

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

Fairfield Metropolitan Housing Authority

PHA Plans

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

**THIS PHA PLAN TEMPLATE (HUD 50075) IS IN ACCORDANCE WITH INSTRUCTIONS
LOCATED IN APPLICABLE PIH NOTICES**

PHA Plan Agency Identification

PHA Name: Fairfield Metropolitan Housing Authority
PHA Number: OH070

PHA Fiscal Year Beginning: 01/2009

PHA Programs Administered:

Public Housing and Section 8
 Section 8 Only
 Public Housing Only
 Number of public housing units: 96
 Number of S8 units:
 Number of public housing units:
 Number of S8 units: 899

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:				

Public Access to Information

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

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

Display Locations For PHA Plans and Supporting Documents

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

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

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

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

5-YEAR PLAN
PHA FISCAL YEARS 2005 – 2009
Revised
[24 CFR Part 903.5]

A. Mission

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

The PHA's mission is:

The Fairfield Metropolitan Housing Authority is dedicated to serving the needs of low and moderate income families in Fairfield County and to:

- **increase the availability of decent, safe, sanitary, and affordable housing;**
- **ensure accessibility and equal opportunity in housing;**
- **promote self-sufficiency and asset development of families; and,**
- **take a leading role in our community to improve quality of life and economic vitality in cooperation with other agencies, developers, and individuals.**

B. Goals

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

PHA Goal: Expand the supply of assisted housing
Objectives:

Apply for additional rental vouchers:
Shelter Plus Care (12)
Family Unification Vouchers (10)
Mainstream Vouchers (20)

Reduce public housing vacancies:

Leverage private or other public funds to create additional housing opportunities:
Section 811 Supportive Housing for Persons with Disabilities and
Section 202 Supportive Housing for the Elderly

Develop a partnership with Habitat for Humanity to build homes for Homeownership participants, which may include donating property for building sites

- Acquire or build units or developments
Use non-profit to purchase and rehab foreclosed properties for Homeownership Program

Build units on FMHA properties – Shallow Ridge, Fairfield/Champion Ave, Spring St.

Develop new “green” construction insuring the new projects would contain the basic 3 features of zero step entrance, 32 inch doors/ 36 inch hallways, and accessible first floor bathroom making it accessible for any tenant

- Other (list below)
Use CBDG funds in conjunction with bank loans to purchase and rehab units

FMHA will determine additional use for the Community Building – 1648 Hanover Court, which may include health services or remodel for additional units.

FMHA will cooperate on Low Income Tax Credit projects as they become available

- PHA Goal: Improve the quality of assisted housing
Objectives:

- Improve public housing management: PHAS score 62
**Lower score was due to the late audit submission by our accounting firm.
A protocol has since been developed to assure this does not happen again.**

- Improve voucher management: SEMAP score 135
FMHA has achieved the highest possible score

- Increase customer satisfaction:

Continue to offer TTY phone services to the public

Expanding the use of comment/question cards and surveys to customers for feedback;

Review and update Customer Service Plan;

Make Benefit Bank available to public;

Website upgrade including direct deposit for landlords, additional forms, waiting list rank, unit locator, links to other agencies, virtual tour of PH units, quarterly newsletter, press releases and positive stories, accessibility features;

Provide “accessible” drop box for clients;

Offer “Tenant Accountability” classes for HCV participants.

- Concentrate on efforts to improve specific management functions:
(list; e.g., public housing finance; voucher unit inspections)

Implement and train staff on software upgrade;

Improve quality control procedures for maintenance, public housing and Section 8 administration;

Additional financial training for management staff.

Increase Training budget for 2009

- Renovate or modernize public housing units:

Continue making capital improvements, including accessible features;

“Green” rehab for 1347 E. Walnut.

- Demolish or dispose of obsolete public housing:

- Provide replacement public housing:

- Provide replacement vouchers:

- Other: (list below)

Create or use LCHC non-profit for construction company

May move 219 W Mulberry house to suitable lot

- PHA Goal: Increase assisted housing choices
Objectives:

- Provide voucher mobility counseling:

- Conduct outreach efforts to potential voucher landlords
Continue “Landlord Appreciation Night”;

Continue to be an active member of the Fairfield County Landlord Association;

Provide detailed information for prospective landlords on our web site;

Continue to provide FMHA newsletter specific to landlords – LINK.

- Increase voucher payment standards
- Implement voucher homeownership program:
Continue providing the Section 8 Homeownership program

Pursue attaining Housing Counseling Agency designation

- Implement public housing or other homeownership programs:
We will apply for PH FSS Coordinator through SuperNOFA
- Implement public housing site-based waiting lists:
- Convert public housing to vouchers:
- Other: (list below)
We will apply for Resident Opportunities Supportive Services grant through SuperNOFA

Explore possible grant/tax credit opportunities

HUD Strategic Goal: Improve community quality of life and economic vitality

- PHA Goal: Provide an improved living environment
Objectives:
 - Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
 - Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
 - Implement public housing security improvements:
FMHA will continue to work with Lancaster Police Department
 - Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
 - Other: (list below)

FMHA will continue to screen applicants to eliminate ineligible and unsuitable public housing tenants;

FMHA will continue to obtain quarterly police reports

FMHA will conduct group briefing sessions for public housing applicants to orient potential residents to the terms of the lease agreement and to provide guidance for peaceful living in public housing neighborhoods to reduce incidence related to improper behaviors, illegal activities, and disturbing the peace;

FMHA will continue to offer employment to PH residents, when applicable;

FMHA will continue to follow the Preventive Maintenance Plan;

FMHA will continue to maintain “curb appeal”

FMHA will work with Ohio Capital Corporation for Housing to offer services and expertise in housing

FMHA will prioritize addressing the needs of clients with disabilities

FMHA will continue to promote Fair Housing

FMHA will consider adding storage facility to the 315 North Columbus Street office location

HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals

PHA Goal: Promote self-sufficiency and asset development of assisted households

Objectives:

Increase the number and percentage of employed persons in assisted families:

Utilize the Section 8 HCV Family Self-Sufficiency Coordinator to assist families who are participating in the HCV program;

Provide or attract supportive services to improve assistance recipients' employability:

Provide or attract supportive services to increase independence for the elderly or families with disabilities.

- Other: (list below)
 - Promote various local homeownership programs (i.e. Habitat for Humanity) for Public Housing and HCV households;**
 - Provide Homeownership opportunities to PH and HCV participants;**
 - Establish local partnerships to collaborate on programming for employment including adults and youth;**
 - Research funding for supportive services for employment;**
 - Establish FMHA's nonprofit as a Housing Counseling agency;**
 - Pursue funding for establishing resident Individual Development Accounts;**
 - Promote better resident understanding of Earned Income Disallowance and other asset building opportunities.**
 - Direct clients to the wide variety of services offered in Fairfield County through direct customer contact, brochures, and the Information and Referral agency.**

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

- PHA Goal: Ensure equal opportunity and affirmatively further fair housing Objectives:
 - Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
 - FMHA staff will actively partner with local agencies to promote fair housing;**
 - FMHA will provide speakers who explain and promote equal access to our housing assistance programs.**
 - Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
 - Fair housing information is distributed at every tenant occupancy briefing for public housing and HCV prior to tenancy;**
 - Fair housing information located in the FMHA lobby is readily available to the public.**

Continue to partner with Southeastern Ohio Center for Independent Living (SOCIL) for assistance for persons with disabilities in locating housing

FMHA will continue to monitor and review Limited English Proficiency (LEP) access

Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
FMHA will list available units on the State Housing Locator website.

Other: (list below)

Other PHA Goals and Objectives: (list below)

Coordinate activities of Lancaster Community Housing Corporation, the not-for-profit corporation of FMHA, to provide services to low/moderate-income persons and families;

Maintain fiscally responsible and responsive PHA;

Responsibly manage the assets and liabilities of FMHA;

Continue to actively pursue collection of past bad debts;

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

Consider changing HCV and/or PH preferences to include “Money Follows the Person (MFP) Rebalancing Initiative”

Annual PHA Plan
PHA Fiscal Year 2009
[24 CFR Part 903.7]

i. Annual Plan Type:

Standard Plan

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

Our Annual Plan goals can be subsumed under three general headings:

1. Addressing the Current Economic and Housing crises,
2. Meeting HUD and PHA Goals, and
3. Strengthening the administrative capacity of the Fairfield Metropolitan Housing Authority

Addressing the Current Economic and Housing Crises:

Under this heading our Annual Plan posits activities we will take alone, and those that we will take in cooperation with other local agencies. Our traditional role in Public Housing and Housing Choice Vouchers changes little, except that we have a new emphasis on home ownership, energy savings in our Public Housing, and developing a new preference for institutionalized seniors and disabled under the Money Follows the People Initiative. Through our non-profit, we will also apply for Section 811 funding to provide 10 units of new housing close by the Ohio University-Lancaster campus, and in cooperation with our VA Clinic, for the disabled, including veterans of the Iraqi War.

