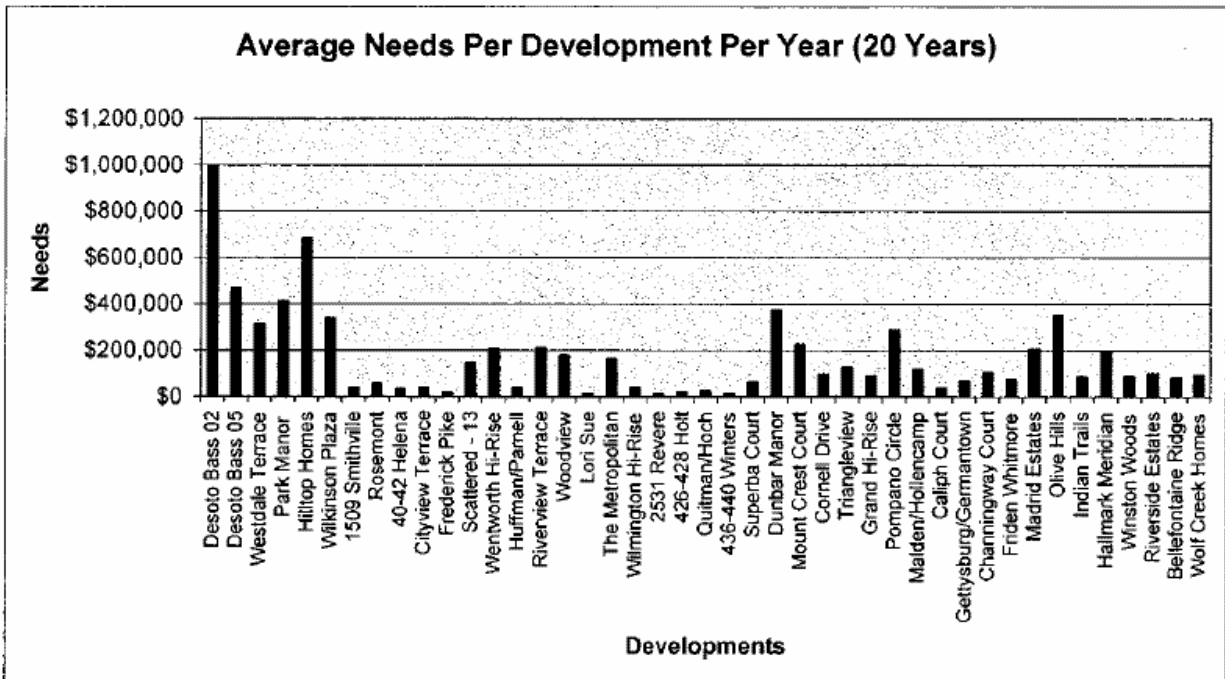
**Total Cost by Development**

The following graphic illustrates the estimated *total 20-year per development cost* for capital improvements according to development. You will notice that Desoto Bass, Hilltop, and Dunbar are the most costly developments. Refer to the specific needs assessment for each development for additional information and recommendations.



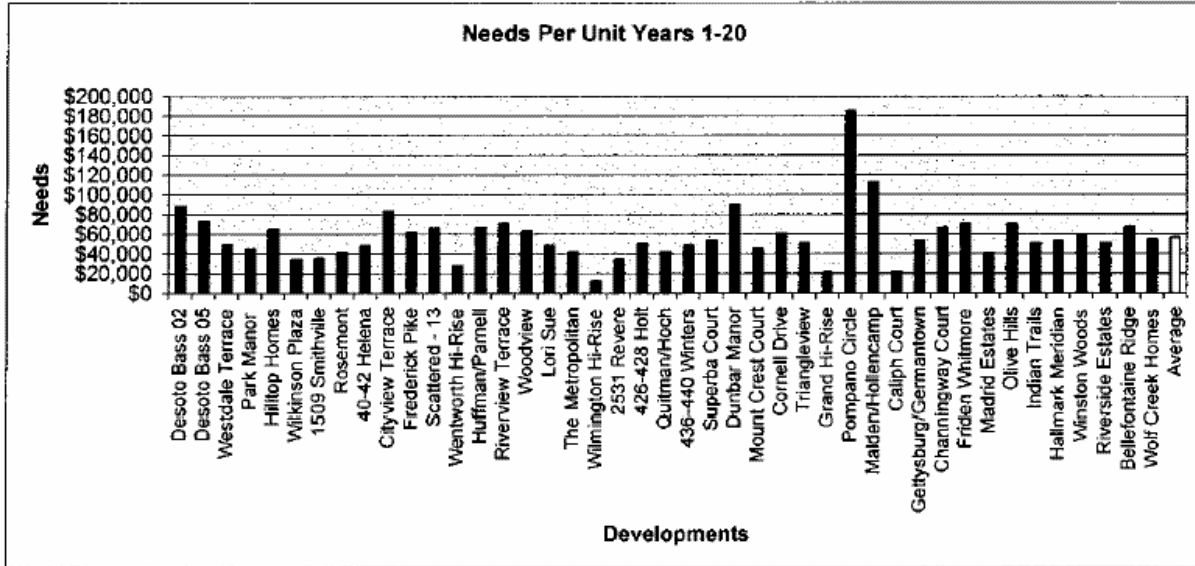
**Average Annual Cost by Development**

The following graphic illustrates the estimated *average per year cost* for capital improvements per each development.



