

PHA Plans

Streamlined Annual Version

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

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This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937 that introduced 5-year and annual PHA Plans. The full PHA plan provides a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form allows eligible PHAs to make a streamlined annual Plan submission to HUD consistent with HUD's efforts to provide regulatory relief for certain types of PHAs. Public reporting burden for this information collection is estimated to average 11.7 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development, Federal Housing Administration, is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Information in PHA plans is publicly available.

Streamlined Annual PHA Plan

For Fiscal Year: 2008

PHA Name: Fairfield Metropolitan Housing Authority

NOTE: This PHA Plan template (HUD-50075-SA) is to be completed in accordance with instructions contained in previous Notices PIH 99-33 (HA), 99-51 (HA), 2000-22 (HA), 2000-36 (HA), 2000-43 (HA), 2001-4 (HA), 2001-26 (HA), 2003-7 (HA), and any related notices HUD may subsequently issue.

Streamlined Annual PHA Plan Agency Identification

PHA Name: Fairfield MHA

PHA Number: OH070

PHA Fiscal Year Beginning: 01/2008

PHA Programs Administered:

Public Housing and Section 8

Number of public housing units: 96
Number of S8 units: 899

Section 8 Only

Number of S8 units:

Public Housing Only

Number of public housing units:

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

Participating PHAs	PHA Code	Program(s) Included in the Consortium	Programs Not in the Consortium	# of Units Each Program
Participating PHA 1:				
Participating PHA 2:				
Participating PHA 3:				

PHA Plan Contact Information:

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Public Access to Information

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

PHA's main administrative office PHA's development management offices

Display Locations for PHA Plans and Supporting Documents

The PHA Plan revised policies or program changes (including attachments) are available for public review and inspection. Yes No.

If yes, select all that apply:

Main administrative office of the PHA

PHA development management offices

Main administrative office of the local, county or State government

Public library PHA website other (list below)

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

Main business office of the PHA PHA development management offices

Other (list below)

Streamlined Annual PHA Plan Fiscal Year 2008

[24 CFR Part 903.12(c)]

Table of Contents

[24 CFR 903.7(r)]

	<u>Page #</u>
Agency Identification	2
Table of Contents	3
Annual Plan Executive Summary	5
A. PHA Plan Components	8
B. Separate Hard Copy Submissions to Local Field Office	8
PHA Certification of Compliance with PHA Plans and Related Regulations:	
Board Resolution to Accompany the Streamlined Annual Plan	
Certification for a Drug-Free Workplace	
Certification of Payments to Influence Federal Transactions	
Disclosure of Lobbying Activities	
Tab #	
1. Site-Based Waiting List (Eligibility, Selection, Admissions Policies)	9
A. Site-Based Waiting Lists – Previous Year	
B. Site-Based Waiting Lists – Coming Year	
2. Capital Improvement Needs	11
A. Capital Fund Program	
B. HOPE VI and Public Housing Development and Replacement Activities	
3. Section 8 Tenant-Based Assistance – Section 8(v) Homeownership Program	13
4. Use of the Project-Based Voucher Program	15
5. PHA Statement of Consistency with the Consolidated Plan	16
6. Supporting Documents Available for Review for Streamlined Annual Plan	17
7. Capital Fund Program Annual Statement/Performance and Evaluation Report And Replacement Housing Factor	19
8. Capital Fund Program Five-Year Action Plan	23
Attachments	
9. Addendum - Acquisition/Disposition (oh070a01)	30
10. Public Housing Resident Survey Results (oh070b01)	31
11. Preferences in Ranking Eligible Applicants (oh070c01)	34
12. Resident Membership on the PHA Governing Board (oh070d01)	35
13. PHA's Statement of Consistency with the Consolidate Plan (oh070e01)	36
14. HCV Homeownership Plan (oh070f01)	37
15. Limited English Proficiency (oh070g01)	40
16. Annual Plan Definition of Variance (oh070h01)	57
17. PH Family Self-Sufficiency Action Plan (oh070i01)	59
18. 2007 Resident Advisory Board Membership (oh070j01)	71

19. H-DAP (oh070k01)	72
20. 10-Year Plan to End Homelessness	
21. Violence Against Women Act	108
HUD forms	
22. 50070, 50071, SF-LLL, 50076, Board Resolution 696-07	114
Certifications	
23. City of Lancaster, Fairfield County, State of Ohio Certifications	120
Public Hearing	
24. Public Hearing Notice and Comments	124
Submission	
25. HUD Submission, Approval	125

Executive Summary

Housing Choice Voucher Program – Section 8

The Housing Choice Voucher Program has maximized the number of allowable vouchers during this past year and will continue to do so. In 2008, SEVRA lifts the restriction of leasing only to baseline to allow PHA's to over lease if funding permits. Should FMHA have the available funding, we will lease over our baseline as our wait-list is the longest it has ever been.

The HCV Program has spent time fine tuning other housing aspects in order to assist Voucher Participants in program retention, assessing their needs and assessing our customer service. We have placed a high value on promoting self-sufficiency for those who can move upward and onward.

Surveys are being used to collect information from Voucher Program applicants, participants and landlords in order to determine what changes would better assist their needs and to determine that friendly, helpful customer service is being provided by all Voucher Program staff and front desk personnel. At the same time we are collecting information concerning the aged, disabled and handicapped community population and what our agency can do to help them with their participation on the program.

Brochures have been obtained from all over the county to help case-managers better assist their customer base. These brochures are also available in the office lobby for easy access to all customers visiting the FMHA offices. The FMHA office realizes that customers have needs, other than housing, that can affect their housing participation and need to know where to access those goods and services. In addition to the brochures we make available, we have a good partnership with the local Information and Referral Service.

Informational meetings and trainings for all our customers, including clients and other service providers is another goal of the upcoming year. The Fairfield County Housing Coalition prepared a 10-Yr Plan to End Homelessness in Fairfield County. Since much of Fairfield County is rural, we acquired a grant from RHISCO to prepare the plan. FMHA is a key player in this plan and we have already started to accomplish the first year goals. An Educational Event for Landlords was held June 14th with 29 landlords in attendance. The topic was Fair Housing and Landlord/Tenant Law. A Housing Summit is planned for August 31st. We are targeting 200 participants from service provider agencies and will educate them in all the different types of housing issues and assistance.

Training is also in the future for HCV Staff members as the budget allows. Training only better the quality of services provided by staff and ensures proper implementation of housing programs. It appears that with the coming regulatory changes, additional staff training will be necessary.

Regular and frequent quality control is performed on all aspects of the Voucher Program including HQS and rent calculations. This quality control has been and will continue to be fine tuned to improve its productiveness and to maintain our High Performance grading.

FMHA has given consideration to removing all local preferences in order to assist those families who have been on the waiting list for years. Projections indicate that doing so would cause FMHA to lose a large number of vouchers in order to support the higher HAP payments caused by housing larger families. We believe that losing vouchers would be adverse to the community. We are changing our preferences slightly that will still give housing assistance to those

who are most in need and those not able-bodied. We are including in our preferences, families that are working with FEMA/HUD due to a national disaster as well as retaining the residency preference. This preference does not deny or delay admission to the program based on race, color, ethnic origin, gender, religion, disability, or age of any member of an applicant family.

D-HAP

In cooperation with HUD and FEMA, the FMHA will assist the remaining families still needing housing assistance due to Hurricane Katrina by administering the D-HAP program. Three (3) families have been assigned to FMHA and will be assisted with case management and permanent housing in accordance with the program rules.

Voucher Homeownership Program Narrative 2007-2008

The Homeownership Program goals will contain the sale of up to 20 additional homes through the use of a Housing Choice Voucher. To date 5 homes have been sold to program participants holding a Voucher. Homeownership Classes will be offered yearly with the next classes scheduled for fall of 2007. Once a Voucher Holder has purchased a home continued case management is essential to retain homeownership status. Thus, case management will be available throughout the voucher's lifetime.

Family Self Sufficiency Narrative of Program Goals for year 2007-2008

The Fairfield Metropolitan Housing Authority's Family Self-Sufficiency Department is presently assisting over 30 Housing Choice Voucher Holders with case management to become self sufficient and is running at full capacity.

The Family Self-Sufficiency Department will continue intensive case management and will increase success rates for milestones such as schooling, employment and escrowing. More participants will reach, or come close to, their graduation into self-sufficiency in the coming 12 months thereby opening available slots to begin working with others toward their goals. An additional goal for the upcoming year is to "reward" families for milestones met. We will do this by obtaining gift cards, etc. from local businesses and agencies. This "reward", coupled with a friendly sincere card of congratulations will show the family how much the Authority really cares about them and their achievements.

Public Housing

FMHA continues to administer the public housing program which houses 96 income eligible families in three bedroom units scattered throughout the city. In 2007 we completed a Transition Plan and with it identified the need to update the four (4) units built as handicap accessible units and the additional three (3) units accommodating hearing impaired individuals. The capital fund program will be implemented to bring these units into complete and current compliance with ADA and Fair Housing regulations.

In 2008 we plan to implement Asset Management and Project Based Budgeting. We are going through the analysis steps now in preparation.

Homeownership

In 2008 we hope to implement a PH FSS and Homeownership Program. The FSS Plan has been submitted to HUD and received their approval. We currently have a 5(h) Homeownership Plan in which we have the option to sell an additional 18 units of PH. We have also submitted an application for the ROSS grant. If awarded, FMHA will target a neighborhood of 10 PH units to a homeownership program in accordance with the plan. We may expand the program by replacing as many of those units as possible by one of or a combination of the following means:

- with the acquisition and rehab of existing housing stock in the county
- building new homes
- remodeling homes acquired from the city or county for low-income family assistance

Depending on how soon they are ready to provide these services, at some point in the future, we would like to partner with our affiliate non-profit to:

- provide closing costs assistance
- set-up an emergency fund program to assist these new homeowners and prevent default
- provide housing counseling
- provide emergency funds for current HOPE 1, 5(h) and HCV Home-buyers

Other:

As part of our transition to asset management & project based budgeting, the FMHA will continue analyzing its operation efficiencies, housing stock, acquisition and development strategies and financial performance. The FMHA has implemented and will continue to implement a number of policy and procedural changes in 2008 to maximize the financial performance and stability of the Housing Authority and the related programs and services. This management directive has included internal and external assessments regarding operations, resident services, development, acquisition, and disposition.

FMHA is committed to complete timely submissions of all required documentation to HUD and to working fully with the HUD regional office to ensure a strong and successful future for the Section 8 HCV program and the Public Housing neighborhoods. We are committed to this community and to other service providers in our community. We plan to fill housing gaps and expand housing programs. One program being considered is a small project in planning stages for those coming out of jail with wrap-around services being provided by community partners. Another is small program in planning stages for physically challenged individuals and we are also considering units for the mentally disabled. We have two sites to develop an additional 42 units of 1 & 2 bedroom apartments/townhouses in the future (2-5 years), pending approved applications.

Additional Goals of Fairfield Metropolitan Housing Authority

1) CREATE AN ORGANIZATIONAL CULTURE THAT PROMOTES AND FACILITATES COMMUNICATION:

- Improve the flow of information at all levels from HUD, the Board to management to line staff. - This is an objective everyday of every year.
- Define and refine the methods of collecting data and provide good customer service internally
- Agency-wide communication tools: Update Web site, train staff on regulatory changes, and boost moral by providing a comfortable, safe, and informed workplace Reward and or recognize employees for good jobs, etc.

2) INCREASE AGENCY'S VISIBILITY IN THE COMMUNITY

- Regular participation at Community leadership meetings
- Offer presentations of programs to local government and other service agencies
- Prepare monthly or quarterly press releases & agency newsletter

3) INCREASE ORGANIZATIONAL EFFECTIVENESS

- Provide fiscal reports which communicate pertinent, easy to convey information.
- Restructure as required to implement asset management

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

- Planning - such as partnering in a Tax Credit application, low income housing development and/or a D-3 development in the coming 5-year period

A. PHA PLAN COMPONENTS

- 1. Site-Based Waiting List Policies
903.7(b) (2) Policies on Eligibility, Selection, and Admissions
- 2. Capital Improvement Needs
903.7(g) Statement of Capital Improvements Needed
- 3. Section 8(y) Homeownership
903.7(k) (1) (i) Statement of Homeownership Programs
- 4. Project-Based Voucher Programs
- 5. PHA Statement of Consistency with Consolidated Plan. Complete only if PHA has changed any policies, programs, or plan components from its last Annual Plan.
- 6. Supporting Documents Available for Review
- 7. Capital Fund Program and Capital Fund Program Replacement Housing Factor, Annual Statement/Performance and Evaluation Report
- 8. Capital Fund Program 5-Year Action Plan

B. SEPARATE HARD COPY SUBMISSIONS TO LOCAL HUD FIELD OFFICE

Form HUD-50076, PHA Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Streamlined Annual Plan identifying policies or programs the PHA has revised since submission of its last Annual Plan, and including Civil Rights certifications and assurances the changed policies were presented to the Resident Advisory Board for review and comment, approved by the PHA governing board, and made available for review and inspection at the PHA's principal office;

For PHAs Applying for Formula Capital Fund Program (CFP) Grants:

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

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

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

1. Site-Based Waiting Lists (Eligibility, Selection, Admissions Policies)

[24 CFR Parts 903.12(c), 903.7(b) (2)]

Fairfield Metropolitan Housing Authority is exempt for this component. We do not have a “Site-Based” Waiting List.

A. Site-Based Waiting Lists-Previous Year

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

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

2. What is the number of site based waiting list developments to which families may apply at one time?
3. How many unit offers may an applicant turn down before being removed from the site-based waiting list?
4. Yes No: Is the PHA the subject of any pending fair housing complaint by HUD or any court order or settlement agreement? If yes, describe the order, agreement or complaint and describe how use of a site-based waiting list will not violate or be inconsistent with the order, agreement or complaint below:

B. Site-Based Waiting Lists – Coming Year

If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to next component.

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

2. Yes No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?
If yes, how many lists?
3. Yes No: May families be on more than one list simultaneously?
If yes, how many lists?
4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
- PHA main administrative office
 - All PHA development management offices
 - Management offices at developments with site-based waiting lists
 - At the development to which they would like to apply
 - Other (list below)

FMHA does not have site-based waiting lists. Interested persons place their names on our Waiting List at the main administrative office located at 315 N. Columbus Street. Many of service providers have copies of our Waiting List application and can assist individuals in completing the form. We plan to have the Waiting List application available on our web-site in the coming year.

2. Capital Improvement Needs

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

A. Capital Fund Program

1. Yes No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete items 7 and 8 of this template (Capital Fund Program tables). If no, skip to B.

2. Yes No: Does the PHA propose to use any portion of its CFP funds to repay debt incurred to finance capital improvements? If so, the PHA must identify in its annual and 5-year capital plans the development(s) where such improvements will be made and show both how the proceeds of the financing will be used and the amount of the annual payments required to service the debt. (Note that separate HUD approval is required for such financing activities.).

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

1. Yes No: Has the PHA received a HOPE VI revitalization grant? (if no, skip to #3; if yes, provide responses to the items on the chart located on the next page, copying and completing as many times as necessary).

2. Status of HOPE VI revitalization grant(s):

HOPE VI Revitalization Grant Status	
a. Development Name:	
b. Development Number:	
c. Status of Grant:	
	<input type="checkbox"/> Revitalization Plan under development
	<input type="checkbox"/> Revitalization Plan submitted, pending approval
	<input type="checkbox"/> Revitalization Plan approved
	<input type="checkbox"/> Activities pursuant to an approved Revitalization Plan underway

3. Yes No: Does the PHA expect to apply for a HOPE VI Revitalization grant in the Plan year?
If yes, list development name(s) below:

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

The FMHA is currently looking into a mixed-finance project. Should the PHA find it to be advantageous for the community, it will seek HUD's advice and approval. The initial consideration is to build on two sites, a total of 42 units. It is not planned for 2008, but in the coming years.

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

The FMHA plans to convert the use of the community building located on at 1648 Hanover Drive into 4-8 units of housing for mentally and/or physically challenged individuals. Again, this is not likely to take place in 2008, but is mentioned for disclosure and planning purposes.

On the JLA site, we are looking into building 6-12 condominiums for homeownership options or under market rate rental units.

Non-PH Development

We are committed to this community and to other service providers in our community. We plan to fill housing gaps and expand housing programs. One program being considered is a small project in planning stages for those coming out of jail with wrap-around services being provided by community partners.

In Aug. 2007, by a third party through the Continuum of Care for Homelessness, confirms the need for the types of housing mentioned above.

"I have the CHALENG Survey completed. I had a total of 89 surveys from eight different counties. I had nineteen surveys completed from Fairfield County (Way to go!). The overall results identified immediate shelter as the number one need. Long term housing and transitional housing were identified as second and third greatest needs respectively. Fairfield county surveys identified long-term permanent housing as the greatest need followed by emergency shelter and transitional housing respectively. The CoC identified a need for 106 additional emergency shelter beds, 212 transitional beds and 84 additional permanent housing beds. Please include this information in the minutes to the next CoC meeting if I do not make it. I hope to repeat this survey each year so the CoC can track any changes. Please keep in mind that this survey is reported to Congress and may be included in the CoC ten year plan."