But this year the nation is facing economic difficulties that it hasn't faced in seventy years. We, and all service agencies, must respond quickly and effectively to these crises. Our response will be to quickly work with local communities receiving funding under the Housing and Economic Recovery Act of 2008 through offering our expertise in mortgage restructuring, housing counseling, purchase and rehabilitation of foreclosed/vacant properties, management of rental properties until they can be resold to FSS homebuyers, and the attraction of new money to provide new and rehabilitated rental units for those who have lost and will lose their homes, owners and renters alike, because of this crisis.

We also have expertise in neighborhood revitalization and through such cooperation we can help to strengthen the tax base of the city while reducing opportunities for crime and destruction of property

Meeting HUD and PHA Goals:

These have remained largely unchanged from last year: keeping turn times low, trying for the highest REAC scores, encouraging HCV participants to find housing outside of areas of low income concentrations, performing accurate rent reasonableness studies and utility allowances, improving PH tenant participation on the resident council., and all of the other normal activities to re-gain our high performance status in Public Housing and maintain our high performer rating in SEMAP.

We recently found a resident board member whom we think will serve a longer term and provide better input at board meetings than we have had in the past.

Strengthening the Administrative Capacity of the FMHA:

We have increased the training budget for our staff this year, much to their delight, and we will continue to make training a priority.

We made significant changes to our Table of Organization, creating the Deputy Director's position as well as the position of Chief Financial Officer, both with enhanced duties and pay. The Deputy Director is charged with the inside job of staff supervision while keeping her duties as Assistant Director. The Executive Director is responsible for improving cooperation with other local agencies and pursuing new housing initiatives, while maintaining his duties as ED.

The woman holding the title of Finance Director, a CPA, and formerly working part-time, is now our *full-time* Chief Financial Officer with specific changes to her Position Description. She still must cooperate with the Executive Director but she will be working under a contract with the Board. As such, she has a responsibility, along with the ED, to report in full to the Board, protect our funds, work with our outside independent auditor, and provide Program Directors with up-to-date information on their budgets, along with her traditional duties with the agency.

The Fairfield Metropolitan Housing Authority is proud of its high quality, highly trained and effective staff. They are establishing this housing authority as an essential actor, a leader, in the local community-wide effort to improve the quality of life for all.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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Attachments

Required Attachments:

- D. Other Information Required by HUD** Admissions Policy for Deconcentration
- Table Library FY 2009** Capital Fund Program Annual Statement
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
- D. Other Information Required by HUD** List of Resident Advisory Board Members
- D. Other Information Required by HUD** List of Resident Board Member

- D. Other Information Required by HUD** Community Service Description of Implementation
- D. Other Information Required by HUD** Information on Pet Policy
- D. Other Information Required by HUD** Section 8 Homeownership Capacity Statement, if applicable
- D. Other Information Required by HUD** Description of Homeownership Programs, if applicable

Optional Attachments:

- A** PHA Management Organizational Chart
- FY 2005 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)
 - FMHA Policy 2-32**
 - Interim Redetermination Policy – HCV**

 - FMHA Policy 2-31**
 - Preferences for Eligible Applicants**

 - FMHA Policy 4-25**
 - Occupancy Rules**

 - PIH Notice 2001-4**

 - FMHA Policy 2-33**
 - Violent, Drug, Alcohol, and/or Other Criminal Activity Related Disturbances – Applicant**

 - HCV Administrative Plan**
 - H. Information to Owners**

 - Standard Operating Procedure 2-08**
 - Information Provided to HCV Owners**

 - Standard Operating Procedure 2-02**
 - Policy for Granting Voucher Extension**

 - Admissions and Continued Occupancy Plan, Chapter 6**
 - Financial Hardship Affecting Minimum Rent**

 - FMHA Policy 4-27**
 - Grievance Policy**

Admissions and Continued Occupancy Plan, Attachment 11-1

PHA Statement of Consistency with the Consolidated Plan

FMHA Organization Chart

Supporting Documents Available for Review

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

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	grant and most recently submitted PHDEP application (PHDEP Plan)	
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

Housing Needs of Families in the Jurisdiction by Family Type/Renters							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	2515	5	3	4	4	3	3
Income >30% but <=50% of AMI	2047	5	3	3	4	3	3
Income >50% but <80% of AMI	2795	5	3	3	4	3	3
Elderly	1485	5	3	3	4	3	3
Families with Disabilities	923	5	5	3	4	3	3
Race/Ethnicity White	6497	5	3	2	4	3	3
Race/Ethnicity Black	433	5	4	2	4	3	3
Race/Ethnicity Hispanic	85	5	4	2	4	3	3
Race/Ethnicity Asian	64	5	4	2	4	3	3

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

- Consolidated Plan of the Jurisdiction/s
Indicate year: **2003-2007**
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year:
- Other sources: (list and indicate year of information)

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	960		152
Extremely low income <=30% AMI	835	87%	
Very low income (>30% but <=50% AMI)	125	13%	
Low income (>50% but <80% AMI)	0	0%	
Families with children	675	70%	
Elderly families	275	29%	
Families with Disabilities	205	21%	
Race/ethnicity	White 803	84%	
Race/ethnicity	Black 135	14%	
Race/ethnicity	Hispanic 5	1%	
Race/ethnicity	Other 17	1%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	285	30	88
2 BR	409	43	36
3 BR	236	25	23
4 BR	26	1	5
5 BR	4	1	0
5+ BR	0	0	0

Housing Needs of Families on the Waiting List

Is the waiting list closed (select one)? No Yes

If yes:

How long has it been closed? 6 months

Does the PHA expect to reopen the list in the PHA Plan year? No Yes

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

Housing Needs of Families on the Waiting List

Waiting list type: (select one)

Section 8 tenant-based assistance

Public Housing

Combined Section 8 and Public Housing

Public Housing Site-Based or sub-jurisdictional waiting list (optional)

If used, identify which development/subjurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	824		21
Extremely low income <=30% AMI			
Very low income (>30% but <=50% AMI)			
Low income (>50% but <80% AMI)			
Families with children	814	99%	
Elderly families	20	1%	
Families with Disabilities	9	1%	
Race/ethnicity	White 666	80%	
Race/ethnicity	Black 128	15%	
Race/ethnicity	Hispanic 4	1%	
Race/ethnicity	Other 26	3%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	10	1%	
2 BR	553	67%	
3 BR	235	28%	

Housing Needs of Families on the Waiting List			
4 BR	25	3%	
5 BR	0	0%	
5+ BR	1	1%	
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

C. Strategy for Addressing Needs

The FMHA Public Housing program operates at full capacity to maximize the number of applicants that receive subsidized housing through this office. The Waiting List remains open and we pull from that list as housing becomes available. Our strategies include keeping turn-over time and vacancies to a minimum,

Although, the Section 8 Housing Choice Voucher program leases 100% of its vouchers yearly, the number of vouchers available does not meet the need of Fairfield County. The Waiting List has closed for the first time since the inception of the FMHA.

FMHA is an active partner in the Fairfield County Housing Coalition, which maintains the Continuum of Care Plan and the 10-Year Plan to End Homelessness. FMHA staff participates on a number of boards and committees to address housing issues in our county.

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources

- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

Market public housing units in the Lancaster community; particularly to working families using our local working family preference;

Monitor turnover time related to occupancy function and resolve any identified problems;

Continue to improve communication and coordination between Intake staff, PH Coordinator and Maintenance staff to reduce unit turnaround time and vacancies;

Increase property monitoring by all staff to reduce damages and make-ready time.

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

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

Apply for Family Unification Vouchers should they become available;

Apply for Mainstream Vouchers should they become available;

Pursue partnerships for alternative housing programs for special sub-populations, i.e., persons with a mental illness, persons with disabilities, victims of domestic violence, persons participating in drug recovery programs and veterans;

Develop local homeownership opportunities utilizing HOME and CDBG funds, Federal Home Loan Bank funds;

Purchase and rehabilitate properties for rent and/or future homeownership;

Implement energy conservation programs to reduce utility expenses for low-income households;

Explore forming a Community Housing Development Organization (CHDO).

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

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

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- Employ admissions preferences aimed at families with economic hardships
- Adopt rent policies to support and encourage work, **i.e. SOP 2-32 Interim Redetermination Policy - HCV**
- Other: (list below)
Develop an Individual Development Account (IDA) program to assist Public Housing and HCV families in building family assets.

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

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

- Employ admissions preferences aimed at families who are working, **Public Housing only**
- Adopt rent policies to support and encourage work, **i.e. SOP 2-32 Interim Redetermination Policy - HCV**
- Other: (list below)
Develop an Individual Development Account (IDA) program to assist Public Housing and HCV families in building family assets.