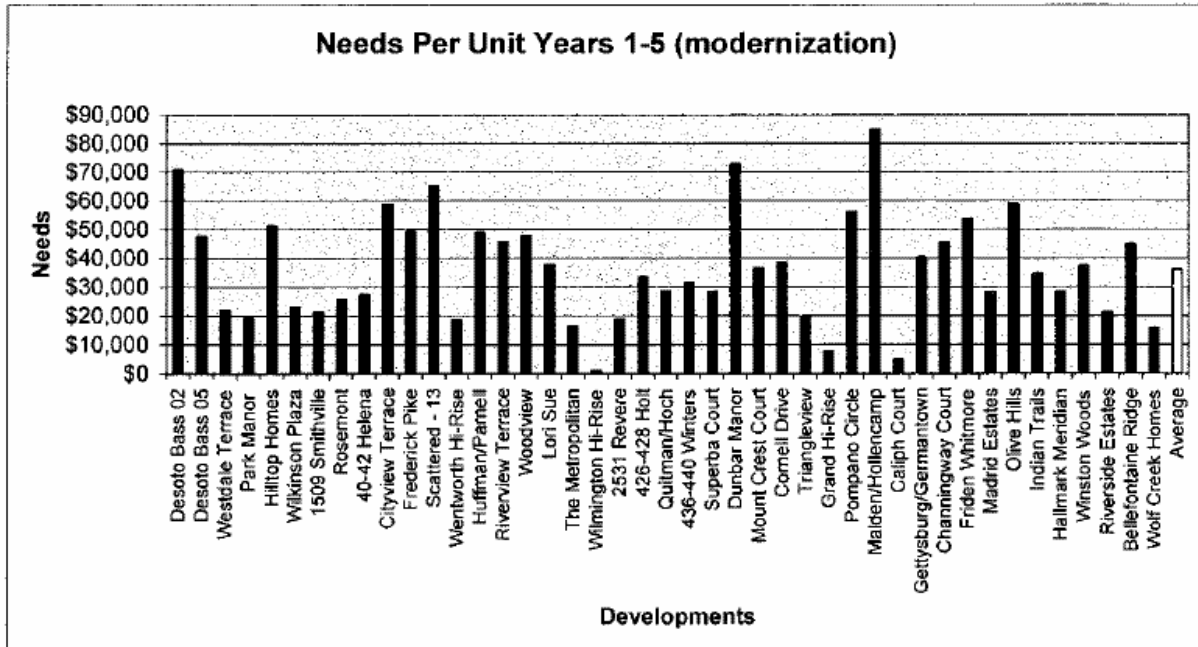
**Average Per Dwelling Unit Cost by Development**

The following graphic illustrates the estimated *average 20-year cost per unit per year* for capital improvements by development. It is interesting to note that Pompano and Malden-Hollencamp are the most costly on a per unit basis. This is due to the additional costs to provide extra handicap accessible units to make up for other DMHA developments.



**Comprehensive Modernization/ Market Improvements Average Per Dwelling Unit Cost by Development**

The following graphic illustrates the estimated *average cost of modernization activities during the 5-year initial capitalization period* according to development. It is interesting to note that Desoto Bass, Dunbar, and Malden-Hollencamp are the most costly on a per unit basis.



For comparison, attached is the most current HUD published Total Development Costs (TDC) for Dayton, OH. These figures reflect the HUD calculated costs to develop public housing units. Costs vary by location of development, configuration of unit, and size of unit.

Dayton, Ohio	Zero Bedroom	One Bedroom	Two Bedroom	Three Bedroom	Four Bedroom	Five Bedroom
Detached/Semi-Detached	\$89,023	\$117,574	\$153,394	\$185,001	\$218,577	\$239,508
Row House	\$80,040	\$105,118	\$136,326	\$164,006	\$193,064	\$211,528
Walk Up	\$67,165	\$90,227	\$114,826	\$152,513	\$188,806	\$212,940
Elevator	\$66,240	\$92,736	\$119,232	\$158,976	\$198,720	\$225,216

Note that the average per unit cost exceeds 90% of TDC for only 1 and 2-bedroom units in Malden-Hollencamp and Pompano Circle. Therefore a case for demolition or disposition based on TDC is not reasonable.

However, other needs and management issues may justify demolition or disposition. These matters are not addressed in this PNA. Additional information regarding Long Term Public Housing Viability can be found at the following HUD website:

[http://www.hud.gov/offices/pih/centers/sac/section\\_202/](http://www.hud.gov/offices/pih/centers/sac/section_202/)

**Redevelopment**

Several of the developments assessed are recommended for density reduction, partial demolition, reconfiguration, redevelopment, or some combination of this. The developments affected include Desoto Bass Courts 02, 02A, and 05, Scattered Sites 13 I,K,P,Q,R,T,U,W, Mount Crest Court, Cornell Ridge, and Olive Hills. CHS assessed 43 of DMHA developments containing 2,652 units. The unit breakdown before and after redevelopment are shown in the chart below. It should be noted that these numbers are subject to change based on architect's final designs.

	DMHA (all Developments)	43 Developments (Existing)	43 Developments (Post Redevelopment)
Zero Bedroom	20	14	8
One Bedroom	1514	1224	1146
Two Bedroom	1086	784	617
Three Bedroom	737	499	423
Four Bedroom	158	112	92
Five Bedroom	19	17	17
Six Bedroom	4	2	2
Total	3538	2652	2305

**Summary Table**

Refer to the attached Summary Table for cost information for each development according to year. You will notice that both un-inflated and inflated costs are indicated. An inflation factor of 1.5% per year was used. At the bottom of the table an estimate of soft costs is included for budgeting purposes.