3. Section 8 Tenant Based Assistance--Section 8(y) Homeownership Program (if applicable) [24 CFR Part 903.12(c), 903.7(k)(1)(i)]

1. Yes No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ?

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, what is the maximum number of participants this fiscal year? **45**

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:
More intensive case management

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

- **Continue to maintain maximum number of participants with intensive case management. Many, if not most, are also participating in HCV/FSS.**
- **Time on case management before purchasing a home will be limited to 3 yrs.**
- **Participants will sign a contract agreeing to goals and limits on case management participation.**
- **Removal from case management participation for non-performance (failure to attempt to meet goals).**

3. Capacity of the PHA to Administer a Section 8 Homeownership Program:

The PHA has demonstrated its capacity to administer the program by:

- Establishing a minimum homeowner down payment requirement of at least 3 percent of purchase price and requiring that at least 1 percent of the purchase price comes from the family's resources.
- Requiring that financing for purchase of a home under its Section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards.
- Partnering with a qualified agency or agencies to administer the program (list name(s) and years of experience below):
- Demonstrating that it has other relevant experience (list experience below):
Previously administered the HOPE 1 Home-ownership Program and some 5(h).

In the coming year FMHA will use HOPE 1 funds to purchase and remodel homes for low-income families and to fill some housing gaps in the community as well as offer homeownership assistance.

4. Use of the Project-Based Voucher Program

Intent to Use Project-Based Assistance

Yes No: Does the PHA plan to “project-base” any tenant-based Section 8 vouchers in the coming year? If the answer is “no,” go to the next component. If yes, answer the following questions.

1. Yes No: Are there circumstances indicating that the project basing of the units, rather than tenant-basing of the same amount of assistance is an appropriate option? If yes, check which circumstances apply:
 - Low utilization rate for vouchers due to lack of suitable rental units
 - Access to neighborhoods outside of high poverty areas
 - Other (describe below :)

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

5. PHA Statement of Consistency with the Consolidated Plan

[24 CFR Part 903.15]

1. Consolidated Plan jurisdiction: **City of Lancaster**

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

- The PHA has based its statement of needs of families on its waiting lists on the needs expressed in the Consolidated Plan/s. **The City of Lancaster obtains this information from FMHA.**
- 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. **The Fairfield County Housing Coalition is instrumental in the development of the Consolidated 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:
See attachment: Ten-Year Plan to End Homelessness
Note that the FMHA annual plan is also consistent with the County Housing Improvement Plan (CHIP).

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

- Homeownership down payment assistance
- Homeownership rehab assistance

6. Supporting Documents Available for Review for Streamlined Annual PHA Plans

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
X	<i>PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans;</i>	5 Year and Annual Plans
X	<i>PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Streamlined Annual Plan</i>	Streamlined Annual Plans
X	<i>Certification by State or Local Official of PHA Plan Consistency with Consolidated Plan.</i>	5 Year and standard Annual Plans
X	Fair Housing Documentation Supporting Fair Housing Certifications: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Housing Needs Statement of the Consolidated Plan for the jurisdiction(s) in which the PHA is located and any additional backup data to support statement of housing needs for families on the PHA’s public housing and Section 8 tenant-based waiting lists.	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP] and the Site-Based Waiting List Procedure.	Annual Plan: Eligibility, Selection, and Admissions Policies
N/A	Deconcentration Income Analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
N/A	Any policy governing occupancy of Police Officers and Over-Income Tenants in Public Housing. <input type="checkbox"/> Check here if included in the public housing A&O Policy.	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the method for setting public housing flat rents. <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development. <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies (if included in plan, not necessary as a supporting document) and written analysis of Section 8 payment standard policies. <input 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	Results of latest Public Housing Assessment System (PHAS) Assessment (or other applicable assessment).	Annual Plan: Management and Operations
X	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency
X	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management

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

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

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: FAIRFIELD METROPOLITAN HOUSING AUTHORITY			Grant Type and Number Capital Fund Program Grant No: 501-08 Replacement Housing Factor Grant No:		Federal FY of Grant:08
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	0			
2	1406 Operations	20,000			
3	1408 Management Improvements	4,700			
4	1410 Administration	10,000			
5	1411 Audit	2,100			
6	1415 Liquidated Damages	0			
7	1430 Fees and Costs- Inspection Cost/A&E	10,000			
8	1440 Site Acquisition	0			
9	1450 Site Improvement	26,520			
10	1460 Dwelling Structures	158,260			
11	1465.1 Dwelling Equipment—Nonexpendable	8,000			
12	1470 Nondwelling Structures	0			
13	1475 Nondwelling Equipment	37,000			
14	1485 Demolition	--			
15	1490 Replacement Reserve	0			
16	1492 Moving to Work Demonstration	0			
17	1495.1 Relocation Costs	0			
18	1499 Development Activities	0			
19	1501 Collaterization or Debt Service	0			
20	1502 Contingency	0			
21	Amount of Annual Grant: (sum of lines 2 – 20)	276,580			
22	Amount of line 21 Related to LBP Activities	0			
23	Amount of line 21 Related to Section 504 compliance	10,000			
24	Amount of line 21 Related to Security – Soft Costs	0			
25	Amount of Line 21 Related to Security – Hard Costs	5,000			
26	Amount of line 21 Related to Energy Conservation	39,760			

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

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: FAIRFIELD METROPOLITAN HOUSING AUTHORITY			Grant Type and Number Capital Fund Program Grant No: 501-08 Replacement Housing Factor Grant No:		Federal FY of Grant:08
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
	Measures				

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages								
PHA Name: Fairfield Metropolitan Housing Authority			Grant Type and Number Capital Fund Program Grant No: 501-08 Replacement Housing Factor Grant No:			Federal FY of Grant: 2008		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA Wide	Operating	1406		\$20,000				
PHA Wide	Mgt. Improvement	1408		\$4,700				
PHA Wide	Administration-Salaries	1410		\$10,000				
PHA Wide	Audit	1411		\$2,100				
PHA Wide	Fees & Costs	1430		\$10,000				
PHA Wide	Site Acq.	1440		\$0				
PHA Wide	Site Improvements	1450		\$26,520				
PHA Wide	Dwelling Structures	1460		\$158,260				

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

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages								
PHA Name: Fairfield Metropolitan Housing Authority			Grant Type and Number Capital Fund Program Grant No: 501-08 Replacement Housing Factor Grant No:			Federal FY of Grant: 2008		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA Wide	Dwelling Equip. (nonexpendable)	1465.1		\$8,000				
PHA Wide	Non Dwelling Structures	1470		0				
PHA Wide	Non-dwelling equipment	1475		\$37,000				
PHA Wide	Relocation Cost	1495.1		\$0				
PHA Wide	Contingency	1502		\$0				
			TOTAL:	\$276,580				

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part III: Implementation Schedule								
PHA Name: Fairfield Metropolitan Housing Authority			Grant Type and Number Capital Fund Program No: 501-08 Replacement Housing Factor No:			Federal FY of Grant: 2008		

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

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages									
PHA Name: Fairfield Metropolitan Housing Authority			Grant Type and Number Capital Fund Program Grant No: 501-08 Replacement Housing Factor Grant No:				Federal FY of Grant: 2008		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised	Funds Obligated	Funds Expended		
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates		
	Original	Revised	Actual	Original	Revised	Actual			
AMP OH070000001P				09/2010			09/2012		

8. Capital Fund Program Five-Year Action Plan

Capital Fund Program Five-Year Action Plan					
Part I: Summary					
PHA Name				<input type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:	
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2009 PHA FY:	Work Statement for Year 3 FFY Grant: 2010 PHA FY:	Work Statement for Year 4 FFY Grant: 2011 PHA FY:	Work Statement for Year 5 FFY Grant: 2012 PHA FY:
	Annual Statement				
Spring	62,700	33,250	3,800	850	900
Amherst	6,980	1,050	1,120	1,190	1,260
E. Walnut	10,060	16,850	43,040	1,530	1,620
W. Chestnut	13,900	10,750	44,800	30,850	900
Shallow Ridge	3,120	35,600	1,280	61,460	11,440
Lane	14,820	600	3,640	19,080	48,720
Hanover	6,400	56,500	26,600	11,600	1,800
PHA WIDE	158,600	189,450	209,350	177,750	224,850
CFP Funds Listed for 5-year planning	\$276,580	344,050	\$333,630	\$304,310	\$291,490
Replacement Housing Factor Funds	0	0	0	0	0

8. Capital Fund Program Five-Year Action Plan

Capital Fund Program Five-Year Action Plan						
Part II: Supporting Pages—Work Activities						
Activities for Year 1	Activities for Year :2009 FFY Grant: PHA FY:			Activities for Year: 2010 FFY Grant: PHA FY:		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See	Spring	Landscaping/remodel kitchens	\$30,750	Spring	Landscaping	\$800
Annual		Handrails-504	\$2,500		Ramp/driveway	\$3000
Statement		Powerwash/gutters	\$1,250		Powerwash/gutters	\$1250
	Subtotal	-----	\$34,500	Subtotal	-----	\$5,050
	East Walnut	Landscaping	\$1350	East Walnut	Landscaping	\$1440
		Powerwash/gutters	\$2250		Powerwash/gutters	\$2250
		Interior doors	\$8000		Interior Doors	\$39,600
		Tankless HWT	\$7500		Tankless HWT	\$2000
	Subtotal	-----	\$19,100	Subtotal	-----	\$45,290
	West Chestnut	Landscaping	\$750	West Chestnut	Landscaping	\$800
		Powerwash/gutters	\$1250		Powerwash/gutters	\$1250
		Interior Doors	\$10,000		Interior Doors & Remodel Kitchens	\$41,000
	Subtotal	-----	\$12,000		Tankless HWT	\$3000
	Amherst	Landscaping	\$1050	Subtotal	-----	\$46,050
		Powerwash/gutters	\$1750	Amherst	Landscaping	\$1120
	Subtotal	-----	\$2800		Powerwash/gutters	\$1750
	Shallow Ridge	Landscaping	\$1200	Subtotal	-----	\$2870
		Powerwash/gutters	\$2000	Shallow Ridge	Landscaping	\$1280
		Replacement windows	\$12,000			
		Replacement roofs	\$22,400		Powerwash/gutters	\$2000
	Subtotal	-----	\$37,600	Subtotal	-----	\$3280
	Hanover	Landscaping	\$1500	Hanover	Landscaping	\$1600

8. Capital Fund Program Five-Year Action Plan

		Powerwash/gutters	\$2500		Powerwash/gutters	\$2500
		Replacement windows	\$30,000		504 Compliance- (see spreadsheet)	\$25,000
		504 Compliance- (see spreadsheet)	\$25,000	Subtotal	-----	\$29,100
	Subtotal	-----	\$59,000	Lane	Landscaping	\$640
	Lane	Landscaping	\$600		Powerwash/gutters	\$1000
		Powerwash/gutters	\$1000		Tankless-HWT	\$3000
	Subtotal	-----	\$1600	Subtotal	-----	\$4640
	PHA WIDE			PHA WIDE		
		Sidewalk repair	\$1200		Sidewalk repair	\$1000
		Gates/Fence repair	\$1750		Gates/Fence repair	\$2000
		Remodel Baths	\$12,500		Remodel Baths	\$25,000
		Replace Flooring	\$25,500		Replace Flooring	\$25,000
		Replacement of Heat pumps/furnaces	\$21,000		Replacement of heat pumps/furnaces	\$22,000
		Maintenance Shop	\$60,000		Floor Buffer- polisher	\$5000
		Tools/copier	\$9600		Tools	\$2500
		Refrigerators	\$4,000		Refrigerators	\$4500
		Stoves	\$4,000		Stoves	\$4500
		Relocation Costs	0		Relocation Costs	\$0
		Operating	\$20,000		Operating	\$20,000
		Mgmt. Improv/Software	\$3500		Mgmt. Improv/Software	\$3750
		Salaries	\$10,000		Salaries	\$10,000
		Audit Costs	\$2000		Audit Costs	\$2100
		Inspect A&E	\$10,000		Inspect A&E	\$10,000
					Contingency	\$0
					Maintenance Shop	\$60,000
	SUBTOTAL	-----	\$185,050	Subtotal	-----	\$197,350

8. Capital Fund Program Five-Year Action Plan

Total CFP Estimated Cost	\$351,650			\$333,630
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Capital Fund Program Five-Year Action Plan					
Part II: Supporting Pages—Work Activities					
Activities for Year : 2011			Activities for Year: 2012		
FFY Grant:			FFY Grant:		
PHA FY:			PHA FY:		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
Spring	Landscaping	\$850	Spring	Landscaping	\$900
	Powerwash/gutters	\$1500		Powerwash/gutters	\$1500
Subtotal	-----	\$2350	Subtotal	-----	\$2400
East Walnut	Landscaping	\$1530	East Walnut	Landscaping	\$1620
	Powerwash/gutters	\$2700		Powerwash/gutters	\$2700
Subtotal	-----	\$4230	Subtotal	-----	\$4320
West Chestnut	Landscaping & Remodel Kitchens	\$30,850	West Chestnut	Landscaping	\$900
	Powerwash/gutters	\$1500		Powerwash/gutters	\$1500
Subtotal	-----	\$32,350	Subtotal	-----	\$2400
Amherst	Landscaping	\$1190	Amherst	Landscaping	\$1260
	Powerwash/Gutters	\$2100		Powerwash/gutters	\$2100
Subtotal	-----	\$3290	Subtotal	-----	\$3360
Shallow Ridge	Landscaping	\$1360	Shallow Ridge	Landscaping	\$1440
	Powerwash/Gutters	\$2400		Powerwash/Gutter	\$2400
	504 Compliance (see spreadsheet)	\$20,000		504 Compliance (see spreadsheet)	\$10,000
	Interior Doors	\$36,800	Subtotal	-----	\$13,840
	Tankless-HWT	\$3300	Hanover	Landscaping	\$1800
				Powerwash/gutters	\$3000
Subtotal	-----	\$63,860	Subtotal	-----	\$4800
Hanover	Landscaping	\$1700	Lane	Landscaping& Remodel Kitchens	\$48,720
	Powerwash/gutters	\$3000		Powerwash/gutters	\$1200
	Tankless-HWT	\$9,900	Subtotal	-----	\$49,920

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

PHA Plan Addendum

Annual Plan for Fiscal Year 2008

Fairfield Metropolitan Housing Authority

Agency Identification

PHA Name: Fairfield Metropolitan Housing Authority

PHA Number: OH070

PHA Fiscal Year Beginning: 01/2007/2008

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

2. Activity Description

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

Demolition/Disposition Activity Description	
1a. Development name:	Rozin Subdivision OH070
1b. Development (project) number:	P070-002
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, submitted, or planned for submission:	<u>08/30/2006</u>
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
7. Timeline for activity:	a. Actual or projected start date of activity: 4/2006 b. Projected end date of activity: 6/2008



“Building A Strong Community Through Stable Housing”

2007 Public Housing Resident Survey Results

A 4-question survey was sent to all tenants in Public Housing. They were asked to let the staff know what their needs and wants are for their units and neighborhood, as well as any management issues that FMHA might need to address. The following is a compiled list sorted by neighborhoods and then one by overall needs and wants of our residents. 94 Surveys were sent 10 surveys were returned with information from the clients.

All surveys were combined without any street and tenant information, therefore; the surveys are considered to be for all developments.

Suggestions for Capital Fund Projects: (number next to item denotes how many tenants requested each item out of 10 received)

- | | | |
|------------------------|--|-------------------|
| 1. New Windows- 6 | 4. New Floors-3 | 7. New Stove-2 |
| 2. Painting-5 | 5. New Screen Doors-3 | 8. Ceiling Fans-9 |
| 3. New Refrigerator- 1 | 6. Other- <u>interior doors, laundry doors, movable dishwashers, carpet, dishwasher, new outlets, new window blinds.</u> | |

Suggestions for Maintenance Improvements:

- | | |
|---|------------------------------------|
| 1. Clearer definition of ER items-0 | 5. Faster Service-4 |
| 2. Better Maintenance tips/info-1 | -average days-2 to 6 |
| 3. Friendlier Service-1 | 6. Better upkeep of common areas-1 |
| 4. Other: <u>AC should be ER work order especially when temperatures have been in upper 80's/low 90's for days.... They do good for what time they got.</u> | |

Suggestion for Public Housing Office Staff:

- | | |
|---|--|
| 1. Friendlier Service-2 | 6. Hold more tenant meetings w/staff-1 |
| 2. Return Phone Calls faster-2 | 7. Have later office hours-0 |
| 3. Be more accessible to tenants-2 | 8. Be more compassionate-3 |
| 4. Explain Lease & Policies better-1 | 9. Do more inspections-0 |
| 5. Other: <u>Less inspections too much in our business, Come up with way to pay rent with Debit card, Pay attention to what tenants are saying about the neighborhoods, Less inspections for people that pass yearly, more on houses where the outsides look bad, allow tenants to paint their bedrooms with approved colors to make the house feel more like home.</u> | |

Is there someone in the home who is a person with a disability? Yes 1 or No 9
The one tenant who has a person with a disability does not need a reasonable accommodation.