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

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

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

- Seek designation of public housing for families with disabilities
- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- Affirmatively market to local non-profit agencies that assist families with disabilities
- Other: **FMHA has a preference for families with a disabled household member – HCV only**

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

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

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

Strategy 2: Conduct activities to affirmatively further fair housing

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

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

(2) Reasons for Selecting Strategies

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

- Funding constraints
- Staffing constraints
- Limited availability of sites for assisted housing
- Extent to which particular housing needs are met by other organizations in the community
- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- Influence of the housing market on PHA programs
- Community priorities regarding housing assistance

- Results of consultation with local or state government
 - Results of consultation with residents and the Resident Advisory Board
 - Results of consultation with advocacy groups
 - Other: (list below)
- Desire to assist low-income working families in building family assets and achieving family self-sufficiency.**

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2005 grants)		
a) Public Housing Operating Fund	200,000	
b) Public Housing Capital Fund	180,000	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	4,600,000	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants	48,000	
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
3. Public Housing Dwelling Rental Income	200,000	
4. Other income (list below)		
4. Non-federal sources (list below)		
Total resources	5,228,000	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

(1) Eligibility

a. When does the PHA verify eligibility for admission to public housing?

- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: **(within 30 days)**
- Other: **When a family is pulled from the Waiting List, they are sent an application. Once all information has been turned in to the Public Housing department, the PH Assistant will begin the verification process. If a family is not offered a unit at this time, they are put on another pending list for a vacant unit. Once a unit becomes available and the family has reached the top of the pending list, they will be offered the unit (if the verifications are not 60-days current their information will be verified again).**

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

- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Other

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

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

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

The PHA checks all county websites to ensure criminal or any drug-related activity is found, as well as evictions. FMHA uses FABCO for screening applicants, which includes previous landlord references, credit reports, criminal records for county, state and most national, sex offender status, and provides any debts owed to FABCO landlords.

(2)Waiting List Organization

a. Which methods does the PHA plan to use to organize its public housing waiting list

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

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

- PHA main administrative office
- PHA development site management office
- Other **Applications are located in other social service offices.**

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

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

(3) Assignment

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

- One
- Two
- Three or More

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

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

In what circumstances will transfers take precedence over new admissions?

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

c. Preferences

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

2. Which of the following admission preferences does the PHA plan to employ in the coming year?

Former Federal preferences:

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

Other preferences:

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

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

**Homeless
Disaster Programs – HUD approved
Disabled**

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

X Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

- 6** Working families and those unable to work because of age or disability
- 4** Veterans and veterans’ families
- 1** Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)
 - 2 Federal Requirement - A household that contain a citizen of the Republic of Marshall Islands, the Federated States of Micronesia, and the Republic of Palau who are eligible for assistance.**
 - 5 Homeless**
 - 3 Disaster Programs – HUD approved**
 - 7 Disabled – HCV only**

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing

- The PHA-resident lease
- The PHA's Admissions and (Continued) Occupancy policy
- PHA briefing seminars or written materials
- Other source **SOP 4-25 Occupancy Rules**

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

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

(6) Deconcentration and Income Mixing

a. Yes No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing? **See PIH Notice 2001-4**

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

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

- Adoption of site-based waiting lists
If selected, list targeted developments below:
- Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:
- Employing new admission preferences at targeted developments
If selected, list targeted developments below:
- Other (list policies and developments targeted below)

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

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

- Additional affirmative marketing

- Actions to improve the marketability of certain developments
- Adoption or adjustment of ceiling rents for certain developments
- Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- Other (list below)

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

- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:

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

- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:

B. Section 8

(1) Eligibility

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

- Criminal or drug-related activity only to the extent required by law or regulation
- Criminal and drug-related activity, more extensively than required by law or regulation
- More general screening than criminal and drug-related activity (list factors below)
- Other **See SOP 2-33 Violent, Drug, Alcohol, and/or other Criminal Activity Related Disturbances – Applicant**

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

The PHA checks all county websites to ensure criminal or any drug-related activity is found, as well as evictions.

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

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

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

- Criminal or drug-related activity
- Other

Family's current address
Prior landlord
Tenancy history for the past two years
HA debts

(2) Waiting List Organization

a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged?

- None
- Federal public housing
- Federal moderate rehabilitation
- Federal project-based certificate program
- Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant-based assistance?

- PHA main administrative office – **in person, by phone, by mail, by fax**
- Other **Applications are located in other social service offices.**

(3) Search Time

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

If yes, state circumstances below:

(4) Admissions Preferences

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

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

Disaster Programs – (HCV only) Approved to participate on, or participating in a HUD approved and operated disaster assistance program. Disabled – A household that includes a disability – HCV only.

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

Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- 4** Veterans and veterans' families
- 1** Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)

- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

- 2 Federal Requirement**
- 3 Disaster Program – HUD Approved**
- 5 Homeless**
- 6 Disabled – HCV only**

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

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

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

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

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

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

(5) Special Purpose Section 8 Assistance Programs

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

- The Section 8 Administrative Plan
 - Briefing sessions and written materials
 - Other
- Waiting List application packet**

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

- Through published notices
 - Other
- Social Service Agencies and Community Partners**

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

(1) Income Based Rent Policies

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

See Addendum "HUD-Defined Financial Hardship" ACOP

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

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

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

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

- For the earned income of a previously unemployed household member

- For increases in earned income
- Fixed amount (other than general rent-setting policy)
If yes, state amount/s and circumstances below:
Less than \$50
- Fixed percentage (other than general rent-setting policy)
If yes, state percentage/s and circumstances below:
- For household heads
- For other family members
- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)

e. Ceiling rents

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

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

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

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

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

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

f. Rent re-determinations:

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

- Never
- At family option – **family request rent review to lower rent**
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)_____
- Other (list below)

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

(2) Flat Rents

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

- The section 8 rent reasonableness study of comparable housing
- Survey of rents listed in local newspaper
- Survey of similar unassisted units in the neighborhood
- Other (list/describe below)
Fairfield County's (sub-market) rents are lower than Central Ohio (market) rents

B. Section 8 Tenant-Based Assistance

(1) Payment Standards

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

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

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

- FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area

- The PHA has chosen to serve additional families by lowering the payment standard
- Reflects market or submarket
- Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level?
(select all that apply)

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

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

- Annually
- Other (list below)

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

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

(2) Minimum Rent

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

- \$0 **Section 8 has no minimum rent**
- \$1-\$25
- \$26-\$50

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

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

A. PHA Management Structure

- An organization chart showing the PHA's management structure and organization is attached.
- A brief description of the management structure and organization of the PHA follows:

B. HUD Programs Under PHA Management

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	96	21
Section 8 Vouchers	899	152
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		
HCV Family Self-Sufficiency	31	5
Homeownership	29	5

C. Management and Maintenance Policies

- (1) Public Housing Maintenance and Management:
Admissions and Continued Occupancy Policy
PH Masterbook – Nan McKay
Federal Regulations
FMHA Standard Operating Procedures
Maintenance Guidebook

- (2) Section 8 Management:

HCV Administrative Plan
HCV Masterbook – Nan McKay
Federal Regulations
FMHA Standard Operating Procedures

(3) HCV Family Self-Sufficiency Management:

FSS Action Plan

FSS MasterBook – Nan McKay

(4) HCV Homeownership Management:

Homeownership Administrative Plan

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

A. Public Housing

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

If yes, list additions to federal requirements below:

See SOP 4-27 Grievance Policy

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

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

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office
 Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

A. Capital Fund Activities

(1) Capital Fund Program Annual Statement

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name)

-or-

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

(2) Optional 5-Year Action Plan

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

b. If yes to question a, select one:

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

-or-

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

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

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

1. Development name:

2. Development (project) number:

3. Status of grant: (select the statement that best describes the current status)

- Revitalization Plan under development
- Revitalization Plan submitted, pending approval
- Revitalization Plan approved
- Activities pursuant to an approved Revitalization Plan underway

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

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

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

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 – Fairfield/Champion
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:	(DD/MM/YY)
5. Number of units affected:	0
6. Coverage of action (select one)	<input checked="" type="checkbox"/> Part of the development, Excess Land <input type="checkbox"/> Total development
7. Timeline for activity:	a. Actual or projected start date of activity: 2009 b. Projected end date of activity: 2014

Demolition/Disposition Activity Description	
1a. Development name:	Heiber Subdivision – Spring St
1b. Development (project) number:	OH070-001
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:	(01/06/2009)
5. Number of units affected:	0
6. Coverage of action (select one)	

form HUD 50075 (03/2003)

<input checked="" type="checkbox"/> Part of the development, Excess Land <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: 2009 b. Projected end date of activity: 2014

Demolition/Disposition Activity Description
1a. Development name: Ross Subdivision – Shallow Ridge 1b. Development (project) number: OH070-0003
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>(01/06/2009)</u>
5. Number of units affected: 0
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development, Excess Land <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: 2009 b. Projected end date of activity: 2014

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

[24 CFR Part 903.7 9 (i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

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

2. Activity Description

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

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

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description

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

Conversion of Public Housing Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. What is the status of the required assessment?	
<input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)	
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)	
4. Status of Conversion Plan (select the statement that best describes the current status)	
<input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway	
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)	
<input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: _____) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: _____)	

- Units addressed in a pending or approved HOPE VI Revitalization Plan
(date submitted or approved:)
- Requirements no longer applicable: vacancy rates are less than 10 percent
- Requirements no longer applicable: site now has less than 300 units
- Other: (describe below)

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

N/A

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

N/A

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

FMHA has several non-federal properties which will be sold through the HCV Homeownership Program

**526 W. Wheeling St
324 Washington Ave.
407/407 ½ Garfield Ave.
521 Goodwin Ave.**

A. Public Housing

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

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

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

5. Number of units affected:
6. Coverage of action: (select one)
- Part of the development
- Total development

B. Section 8 Tenant Based Assistance

1. Yes No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to component 12; if “yes”, describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (1)]

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

If yes, what was the date that agreement was signed? **05/2007**

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

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

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
Money Cents	5 – 20	Specific criteria	PHA Main Office	Both
Homeownership Education	5 – 20	Specific criteria	PHA Main Office	Both

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2005 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		
Section 8	Voluntary Program	28 as of 6/16/08

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

C. Welfare Benefit Reductions

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

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

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

Standard Operating Procedure 4-21

Name: Community Service Certification

CFR: QWHRA

Policy Reference: ACOP

During the lease briefing the Public Housing Coordinator will inform all new tenants of the Community Service requirement, at which time they will be asked to complete a Community Service Compliance Certificate, certifying to FMHA that they are either exempt from Community Service or that they will perform their required 8 hours of Community service per month.

If a tenant certifies they are exempt the PHA must verify the reason for the exemption. Example: if client state they are exempt due to a disability that does not allow them to gain employment then the tenant will be asked for their doctor's name and address at which time a disability form will be sent to the doctor asking for verification to this exemption. If the Doctor does not respond and the Housing Authority can not verbally verify with the doctors office, then a deadline will be given for self-certification at that point. If the disability form states the resident does NOT fall under the exemption status then another certification form will be sent to the resident with a letter informing them they are not considered exempt and they must begin their community service requirement.

If the tenant certifies that they are not exempt the staff member will then give the tenant a Community service tracking form which the tenant will be responsible for having completed by the locality in which they perform their community service and must turn this documentation in at their annual recertification or when they become exempt-which ever occurs first, the form will also need to be signed by the person(s) certifying on behalf of the resident completion of their community service requirement. Upon receipt of the tracking form the staff member will review to ensure 8 hours of Community Service was completed each month, any month that does not have 8 hours performed, the tenant will then receive a letter from the Public Housing Manager requiring they make up the time they are behind. The tenant will have 12 months to make this time up. At the next annual recertification the tracking form will be turned in by the resident and reviewed by the PH Manager, at which time if the Community Service requirement has been met for the past year as well as the hours the resident (s) were deficient from the previous year has been made up,

lease renewal will occur, if the resident (s) has not met the requirement for Community Service eviction action may be taken.

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

FMHA is EXEMPT from completing this section.

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

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

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

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

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

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

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

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

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

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

C. Coordination between PHA and the police

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

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

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

D. Additional information as required by PHDEP/PHDEP Plan

N/A

- Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes No: Has the PHA included the PHDEP Plan for FY 2005 in this PHA Plan?
- Yes No: This PHDEP Plan is an Attachment. (Attachment Filename: ____)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

SOP 4-26

FMHA Policy 4-26

Name: Pet Policy

Section I. Pet Ownership

A resident may own one or more common household pets or have one or more common household pets present in the dwelling unit of such resident, subject to the following conditions:

1. Each head of household may own up to two pets. If one of the pets is a dog or cat, (or other four-legged animal), the second pet must be contained in a cage or an aquarium for fish. Each bird or other animals, other than fish, shall be counted as one pet. (For example, you can have one bird and one dog. You may not have 2 birds and one dog.)
2. If the pet is a dog or cat, it must be neutered/spayed by the age of six (6) months, and cats must be de-clawed at the front paws by the age of three (3) months. The evidence can be provided by a statement/bill from a veterinarian and/or staff of the local humane society. Evidence must be provided prior to the execution of this agreement and/or within 10 days of the pet becoming of the age to be neutered/spayed or de-clawed. Resident must provide waterproof and leak proof litter boxes for cat waste, which must be kept inside the dwelling unit. Cardboard boxes are not acceptable and will not be approved. The Resident shall not permit refuse from litter boxes to accumulate nor to become unsightly or unsanitary. Also, the weight of a cat cannot exceed twenty-five (25) pounds (fully grown) and a dog may not exceed 25 pounds in weight (fully-grown).
3. If the pet is a bird, it shall be housed in a birdcage and cannot be let out of the cage at any time.
4. If the pet is a fish, the aquarium must be forty (40) gallons or less, and the container must be placed in a safe location in the unit. The Resident is limited to one container for the fish; however, there is no limit on the number of fish that can be maintained in the container as long as the container is maintained in a safe and non-hazardous manner.
5. If the pet is a cat or dog, it must have received rabies and distemper inoculations or boosters, as applicable. Evidence of inoculations can be provided by a statement/bill from veterinarian or by staff of the Humane Society and must be provided before the execution of the Pet Policy Addendum.

6. All pets must be housed within the unit and no facilities can be constructed outside of the unit for any pet. No animal shall be permitted to be loose and if the pet is taken outside it must be taken outside on a leash and kept off other Resident's lawns. Also, all pets must wear collars with identification and license at all times. Pets without a collar will be picked-up immediately by the Humane Society, county dog warden, or other appropriate agency.
7. The pet must be under the control of an adult leaseholder. An unleashed pet, or one tied to a fixed object, is not considered to be under the control of an adult leaseholder. Pets, which are unleashed, or leashed and unattended, on housing authority property, may be impounded and reported to the local Humane Society, dog warden or other appropriate agency for pick-up. It shall be the responsibility of the Resident to reclaim the pet at the expense of the Resident.
8. The pet may not be left unattended for more than ten (10) consecutive hours. If it is reported to FMHA staff that a pet(s) has been left unattended for more than a ten (10) consecutive hour period, FMHA staff may enter the unit with the humane society, dog warden or other appropriate agency to pick-up the animal. Any expense to remove and reclaim the pet from any facility will be the responsibility of the Resident. In the case of an emergency, FMHA will work with the resident to allow no more than 24 hours for the resident to make accommodations for the pet.
9. The pet, as applicable, must be weighed by a veterinarian or staff of the Humane Society. A statement containing the weight of the pet must be provided to FMHA prior to the execution of this agreement and upon request by the FMHA at any time following the inception of the Pet Policy Addendum.
10. Responsible Pet Ownership: Each pet must be maintained responsibly and in accordance with this pet ownership lease addendum and in accordance with all applicable ordinances, state and local public health, animal control, and animal anti-cruelty laws and regulations governing pet ownership. Any waste generated by a pet must be properly and promptly disposed of by the tenant to avoid any unpleasant and unsanitary odor from being in the unit in accordance with the provisions of FMHA's Pet Policy.
11. Prohibited Animals: Animals or breeds of animals that are considered by FMHA to be vicious and/or intimidating will not be allowed. Some examples of animals that have a reputation of a vicious nature are: reptiles, Rottweiler, Doberman Pinscher, Pit Bulldog, German Shepherd, Chow, and/or any animal that displays vicious behavior. This determination will be made by an FMHA representative prior to the execution of this lease addendum.
12. Pet(s) shall not disturb, interfere or diminish the peaceful enjoyment of other residents. The terms, "disturb, interfere or diminish" shall include but not be limited to barking, meowing, crying, howling, chirping, biting, scratching and other like activities. This includes any pets that make noise continuously and/or incessantly for a period of 10 minutes or intermittently for one-half hour or more

and therefore disturbs any person at any time of the day or night. The Housing Manager/Management Aide will terminate this authorization if a pet disturbs other residents under this section of the lease addendum. The resident will be given two weeks to make other arrangements for the care of the pet or the dwelling lease will be terminated.