Survey's based on all information from tenants are true and accurate.

JACKIE KELLER-PUBLIC HOUSING MANAGER

ADDENDUM 4-2

Name of Policy: Preferences for Eligible Applicants

CFR Number: 982.207

Board Approved: 9/26/07

Resolution 705-07

Effective: 10/1/07

Addendum to Administrative Plan & Admissions and Continued Occupancy

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

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

DEFINITIONS OF PREFERENCES:

1. RESIDENT:

Residents of Fairfield County, or families where one member is working or who has been notified that they have been hired to work in Fairfield County. This preference does not deny or delay admission to the program based on race, color, ethnic origin, gender, religion, disability, or age of any member of an applicant family.

2. FEDERAL REQUIREMENT:

A household that contains a citizen of the Republic of Marshall Islands, the Federated States of Micronesia, and the Republic of Palau who are eligible for assistance.

3. DISASTER PROGRAMS: Approved to participate on, or participating in a HUD approved and operated disaster assistance program.

4. VETERAN:

A household that includes a Veteran. Title 38 of the US Revised Code defines a Veteran as: "A person who served in the active military, naval, or air service, and who was discharged or released under conditions other than dishonorable".

5. HOMELESS:

The applicant must be participating in a Fairfield County Transitional Housing Program and have been participating for a consecutive period of not less than 6 months or be a resident of an Emergency Shelter.

6. WORKING FAMILY: (Public Housing Program only)

The head of household or spouse is employed, working an average of 20 hours a week for a period of 6 weeks consecutively (active pay status), or if the head AND spouse are age 62 or older or are a person with disabilities.

7. DISABLED: (Housing Choice Voucher Program only)

A household that includes a person with a disability.

RANKING LOCAL PREFERENCES
HOUSING CHOICE VOUCHER
PUBLIC HOUSING

1/1/97; REVISED 3/1/99, REVISED 8/7/00, REVISED 6/2002, REVISED 8/2003, REVISED 8/2005; REVISED 10/07

RESIDENT	FEDERAL PREFERENCE	DHAP	VETERAN	HOMELESS	WORKING/ DISABLED
X	X	X	X	X	X
X	X	X	X	X	
X	X	X	X		
X	X	X			
X	X				
X					
X					
X	X	X			
X	X		X		
X	X			X	
X	X				X
X		X			
X			X		
X				X	
X					X
	X	X	X	X	X
	X	X	X	X	
	X	X	X		
	X	X			
	X				
	X	X			
	X		X		
	X			X	
	X				X
		X			
			X		
				X	
					X

Resident Membership on the PHA Governing Board

The PHA governing board includes one member who is directly assisted by the PHA. The name of this board member is Angela Nihiser. The method of selection is term appointment. Ms. Nihiser's appointment will end October 5, 2009. The method of selection is the result of nominations from the Resident Advisory Board and may also be open for any Section 8 Housing Choice Voucher participant, or is a result of a public notice that a board vacancy exist for program participants. Names and resumes are submitted to the Appointment Official.

PHA Statement of Consistency with the Consolidated Plan

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Affordable Housing Priorities

The following priority housing needs have been identified:

1. There is a priority housing need for adequate assisted housing, coupled with necessary supportive services for special needs populations, particularly severely mentally disabled, handicapped, and developmentally disabled persons.
2. A priority housing need exists to provide emergency and transitional housing and supportive services for homeless individuals and families, including emergency respite housing for the homeless mentally ill and victims of domestic violence.
3. There is a priority housing need for efficiency rental housing to meet the needs

of very low income single adults.

4. There is a priority need for additional affordable housing that meet the needs of low and very low income female headed households with children through public housing and rental assistance.

5. There is a priority need for continued assistance for low, very low, and moderate income homeowners for repair and rehabilitation of single family owner occupied housing units.

6. There is a priority need for a variety of supportive housing services in conjunction with transitional and emergency housing to provide a “continuum of care” to meet the housing needs of homeless families and individuals, including persons with severe mental illness and victims of domestic violence.

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

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

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

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

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

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

FMHA’s Plan is consistent with all the above objectives and actively contributed in defining those objectives. All of these priorities and objectives are also noted in the Fairfield County Housing Coalition’s Continuum of Care document through which the Housing Authority supportively participates to expand and develop.

Consolidated Plan jurisdiction: City of Lancaster, Ohio

FAIRFIELD METROPOLITAN HOUSING AUTHORITY

HOMEOWNERSHIP PROGRAM ADMINISTRATIVE PLAN

BACKGROUND

The Fairfield Metropolitan Housing Authority (FMHA) hereby establishes a Housing Choice Voucher (HCV) tenant based homeownership program for Fairfield County, pursuant to the U.S. Department of Housing and Urban Development's final rule, dated October 12, 2000 (24 CFR 982) and subsequently revised and by Sec 8 (y) "Home Ownership Option" of the U.S. Housing Act of 1937 as amended by the Quality Housing and Work Responsibility Act of 1998.

NUMBER OF VOUCHERS AVAILABLE FOR HOMEOWNERSHIP

In any given year, if the homeownership vouchers are not used, they shall be returned to the rental voucher pool. The FMHA will not increase the subsequent year homeownership vouchers number to meet the target homeowner participant goal.

When participants exit the homeownership program, their vouchers will be returned to the rental pool of vouchers. The FMHA will reissue replacement homeownership vouchers in a manner to assure program stability and so as not to exceed the maximum of 45 vouchers.

The FMHA will review this program annually and adjust program goals with the preparation of the Annual Plan. The FMHA reserves the right to discontinue the program to applicants, subject to public notification with the Annual Plan. Existing applicants can continue until such time as they exit the program.

ELIGIBILITY

For the purpose of initial eligibility and selection for Homeownership Vouchers, the Homeownership Program is open to current HCV Program participants according to the guidelines listed by priority.

1. Current FMHA Family Self-Sufficiency Participants.
2. Current Housing Choice Voucher Participants.

The family may be eligible to enter the Homeownership Program according to the following criteria:

1. The family has been admitted to the Housing Choice Voucher Program.
2. The family qualifies as a first-time homeowner.
3. The family meets the eligibility guidelines listed below.
4. The family has no outstanding debt with the FMHA or any other housing authority.
5. The family has not defaulted on a mortgage securing debt to purchase a home under the homeownership option.
6. The family also satisfies any other initial requirements as defined by this plan.

SPECIAL CONSIDERATION FOR FAMILIES WITH DISABILITIES

The FMHA shall approve accommodations for a live-in aide as a reasonable accommodation so that the program is readily accessible to and useable by persons with disabilities in accordance with part 8. (See 982.316 concerning occupancy by a live-in aide).

ELIGIBILITY GUIDELINES

- One or more adults in the family must be employed full-time (average 30 hours per week), and continuously employed during the year before commencement of homeownership assistance (see Work Interruptions for exceptions to this requirement). The PHA may include self-employment in a licensed business to meet this guideline.
- Elderly, handicapped and disabled families are exempt from this employment requirement.
- Minimum income requirement for an adult family is equal to the Federal minimum wage times 2000 (welfare assistance is not included in this calculation). Minimum income requirement for an elderly, handicapped and disabled family is equal to the current SSI monthly payment times 12.

WORK INTERRUPTIONS

Exceptions to the continuous work rule are as follows:

1. Pregnancy leave as prescribed by a physician.
2. Interruptions that were not within the participant's control, such as: plant closings, strikes and lay-offs.
3. Breaks in work to attend training or higher education to improve employability.

4. Successive jobs during the 12 month period will be counted if the participant left one job for another that would result in employment advancement or due to the above.

PROGRAM REQUIREMENTS

Prior to the issuance of a Homeownership Voucher, the participant must satisfy the following requirements:

1. Completion of the Homeownership Course Curriculum. The participating family must complete all of the homeownership courses approved by the FMHA. The courses are based upon the following suggested topics but are not limited to these topics:
 - Developing a family budget
 - Credit analysis
 - Working with a realtor
 - Finding a home
 - Financing a home – applying for the mortgage
 - Mortgage closing process
 - Information on Real Estate Settlement Procedures Act
 - Information on Fair Housing
 - City of Lancaster assistance
 - Community Action assistance
 - Rural Development Program
 - Maintaining a home
 - Negotiating purchase price
2. Individual Counseling – The participating family is required to work with the Homeownership Coordinator. The Coordinator will review each family's financial status, obtain a credit report for the family and develop a family budget, as well as, completing other goals desired by family or Homeownership Coordinator. After assessment is complete, an individual training and service plan is developed to ensure the family's progress is being maintain and they are ready to purchase a home. The Coordinator will assist the family with the home buying process, which includes obtaining a mortgage commitment from an appropriate financial institution.

- Families must have a home visit with the Homeownership Coordinator each quarter. This schedule is based on their initial assessment and signing of goals.
 - Families are allowed to miss two scheduled appointments for their quarter meeting as long as they reschedule with the Coordinator within 24 hours of a missed appointment. If a family misses more than two appointments with the Coordinator, per quarterly, they will be required to show documentation of why the appointment was missed.
 - If a family continues to miss scheduled appointments or monthly phone calls with the Coordinator they will be issued a termination letter and can request a hearing.
 - Families must have monthly phone contact with the Coordinator to ensure they are meeting their goals and moving forward with the home buying progress.
3. Minimum Homeowner Down Payment Requirement – Each participating family will be required to establish funds which are at least 3% of the purchase price of the home. At least 1% of the purchase price comes from the families resources. Documentation must be provided of the existence of these funds. and will be reserved for use towards down payment, closing costs, homeowner insurance, inspections, title insurance and other related purchasing costs. Participants are encourage to apply for additional funding offered by the City of Lancaster, Community Action or other programs that may be available from the city, county or participating financial institution.
 4. FMHA suggests that each participating family enter into a monthly individual savings plan. Within the savings plan the Coordinator will suggest they also develop a “buffer” amount. This amount will be above and beyond the estimated amount required for closing/down payment costs as listed in #4 above. Thus, the family may have extra monies saved for emergency situations that may prevent closing upon a desired home.
 5. Financing Requirements – the participant may choose any financial institution meeting the following requirements:
 - Financing must be provided, insured or guaranteed by the State or Federal government
 - Compliance with the secondary mortgage market underwriting standards
 - Compliance with generally accepted private sector underwriting requirements
 - Seller financing is not an eligible financing option.
 - Balloon payments are not permitted
 - Variable interest rate loans

FIRST-TIME HOMEOWNER

Defined as follows:

- A family of which no member has any present ownership, or interest, in a residence during the three years before commencement of homeownership assistance.
- A single parent or displaced homemaker who while married owned a home with his or her spouse or resided in a home owned by his or her spouse. Displaced homemaker is defined by 12 USC 12713.
- Other definitions as they apply to this program are addressed in 24 CFR 982.4 and are included by this reference.

ELIGIBLE HOUSING

The participant is responsible for selecting the prospective house from any of the following structures:

1. A single-family dwelling consisting of a house and the land on which it resides.
2. A modular home, including land deeded as real estate.
3. A house that is already under construction or already existing at the time the family became eligible for the homeownership program.
4. The FMHA will not allow the purchase of condos or townhouses.
5. The FMHA will not allow the purchase of co-ops or Single Room Occupancy dwellings, congregate housing or mobile homes.
6. The home has been inspected by the FMHA Housing Quality Inspector and by an independent certified home inspector. The home must meet HQS requirements.
7. The seller may not be debarred, suspended, or subject to a limited denial of participation in HUD programs.

PHA OWNED UNITS

Homeownership assistance may be provided for the purchase of a unit that is owned by the PHA that administers the assistance if all of the following conditions are satisfied:

- The PHA must inform the family, both orally and in writing that the family has the right to purchase any eligible unit and PHA-owned unit is freely selected by the family without PHA pressure or steering, directing or requiring families to purchase PHA-owned properties.
- The unit qualifies as eligible housing.

- The PHA must obtain the services of an independent entity to perform the following PHA functions:
 1. The independent entity must review the contract of sale;
 2. Inspection of the unit for compliance with the HQS;
 3. Review of the independent inspection report;
 4. The independent entity must also determine the reasonableness of the sale price and any PHA provided financing.

TIMING OF NEW CONSTRUCTION

In order to expand a family's homeownership choices, a unit need only be under construction at the time the family enters into the contract of sale and not at the time the PHA determines that the family is eligible for homeownership assistance to purchase the unit. HUD will consider a unit to be "under construction" if the footers have been poured. However, Homeownership Assistance may only be paid while the family is residing in the home.

SEARCH AND PURCHASE REQUIREMENTS: [24 CFR 982.629]

Fairfield MHA has established the following criteria for locating and purchasing a home:

- Deadline date for locating a home to purchase will be 6 months from the date the family received their homeownership voucher.
- The family must submit a list of all homes they have researched for purchase to the Homeownership Coordinator. FMHA will provide a form for this requirement.
- If the family is unable to locate a home within the maximum time limit, the FMHA will grant an extension of 60 days with documentation and at the discretion of the Homeownership Coordinator (an additional 60 day extension may be available for reasonable accommodation with documentation and approval by the Coordinator).
- The family must obtain financing for the home within 60 calendar days of locating a home to purchase.
- The family must purchase the home within 180 calendar days of locating a home to purchase.
- The FMHA will require monthly reports on the family's progress in finding and purchasing a home.
- If the family is unable to purchase a home within the maximum time listed above, and is not presenting under rental lease, the Housing Authority will issue the family a voucher to lease a unit in accordance with the Housing Choice Voucher policies and procedures.

INSPECTIONS

The unit must be inspected by FMHA's inspector and meet Housing Quality Standards before the family arranges for an inspection by an Independent Certified Home Inspector. The Independent Certified Home Inspector will be selected and paid for by the family.

The independent inspection must cover all of the major building systems and components. The inspector must be qualified to identify physical defects and report on property conditions including major building systems and components. These systems and components include, but are not limited to:

1. Foundation and structure.
2. Housing interior and exterior.
3. Roofing.
4. Plumbing, electric and heating systems.

The independent inspector must not be a PHA employee or contractor. The FMHA will not require the family to use an inspector selected by the Housing Authority, however, the FMHA has the right to deny purchase of that home if the independent home inspection discloses unfavorable information even if the home meets Housing Quality Standards.

A copy of the inspection is to be provided to the FMHA. Based on information in this report, the family and the FMHA will determine whether any pre-purchase repairs are necessary.

The FMHA may disapprove the home for homeownership assistance because of information in the report.

OFFER TO PURCHASE – CONTRACT OF SALE

Prior to commencement of homeowner participation, the prospective buyer must provide a copy of the proposed offer to purchase. The Homeownership Coordinator must review all contracts of sale prior to the family signing the contract. At a minimum, the offer to purchase must contain the following information or make the following provisions:

1. Location of the proposed home and property description.
2. Identity of the seller of the property.
3. Price, terms and conditions of sale.
4. Arrangement by the prospective purchaser for a pre-purchase inspection of the home by a certified home inspection company of their choice and at their own expense.
5. Provision that the purchaser is not obligated to purchase the home unless the inspection is satisfactory to the purchaser and the FMHA.

6. Provision that the prospective purchaser is not responsible for any required pre-purchase repairs.
7. Certification from the seller that the seller has not been debarred, suspended or subject to a limited denial of participation under part 24 CFR 982.628 (b).

AFFORDABILITY

The Homeownership Coordinator shall develop an affordability plan with the program participant prior to selecting and purchasing a home. The financial plan developed shall allow no more than 40% of the prospective buyer's income to be used for housing costs. The Homeownership Coordinator will look at special circumstances on a case by case basis. Housing costs are defined mortgage costs, utility costs, maintenance and replacement reserve allowances. The financial plan shall also ensure that the maximum debt to income ratio does not exceed 40% for all sources of debt. The financial plan shall also include corrective steps to rectify any excessive debt ratios or bad credit within a twelve month timeframe.

FINANCING

The household is solely responsible for obtaining financing. However, upon completion of the affordability plan, the coordinator will help to guide the client in selection of an appropriate financial institution that matches their affordability plan. They will assist with the mortgage application process as needed. All loans must meet FHA mortgage insurance credit underwriting requirements. FMHA will review lender qualifications, loan terms, or other debt to determine that the debt is affordable.

The participant may withdraw FSS Escrow for his/her down payment requirement and remain on the FSS Program. FSS Escrow may also be drawn for maintenance costs with the approval of the FSS Coordinator.

ISSUING A HOMEOWNERSHIP VOUCHER

Issuance of a homeownership voucher shall take place after the following conditions are met:

- Issuance of a Housing Choice Voucher.
- Certificate of Completion from the Homebuyer Training and Counseling Classes.
- Pre-Approval of financing from an acceptable financial institution.
- Documentation that the financial commitment has been established.

Upon completion of the above eligibility criteria established in this plan, the homeownership applicant will begin the process of locating a potential home for purchase. During that period, the homeowner participant will be required to submit monthly progress reports. The progress report shall include the

number of homes that the client has researched, any negotiating that has occurred and a copy of the offer to purchase **before signing**, to be reviewed by the Homeownership Coordinator.

Any additional time periods requested for home search must adhere to the Search and Purchase Requirements section of this plan.

TERMS OF PAYMENT ASSISTANCE

The maximum term of assistance for families who is not qualified as elderly or disabled:

1. Fifteen years, if the initial mortgage term is 20 years or longer.
2. Ten years, in all other cases.

Families, in which change in household status occurs (head of household or spouse is no longer elderly, disabled or handicapped or head of household or spouse has changed to a non elderly, disabled or handicapped person), will be given six months additional assistance if the maximum term has elapsed, provided the family is otherwise eligible for assistance.

At any time during the program if a family's income increases and they are paying all of their mortgage payment without the assistance of FMHA (the family is at zero HAP) they can remain on the program for a total of six months.

TERMS OF ASSISTANCE FOR ELDERLY AND DISABLED

There is no time limit on homeownership assistance for elderly, disabled or handicapped families (head of household or spouse is elderly, disabled or handicapped). The elderly exception only applies if the participating head of household or spouse is elderly at the start of homeownership assistance. The disabled exception applies if at any time during receipt of homeownership assistance, the head of household or spouse qualifies as disabled or handicapped.

In the case of the head of household or spouse who ceases to qualify as elderly, disabled or handicapped during the course of homeownership assistance, for example, an elderly person dies or a disability or handicap is corrected, the maximum term of assistance becomes as noted above. However, such a family must be afforded at least 6 months of homeownership assistance after the maximum term becomes applicable.

If the family receives homeownership assistance for different homes, or from different Housing Authorities, the total is subject to the maximum term limitations.

PAYMENT OF ASSISTANCE

The HAP payment shall be made directly to the homeownership participant unless the participant wishes the payment to be sent to the lender. It will be the homeowner's responsibility to make sure that the total mortgage/loan payments are made to the lender institution.

HOMEOWNERSHIP ASSISTANCE PAYMENTS AND HOMEOWNERSHIP EXPENSES

The monthly housing payment assistance to the homeowner participant is the lower of:

- A. The payment standard minus the total tenant payment or
- B. The family's monthly homeownership expense minus the total tenant payment.

In determining the amount of the homeownership assistance payment, the Housing Authority will use the same payment standard schedule, payment standard amounts and subsidy standards as those described in the Housing Choice Voucher program. The payment standard is reassessed at each annual re-certification.

DETERMINATION OF HOMEOWNERSHIP EXPENSES

Some homeownership expenses are allowances or standards determined by the Housing Authority in accordance with HUD regulations. These allowances are used to determine expenses for all homeownership families and are not based on the condition of the home.

The following expenses are allowed in determining payment assistance:

- A. Principal and interest in first mortgage of private residence.
- B. Property taxes and assessments on private residence.
- C. Home insurance.
- D. Current utility allowance for the home.
- E. The PHA allowance for routine maintenance costs (see attached).
- F. The PHA allowance for major repairs and renovations (see attached).
- G. Principal and interest on debt for improvements.
- H. Mortgage insurance premiums incurred to finance the purchase of the home.

If the home is a condominium, expenses also include operating expenses or maintenance fees assessed by the homeowner association.

CONTINUED ASSISTANCE REQUIREMENTS FAMILY OBLIGATIONS

The family must comply with the following conditions:

- The family must comply with the terms of the mortgage securing debt incurred to purchase the home or any refinancing of such debt.
- Prohibition against conveyance or transfer of home, except for purpose of financing, refinancing or pending settlement of the estate of a deceased family member. Use and occupancy of the home is subject to Sec. 982.551(h) and (i).
- Supply any required information to the FMHA in accordance with Sec. 982.551 (b).
- The family must notify the Housing Authority of the following:
 1. Plans to move out of the home;
 2. Default of the mortgage used to purchase the home and the nature of such default;
 3. Any information concerning mortgage financing or refinancing, sale or transfer of any interest in the home or homeownership expenses.
- No family member may have any ownership interest in any other residential property.
- Attend and participate in all post homeownership classes and counseling sessions as required by the FMHA and in accordance with the Homeownership Case Management Plan.
- The family must sign a written contract between the FMHA and the participating family stating the family's homeownership obligations and the consequences thereof. This document must be signed before commencement of homeownership assistance.
- Failure to abide by the Homeownership Contract can result in termination from the Homeownership Program and homeownership assistance will also terminate.
- Fully comply with the rules and regulations of the Fairfield Metropolitan Housing Authority's Housing Choice Voucher Program including reporting all changes in income and family composition, recertifying annually, abstaining from drug or violent criminal activity or other criminal activity which would disturb the peaceful enjoyment of surrounding families, and any other requirement in order to determine the amount of subsidy and continued eligibility.

PORTABILITY

A family may qualify to move outside of the FMHA jurisdiction. To be eligible for portability of homeownership the following conditions must be met:

1. The receiving housing authority has an active homeownership program and is accepting new homeownership families.

2. The homeowner has complied with all of the homeowner responsibilities and all responsibilities within the Housing Choice Voucher Program. The homeowner may also not presently owe the Housing Authority any monies.
 3. The receiving PHA has notified the initial PHA of a home purchase within 120 days of porting.
 4. The receiving PHA may absorb the family into its voucher program or bill the initial PHA. The receiving PHA arranges for housing counseling and the receiving PHA's Homeownership policies apply.
4. Continued assistance is subject to 24 CFR 982.637

MOVING WITH CONTINUED ASSISTANCE

A family may choose to move and to receive assistance under the Homeownership Assistance Option. To be eligible to receive continued assistance the following conditions must be met:

1. The FMHA cannot commence continued payment for a new home so long as any family member retains title to the former home.
2. A family cannot move to a new home until 12 months have elapsed on the initial home. After the initial period, the family is limited to one move per 12 month period.
3. The Housing Authority will determine if the applicant has met all of the homeownership criteria as established in this plan prior to moving to a new residence.
4. Pre-planning counseling and first-time homebuyer requirements do not apply to movers. However, the Housing Authority will require the family complete additional counseling prior to moving into a new unit.
5. The PHA may deny continuing assistance if funding is not available or if family has violated the conditions established for denial of continued assistance.
6. It is the voucher recipient's responsibility to notify the FMHA of any sale or refinancing of a home being purchased with a homeownership voucher.

RECAPTURE OF ASSISTANCE

The PHA shall not impose or enforce any requirement for the recapture of voucher homeownership assistance on the sale or refinancing of a home purchased with assistance under the homeownership option. Families who purchased a home under the homeownership option will also benefit from this final ruling as stated above.

The PHA, however, will require repayment on any monies illegally obtained through fraudulent means or non compliance resulting in the overpayment of Homeownership funds. Repayment and/or termination of homeownership benefits due to violations of this nature will mimic the Housing Choice Voucher Administrative Plan.

Standard Operating Policy 1-23

Name of Policy: LIMITED ENGLISH PROFICIENCY

Policy Reference: Federal Register Final
Guidance to Federal Financial Assistance Recipients
Regarding Title VI Prohibition Against National Origin
Discrimination Affecting Limited English Proficient
Persons: 1/22/2007

PLAN (LEP)

Effective Date: 6/1/2007
Resolution # 668-07

CFR Reference Number:

Approved by: Bd. Of Commissioners

Federally assisted recipients are required to make reasonable efforts to provide language assistance to ensure meaningful access for LEP persons to the recipient's programs and activities.

As the Fairfield Metropolitan Housing Authority strongly agrees that access to its programs by LEP persons is critical for their participation, the Authority will complete, yearly, a four-factor analyses as suggested by the Department of Housing and Urban Development.

The four-factor analyses will be completed, reviewed and revised by the Fair Housing Compliance Officer of the Authority with input from all staff, anytime upon issues arising, concerning the LEP population of the Authority and of the County in which the Authority presides.

The four-factor analyses will contain the following:

- a. The number proportion of LEP persons served or encountered in the eligible service population;**
 - i. non-English speaking participates on Authority programs;
 - ii. non-English speaking composition on waiting lists;
 - iii. racial composition of county as a whole.
- b. The frequency with which LEP persons come in contact with the program;**
 - i. Average number of times participates meet/or may meet with Authority;
 - ii. Average number of times applicants meet/or may meet with Authority;
- c. The nature and importance of the program, activity, or service provided by the program;**
 - i. Determination of importance: access to housing is critical;
- d. The resources available and costs to the Housing Authority.**
 - i. Budgets: Public Housing/Housing Choice Voucher;
 - ii. Costs: Translation services/oral and/or verbal.

A computerized tracking log will be maintained by ALL staff anytime staff comes in contact with an LEP individual or family. This computerized tracking log will be used to complete the four-factor analysis each year (f/public/LEP Log).

After completion, the Housing Authority will determine any needs, or additional needs, and decide what reasonable steps can be taken to ensure meaningful access for LEP persons. The needs assessment and determine become part of the four-factor analysis outcomes.

The Housing Authority will always maintain a contract with interpreter services to meet the language needs of LEP persons. The interpreter service contract information will be sent to all staff, maintained in the receptionist's area and with the Fair Housing Transition Plan for easy access.

The Housing Authority will maintain a Language Identification Card for LEP person's to point to their language (Card states: Point to your language an interpreter will be called). Phone interpretation can then be conducted. Interpreter services will also be scheduled for those requesting face-to-face interpretation. NO cost is passed on to the customer for either service.

Non-English speaking customers have the right to bring in their own interpreter (friends, family, minors, other agencies, etc. The Housing Authority will respect their rights to do so in all matters except those of a "legal nature" (hearings, court proceedings, etc.). In those instances, the Housing Authority reserves the right to bring in interpreter services if the customer's interpreter is under the age of 18 years old. Households with English-speaking and non-English speaking customers also have the right to request interpreter services for the non-English speaking member.

Standard Operating Policy 6-6

Name: Annual Plan – Definition of Substantial Deviation

Approved by: Board of Commissioners

Resolution 641-07

Effective Date: February 1, 2007

In accordance with 24 CFR 903.21 the FMHA may amend or modify an annual or 5-year plan after it has been sent to HUD for approval.

The Housing Authority must adopt a policy which defines a **substantial deviation** in accordance with 903.7®(2) which states, “A PHA must identify the basic criteria the PHA will use for determining: i) a substantial deviation from its 5-yr plan; and ii) A significant amendment or modification to its 5-yr plan and annual plan.”

The PHA plan outlines the mission and the goals of the FMHA. Those plan and goals may need to change from year to year based on the needs of the community and the Authority’s financial condition. The Commission of the Authority reserves the right to make changes to policies without HUD approval as deemed necessary for the housing authority to be successful in meeting the needs of the community as well as planning for the attainment of future goals on a month-to-month basis. For that reason, changes to the Admissions and Occupancy Policy and the Administrative Policy are considered “working documents” which may require frequent changes to stay current with regulations and their application while serving the needs of the community.

For the purpose of this policy, the FMHA determines that a substantial deviation from its 5-Year Plan is any major shift in the operating of the Housing Authority that will have an adverse affect on the community which may include, but is not limited to:

- Decreasing the number of vouchers FMHA will administer
- Decreasing the number of Public Housing units available for occupancy
- Development of additional low-income housing
- Acquisition activities
- Demolition or disposition of PH units
- Significant change in the use of Capital Funds
- Discontinuing a program

For the purpose of the policy, the FMHA determines that a significant amendment or modification to its 5-yr plan and Annual Plan will be defined as any change in a policy that will result in a substantial deviation from its 5-year plan.

In accordance with 24 CFR 903.21 the FMHA may amend or modify an annual or 5-year plan after it has been sent to HUD for approval and will conduct those modifications in the following manor:

1. The Director of the agency will submit proposed changes to the Board of the Fairfield Metropolitan Housing Authority for review, approval and a public hearing;
2. The Public Hearing notice will be placed within the local newspaper not less than 45 days prior to the hearing date;
3. The Fairfield Metropolitan Housing Authority will conduct a public hearing on the modifications;
4. After the public hearing the proposed changes, if any, will be presented to the Board of Commissioners of the Fairfield Metropolitan Housing Authority for final approval;
5. Changes reviewed by Public Hearing and approved by the Board will then be submitted to HUD for approval;
6. Upon HUD approval those changes will be implemented.

Concerning all other changes to the Housing Choice Voucher Administrative Plan, which have been board approved, copies will be e-mailed to the appropriate HUD official for review and retention as requested by the Department of Housing and Urban Development Field Office.

Concerning changes to the Family Self-Sufficiency & Homeownership Action Plans, which remain as inclusions in the Housing Choice Voucher Administrative Plan, HUD requests that these changes be reviewed and approved by HUD prior to Board Approval and implementation.

Concerning changes to the Admissions and Continued Occupancy Plan, after board approval, copies will be submitted to the appropriate HUD official.

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"Serving our Community with Safe and Affordable Housing"

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**DISASTER HOUSING ASSISTANCE PROGRAM
GRANT AGREEMENT**

1. Grant Information

This Grant Agreement (“Grant Agreement”) is made by and between the Federal Emergency Management Agency (“Grantor”) and the public housing agency Fairfield Metropolitan Housing Authority (“Grantee”) PHA Number OH070 to administer the Disaster Housing Assistance Program (“DHAP”). DHAP is authorized under the Department of Homeland Security’s general grant authority under section 102(b)(2) of the Homeland Security Act, 6 U.S.C. § 112, sections 408(b)(1), 426 and 306(a) of Robert T. Stafford Disaster Relief and Emergency Assistance Act , 42 U.S.C. § 5174(b)(a), § 5189d and § 5149 (a), respectively, and the Economy Act, 31 U.S.C. § 1535. Pursuant to an Inter-Agency Agreement signed by the Federal Emergency Management Agency (FEMA) and the Department of Housing and Urban Development (HUD), FEMA transferred the administration of the DHAP to HUD including administration of this grant agreement.

2. Definitions

Budget Authority The maximum amount of funds available for payment to the PHA over the term of the Grant Agreement.

Grant Agreement This Grant Agreement for the DHAP. With each Grant Agreement Funding Increment, the parties commit to the terms of this Grant Agreement. Commitments for all the funding increments are listed in this Grant Agreement as Funding Exhibits.

Expenditures Amounts which may be charged against program receipts in accordance with the Grant Agreement and HUD requirements.

Funding Exhibit An exhibit to the Grant Agreement. The funding exhibit states the amount and term of funding for a Grant Agreement Funding Increment.

Grant Agreement Funding Increment Each commitment of budget authority by HUD to the PHA for the DHAP under the Grant Agreement. The funding increments for the program are listed on the program funding exhibit.

HUD U.S Department of Housing and Urban Development.

Program The Disaster Housing Assistance Program.

Public Housing Agency (PHA) A housing agency or other HUD-designated intermediary agency with the ability and legal capability to administer the DHAP assistance that has entered this Grant Agreement with HUD upon executing the DHAP Grant Agreement.

Program Receipts Amounts paid by HUD to the PHA for the program, and any other amounts received by the PHA in connection with the program.

3. Funding for PHA Program

- a. The funding increments in the DHAP are listed in the funding exhibit for the program.
- b. The amount of budget authority for each funding increment in a program is stated in the program funding exhibit.
- c. By giving written notice to the PHA, HUD may revise the funding exhibit for a program:
 - (1) To add a funding increment, or
 - (2) To remove a funding increment for which the Grant Agreement term has expired.
- d. The HUD notice must include a revised funding exhibit, specifying the term and budget authority for each funding increment under the Grant Agreement. The HUD notice of a revised funding exhibit for a program constitutes an amendment of the Grant Agreement.

4. Term

- a. The funding exhibit states the first date and last date of the Grant Agreement term for each funding increment
- b. If the first or last date of the Grant Agreement term for a funding increment is not entered before the Grant Agreement is signed by the PHA, HUD may enter the date subsequently, by giving written notice to the PHA.
- c. The PHA agrees that costs incurred prior to the execution of this Grant Agreement for DHAP shall not be reimbursable from this grant.

5. Payments for Program

- a. HUD will make payments to the PHA for the program in accordance with DHAP requirements.
- b. For the program, HUD will pay the PHA the amount approved by HUD to cover:
 - (1) Rent subsidy payments by the PHA for a program.
 - (2) PHA fees for administration of the program, including case management fees.
 - (3) Any other costs or fees that HUD determines necessary for the program administration.
- c. The amount of the payment may be reduced, as determined by HUD, in accordance with DHAP requirements.
- d. HUD may require a PHA to transfer payments to another PHA in accordance with the DHAP requirements.

6. Maximum Payments for Program

- a. **Maximum Limit.** The payments for the DHAP must not be more than the sum of the budget authority amounts for the funding increments in the program.
- b. **Limit on Payments for Funding Increment.** The total amount of payments for any funding increment over the increment term must not exceed budget authority for the funding increment.

7. Reduction of Amount Payable by HUD

- a. If HUD determines that the PHA has failed to comply with any obligations under the Grant Agreement, HUD may reduce to an amount determined by HUD:
 - (1) The amount of the HUD payment for any funding increment.
 - (2) The budget authority for any funding increment.
- b. HUD must give the PHA written notice of the reduction.
- c. The HUD notice must include a revised funding exhibit specifying the term and budget authority for each funding increment under the Grant Agreement. The HUD notice of revisions to the funding exhibit for the program constitutes an amendment of the Grant Agreement.