13. If the animal should become destructive, create a nuisance, represent a threat to the safety and security of other persons, or create a problem in the area of cleanliness and sanitation, the Housing Manager/Management Aide will notify the tenant, in writing, that the animal must be removed from the development, within five (5) days of the date of the notice from FMHA. The Resident may request a hearing, which will be handled according to FMHA's established grievance procedure. The pet may remain with the resident during the hearing process unless FMHA has determined that the pet may be a danger or threat to the safety and security of other persons. If this determination has been made by FMHA, the pet must be immediately removed from the unit upon receipt of the notice from FMHA.
14. Pets may not be bred or used for any commercial purposes on FMHA property. Nor may a resident may not house sit for any period of time without prior approval from FMHA.
15. If the resident states that the pet is not theirs in any situation where a pet has been sighted at their home, the burden of proof will be on the resident to prove it is not their pet.
16. The Resident is solely responsible for cleaning up the waste of the pet within the dwelling and on the premises of the public housing development. If the pet is taken outside, it must be on a leash at all times. If there is any visible waste by the pet, it must be disposed of in a plastic bag, securely tied and placed in the garbage receptacle for their unit. If the Housing Authority staff is required to clean any waste left by a pet, the Resident will be charged \$30 for the removal of the waste.
17. The Resident shall have pets restrained so that maintenance can be performed in the apartment. The Resident shall, whenever an inspection or maintenance is scheduled, either be at home or shall have all animals restrained or caged. If a maintenance person enters an apartment where an animal is not restrained, maintenance shall not be performed, and the Resident shall be charged a fee of \$25.00. If this same situation again occurs, the fee will increase by increments of \$10 each time. Pets that are not caged or properly restrained may be impounded by animal control officers and taken to the local Humane Society or dog warden. It shall be the responsibility of the Resident to reclaim the pet at the expense of the Resident. The Housing Authority shall not be responsible if any animal escapes from the residence due to maintenance, inspections, or other activities of the landlord.
18. No pet shall be allowed in the unit prior to the completion of the terms of this pet policy. If a resident has not reported a pet living in the home to the FMHA,

the result could include the following but not limited to: eviction, charged the monthly pet fee from the month the pet entered the home, security deposit due immediately.

Section II. SCHEDULE OF ANNUAL FEES AND INITIAL DEPOSIT FEE AND DEPOSIT SCHEDULE

Type of Pet	Monthly Fee	Deposit
Dog	\$25	\$250
Cat	\$25	\$250
Fish Aquarium (max 40 gallons)	\$0	\$50
Fish Bowl (Requires no power and no larger than two gallons)	\$0	\$0

The Monthly Fee is not reimbursable. The deposit made shall be utilized to offset damages caused by the pet and/or tenant. Any balance, if any, from the deposit will be refunded to the tenant. **THERE SHALL BE NO REFUND OF THE MONTHLY FEE.**

It shall be a serious violation of the lease for any resident to have a pet without proper approval and without having complied with the terms of this policy. Such violation shall be considered to be a serious violation of the lease and this Addendum and the Housing Authority will issue a termination notice. The resident will be entitled to a grievance hearing in accordance with the Grievance Policy.

It is understood and agreed that FMHA is not responsible for any damages caused by the pet including but not limited to: bites and scratches to residents, neighbors, visitors, staff, FMHA contractors, and others who are lawfully on the FMHA's premises or other pets or service animals.

RESIDENT AGREEMENT

After reading and/or having read to me this lease addendum I/we the undersigned, hereinafter "I," agree to the following:

I agree to abide by the requirements outlined in this lease addendum for pet ownership and to keep the pet(s) in accordance with this lease addendum.

I agree and understand that I am liable for any damage or injury whatsoever caused by pet(s) and shall pay FMHA for any damages or injury caused by the pet(s). I also realize that I should obtain liability insurance for pet ownership and that paying for the insurance is my responsibility.

I agree to accept full responsibility and will indemnify and hold harmless FMHA for any claims by or injuries to third parties or their property caused by my pet(s).

I agree to pay a non-refundable monthly fee of \$_____ to cover some of the additional operating cost incurred by the FMHA. I also understand that this fee is due and will be included on my monthly rent statement.

I agree to pay a refundable pet deposit of \$_____ to FMHA. The pet deposit may be used by FMHA at the termination of the lease toward payment of any rent or toward payment of any other costs made necessary because of my occupancy of the premises. Otherwise, the pet deposit, or any balance remaining after final inspection, will be returned to me after the premises are vacated and all keys have been returned.

I AGREE AND UNDERSTAND THAT ALL INFORMATION CONCERNING MY PET (S) MUST BE UPDATED ANNUALLY AND PROVIDED TO THE FMHA AT THE ANNUAL REEXAMINATION.

I AGREE AND UNDERSTAND THAT VIOLATING THIS LEASE ADDENDUM MAY RESULT IN THE REMOVAL OF THE PET (S) FROM THE PROPERTY OF THE FMHA AND/OR EVICTION. I ALSO UNDERSTAND THAT I MAY NOT BE ALLOWED TO OWN ANY TYPE OF PET IN THE FUTURE WHILE BEING AN OCCUPANT OF THE FMHA.

I ALSO UNDERSTAND THAT I MUST OBTAIN PRIOR APPROVAL FROM FMHA BEFORE MAKING A CHANGE OF A PET FOR WHICH THIS POLICY WAS APPROVED OR ADDING A SECOND PET. ALSO, A PICTURE MAY BE TAKEN BY FMHA STAFF OF THE PET (S) FOR DOCUMENTATION. THE PICTURE WILL BE MAINTAINED IN THE RESIDENT'S FILE WITH THE APPROPRIATE FMHA MANAGEMENT OFFICE.

Head of Household

Date

Other Adult / Spouse

Date

Other Adult

Date

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. Yes No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?
(If no, skip to component 17.)
2. Yes No: Was the most recent fiscal audit submitted to HUD? **2007**
3. Yes No: Were there any findings as the result of that audit?
4. Yes No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain? _____
5. Yes No: Have responses to any unresolved findings been submitted to HUD?
If not, when are they due (state below)?

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

1. Yes No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock , including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?

2. What types of asset management activities will the PHA undertake? (select all that apply)
 - Not applicable
 - Private management
 - Development-based accounting
 - Comprehensive stock assessment
 - Other: (list below)

3. Yes No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

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

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
 Attached at Attachment (**File name**) **Survey Results**
 Provided below:

3. In what manner did the PHA address those comments? (select all that apply)
 Considered comments, but determined that no changes to the PHA Plan were necessary.
 The PHA changed portions of the PHA Plan in response to comments
List changes below:
 Other: (list below)
Capital Fund Survey

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

Note: Ohio dictates the HA Board members are appointed by local elected officials. The most recent resident Board member has been approved by the Mayor of Lancaster, Fairfield County's largest city. The term for this individual is five years, October 6, 2004 through October 6, 2009. See attachment SOP 6-7

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

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

3. Description of Resident Election Process

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

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

Interested parties submit resume to FMHA, which are forwarded to the Mayor of Lancaster who makes the appointment.

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

Chosen by the Mayor of Lancaster

C. Statement of Consistency with the Consolidated Plan

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

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

D. Other Information Required by HUD

DECONCENTRATION POLICY

The Fairfield Metropolitan Housing Authority has not identified any areas in Fairfield County of an extreme nature of concentration of extremely low, very low and low income families.

The FMHA will concentrate on outreach to landlords to assure a variety of rental units from all areas of the county. Informational programs will be conducted for landlords concerning : participation on the Section 8 Rental Assistance Program: drugs in rental housing: rights and responsibilities of landlords and other area benefits to area landlords.

The FMHA will conduct outreach to landlords when additional funding is available to place families in rental unit.

Resident Board Member

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.

Resident Advisory Board Members

Amherst Place
Mark Shaw
Hanover Court
Tessy Buckelew
Spring Street
Thomas Weigand
Lane Avenue
Karlie Wissinger
East Walnut Street
Jody DeVor
West Chestnut Street/Shallow Ridge
Elizabeth Fox

SURVEY RESULTS FROM RESIDENTS FOR ANNUAL PLAN 2009

96 Surveys were sent out to all Public Housing Residents and FMHA received 28 back which is 29% of our residents responded.

SUGGESTIONS FOR CAPITAL FUND PROJECTS FOR THE COMING YEAR(S):

- Windows (replacements)
- Painting of units more frequently
- Floors replaced
- New Screen Doors
- New Stoves
- Ceiling Fans in units
- New Refrigerators
- Other-dishwashers, shutters, kid activities area (playground on Hanover), clear bushes away from fences, tree trimming more, update bathrooms, wood floors,

gutter guards, dryer vents (so they don't damage), update bathroom lighting fixtures

SUGGESTIONS FOR MAINTENANCE IMPROVEMENTS:

- Clothing lines attached to houses (that can be pulled out from the house and then put back when finished)
- Change furnace filters more frequently
- Faster service-the majority would like to see work orders done between 3 to 5 days
- Better maintenance tips/ information
- Gutter cleaning
- Better upkeep of common areas
- Clearer definition of Emergency Items

SUGGESTIONS FOR PUBLIC HOUSING STAFF:

- Be more compassionate
- Do not call clients (you people)
- Later office hours
- Hold more tenant meetings with staff
- Do less inspections
- Return phone calls faster
- Friendlier service
- Explain lease and policies better
- More inspections

The Public Housing Staff reviews all the tenant survey's and decides within our Capital Fund budget what is feasible to achieve in that year. Tenant survey's are an important part of FMHA's planning strategy for the Capital Fund portion of the Annual plan, and we appreciate the residents feed back.

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.