8. PHA Request for Payment

- a. The PHA must report to HUD such information as HUD may require to receive payments for the program. The report to HUD must be submitted at such time and in such form as HUD may require, and is subject to HUD approval and revision.
- b. PHAs, at a minimum, must report the following information and certify that:
 - (1) Rent subsidy payments have been made in accordance with contracts in the form prescribed by HUD in accordance with HUD requirements; and
 - (2) Units have been inspected by the PHA in accordance with HUD and PHA requirements.
- c. If HUD determines that payments by HUD to the PHA exceed the amount of the payment approved by HUD, the excess must be applied as determined by HUD. Such applications determined by HUD may include, but are not limited to, application of the excess payment against the amount of the payment for a subsequent quarter.
- d. The PHA must take any actions required by HUD respecting the excess payment, and must, upon demand by HUD, promptly remit the excess payment to HUD.
- e. The accounting system of the PHA shall ensure that it will not commingle these grant funds with funds from any other sources that include, but are not limited to, other FEMA or HUD program funds or funds from other Federal, State, tribal or local government agencies.

9. DHAP Requirements

- a. The PHA must comply, and must require owners and families to comply with the requirements of the DHAP including any amendments or changes in the law or requirements.
- b. The DHAP requirements are embodied in the Inter-Agency Agreement between FEMA and HUD, the Operating Requirements for the program, any applicable HUD notices, Federal Register Notices, regulations, contracts and HUD policies for the DHAP

- c. The PHA must use the program forms required by HUD.
- d. The PHA must proceed expeditiously with the program under this Grant Agreement.

10. Use of Program Receipts

- a. The PHA must use program receipts to provide temporary rental assistance for eligible families in compliance with the DHAP and all HUD requirements. Program receipts may only be used to pay eligible program expenditures.
- b. The PHA must not make any program expenditures, except in accordance with the reporting and other HUD requirements.
- c. If required by HUD, program receipts in excess of current needs must be promptly remitted to HUD.

11. Depository

- a. Unless otherwise required or permitted by HUD, all program receipts must be promptly deposited with a financial institution selected as depository by the PHA in accordance with HUD requirements.
- b. The PHA must enter an agreement with the depository institution in the form required by HUD.
- c. The PHA may only withdraw deposited program receipts for use in connection with the program in accordance with HUD requirements.
- d. The agreement with the depository institution must provide that if required under a written notice from HUD to the depository:
 - (1) The depository must not permit any withdrawal of deposited funds by the PHA unless withdrawals by the PHA are expressly authorized by written notice from HUD to the depository.
 - (2) The depository must permit withdrawals of deposited funds by HUD.
- e. If approved by HUD, the PHA may deposit under the depository agreement monies received or held by the PHA in connection with any contract between the PHA and HUD.

12 Program Records

- a. The PHA must maintain complete and accurate books of account and records for a program. The books and records must be in accordance with HUD requirements, and must permit a speedy and effective audit.
- b. The PHA must furnish HUD such financial and program reports, records, statements, and documents at such times, in such form, and accompanied by such supporting data as required by HUD.
- c. FEMA, HUD and the Comptroller General of the United States, or their duly authorized representatives, must have full and free access to all PHA offices and facilities, and to all the books, documents and records of the PHA relevant to administration of the program, including the right to audit and to make copies.
- d. The PHA must engage and pay an independent public accountant to conduct audits that are required by HUD.

13. Default by PHA

- a. Upon written notice to the PHA, HUD may take possession of rights or interests in connection with this program, including funds held by a depository, program receipts, and rights or interests under a Disaster Rent Subsidy Contract with an owner, or may order the PHA to take remedial action, if HUD determines that:
 - (1) The PHA has failed to comply with any obligations under this Grant Agreement;
or
 - (2) The PHA has failed to comply with obligations under a Disaster Rent Subsidy Contract with an owner; or
 - (3) The PHA has failed to take appropriate action, to HUD's satisfaction or as directed by HUD, for enforcement of the PHA's rights under a Disaster Rent Subsidy Contract; or
 - (4) The PHA has made any misrepresentation to HUD of any material fact.
- b. HUD's exercise or non-exercise of any right or remedy under the Grant Agreement is not a waiver of HUD's right to exercise that or any other right or remedy at any time.

14. Program Closeout

Upon conclusion of the PHA's DHAP program, HUD will conduct a settlement process in accordance with DHAP operating requirements and then adjust funding for the PHAs accordingly.

15. Fidelity Bond Coverage

The PHA must carry adequate fidelity bond coverage, as required by HUD, of its officers, agents, or employees handling cash or authorized to sign checks or certify vouchers.

16. Exclusion of Third Party Rights

- a. A family that is eligible for rent subsidies or rental assistance under this Grant Agreement is not a party to or third party beneficiary of the Grant Agreement.
- b. Nothing in the Grant Agreement shall be construed as creating any right of any third party to enforce any provision of this Grant Agreement, or to assert any claim against HUD or the PHA.

17. Grant Misrepresentation

The PHA or any other entity under this instrument who makes or causes to be made a false statement, claim or misrepresentation, which the Grantee or entity knows or has reason to know is false, may be imprisoned and/or fined in accordance with the civil or criminal penalties and/or fines applicable under law, including Title 18 of the United States Code (U.S.C.), Title 31, section 3801, et seq. (Program Fraud Civil Remedies Act) and any other applicable provision or Federal, state or local law.

18. Grant Agreement

- a. The Grant Agreement is an agreement between FEMA and the PHA.
- b. The Grant Agreement shall not be amended or modified without prior written approval from FEMA.
- c. FEMA will make funds available to HUD and the PHA pursuant to this Grant Agreement and the DHAP Requirements in the manner and amounts described herein.

19. Termination

The Grant term shall begin on September 1, 2007 and shall end no later than March 1, 2009.

20. Acknowledgements

- a. The Grantor and the Grantee acknowledge HUD’s right to administer and enforce the provisions under this Grant Agreement, the Standard Operating Procedures and any subsequent HUD directives and guidance for the DHAP.
- b. **By entering into this Grant Agreement, it is so acknowledged by the signature below, that the Grantee has the legal capacity and authority to administer the DHAP in the jurisdiction covered by this Agreement.**

WITNESS WHEREOF, the parties have executed this Grant Agreement by their duly authorized signatories as of the date signed by both parties.

United States of America
Federal Emergency Management Agency
Signature of Authorized Representative

X _____ Date Signed _____

Name and Official Title (Print or Type) _____

DHAP FEMA Assistance Officer, Office of the Assistant Administrator of the Grant Programs
Directorate

Housing Agency

Name of Agency _____
Signature of Authorized Representative

X _____ Date Signed ____ 9/11/2007 _____

Name and Official Title (Print or Type) ____ Mary Bozman, Executive Director _____

Fairfield County Housing Coalition



Ten-Year Plan to End Homelessness

January 2007

Updated (5.15.2007): Pages 20-30

Planning & Strategy Recommendations consolidated into four categories. Each category is to be addressed by a committee. Committee chairs and members are listed at the top of each category.

- A. **Prevention** (Pages 20-23)
- B. **Housing** (Pages 24-26)
- C. **Supportive Services** (Pages 27-28)
- D. **Finance** (Pages 29-30)



Executive Summary

Introduction

How big a problem is homelessness in Fairfield County? What can be done to end homelessness? The Fairfield County Housing Coalition (FCHC) received a grant from the Osteopathic Heritage Foundation to address these questions and develop a Ten-Year Plan to End Homelessness in Fairfield County, Ohio. The grant is part of a larger effort by 17 counties in southeast and central Ohio known as the Rural Homeless Initiative of Southeast and Central Ohio. Technical assistance for the plan was provided by the National Alliance to End Homelessness. FCHC would like to thank both sponsoring organizations for their assistance in developing this plan.

Last year's point-in-time count identified 268 people in Fairfield County who were homeless. It is likely that many more homeless people remain uncounted in Fairfield County at any given time. The costs of homelessness are significant. For individuals and families, the costs include disruption of work, school, and family life, embarrassment, stress, and depression, among other symptoms. Systems of care experience increased healthcare, housing, and social service costs. Communities sense that they are not providing adequate housing, services, or opportunities for all of their citizens.

There are no simple answers for homelessness. The problem involves both individual and societal weaknesses. The goal of the Fairfield County Housing Coalition is to help people who are homeless regain housing stability and quality of life. With the continued cooperation of the Fairfield County community, we can address the problem and make significant progress toward ending homelessness.

Planning Process

A workgroup of the FCHC met from August through December of 2006 to develop the Ten Year Plan to End Homelessness. The workgroup reviewed existing needs assessments and studies, data from multiple systems of care, and input from homeless and low-income residents. The workgroup discussed the strengths and needs of the system of care for homeless persons in Fairfield County. The workgroup then developed strategies to build upon strengths of the current system and create new programs and services to meet the needs of homeless persons.

Strengths of Fairfield County

Fairfield County has relatively low levels of poverty and unemployment and a higher-than-average rate of home ownership. Service providers for homeless and low-income residents are responsive, caring, and professional. Consumers of Fairfield County Job and Family Services, Fairfield Metropolitan Housing Authority, and the shelter and service agencies appreciate the high quality services available. Fairfield County has a cooperative and diverse housing coalition that works together to serve residents in need and strengthen the system of care. Lancaster and Fairfield County are very caring communities that step forward to serve people in need, including churches, volunteer groups, foundations, and generous individual and corporate donors.

Needs of Fairfield County

Rental Housing and Subsidy: Fairfield County has a shortage of rental housing units that are decent, safe, and affordable for low-income residents. More rent subsidy is needed for very low-income families and individuals, particularly Section 8 rent subsidy, which has a long waiting list.

Shelter and Services: The county needs more shelter space for homeless families. There is usually a waiting list for family shelter. The shelter system includes a faith-based provider that offers overnight

sleeping space and meals primarily for single adults, but few supportive services due to lack of funding. Outreach to homeless persons needs to be improved.

Supportive Housing: Fairfield County needs more housing combined with supportive services for homeless persons with disabilities, special needs, and chronic homeless issues.

Education: More education about finances, budgeting, and housing resources is needed for the public. Education is especially needed for youth and young adults regarding financial responsibility. Education about how to avoid homelessness is needed for people who seek help from the system of care, and for staff members within the system to help identify and coordinate available resources.

System Coordination: Providers would benefit from a unified data collection system, better communication and coordination, and additional training.

Strategies to End Homelessness

The following strategies were prioritized due to the potential impact on homelessness given available resources within the system of care in Fairfield County. The coalition did not want to create a plan that was not realistic, and these strategies are considered to be achievable. A full list of the strategies developed to help end homelessness is in section VII of the plan.

Education

- Educate people at all stages of life to increase self-sufficiency skills, beginning in schools and continuing for young adults. Find ways to tie education together with benefits.
- Educate service providers and consumers about housing options, and develop a “how-to” guide to housing assistance in Fairfield County with a flow chart.
- Publicize the new Information and Referral services to make the public more aware of housing services and resources.
- Train Case Managers about available services, tenant rights, and preventing eviction.
- Encourage consumers to participate in the Family Self-Sufficiency class at FMHA or similar courses elsewhere.

Advocacy

- Develop programs that let people keep assistance longer through the transition period to self-sufficiency.
- Raise awareness of utility costs (gas, electric, water) and advocate for forgivable accounts for consumers in a state of hardship.

System Coordination

- Develop a unified housing system rather than isolated services. Identify duplication as well as natural support systems, such as churches, that provide important resources.
- Create a master list of housing assistance, available housing, action steps to get housing, and agency services and resources.

- Encourage dialog, education, and coordination of care with institutions that discharge people to Fairfield County (Veterans Administration, Chillicothe Correctional Institute, jails, etc.).
- Research all of the various housing assistance programs and funding sources available in Fairfield County. Compare Fairfield's use of federal and other resources with five similar counties to determine if there are additional opportunities to bring more funding for housing assistance.
- Establish a method to determine who has vacant housing.
- Change the local preference for Section 8 vouchers.
- Assess the degree of case management needed by consumers. Some folks need a small push in the right direction, and some need quite a bit more.

New Programs and Services

- Provide additional homeless outreach and explore funding resources for outreach. Do outreach more than once per year during the point-in-time count.
- Create more affordable housing at price points that work for low-income residents. Seeking funding opportunities through federal, state, and local funding sources and technical assistance through intermediary agencies.
- Increase the number of accessible affordable housing units to prevent people with disabilities from becoming homeless.
- Develop additional housing and support programs for youth "aging out" of foster care.
- Create more permanent, affordable housing for families with children who are homeless or at risk of becoming homeless.
- Develop new Supportive Housing Projects and / or Shelter Plus Care projects for single adults and families with chronic homelessness through the HUD Continuum of Care.

Implementing the Plan

The Fairfield County Housing Coalition will work together to accomplish strategies within the plan, assigning sub-committees for projects as needed. Some of the strategies will require teamwork and collaboration from major systems of care in Fairfield County, including professional and natural support systems. Other strategies are simpler, and may be accomplished by a single agency or program. Section VII outlines responsibilities and time frames identified by the FCHC.

Fairfield County's Ten Year Plan to End Homelessness will be flexible as needs and priorities change. New funding opportunities, economic changes, and population shifts will undoubtedly affect how the plan is implemented. The Coalition will review progress on the plan on an annual basis.

I. Introduction and Overview of Planning Process

The Fairfield County Housing Coalition is pleased to offer this Ten-Year Plan to End Homelessness in Fairfield County, Ohio. The Coalition’s mission is *“to assist individuals and families who become homeless or are at risk of becoming homeless to regain housing stability and quality of life.”*

The Coalition worked together with citizens, partner agencies, and community leaders to develop and implement the plan to end homelessness. The plan encourages coordination of existing resources as well as creation of new resources to meet the needs of Fairfield County. Providing housing for homeless families and individuals has a beneficial effect on systems of care and the community as a whole

Thanks to everyone who shared their creative ideas and suggestions to help create this plan. The Coalition received input from many people who are homeless and many families and individuals who receive assistance from community-based organizations. The Coalition will share this draft plan and receive advice from key leaders in social service, government, business, schools, churches, and community groups to finalize the plan. Special thanks to the Osteopathic Heritage Foundation for providing grant funding to help develop the plan and to the National Alliance to End Homelessness for providing technical assistance to develop the plan.

The method used to develop the plan was to review existing needs assessments and studies, data from multiple systems of care, and input from consumers to obtain an assessment of the strengths and needs of the system of care for homeless persons in Fairfield County. Coalition members then engaged in a planning process to create strategies to build upon strengths and meet the needs of homeless persons. The Coalition will obtain feedback from key stakeholders and community leaders to finalize the plan, and will work together with community partners to identify action steps, roles and responsibilities, and funding sources to help make the strategies a reality to help end homelessness in Fairfield County.

Planning Process



II. Housing Coalition Meetings and Members

The Fairfield County Housing Coalition assembled a Planning Committee to work on the Ten Year Plan to End Homelessness. The Coalition and the Planning Committee met on the following dates to work on the Ten Year Plan:

- ❑ August 10, 2006 – Full Coalition Meeting
- ❑ September 27, 2006 – RHISCO Technical Assistance Session
- ❑ October 12, 2006 – Committee Meeting
- ❑ October 26, 2006 – Committee Meeting / Strategy Session
- ❑ October 31, 2006 – Committee Meeting / Strategy Session
- ❑ November 15, 2006 – Full Coalition Meeting
- ❑ November 29, 2006 – Committee Meeting / Strategy Session
- ❑ December 18, 2006 – Committee Meeting / Strategy Session
- ❑ December 28, 2006 – Committee Meeting / Strategy Session

Fairfield County Housing Coalition Members / Participants

<u>Name</u>	<u>Agency</u>
Mary Bozman	Fairfield Metropolitan Housing Authority
Jodi Clutter	The Recovery Center
Becky Edwards	Fairfield Adult and Children First Council
Marcy Fields	Fairfield County ADAMH Board
Scott Gerhard	New Horizons
Courtney Green	Lancaster Fairfield Community Action Agency
Laura Holton	Fairfield County Job and Family Services
Jackie Keller	Fairfield Metropolitan Housing Authority
Jim Kennelly	Veterans Administration Medical Center Chillicothe
Tony Motta	New Horizons
Janice Novotny	Fairfield Affordable Housing
Sherry Orlando	United Way
Pam Patula	Southeastern Ohio Center for Independent Living
Lisa Pickrell	Lutheran Social Services of Central Ohio
Sharon Riecky	Fairfield County Center for Disabilities and Cerebral Palsy
Brock Robertson	Fairfield County Job and Family Services
Susan Secoy	Fairfield Metropolitan Housing Authority
Mary Jo Smith	City of Lancaster Community Development
Molly Swisher	Information and Referral
Carol Wagner	Lancaster Fairfield Community Action Agency
Vic Ward	Lutheran Social Services of Central Ohio

III. Needs Assessment

A. Overview of Rural Homelessness

Although homelessness is widely viewed as an urban problem, rural individuals and families do experience homelessness and precarious housing situations (Post 2002). Actual homelessness, in which people live on the street or in a shelter, is often less common in rural areas due to family networks and fewer resources. Homeless people in rural areas typically experience precarious housing conditions (temporarily staying with friends or relatives, etc.) more frequently than actual homelessness. Rural homeless people housed in these situations do not meet the definition of literal homelessness used to determine eligibility for government programs.¹

Homelessness is caused by both structural and individual factors, including poverty, a shortage of affordable housing, inadequate mental health and substance abuse services, and domestic violence. According to Post (2002, 1-2) rural homelessness differs in important ways from urban homelessness:

- Rural homeless persons tend to be less educated but are more likely to be employed, although in temporary jobs.
- The rural homeless are less likely to receive government assistance but more likely to have higher average monthly incomes and more likely to receive cash assistance from friends.
- Rural homeless persons experience shorter episodes of homelessness, and are two to four times more likely to live with friends or family.
- Rural homeless persons are as likely as other homeless persons to report having a mental health, alcohol, or drug problem during the past month, but six times more likely than their urban counterparts to report an alcohol-only problem during the last year.
- Rural homeless persons are less likely to have health insurance or access to medical care.