FAIRFIELD METROPOLITAN HOUSING AUTHORITY HOMEOWNERSHIP PROGRAM ADMINISTRATIVE PLAN

BACKGROUND OF PROGRAM

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 Developments Final Rule, dated October 12, 2000 (24 CFR 982) and subsequently revised and by Section 8 (Y) "Homeownership 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

FMHA will provide up to 45 Homeownership vouchers for this program. There is no limit of Homeownership vouchers during the course of a calendar year as long as it does not exceed the 45 total vouchers. When participants exit the Homeownership Program, their vouchers will be returned to the rental pool of vouchers. FMHA will reissue replacement vouchers in a manner to assure program stability and so as not to exceed the maximum of 45 vouchers.

FMHA will review this program annually and adjust the program goals with the preparation of the FMHA Annual Plan. FMHA reserves the right to discontinue the program to applicants and participants (not including current home

owners). Termination of the program is subject to public notification with the Annual Plan. Existing home owners will continue until such time as they exit the program.

ELIGIBILITY FOR PROGRAM

The Homeownership Program will be administered in addition to the Family Self-Sufficiency Program and its requirements. FMHA created a Waiting List for the Homeownership Program. Applicants must be a current participant of the Family Self-Sufficiency Program in good standing at the time they place their name on the Waiting List. The Program requirements are:

1. Must be a participant of the Housing Choice Voucher Family Self-Sufficiency Program.
2. Must qualify as a first-time homeowner.
 - a. A family of which no member has any present ownership, or interest, in a residence during the three years before commencement of homeownership assistance.
 - b. 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 as defined by 12 U.S.C. 12713.
 - c. Other definitions as they apply to this program are addressed in 24 CFR 982.4 and are included by this reference.
3. The household has no outstanding debt with FMHA or any other PHA.
4. The household has not defaulted on a mortgage securing debt to purchase a home under the homeownership option.

PROGRAM REQUIREMENTS

A. Individual Case Management

The Head of Household (HOH) for the Family Self-Sufficiency Program and Housing Choice Voucher Program will remain the HOH for the Homeownership Program.

1. The Coordinator and family will review current financial status, credit reports, develop a family budget, and create goals that will assist the family toward the final goal of homeownership.
2. The Head of Household must maintain monthly contact with the Coordinator as defined in the Family Self-Sufficiency Action Plan Section: Individual Case Management Plan.
3. An Individual Training and Service Plan (ITSP) will be developed for the family. The ITSP will have Interim and Final Goals. These goals may be both personal and related to their Family Self-Sufficiency and Homeownership Goal.
 - a. Goals should include: obtaining credit report, saving money, paying off negative debt, attending homeownership education and obtaining pre-approval for a mortgage.
4. The Coordinator will review budget documents for affordability prior to the purchase of a home. The mortgage pre-approval paperwork will help determine the amount the family can afford.
 - a. No more than 40% of the family's income should be used for housing costs. Some special circumstances will be reviewed on a case by case basis.
 - b. Debt-to-income ratios will be reviewed and a plan created to correct any issues.

B. Completion of Homeownership Education

The participating family must complete all the Homeownership Courses and Counseling recommended or provided by FMHA.

1. Homeownership Education and Counseling offered by other agencies must be pre-approved by the Coordinator.
 - a. The participating family will be responsible for getting all requested information to the Coordinator for review prior to the start of the classes.
2. Suggested topics for Homeownership Education and Counseling will include, but is not limited to:
 - a. Creating a family budget
 - b. Credit analysis/improvements
 - c. Working with a realtor
 - d. Finding a home
 - e. Financing a home/pre-approval
 - f. Mortgage closing process
 - g. Information on Real Estate Settlement Procedures Act
 - h. Information on Fair Housing
 - i. Down payment assistance programs
 - j. Maintaining a home/home inspections

C. Employment and Income Requirements

1. One or more adults in the household must be employed full-time (average of 30 hours per week), and be continuously employed for 12 months prior to commencement of homeownership assistance.
 - a. Excused work interruptions are as follows: pregnancy leave as recommended by a physician, plant closing, layoffs, strikes, interruptions in work to attend higher education to improve employability, employment that was less than 12 months but consistent such as successive jobs that resulted in career advancement.
 - b. Elderly and disabled families are exempt from the employment requirement.
 - c. Self-Employment would need documentation such as license, tax forms etc.
2. Minimum income requirements are:
 - a. Non- Disabled or Elderly Families: Federal Minimum Wage Multiplied by 2000.
 - b. Disabled and Elderly Families: Current SSI monthly payment multiplied by 12.

D. Minimum Homeownership 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 3% must be from the family's resources.

1. Documentation must be provided to verify the existence of these funds.
2. These funds will be used for down payment, closing costs, inspection, homeowners insurance and other related purchasing costs.
3. Families can obtain a "gift" for the additional 2% of the required funds.
 - a. If the family obtains a "gift" they must submit a notarized statement. The statement must say the family will not repay this gift.
4. Families are encouraged to apply for additional down payment assistance available from the City of Lancaster, Community Action or other programs.

5. FMHA suggests that each participating family enter into a monthly savings plan. This account would be a "buffer" account for emergencies that may arise once the family is in their new home. This amount will be above the 3% requirement.

E. Financing Requirements

1. The Coordinator must review the lender qualifications, loan terms, and the family's debt-to-income ratio to determine if the loan product is affordable and appropriate for the family. The participant may choose any financial institution meeting the following requirements:
 - a. Financing must be provided, insured or guaranteed by the State or Federal Government.
 - b. Compliance with the secondary mortgage market underwriting standards.
 - c. Compliance with generally accepted private sector underwriting requirements.
2. The participant may not be involved in the following activities:
 - a. Seller financing
 - b. Balloon payments
 - c. Variable interest rate loans
 - d. Land contracts

F. 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 (HUD considers a unit to be "under construction" as footers being poured) or already existing at the time the family became eligible for the homeownership program.
4. FMHA will allow the purchase of condos or townhouses.
5. The home has been inspected by the FMHA Housing Quality Inspector and by an independent certified home inspector. The home must meet HQS requirements.
6. FMHA-owned units as long as:
 - a. FMHA must inform the family, both verbally and in writing that the family has the right to purchase any eligible unit and ensure the PHA-owned unit is freely selected by the family without PHA pressure, steering, directing or requiring families to purchase PHA-owned properties.
 - b. The unit qualifies as eligible housing as listed above.
 - c. FMHA must obtain services of an independent entity to perform the following functions:
 - i. Review of the contract of sale.
 - ii. Inspection of the unit for compliance with HQS.
 - iii. Review of the independent inspection report.
 - iv. Determine the reasonableness of the sale price and any PHA provided financing.
7. Homes must be located in Fairfield County. If a family wishes to purchase a home outside Fairfield County they must port their voucher to the county in which the house is located.
8. Units not yet under construction. Pending approval of environmental certification prior to commencement of construction.

FMHA will not allow the purchase of co-ops, single room occupancy, congregate housing or mobile homes as dwellings.

The seller may not be debarred, suspended, or subject to a limited denial of participation with any HUD programs.

G. Inspection of the Property

1. The unit must be inspected by FMHA's Inspector and meet Housing Quality Standards before the family arranges for an independent Certified Home Inspector.
2. The independent inspection must be paid for by the family or seller.
3. The independent inspector must not be a PHA employee or contractor.
4. This inspection must cover all major building systems and components.
5. The inspector must be qualified to identify physical defects and report on property conditions.
6. Major systems and components include, but are not limited to:
 - a. Foundation and structure.
 - b. Housing interior and exterior.
 - c. Roofing.
 - d. Plumbing, electrical and heating systems.
7. FMHA has the right to deny purchase of the home if the independent home inspection discloses unfavorable information even if the home meets HQS.
8. A copy of the independent inspection is to be provided to FMHA.

H. Search and Purchase Requirements

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

1. Issuance of a homeownership voucher shall take place after the following conditions are met:
 - a. Certificate of Completion from Homebuyer Education and Counseling Classes.
 - b. Pre-Approval of financing from an acceptable financial institution.
 - c. Documentation of 3% of the purchase price has been saved.
 - d. Recertification with the voucher program has been completed.
2. Upon completion of the above criteria established in this plan, the family will begin the process of locating a home to purchase. During that period, the family will be required to submit monthly progress reports to the Coordinator. The progress report shall include the number of homes that have been researched or viewed. This report can be verbal, email or written report.
3. The deadline for locating a home to purchase will be 6 months from the date the family signed their Homeownership voucher.
4. If the family is unable to locate a home within the maximum time limit, the FMHA may grant an extension of 90 days for good cause. This will be on a case by case basis and at the discretion of the Coordinator.
 - a. The extension request must be in writing from the family and have documentation that shows their attempts to locate a home.
 - b. If after 90 days the family is unable to locate a home to purchase, they will lose their Homeownership voucher. Families with disabilities can request in writing a reasonable accommodation for an additional 60 days. Documentation must show why their disability would not allow them to find a home within the time frame listed above.
 - c. Good Cause is defined as:

- i. Trouble locating a suitable home in the participant's price range based on their pre-approval.
 - ii. Family is close to closing on their home but need additional time to get all paperwork and scheduling complete.
 - iii. The family needed more time to save the 3% of the purchase price because they needed to reduce their debt in order to meet the lenders requirements for the loan.
 - iv. The family had a change in income resulting in a lower amount they were able to finance.
- 5. The family must close on the house within 180 calendar days from the date they signed the contract for the home.
- 6. FMHA 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:
 - a. Location of the proposed home and property.
 - b. Identity of the seller of the property.
 - c. Price, terms and conditions of the sale.
 - d. Seller must allow the Housing Quality Standards Inspection and agree to make the needed repairs to the home.
 - e. Provision that the purchaser is not obligated to purchase the home unless the inspection is satisfactory to the purchaser and FMHA.
 - f. Seller must agree to allow an Independent Home Inspection.
- 7. Seller must sign a Certification from HUD that they were never debarred, suspended or subject to a limited denial of participation under part 24 CFR 982.628 (b).
- 8. Family must sign the Homeownership Obligations Contract. This document states the homeowner's obligations and the consequences thereof. This document must be signed before the commencement of the homeownership assistance.