Developing a comprehensive response to homelessness in rural areas presents many challenges. Many communities lack a system to meet emergency housing needs, and several barriers limit the creation of these resources in rural areas.

- Access to Services—Rural areas have fewer service providers, and people may have to travel long distances where service providers are available. The service providers that exist in rural communities differ from their urban counterparts; they tend to provide less shelter and housing than outreach, food, and financial assistance (Burt et al. 1999, 71).
- Assessing Need—There is no national survey that quantifies the number of rural homeless persons in the United States. Much of the homeless literature surveys metro and non-metro service providers to document homeless characteristics.
- Community Awareness and Support—Since rural homeless people do not usually sleep outside, in emergency shelters, or in visible spaces, there may be a general perception that this problem does not exist in rural communities (Burt et al. 1999). This lack of awareness can lead to reluctance to address the problem adequately.
- Defining Homelessness—The Department of Housing and Urban Development (HUD) uses a definition of homelessness which limits resources to those who are literally homeless. Rural

¹ Housing Assistance Council fact sheet, “Rural Homelessness,” August 2006. www.ruralhome.org.

residents who have no homes and are experiencing housing stress (e.g., overcrowding), are not counted for programs such as the Continuum of Care. Therefore, many rural communities cannot access the funding needed to address the housing and service needs of this population.

The obstacles to service delivery in rural areas encourage the design of innovative delivery systems. Because the number of homeless people in a given community is often small and congregate shelter may be viewed as inappropriate, providers in rural areas have a strong incentive to focus on homelessness prevention and permanent “rehousing” options. Limited capacity has encouraged networking among providers, which lessens the obstacles posed by diseconomies of scale, diversity of assistance needs, and limited program resources (Stover 1999).

B. Analysis of Recently Completed Studies and Evaluations

1. Continuum of Care

Outreach

Outreach services provide information and services to individuals and families who are currently homeless. Fairfield County offers outreach by providing information and referral to the homeless population. A point-in-time count is conducted once per year with outreach and support services.

Gaps

- Ability to locate homeless persons if they do not stay in shelters
- Ability to assess their needs
- Transportation to shelters, food, medical assistance, etc.

Prevention

Prevention is the most cost-effective method of providing service and is less disruptive to a family's life when the existing housing can be maintained. Homeless Prevention activities target at-risk households and include rental assistance, eviction prevention assistance and landlord/tenant mediation in order to avoid becoming homeless.

Gaps

- Family rental assistance emergencies
- Utility payment assistance
- Eviction mediation services
- Car repair
- Budget counseling

Emergency Shelters

Emergency shelters in Fairfield County serve single adults, families, and victims of domestic violence. There is a shortage of space in the family shelter and families are usually placed on a waiting list for shelter. There is a shortage of support services for single adults in shelters, particularly in the faith-based Foundations Shelter.

Gaps

- Preservation of Emergency Shelter services
- Expansion of Family Shelter Services
- Day programming
- Additional case management support

Transitional Housing

Transitional housing provides a supportive system for families with minor children to move from homelessness to self-sufficiency. This includes life skills training opportunities, community information and referral, assistance with housing and transportation, limited housekeeping supplies and clothing when available. Lutheran Social Services provides

Gaps

- Additional placements for individuals and families moving out of shelters
- Additional and ongoing case management
- Temporary housing for physically disabled
- Intense case management
- Additional facilities with case management

Supportive Services

Once families and individuals are able to access housing, the key is to break the cycle of homelessness and to maintain a safe, decent, and affordable home are supportive services. These services help formerly homeless persons or the person at risk of homelessness to identify those behaviors and circumstances so that their housing is not jeopardized in the future.

Gaps

- Respite Care
- Home-aide and sitter services for the elderly
- Affordable public transportation
- Payees for the Disabled
- Financial Assistance for security deposits and first month's rent
- Continued case management to provide and encourage responsible life choices

Permanent Housing

Low cost housing tops the list as the resources most needed in the community to reduce the incidence of homelessness. Permanent affordable housing can be made available through private rentals with lower rents; units with below-market rents contractually (tax credit projects) restricted to keep rents affordable for persons whose incomes are below 50% of the median for our area; and government-assisted units where the subsidy is attached to the unit (project-based) or moves with the tenant (tenant-based). The project based subsidized units and below-market rentals are owned by a number of for-profit and not-for-profit developers in the community. The tenant-based assistance programs are operated by Fairfield Metropolitan Housing Authority.

Gaps

- Additional Housing Choice Vouchers
- More safe and affordable rental properties
- Intervention for “at-risk” individuals and families
- Safety net of emergency funds
- Homeownership Assistance for LMI Households
- Additional housing for Special Populations
- Funding for lead-based paint abatement; rental rehabilitation and other high-cost repairs to bring older units up to a safe condition yet remain affordable.

Gaps Analysis Narrative

- 1) Obstacles occur because many coming out of shelters have few opportunities to locate affordable permanent housing due to reasons including, but not limited to:
 - Insufficient number of housing assistance vouchers
 - Insufficient funds to provide deposit assistance for rent and utilities
 - Insecurities, lack of confidence, fear
 - Lack of placement counseling and education
 - Special needs of difficult cases
- 2) Lack of shelter, transitional housing, and permanent supportive housing for those with special needs who are hard to serve or not served by the system of current providers.
- 3) Lack of transitional housing and services for other special needs populations; victims of domestic violence, elderly, and single parent families.

Strategies

The community tries to address the needs of the homeless person, and to provide resources in each component of the continuum, but falls short in some areas. The ultimate goal of the community’s plan is to have sufficient resources in the outreach, prevention, transitional, supportive and permanent housing, and in support services areas as to minimize the time that an individual or family needs to be in a shelter. These strategies are framed around the FCHC’s mission statement, *“assisting individuals and families who become homeless or are at risk of becoming homeless to regain housing stability and quality of life”*.

- a. Community Education—The FCHC will develop an informational brochure and provide a speaker to interested parties on the topic of homelessness.
- b. Data Collection--The FCHC will act as a statistical clearinghouse for the dissemination of homeless informational data to study and interpret homeless trends, investigate and develop a county-wide survey and data collection system modeled on HUD’s Homeless Management Information System.
- c. 2005 will be dedicated to the development of an Access database.
- d. 2006 will be committed to establishing a cooperation agreement with Fairfield County shelters to share information regarding our homeless population.
- e. 2007 will be designated to collecting the following data: the unduplicated count of clients served; client characteristics, such as age, race, sex, disability status; units and types of housing received (shelter, transitional, permanent); services rendered; and sources of income.

- f. 2008 will be devoted to assessment, reporting, and establishment of outcomes.

In January 2004, FMHA developed a website listing locally-based homeless services information which will assist homeless individuals and families. The goal to reduce or eliminate homelessness in Fairfield County must be framed in a strategy that acknowledges characteristics of the locality. Current assessment by homeless providers and public comment indicate five areas of priority needs in the community;

- 1) Preservation of emergency shelter care
- 2) Expansion of family shelter services
- 3) Transitional housing for families with children
- 4) Creation/expansion of permanent affordable housing
- 5) Housing for elderly, mentally disabled, and special populations

The most pressing Continuum of Care issue facing Fairfield County at this time is the need for permanent, affordable housing for families with children who are homeless or at risk of becoming homeless.

2005 Plan

- ❑ Prevention—Local homeless shelters, advocates, service providers will continue to collaborate and build relationships. Focus on educating those at risk of homelessness as to how to avoid losing their current housing
- ❑ Outreach—Encourage providers and other agencies to consider exploring funding resources, such as the HUD SuperNOFA to provide additional homeless outreach to Fairfield County
- ❑ Emergency Shelter—Develop software for a database which will determine specific homeless needs. Preserve adult beds and expand capacity of family shelter.
- ❑ Transitional Housing—Support those agencies with limited transitional housing in efforts to increase funding.
- ❑ Permanent Supportive Housing—Explore partnerships between mental health, elderly, special populations with Non-Profits to add inventory of affordable housing

Summary

Overall, the Continuum of Care has made significant progress within the past two years. However, the primary obstacles which challenge the achievement of our goals involve:

- ❑ availability of funding resources,
- ❑ development of an efficient homeless management system,
- ❑ lack of accessibility to affordable housing units due to the need for additional Housing Choice Vouchers.

As our community's continuum of care system continues to evolve, it becomes more apparent that ongoing administration including the operation of a database and communication with community partners involves a high degree of management and oversight. Although HUD deems the delivery of the CoC system as crucial to our success for eliminating homelessness, it should also be recognized that there are significant costs and manpower needs associate with it for which HUD does not see the funding of such manpower and expenses as crucial. The commitment and partnership with HUD for funding and ongoing technical assistance to address these challenges is significant.

2. Point-in-Time Count and Survey of Homeless Persons

On 1/31/06, 268 individuals in Fairfield County were identified as being homeless according to the HUD definition. This is a 21% increase over the number of homeless individuals found in 2005. In addition, 54 individuals were found to be at-risk of becoming homeless.

Of the 268 individuals meeting the HUD definition, 201 were sheltered in community homeless shelters, domestic violence shelters or transitional housing facilities for the homeless. The remaining 67 individuals are unsheltered and on waiting lists for shelter. Unsheltered individuals also increased 11% over 2005 results. 32 of the unsheltered individuals are single adults. The remaining 35 were members of homeless families. This data confirms previous gaps analysis conducted by the Housing Coalition identifying a significant need for increased family and single adult shelter capacity. Sheltered individuals were assessed to identify the primary issue/special need that led to their homelessness:

Table 2: Special Needs of Homeless Persons in Fairfield County

Issue/Special Need	Total	% of Total
Mental Health	20	10%
Drug/Alcohol Abuse	22	11%
Dual Diagnosis	24	12%
Domestic Violence Victim	27	13%
Low Income	94	47%
Chronically Homeless	14	7%

The high incidence of individuals that are homeless due to mental health or substance abuse issues or both (33%) indicates a Shelter Plus Care model of permanent housing could have a significant impact on reducing homelessness in Fairfield County. Shelter plus care participants are moved directly into permanent housing and are provided individualized, home-based supportive services to help them transition to stability and independence. Fourteen individuals in Fairfield County were identified as chronically homeless. These individuals tend to have multiple obstacles to obtaining and maintaining permanent housing, require intensive service coordination and utilize a disproportionate percentage of community resources available for homeless services. These individuals would also benefit greatly from a shelter plus care model.

3. Corporation for Supportive Housing Assessment Recommendations

- Educate the community on issues of homelessness and persons with disabilities. This should be supported by data so that the community understands that the population exists within the community and is not a result of transient populations.
- Pursue additional funding through the Continuum of Care process and submit an application for a new SHP or S+C project.
- Develop a strategy with significant input and participation by city/county officials on how to develop more housing for persons with disabilities and how city funds can be leveraged.
- The Housing Coalition should arrange a supportive housing tour for key members of city/county government, philanthropic organizations, business, and providers. This could instill a “can do” attitude and encourage these parties to help develop a plan for Fairfield County.
- The Housing Coalition should conduct focus groups with consumers and potential tenants of supportive housing to help inform strategies/initiatives to develop additional units.

- FAHI should create marketing and outreach plan for the HOPWA program to inform the community about the available resource. This could include specifically targeting clinics and/or private physicians who typically work with HIV/AIDS clients.

4. “Fairfield First” Evaluation

This evaluation is in process and may provide useful data at a later date. The survey instrument used with the general public does include one question about housing needs.

IV. Data Analysis

A. Demographics and Data

Population

- Fairfield County’s population has been growing steadily.
- Higher population growth in the northern part of the county, including Pickerington and Canal Winchester, which are suburban communities near Columbus.
- Population growth in other parts of the county is more flat.
- The population in Pickerington and Canal Winchester is becoming more diverse and has different issues than the more rural population areas further south.
- Overall population has less racial and cultural diversity than urban counties.

Poverty, Income, and Employment

- Fairfield County has a lower rate of poverty than many counties in the region.
- Fairfield County has higher employment rates and higher median income than many counties in the region.
- The largest economic sectors are retail trade (\$1.1 billion), manufacturing (\$796 million), and healthcare/social services (\$348 million).

Table 3: Selected Demographics for Counties in the Region

County	Type	Population	Pop over 65		Pop at or below 100% poverty		Median income	Household not in the Labor Force
		N	N	%	N	%	\$	
Delaware	Rural	125,399	9,833	7.80%	4,118	3.80%	\$67,258	7%
Fairfield	Rural	129,161	14,058	10.90%	7,064	5.90%	\$47,962	12%
Fayette	Rural	28,176	4,048	14.40%	2,810	10.10%	\$36,735	12%
Knox	Rural	56,037	7,496	13.40%	5,159	10.10%	\$38,877	13%
Licking	Rural	148,731	17,872	12.00%	10,602	7.40%	\$44,124	13%
Madison	Rural	40,365	4,498	11.10%	2,790	7.90%	\$44,212	11%
Pickaway	Rural	53,437	5,842	10.90%	4,402	9.60%	\$42,832	15%
Union	Rural	43,010	4,066	9.50%	1,763	4.60%	\$51,743	10%
Athens	Appalachian	63,266	5,860	9.30%	14,728	27.30%	\$27,322	16%
Hocking	Appalachian	28,481	3,737	13.10%	3,711	13.50%	\$34,261	18%
Jackson	Appalachian	32,854	4,362	13.30%	5,286	16.50%	\$30,661	17%
Meigs	Appalachian	23,111	3,377	14.60%	4,506	19.80%	\$27,287	20%
Morgan	Appalachian	14,749	2,302	15.60%	2,691	18.40%	\$28,868	20%
Perry	Appalachian	34,408	4,110	11.90%	3,970	11.80%	\$34,383	16%
Ross	Appalachian	74,469	9,048	12.20%	8,120	12.00%	\$37,117	15%
Vinton	Appalachian	13,128	1,597	12.20%	2,529	20.00%	\$29,465	17%
Washington	Appalachian	62,561	9,622	15.40%	7002	11.40%	\$34,275	17%

Housing

- Fairfield County has higher rates of homeownership than Ohio average (76% in Fairfield County vs. 69% Ohio average).
- Fairfield County has fewer housing units in multi-unit structures (15% in Fairfield County vs. 24% Ohio average).
- The rental vacancy rate was 6.2% (as of 2000 census).

B. Data from Housing Assistance Providers and Shelters

1. Fairfield Metropolitan Housing Authority

Fairfield Metropolitan Housing Authority (FMHA) is the public housing authority for Lancaster and Fairfield County. FMHA provides both tenant-based Section 8 rent subsidy for apartments in the community and project-based Section 8 housing for families. The project-based housing units are well-built, attractive units located in several neighborhoods in Lancaster and Fairfield County.

FMHA has 899 Section 8 vouchers available. There are 1,796 people on the waiting list for vouchers (as of September 1, 2006). The current ranking order for preference (in order of importance) for housing vouchers is Federal Requirement, Terminally Ill, Homeless, Veteran, and Working Family (PH)/Disabled Family (HCV). There is a 10-month average turnover for a voucher. The agency received 1,461 applications for housing assistance in 2005. There are currently 96 project-based three-bedroom homes available for low-income families.

2. Lutheran Social Services

Lutheran Social Services (LSS) provides emergency shelter for adults, transitional housing for families, and an information, referral, and housing database program for people searching for housing and other services. The Capacity of the Fairfield County Emergency Shelter is 14 beds for single adults (8 men and 6 women). Capacity will increase to 24 after the program moves into Fairhaven Place after January 1, 2007. The Emergency Shelter is generally full.

The capacity of the Fairhaven Place Transitional Housing program is 20 units for single adults. Capacity will decrease to 17 units after January. Fairhaven Place is also usually full. There is a waiting list for Fairhaven Place. The LSS Family Program links families to housing and works together with Metropolitan Housing Authority and other providers to provide rent subsidy and services. The program currently serves up to 20 families. LSS also offers a program known as Project House Call, which is a central database for available apartments.

3. Lancaster-Fairfield Community Action Agency

The Lancaster-Fairfield Community Action Agency (LFCAA) provides emergency shelter and services for up to 18 homeless families per night. The agency also provides food, clothing, rent and mortgage assistance, employment services, and other services for people with emergency needs. The Family Shelter served a total of 72 families in 2006, which included 123 children and 114 adults for a total of 237 people. The capacity of the Homeless Shelter for Families is 18 families. The average census is 18 families, and there is generally a waiting list.

4. Foundations Shelter

The Foundations Shelter is located on the west side of Lancaster and provides shelter for up to 25 people per night. The program shelters primarily single adults, but can also accept a limited number of families. Men and women are segregated. The Foundations Shelter opens every night at 9:00 p.m. and closes in the morning at 7:30 a.m. The shelter is solely supported by donations from churches and individuals, and does not report data to the FCHC or city or county officials. The shelter does not have supportive services available, but is seeking funding to implement recovery-based counseling for people with substance abuse and addiction issues. The capacity of the Foundations Shelter is 25 persons. The average census is approximately 20.

Table 2: Homeless Shelters in Fairfield County

Shelter	Type	Capacity
Fairfield County Emergency Shelter (LSS)	Single Adults	22 (12 men, 10 women)
Lancaster-Fairfield Community Action Agency Emergency Homeless Shelter	Families	18
Lighthouse (Domestic Violence Shelter)	Women/children	18
Foundations Shelter	Single Adults, Some Families	25
Christian Hospitality Group (provides motel rooms at Lancaster Inn)	Families	2

5. Fairfield County Job and Family Services

The Community Services department at Fairfield County Job and Family Services receives an average of 5,000 requests for assistance per month. The department uses a consumer-driven philosophy for providing services to assist families to become self-reliant. Services provided can be direct financial or medical assistance or supportive services such as case management. A variety of funding sources are utilized for these different types of services.

The Community Services department has fifty-five staff members who assist families with children in their household and adults without children and who are able to work to become self-sufficient. Community Services staff are committed to providing excellent consumer service to Fairfield County families.

Prevention, Retention, and Contingency for 2006: 1,536 vouchers granted with value of \$324,354.
 Ohio Works First program: 730 assistance groups, including 566 adults and 1,179 children.
 Food Stamp recipients: Average 9,099 people with total value of \$10.7 million per year
 Medicaid Recipients: 12,441 families and children with value of \$33 million.
 Aged Blind or Disabled: 3,228 recipients with a value of \$69 million.

V. Focus Groups and Surveys

The Fairfield County Housing Coalition was very interested in listening to homeless and at-risk individuals and families to develop the plan for Fairfield County. Outreach was conducted with homeless residents and consumers of housing assistance agencies at a variety of locations, as indicated in the table below.

Focus groups and surveys were conducted based upon the setting. Consumers were informed that their responses were confidential and that no names or identifying information would be obtained or shared. Research assistants conducted focus groups with agency staff present (although agency staff did not provide input), and conducted surveys primarily by asking questions verbally and writing down consumer responses.

The survey instruments and focus group questions used for the process are provided as attachments to this report. Consumer responses and recommendations are woven into the strategies summarized in section VII, Planning and Strategy Recommendations.

Table 3: Focus and Survey Groups Held with Service Recipients

Date	Group	Sponsor / Location	Number of Participants
September 20	Homeless Families	Lutheran Social Services / St. Peter's Lutheran Church	12
October 3	Low-income individuals and families	Fairfield County Job and Family Services / 2 nd floor lobby	20
October 3	Low-income families	Fairfield County Metropolitan Housing Authority / Hanover Court housing	5
October 20	Low-income individuals and families	Fairfield County Metropolitan Housing Authority / lobby surveys	7
October 20	Teenage Youth in Foster Care	"Project Reality" Residential Program	5
October 25	Homeless Individuals / Families	Foundations Shelter	15
October 26	Low-income individuals and families	Fairfield County Metropolitan Housing Authority / Shallow Ridge & E. Walnut housing	10
		TOTAL	74

Input from consumers is included in the recommendations and strategies section of this report.

See attached summary of focus group and survey results for more information about specific responses.

VI. New Projects, Service, and Developments

Outreach—The Recovery Center will be doing outreach and treatment for homeless persons in conjunction with other agencies beginning in January 2007. They intend to provide intensive outpatient services and “wrap-around” services.

Prevention—FCJFS received grants for the Family Stability Unit Project for the child welfare program (Children Services), funded at \$698,629 for the development of a team of child welfare professionals assigned to provide short-term intensive intervention to families experiencing domestic violence or economic instability. The Pay Forward Project received \$307,121 for a self-sufficiency program offering asset accumulation opportunities for successful OWF families achieving continuous employment. The Breaking Out Project received \$86,641 to serve the re-entry needs of released felons. FCJFS also recently identified a case worker to help appropriate families apply for SSI benefits. If successful, this initiative will enable families to become self-sufficient and reduce our caseload size for Ohio Works First.

Shelter—The adult shelter is in the process of being relocated to a new facility. The relocation of the adult shelter will increase the capacity over what is currently available and also offer an opportunity to increase the capacity of the family shelter (the adult shelter is located in the same building as the family shelter). The PHA director has indicated that she would consider renovating the old office site into permanent supportive housing, especially if they are unable to lease the space in a timely manner.

Affordable Housing—Lutheran Social Services applied for 15 units of Shelter + Care housing through HUD in April of 2006. This will create 15 additional housing vouchers for homeless persons. A decision from HUD is likely to be made in January 2007.

The Lancaster-Fairfield Community Action Agency (LFCAA) is in the concept stage of planning for the development of a new 32-unit permanent housing project to serve low-income families. The project may include homeless families who would qualify for permanent supportive housing and access either federal Supportive Housing Program or Shelter Plus Care funds through the 2006 Continuum of Care process.

The Fairfield ADAMH Board currently has two projects planned: one for respite beds and the other is a group home. The Board has lacked funding to match funds received by the Ohio Department of Mental Health and the National Alliance for the Mentally Ill’s Mental Health Housing Leadership Institute. With the recently approved levy, it is anticipated that these projects will move forward with development.

VII. Planning and Strategy Recommendations

A. PREVENTION: (Emergency Prevention/Systems Prevention/Other Strategies to End Homelessness)

Committee Co-Chairs: Laura Holton and Mary Jo Smith

Committee Members: Mary Bozman, Brooks Davis, Becky Edwards, Melissa Gantner, Courtney Green, Sherry Orlando, Molly Swisher

Strengths

- Fairfield County has a low rate of poverty, is a supportive community toward homeless and low-income residents, and has excellent public service agencies.
- Excellent programs and consumer service are provided by Fairfield County Job and Family Services and Fairfield Metropolitan Housing Authority once people become eligible for benefits.
- Lancaster and Fairfield County are caring communities that provide support for homeless families and individuals.

Needs

- Fairfield County’s homeless services would benefit from coordination into a more unified system of care. More emergency housing assistance funding is also needed.
- Shorter waiting times for housing assistance and other benefits are needed. More flexibility in working with consumers who receive services and benefits is also needed.
- Coordination of services and resources, including public, private, and faith-based groups, is needed. More local funding specifically for homeless programs and services is also needed.

Emergency Prevention

Priority Strategies—<i>Emergency Prevention</i>	Action Steps	Time Frame
Educate at least 150 service providers and 500 consumers about housing options.	FCHC workgroup will create Guide to Affordable Housing.	6 months July 2007
	FCHC will develop a “how-to” guide to housing assistance in Fairfield County.	6 months July 2007
Develop a unified housing system with consistent entry process and flow through the system, and more coordination with support services. Coordinate natural support systems, such as churches, that provide important resources and help avoid duplication.	FCHC will continue to work on coordinating resources and networking to include more service providers and groups.	Ongoing
Create a master list of housing assistance, available housing, action steps to get housing, and agency services and resources.	FCHC will revise consumer guide booklet.	3 months April 2007
Raise awareness of how unpaid utility bills cause homelessness for families and individuals. Seek forgivable accounts for consumers who are in a state of hardship.	FCHC will discuss with City, County, and utility company representatives. FCHC will explore “hardship” eligibility and waiver or voucher system.	6 months July 2007

Fairfield County, Ohio Housing Coalition
Ten-Year Plan to End Homelessness

<p>Provide more written resources before people end up homeless. Provide assistance before people “reach the bottom” and face eviction.</p>	<p>FMHA to create “tip sheet” to help people avoid eviction.</p> <p>Information and Referral to create social marketing campaign to educate consumers about available resources.</p>	<p>6 months July 2007</p> <p>1 – 2 years Jan. 2008</p>
<p>Assess home repair services and resources to prevent low-income residents from becoming homeless.</p>	<p>FCHC subcommittee to research and develop strategy.</p>	<p>6 months July 2007</p>
<p>Other Strategies—<i>Emergency Prevention</i></p>	<p>Action Steps</p>	<p>Time Frame</p>
<p>Education</p> <p>Educate 500 tenants and families about their rights and responsibilities, stress the benefits of staying in one place, and provide motivation to remain in housing.</p> <p>Provide education for 100 landlords about the cost of eviction, effective prevention methods, and available resources for tenants who require assistance.</p> <p>Provide education about equity and reverse mortgage options for 100 older adults.</p>	<p>Family and Children First Council to create campaign to help keep children enrolled in same school.</p> <p>FCHC to assist with city’s Fair Housing Seminar with workshops about housing rights and responsibilities, benefits of keeping.</p> <p>Fair Housing Seminar (see above)</p>	<p>6 months July 2007</p> <p>1 year Jan. 2008</p> <p>2 – 3 years</p>
<p>System Coordination</p> <p>Train 150 agency staff to increase coordination and consistency within the housing and services system.</p>	<p>FCHC will host training sessions.</p> <p>Information and Referral service can keep up-to-date housing lists on-line, FCHC partners can submit information and updates.</p>	<p>6 months July 2007</p> <p>1 year Jan. 2008</p>
<p>Advocacy</p> <p>Work with the legal system to prevent evictions, especially if there are issues with the landlord as well as with the tenant.</p>	<p>FMHA will create a “tip sheet” on avoiding eviction for consumers. FCHC will distribute to landlords and court.</p> <p>FMHA is developing a waiver system to keep the family in place even if one person has a</p>	<p>1 year Jan. 2008</p> <p>1 year Jan. 2008</p>

Consider tenant advocates for legal action.	violation.	
	FCHC will track eviction numbers through court system	1 - 2 years
	FCHC to consider for future training and development.	2 years Jan. 2009

Systems Prevention

Priority Strategies—<i>Systems Prevention</i>	Action Steps	Time Frame
Educate people at all stages of life to increase self-sufficiency skills, financial skills, and avoidance of debt, especially for youth and young adults. Find ways to tie education together with benefits.	FCHC and Family and Children First Council will develop education materials and share with youth-serving systems.	3 – 5 years
Post education materials on their website. Other agencies may also post information on their websites.	Family and Children First Council will post information	1 year Jan. 2008
Publicize the new Information and Referral services to help make sure housing resources are known.	Information and Referral to develop public relations and outreach campaign.	1 year Jan. 2008, ongoing
Encourage dialog, education, and coordination of care with institutions that send people to Fairfield County, such as the Veterans Administration hospital, Chillicothe Correctional Institute, county jails, etc.	JFS to work on a Coordination Agreement using the TANF grant as a model.	1 year Jan. 2008
Other Strategies-<i>Systems Prevention</i>	Action Steps	Time Frame
Education		
Educate people at risk of homelessness about how to avoid losing their current housing.	FCHC to identify ways to motivate people to seek help earlier, address fears, and improve relationship between consumers and providers.	2 years Jan. 2009
Develop brochure, education materials, and speakers to discuss homelessness with constituents in the community.	FCHC to develop materials.	2 years Jan. 2009
Require more education and “homework” for people receiving shelter or housing assistance.	Agencies to determine policy for each program.	Ongoing
Educate people receiving social security about employment income and how it affects benefits and quality of life.	FCHC will obtain materials currently available from Social Security and include in case manager training.	1 year Jan. 2008
System Coordination		
Develop cooperation agreement with Fairfield County shelters to share information regarding the homeless population.	Family and Children First Council will host a roundtable	1 year Jan. 2008

<p>Provide leadership and join with neighboring communities to develop coordinated systems of care together.</p> <p>Send a list of landlords with affordable housing to all FCHC members on a regular basis.</p>	<p>discussion lunch event to begin dialog.</p> <p>FCHC to discuss with RHISCO counties and other areas.</p> <p>FCHC will work with Project House Call and Information and Referral to distribute lists and post to websites.</p>	<p>18 months July 2008</p> <p>1 year Jan. 2008</p>
<p>New Programs and Resources</p> <p>Develop a travelers fund to assist families and individuals who want to return to their home communities, possibly with the help of churches, VFW, etc.</p> <p>Develop voicemail service for homeless persons as part of Information and Referral service.</p>	<p>FCHC to discuss idea with constituent agencies.</p> <p>Information and Referral to investigate feasibility.</p>	<p>18 months July 2008</p> <p>2 years Jan. 2009</p>

Other Strategies to End Homelessness

<i>Other Strategies to End Homelessness</i>	Action Steps	Time Frame
<p>Advocacy</p> <p>Create more dialogue between homeless persons and community groups and leaders, including politicians.</p> <p>Provide key community leaders with a tour of homeless shelters, outreach locations, and services.</p>	<p>FCHC will invite homeless and formerly homeless persons to attend trainings and coalition events.</p> <p>FCHC will develop tour schedule for community organizations and individuals</p>	<p>2 – 3 years</p> <p>1 – 2 years</p>
<p>New Programs and Resources</p> <p>Increase local funding for homeless services and housing. Develop fundraising plan in conjunction with local churches, United Way, foundations, and other sources.</p>	<p>FCHC will coordinate efforts with United Way and local foundations.</p> <p>FCHC grant sub-committee will continue searching for funding each year.</p>	<p>1 year Jan. 2008</p> <p>Ongoing</p>

B. HOUSING: (Shorten Homelessness/Rapid Re-housing/Permanent Housing)

Committee Co-Chairs: Jackie Keller and Bob Sulick

Committee Members: Tony Motta, Janice Novotni, Suzanne Pelletier-Walker, Eddie Rapp, Carol Wagner, Patricia Waits

Strengths

- The current local preference for rent subsidy helps people with disabilities, seniors, and homeless persons.
- Fairfield County has high-quality shelter and transitional housing programs. Local churches and faith-based programs are an important part of the system of care for homeless persons.
- Fairfield County has a high rate of home ownership. Housing availability at full market rates is good.

Needs

- Faster access to housing assistance and rent subsidy is needed for people who are homeless. More family support is needed, including both professional and natural support systems.
- Fairfield County has a shortage of housing assistance vouchers, especially for families
- The county needs more affordable housing for people with low income, and more housing for seniors and people with disabilities. Fairfield County has a low percentage of multi-family rental units when compared with other counties / areas.

Shorten Homelessness

Priority Strategies— <i>Shorten Homelessness</i>	Action Steps	Time Frame
Research all housing assistance programs and funding sources available in Fairfield County. Compare Fairfield’s use of federal and other resources with five similar counties to determine if there are additional opportunities to bring more funding for housing assistance. Consider housing vouchers for special needs populations and all funding sources.	FCHC grant sub-committee will research and compare. Fairfield Affordable Housing, Lancaster Community Housing Corporation, JFS, and Habitat for Humanity included in discussion.	1 year Jan. 2008
Coordinate programs, services, and resources with churches and the faith-based community.	Lutheran Social Services (LSS) will lead efforts with faith-based community, with help from Information and Referral. LSS will invite Christian Hospitality Network and other faith-based groups to participate. FCHC will seek agenda time to present information at annual faith-based summit meeting.	18 months July 2008 18 months July 2008
Expand capacity of family shelter by 3 or 4 units.	Lancaster-Fairfield Community	2 years

	Action Agency in process of expansion	Jan. 2009
Develop HMIS system with providers, establish and report outcomes.	LSS will coordinate with other providers to cover as many shelter programs as possible.	2 years Jan. 2009
Other Strategies—<i>Shorten Homelessness</i>	Action Steps	Time Frame
Create flexible housing for families and single adults with opportunities to save money for permanent housing.	FCHC to investigate funding opportunities and feasibility.	3 - 5 years

Rapid Re-Housing

Priority Strategies—<i>Rapid Re-Housing</i>	Action Steps	Time Frame
Change the local preference for Section 8 vouchers from preference for elderly and disabled residents to serve more families.	FCHC to provide recommendation to FMHA, FMHA will determine local preference.	3 – 6 months July 2007
Establish method to determine who has vacant housing.	FCHC will work with LSS Project House Call to develop apartment list and update schedule. Information and Referral will help distribute list and post to website. Agencies can submit information updates.	1 year Jan. 2008 1 year Jan. 2008
Other Strategies—<i>Rapid Re-Housing</i>	Action Steps	Time Frame
Education Work with the landlord association to provide education and incentives for 100 landlords to help families and individuals maintain current housing.	FMHA to work with landlords and landlord association. FCHC will support FMHA's work with landlords as needed.	Once per year and ongoing. Ongoing.
Systems Coordination Support landlords that are good to work with and develop a list of qualified landlords with consumer feedback as part of the rating.	FMHA continue to build relationships with landlords and landlord association, inform FCHC about important meeting items.	Ongoing.