I. Homeownership Assistance Payments and Homeownership Expenses

- 1. Some homeownership expenses are allowances or standards determined by the FMHA. These allowances are used to determine expense 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
 - b. Property taxes and assessments
 - c. Homeowners insurance
 - d. Current utility allowances for the home
 - e. Routine maintenance costs
 - f. Major repairs and renovations
 - g. Mortgage insurance premiums incurred to finance the home.
- 2. FMHA will send the Homeownership Assistance Payment to the homeowner unless the participant provides a written request stating the payment must be sent to the lender. They must show proof as why this request is needed and appropriate. It is the homeowner's responsibility to make sure the total mortgage payment is made to the lender.
- 3. In determining the amount of homeownership assistance payment, FMHA will use the same Payment Standard schedule, Payment Standard amounts and subsidy standards as those described in the Housing Choice Voucher Program.
- 4. The monthly homeownership assistance payment is the lower of:
 - a. The Payment Standard minus the Total Tenant Payment or

- b. The family's monthly homeownership expenses minus the Total Tenant Payment.
5. The Terms of Payment Assistance for Non Elderly or Disabled Families are:
- a. Fifteen years, if the initial mortgage term is 20 years or longer.
 - b. Ten years, in all other cases.

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

6. Terms of Payment Assistance-Elderly or Disabled Families
- a. There is no time limit on Homeownership assistance for elderly or disabled families (head of household or spouse is elderly or disabled).
 - i. The elderly exception only applies if the participating head of household or spouse is elderly at the start of homeownership assistance.
 - ii. The disabled exception applies if at any time during the receipt of Homeownership assistance, the head of household or spouse qualifies as disabled.
 - b. In the case of a Head of Household or spouse who ceases to qualify as elderly or disabled during the course of the homeownership assistance, 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.
 - c. FMHA will consider accommodations for a live-in aide as a Reasonable Accommodation, if deemed appropriate by the Fair Housing Officer. 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 aid)

J. Recapture of Assistance

- 1. FMHA 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.
- 2. FMHA will require repayment on any monies illegally obtained through fraudulent means or non-compliance resulting in 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.

K. Portability (prior to purchasing a home)

- 1. A family may purchase a home outside the jurisdiction of FMHA while participating in the Homeownership Program when the following conditions are met:
 - a. The receiving PHA has an active Homeownership Program and is accepting new Homeownership families.
 - b. The homeowner has complied with all of the Homeownership responsibilities and all responsibilities of the Housing Choice Voucher Program.
 - c. The homeowner must not presently owe the FMHA any monies.
 - d. The receiving PHA must notify the FMHA of a home purchase within 120 days of porting.
 - e. The receiving PHA may absorb the family into its Voucher program or bill the initial PHA.
 - f. The receiving PHA arranges for the housing counseling and the receiving PHA's Homeownership policies now apply.
 - g. The receiving PHA must determine whether the financing for, and the physical condition of the house are acceptable.

L. Moving with continued assistance

1. 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:
 - a. FMHA cannot commence continued payment for a new home as long as any family member retains title to the former house.
 - b. 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.
 - c. FMHA will determine if the homeowner has met all of the Homeownership criteria as established in this plan prior to moving to a new residence.
 - d. Pre-planning counseling and first-time homebuyer requirements do not apply to movers. However, FMHA will require the family to complete additional counseling prior to moving into a new home.
 - e. FMHA may deny continuing assistance if funding is not available or if the family has violated the conditions of the Housing Choice Voucher Program.
 - f. The homeowner must notify FMHA of any sale or refinancing of a home being purchased with a Homeownership voucher.

POST COUNSELING REQUIREMENTS

1. Homeownership Families must comply with the following conditions:
 - a. They must comply with the terms of their mortgage and debt incurred to purchase the home or any refinancing of such debt.
 - b. Prohibition against conveyance or transfer of home, except for purposes of refinancing or pending settlement of the estate of a deceased family member.
 - c. Must occupy the home as their primary residence.
 - d. Supply any required information to FMHA in accordance with Sec. 982.551 (b).
 - e. The family must notify FMHA of the following:
 - i. Plans to move out of the home.
 - ii. Default of the mortgage used to purchase the home and the nature of such default.
 - iii. Any information concerning mortgage financing or refinancing, sale or transfer of any interest in the home or homeownership expenses.
 - f. No family member may have any ownership interest in any other residential property.
 - g. It is recommended that Homeowners maintain yearly contact with the Coordinator for the duration of their mortgage assistance. This contact can be home visit, office visit, phone call, letter or email.
 - h. Failure to abide by the Homeownership Obligations can result in termination from the Homeownership Program and Homeownership assistance.
 - i. Must comply with rules and regulations of FMHA's Housing Choice Voucher Program including reporting all changes in income, 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.
 - j. FMHA suggests that Homeowner families continue to save money after the purchase of their home. This will ensure that families are able to maintain their home maintenance and prepare for emergencies.

TERMINATION OF HOMEOWNERSHIP ASSISTANCE

1. Homeownership assistance may only be paid while the family is residing in the home. FMHA may deny or terminate homeownership assistance for any of the following reasons:
 - a. The family has violated any of the family obligations.
 - b. Any household member of the family has been evicted from a federally assisted housing in the last 5 years or evicted from Federally-assisted housing for a drug-related criminal activity in the past 3 years.
 - c. FMHA has terminated assistance under the Housing Choice Voucher Program for any household member of the family.
 - d. The family currently owes money to FMHA or another PHA. The family has not reimbursed any PHA for amounts paid to an owner under a Housing Assistance Payments contract for rent, damages to the unit or other amounts owed by the family.
 - e. Any household member that is under a lifetime registration requirement as a sex offender.
 - f. Any household member that has been convicted for manufacture or production of methamphetamine on the premises of Federally-assisted housing.
 - g. The family fails to comply with the Family Self-Sufficiency Program Contract of Participation.
 - h. The family has been dispossessed from the home pursuant to a judgment order of foreclosure on any mortgage-securing debt incurred to purchase the home.
 - i. FMHA determines that Homeownership assistance has been provided for the maximum term permitted under the Homeownership Voucher program, or it has been 180 calendar days since the last Homeownership payment on behalf of the family.
 - j. The family does not comply with any of the above listed post purchase requirements.

Board Approval Date: 9/24/08

PCC Approval Date: 9/24/08

HUD Approval or Review Date: 9/24/08

Chapter 16

COMMUNITY SERVICE

[24 CFR Part 960 Subpart F and 24 CFR 903.7(I)]

INTRODUCTION

IMPORTANT NOTICE

The community service requirement was suspended for Federal Fiscal Year 2002, for all developments except HOPE VI developments (Department of Veteran Affairs and Housing and Urban Development, and Independent Agencies Appropriation Act, 2002, at Section 432). The requirement has been reinstated for Federal fiscal year 2003.

See Addendum 9-2 (SOP 4-11)

A. REQUIREMENT

Each adult resident of the PHA shall:

Contribute 8 hours per month of community service (not including political activities) within the community in which that adult resides; or

Participate in an economic self-sufficiency program (defined below) for 8 hours per month; or

Perform 8 hours per month of combined activities (community service and economic self-sufficiency program)

B. EXEMPTIONS

The PHA shall provide an exemption from the community service requirement for any individual who:

Is 62 years of age or older;

Is a blind or disabled individual, as defined under section 216[i][I] or 1614 of the Social Security Act, and who is unable to comply with this section, or is a primary caretaker of such individual;

Is engaged in a work activity as defined in section 407[d] of the Social Security Act;

Meets the requirements for being exempted from having to engage in a work activity under the State program funded under part A of title IV of the Social Security Act, or under any other welfare program of the State in which the public housing agency is located, including a State-administered welfare-to-work program; or

Is in a family receiving assistance under a State program funded under part A of title IV of the Social Security Act, or under any other welfare program of the State in which the public housing agency is located, including a State-administered welfare-to-work

program, and has not been found by the State or other administering entity to be in noncompliance with such program.