Preserve adult shelter beds.	FCHC will work with adult shelter providers and advocate for funding and support.	Ongoing.
Advocacy Advocate to change policy at the federal level to allow more flexible use of Section 8 vouchers and federal funding at the local level.	FCHC to communicate with Senators and Representatives to U.S. Congress, other advocacy groups.	Annually and ongoing.
New Programs and Resources Explore use of other resources for rental assistance for elderly and disabled residents, such as levy funding.	FCHC to discuss with city and county representatives.	1 year Jan. 2008

Permanent Housing

Priority Strategies—Permanent Housing	Action Steps	Time Frame
Quantify number of existing affordable housing units with subsidy attached or affordable to low income residents and assign realistic numbers to strategies below.	FCHC to review FMHA list, city and county housing plans, other information to quantify.	6 months July 2007
Create more permanent, affordable housing for families with children who are homeless or at risk of becoming homeless.	FCHC to establish a grant sub-committee to research funding. FCHC will consider ways to combine funding from FMHA, CDBG, state and federal resources, deferred loans, HDAP, Federal Home Loan Bank, CRA, etc. Coordinate efforts with city and county housing plans.	1 year Jan. 2008 1 year Jan. 2008
Increase the number of accessible affordable housing units to prevent people with disabilities from becoming homeless.	FCHC grant sub-committee will search for funding and technical assistance opportunities.	2 – 3 years and ongoing
Increase affordable housing units at price-points people can afford by seeking funding opportunities from federal, state, and local funding sources. Seek technical assistance from intermediary agencies.	FCHC grant committee will search for funding and technical assistance opportunities.	Ongoing.
Develop additional housing and support programs for youth “aging out” of foster care.	JFS to expand “Project Reality” program to serve more youth.	2 – 3 years
Develop new Supportive Housing Projects and / or Shelter Plus Care projects through the HUD Continuum of Care.	FCHC to determine housing that best meets the needs of consumers. FCHC will consider new Shelter Plus Care, Permanent Supportive Housing, etc.	Annually through Continuum of Care Process

C. Supportive Services: (Outreach/Services)

Committee Chair: Marcy Fields and Lisa Pickrell

Committee Members: Ed Clum, Jodi Clutter, Mark Grodner, Tami Karr, James Kennelly, Sharon Riecky, Jill Spearman

Strengths

- The Fairfield County Housing Coalition provides a high level of experience and a collaborative structure to develop services.
- High-quality services are provided by social service agencies and programs in Fairfield County. The rent-based tuition assistance program has been helpful to provide a long-term solution to poverty.

Needs

- Outreach is a “weak link” in the Fairfield County system. There is no outreach team or organized plan to provide outreach to homeless persons.
- More integration and coordination between helping agencies is needed in Fairfield County. Consumer rights education and empowerment is also needed. The county needs more funding to help people transition out of public assistance, rather than “all or nothing” supports and services that end when consumers get beyond the housing crisis or other emergency situation.

Outreach

Priority Strategies—<i>Outreach</i>	Action Steps	Time Frame
Provide additional homeless outreach and explore funding resources for outreach. Do outreach more than once per year during the point-in-time count.	FCHC grant subcommittee to explore available funding	1 year Jan. 2008
	FCHC will invite faith-based organizations to get involved in outreach.	1 year Jan. 2008
	LSS will coordinate follow-up activities for point-in-time count	6 months July 2007
Other Strategies—<i>Outreach</i>	Action Steps	Time Frame
System Coordination		
During outreach activities, find out what people want and need with regard to employment and services. Find out how many homeless people experience significant challenges to employment.	LSS and FCHC will plan to gather information for the 2008 point-in-time count	1 year Jan. 2008
New Programs and Resources		
Create a central location with a post office box and a phone number so homeless people can pick up mail and messages.	FCHC to discuss feasibility, determine if an agency can develop.	2 years Jan. 2008

<p>Create a drop-in center that is centrally located where homeless people can spend weekends and evenings.</p>	<p>FCHC to discuss feasibility, determine if an agency or faith-based partner can develop.</p>	<p>2 years Jan. 2008</p>
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Services

<p>Priority Strategies—<i>Services</i></p>	<p>Action Steps</p>	<p>Time Frame</p>
<p>Training for at least 150 Case Managers and service providers about available services, tenant rights, and preventing eviction.</p>	<p>FCHC planning subcommittee to broaden FMHA’s quarterly training series and develop a Housing Summit training for all system providers. Content will include “Housing Town” simulation, Family Self-Sufficiency, agency info., speakers, updated guide to affordable housing, etc.</p>	<p>6 months July 2007 then Quarterly or Biannually</p>
<p>Assess the degree of case management needed by consumers. Some folks need a small push in the right direction, and some need quite a bit more.</p>	<p>FCHC to develop a case management level system, using current mental health system and other models as a guide.</p>	<p>1 year Jan. 2008</p>
<p>Develop programs that let people keep assistance longer through the transition period to self-sufficiency.</p>	<p>FCHC to advocate for longer-term services. FCHC will try to involve faith-based groups to serve as mentors and life skills coaches.</p>	<p>2 years Jan. 2009</p>
<p>Other Strategies—<i>Services</i></p>	<p>Action Steps</p>	<p>Time Frame</p>
<p>New Programs and Resources Develop a mentoring program with life skills coaching for homeless and at-risk individuals.</p>	<p>FCHC to discuss with service agencies and faith-based providers.</p>	<p>2 – 3 years</p>

D. Finance: (Income/Implementing the Plan – Resources)

Committee Chair: Pam Patula

Committee Members: Kellie Ailes, Krista Geigle, Peter Gerds, Orman Hall, Edwin Payne, Susan Secoy, Vic Ward

Strengths

- Mainstream employment training and placement services are effective. Access to benefits (social security, etc) is good once consumers are determined eligible.

Needs

- People who are homeless need faster access to income support and employment. Flexible employers and income programs for people with poor employment histories or criminal convictions are needed

Income

Priority Strategies—Income	Action Steps	Time Frame
Strongly encourage consumers to participate in the Family Self-Sufficiency class at FMHA (or similar course elsewhere).	FCHC to include this topic in all system training.	6 months July 2007
Other Strategies—Income	Action Steps	Time Frame
<p>Advocacy</p> <p>Advocate for public policy that supports low-income workers and employment for people with disabilities.</p> <p>Seek ways to provide faster access to jobs for homeless persons who are out of work.</p> <p>Structure employment assistance programs with more incremental steps to help people find jobs.</p> <p>Advocate for employers to hire people work even if they had a felony in the past.</p>	<p>FCHC to advocate for living wage and fair labor policies.</p> <p>FCHC to participate in “Fairfield First” and other community planning efforts.</p> <p>FCHC to participate in “Fairfield First” and other community planning efforts.</p> <p>FCHC will support JFS “Break Out” program and efforts to employ non-violent felons.</p>	<p>Ongoing.</p> <p>6 months, ongoing.</p> <p>6 months, ongoing.</p> <p>1 year Jan. 2008</p>
<p>New Programs and Resources</p> <p>Create a transportation pool for lower income workers in collaboration with existing transportation systems.</p> <p>Develop work incentive programs, part-time positions, and supportive employment opportunities.</p>	<p>FCHC to participate in “Fairfield First” and other community planning efforts.</p> <p>Same as above</p>	<p>3 – 5 years and ongoing.</p> <p>Ongoing.</p>

Seek funding to develop job skill training and apprentice programs that help create higher-wage workers.	Same as above	Ongoing.
Provide transportation options for 2 nd and 3 rd shift workers.	Same as above.	Ongoing.

Implementing the Plan -Resources

Federal Funding Options- *Implementing the Plan -Resources*

Federal Funding Options

HUD Continuum of Care (Supportive Housing Program, Shelter Plus Care Program)
 HUD Low Income Tax Credit Funding (permanent housing for low income individuals and families)
 HUD 202 Housing Project Funding (permanent housing for elderly and disabled)
 Demonstration projects / special grant opportunities (HHS, DOJ, SAMHSA, etc.)

State Funding Options

Ohio Department of Development (Ohio Housing Trust Fund, Office of Housing and Community Partnerships, etc.)
 Ohio Department of Job and Family Services – TANF and other funding
 Ohio Housing Finance Agency

Local / Other Funding Options

City, County CDBG funding and other resources
 Fairfield County Job and Family Services – TANF and other funding
 Fairfield Foundation
 Other local, regional, and national foundations
 United Way
 Fundraising

Technical Support

COHHIO
 Corporation for Supportive Housing
 Ohio Association of Nonprofit Organizations
 Ohio Capital Corporation for Housing
 Ohio Housing Finance Agency
 Private Consulting Firms

Monitoring Progress

The FCHC will monitor progress on the plan's implementation on an annual basis. Progress toward specific strategies and objectives will be monitored at regularly scheduled quarterly meetings as needed. The annual review will include analysis of outcomes, timelines, roles and responsibilities, and reporting to community.

VIII. Resources and References

Housing and Homelessness

Corporation for Supportive Housing
50 Broadway, 17th Floor
New York, NY 10004
212-986-2966
www.csh.org

Interagency Council on Homelessness
451 7th Street, SW, Ste. 2100
Washington, DC 20410
202-708-4663
www.ich.gov

National Alliance to End Homelessness
1518 K Street, NW, Ste. 410
Washington, DC 20005
202-638-1526
www.naeh.org

National Health Care for the Homeless Council
P.O. Box 60427
Nashville, TN 37206

615-226-2292
www.nhchc.org

National Policy and Advocacy Council on
Homelessness
1140 Connecticut Ave., NW, Ste. 1210
Washington, DC 20036
202-714-5378
www.npach.org

Financial Skills and Education

World Institute on Disability
510 16th Street, Suite 100
Oakland, California 94612
Voice: 510-763-4100
TTY: 510-208-9496
Fax: 510-763-4109
Website: www.wid.org
Email: wid@wid.org
Megan O'Neil, Access to Assets Project
Coordinator
megan@wid.org or Toll-Free: 1-866-723-1201

References

Burt, Martha R., Laudan Y. Aron, Toby Douglas, Jesse Valente, Edgar Lee, and Britta Iwen. 1999. Homelessness: Programs and the People They Serve. Findings of the National Survey of Homeless Assistance Providers and Clients. Washington, D.C.: Urban Institute.

Housing Assistance Council (HAC). 2002. Continua of Care Best Practices: Comprehensive Homeless Planning in Rural America. Washington, D.C.: HAC. Available at <http://www.ruralhome.org/pubs/hsganalysis/continua.pdf>

Post, Patricia. 2002. Hard to Reach: Rural Homelessness & Health Care. Nashville, Tenn.: National Health Care for the Homeless Council. Available at: <http://www.nhchc.org>

Stover, Mary. 1999. "The Hidden Homeless." In Housing in Rural America, ed. Joseph N. Belden and Robert J. Weiner, 91-95. Thousand Oaks, Calif.: Sage Publications.

United States Department of Housing and Urban Development: www.hud.gov/homeless/index.cfm.

Standard Operating Policy # 2-01

Re: Violence Against Women Act

**Policy Reference: Public Law
109-162 passed 1/5/2006
SEOLS notices per the Law
PIH Notice 2006-23
PIH Notice 2006-42
PIH Notice 2007-5**

Approved by: Bd. Of Commissioners

Effective Date: 1/5/2006 retroactively
Resolution: 619-06; revised 10/06; revised 2/07
Presented to Board again 6/2007 Res. 682-07;
Revised 9/2007

The Violence Against Women Act was passed into law to protect the rights of those victims of domestic violence, dating violence, sexual assault and stalking. The rights of those victims to obtain housing, retain housing and to relocate for protection purposes is essential in providing a safe environment.

The Fairfield Metropolitan Housing Authority will make every effort to assist those victims and their families by adherence to the law, notification of victim rights, assistance to relocate and guidance concerning what services are available within the county to make their transition to independent living possible and successful.

Listed are the steps taken by the FMHA to meet the goals for which the law was enacted:

1.) Notification of rights:

The FMHA developed and retains a brochure to explain applicant and tenant rights under the law for those wishing to use or are using housing assistance. Brochures will be maintained in the FMHA lobby and placed in briefing, leasing and add-on packets. Brochures will also be placed in landlord information packets and landlords will receive a copy of the brochure upon signing a lease with a Housing Choice Voucher Program tenant. Applicants or participants under termination, eviction or denial will receive a copy of the VAWA brochure with all letters or notices concerning these actions.

Upon disclosure from a victim of domestic violence, dating violence, sexual assault or stalking a brochure will be supplied and reviewed with the individual and, if applicable, the individual's family.

2.) Notification of available services:

The FMHA developed and retains a listing of services available within the county to assist those victims of violence or stalking. This listing of services will be maintained in the FMHA lobby, placed in briefing, leasing and add-on packets.

Upon learning of a victim of domestic violence, dating violence, sexual assault or stalking, a brochure will be supplied and reviewed with the individual and, if applicable, the individual's family.

3.) Customer service:

The FMHA will meet, individually, with a victim prior to taking action against the abuser. At that time, the individual is notified of rights and available services, they will be advised of the requirements to take action against (terminate or evict) the abuser. The individual does have the right to make their own decision to have the authority take action on their behalf or, if they so desire, to remain with their abuser by withdrawing from the Housing Choice Voucher Program or by giving notice to vacate from their Public Housing Unit.

When meeting with the family concerning the domestic violence issue staff will:

- a. Separate them (if both the victim and the abuser appears) and will take the panic button with them when meeting with the abuser and an additional staff member;
- b. Prior history will be researched before the appointment time;
- c. The staff will determine if the victim is in fear of violence, etc. and call the Lighthouse for the victim.
- d. The staff will document what has been discussed, what has been done and the final outcome.
- e. The staff will report to the proper authorities if they feel a child/elderly person is being abused (Child Services or Adult Protective Services)

To terminate an abuser on the **Housing Choice Voucher Program** the Housing Authority will:

- Require the victim to fill-out the appropriate HUD certification concerning victim status or provide documentation of victim status.
- Complete the reduction process as required of all applicants/tenants.
- Send the appropriate termination papers (via certified and regular mail) to the abuser.
(If no forwarding address has been provided, or is unknown, the termination notices will be mailed to the last known address)
- Mark the applicants/tenants file “disbarred” with the name of the abuser to ensure that the abuser, in the future, is not readmitted to the existing voucher.
- Place the abuser’s name on the appropriate tracking system, based upon PHA policies, using the date of termination including an asterisk, name of the abuser, name of victim in parenthesis, and initials of the case manager.

To terminate an abuser on the **Public Housing Program** the Housing Authority will:

- Require the victim to fill-out the appropriate HUD certification concerning victim status or provide documentation of victim status.
- Complete the reduction process as required of all applicants/tenants.
- If a Public Housing Tenant abuser does not vacate of their own accord then the Housing Authority will begin the eviction process.
- Mark the applicants/tenants file “disbarred” with the name of the abuser to ensure that the abuser, in the future, is not readmitted to the lease.
- Place the abuser’s name on the appropriate tracking system, based upon PHA policies, using the date of termination, including an asterisk, name of the abuser, name of victim in parenthesis, and initials of the case manager.

If the tenant requests a HUD required Certification form, in lieu of documentation, the form must be filled out within 14 business days of tenant’s **receipt** of the certification form. Certification forms will be sent certified and first class mail. 1st class mail receipt date will be 10 calendar days after mailing.

If the tenant requests to provide other documentation of victim status that documentation must be received by the Authority within 14 days of the meeting date. The following is acceptable documentation of victim status:

- A written, signed statement from a victim SERVICE PROVIDER, MEDICAL PROFESSIONAL OR ATTORNEY that states: “under penalty of perjury, the provider believes the incidents in question were acts of domestic violence, dating violence, sexual abuse or stalking against the tenant” (or a member of the tenant’s household) and the statement must name the abuser. The tenant must also sign the document.
- A police record that indicates the tenant (or a member of the tenant’s household) is a victim of domestic violence, dating violence, sexual assault or stalking and that names the abuser.
- A court record (for example, a protective order) that indicates the tenant (or a member of the tenant’s household) is a victim of domestic violence, dating violence, sexual assault or stalking and that names the abuser.

Any individual who violated the rules and regulations governing either the Housing Choice Voucher Program, or the Public Housing Program, by fleeing without notice will be re-housed (with the next available Public Housing unit in accordance with the Transfer Policy) or relocated with a new Voucher (portability only applies to the HCV Program), using either the HUD required Certification or verification of victim status. Their type of re-admission housing is based upon the program that they were participating on at the time.

The Housing Authority may still evict or terminate assistance for serious or repeated violations of a lease that are unrelated to the domestic violence, dating violence, sexual abuse or stalking incidents and will not hold a tenant to a more demanding set of rules than apply to tenant’s who are not victims of the criminal activity mentioned within this policy.

Victim status is kept completely confidential, including any addresses of a victim of domestic violence, dating violence, sexual abuse or stalking (per the law). However, the victim has the right to release such information by placing that request in writing. The FMHA also must disclose any information the court system may demand and the Public Housing Department may use any information needed in eviction cases (per the law)