The PHA will re-verify exemption status annually except in the case of an individual who is 62 years of age or older.

The PHA will permit residents to change exemption status during the year if status changes.

C. DEFINITION OF ECONOMIC SELF-SUFFICIENCY PROGRAM

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

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

In addition to the HUD definition above, the PHA definition includes any of the following:

Participating in the Family Self-Sufficiency Program and being current in the steps outlined in the Individual Training and Services Plan.

Other activities as approved by the PHA on a case-by-case basis.

The PHA will give residents the greatest choice possible in identifying community service opportunities.

The PHA will consider a broad range of self-sufficiency opportunities.

D. ANNUAL DETERMINATIONS

For each public housing resident subject to the requirement of community service, the PHA shall, at least 30 days before the expiration of each lease term, review and determine the compliance of the resident with the community service requirement.

Such determination shall be made in accordance with the principles of due process and on a nondiscriminatory basis.

The PHA will verify compliance annually. If qualifying activities are administered by an organization other than the PHA, the PHA will obtain verification of family compliance from such third parties.

Family members will not be permitted to self-certify that they have complied with community service requirements.

E. NONCOMPLIANCE

If the PHA determines that a resident subject to the community service requirement has not complied with the requirement, the PHA shall notify the resident of such noncompliance, and that:

The determination of noncompliance is subject to the administrative grievance procedure under the PHA's Grievance Procedures; and

Unless the resident enters into an agreement to comply with the community service requirement, the resident's lease will not be renewed, and

The PHA may not renew or extend the resident's lease upon expiration of the lease term and shall take such action as is necessary to terminate the tenancy of the household, unless the PHA enters into an agreement, before the expiration of the lease term, with the resident providing for the resident to cure any noncompliance with the community service requirement, by participating in an economic self-sufficiency program for or contributing to community service as many additional hours as the resident needs to comply in the aggregate with such requirement over the 12-month term of the lease.

The head of household and the noncompliant adult must sign the agreement to cure.

Ineligibility for Occupancy for Noncompliance

The PHA shall not renew or extend any lease, or provide any new lease, for a dwelling unit for any household that includes an adult member who was subject to the community service requirement and failed to comply with the requirement.

F. PHA RESPONSIBILITY

The PHA will ensure that all community service programs are accessible for persons with disabilities.

The PHA will ensure that:

The conditions under which the work is to be performed are not hazardous;

The work is not labor that would be performed by the PHA's employees responsible for essential maintenance and property services; or

The work is not otherwise unacceptable.

G. PHA IMPLEMENTATION OF COMMUNITY SERVICE REQUIREMENT

See addendum 9-3 (SOP 4-11)

To the greatest extent possible and practical, the Authority will:

- A. Provide names and contacts of agencies that can provide opportunities for residents, including disabled, to fulfill their Community Service obligations. (According to the Public Housing Reform Act, a disabled person who can otherwise be gainfully employed is not necessarily exempt from the Community Service Requirement)
- B. Provide in-house opportunities for volunteer work or self-sufficiency programs.

Standard Operating Policy: 4-11

Community Service Policy

Policy Reference: ACOP

CFR Reference Number: QHWRA/ 24 CFR SUBPART F 960.600-609

The Quality Housing and Work Responsibility Act of 1998 requires that all non-exempt public housing adult residents (18 or older) contribute eight (8) hours per month of community service (volunteer work) or participate in eight (8) hours of training, counseling, classes and other activities which help an individual toward self sufficiency and economic independence. This is a requirement of the Public Housing Lease. It is a part of the Public Housing Reform Act also.

Definitions

Community Service-volunteer work, which includes, but is not limited to:

- Work at a local school, hospital, recreation center, senior center or child care center
- Work with youth or senior organizations
- Work at the Authority to help improve physical conditions
- Work at the Authority to help with children's programs
- Helping neighborhood groups with special projects
- Attending Resident Advisory Board meetings
- Participate in the Resident Advisory Board-being a neighborhood captain, handing out flyers designated from the Housing Authority Staff, help with the Annual flower sale.
- Working with the Housing Authority and Resident Advisory Board to help other residents with problems (as designated by the Housing Authority)
- Caring for the children of other residents so they may volunteer.

NOTE: Political activity is **excluded**.

Self-Sufficiency Activities- activities that include, but not limited to:

- Job training programs
- GED classes
- College or Technical classes
- Substance abuse or mental health counseling
- English proficiency or literacy (reading) classes
- Budget and credit counseling
- Any kind of class that helps a person toward economic independence

Exempt Adult-an adult member of the family whom

- Is 62 years of age or older
- Has a verifiable disability that prevents him or her from being gainfully employed
- Is a caretaker of a disabled person
- Is working at least 20 hours per week

Is participating in a welfare to work program
Is receiving assistance from TANF and must be in compliance with job training and work requirements of the program-caseworker must verify with Job and Family Services annually.

II. Requirements of the Program

- A. The eight (8) hours per month may be either volunteer work or a self-sufficiency program activity or a combination of the two.
- B. At least eight (8) hours of activity must be performed each month. An individual may NOT skip a month or complete only partial hours and make up the next month, unless special circumstances warrant special consideration, which requires the Housing Authority to make the determination to allow or disallow a deviation from the schedule, based on reasonable accommodations. (Must be documented in tenant's file as to determination and why it was approved or denied by Housing Authority staff member).
- C. All activities must be performed within the community and not outside the jurisdiction area of the Housing Authority. (Fairfield County)
- D. A Public Housing resident family must:
 - 1. At lease execution or annual recertification after October 1, 1999, all adult members who are 18 years of age and older must:
 - a. Sign a certification obtained from the Housing Authority that they have received and read the Community Service policy and understand that if they are not exempt, failure to comply with this requirement will result in not renewing their lease.

Upon review of the certification by the Public Housing staff, if a family member is found to not be exempt, a Community Service Tracking sheet will be given to each member with a non exempt status, This tracking sheet will be for the upcoming 12 months or until resident receives exempt status (see above).

Tracking sheets must be filled out and signed by the agency supervisor, instructors or counselors verifying to the number of hours contributed by the resident.

If review of the certification by the Public Housing Staff finds that a family member claims to be exempt 3rd party verification will need to be obtained in order to be approved for this exemption.

- e. If a family member is found to be in non-compliance at your annual recertification date, he/she and the Head of Household will sign an agreement with the Housing Authority to make up the deficient hours over a 12-month period

1. Change in Exempt status:

- 1. *If, during the twelve (12) month period, a non-exempt person becomes exempt, it is his/her responsibility to report this to the FMHA and provide documentation of such.*
- 2. If, during the twelve (12) month period, an exempt person becomes non-exempt, it is his/her responsibility to report this to the FMHA. The FMHA will provide the person with the Recording/Certification documentation form and a list of agencies in the community that provide volunteer and or training opportunities.

II. Authority Obligations

- 2. To the greatest extent possible and practical, the Authority will:
 - A. Provide names and contacts of agencies that can provide opportunities for residents, including disabled, to fulfill their Community Service obligations.

(According to the Public Housing Reform Act, a disabled person who can otherwise be gainfully employed is not necessarily exempt from the Community Service Requirement)

- B. Provide in-house opportunities for volunteer work or self-sufficiency programs.
3. The FMHA will make the final determination as to whether or not a family member is exempt from the Community Service requirement. Residents may use the FMHA's Grievance Procedure if they disagree with the determination or to protest the lease termination (if applicable)
 4. In regards to noncompliance of a family member:
 - A. At least thirty (30) days prior to annual re-examination and/or lease expiration, the FMHA will begin reviewing the exempt or non-exempt status and compliance of family members.
 - B. If the FMHA finds a family member to be in non compliance, the Authority may choose to enter into an agreement with the member and the Head of Household to make up the deficient hours over the next twelve (12) month period.
 - C. If, at the next annual re-examination, the family member still is not compliant, the lease will not be renewed and the entire family will have to vacate, unless the noncompliant member agrees to move out of the unit.

Standard Operating Policy 6-6

Annual Plan – Definition of Substantial Deviation

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.

FMHA Policy 2-25

FAIR HOUSING & REASONABLE ACCOMODATION

Written September 2004 in accordance with:

- **The Joint Statement of the Department of Housing and Urban Development and the Department of Justice Reasonable Accommodations under the Fair Housing Act,**
- **The City of Lancaster's Fair Housing Plan, Fair Housing Association,**
- **Strategies to help people with Disabilities be Successful in the HCV Program by HUD,**
- **Fair Housing documentation provided by Donald B. Eager & Associates, Inc., Fair Housing Consultants.**

It is the purpose of this policy to ensure that the rights of individuals concerning fair housing and the rights of individuals concerning their disability, in regards to program participation and housing choices be adhered to according to the law.

To discriminate means to render any difference in treatment to any person in the sale, lease, rental, or financing of a dwelling or housing unit because of a person's race, color, creed, sex, marital status, religious belief, national origin or handicap/disability or familial status. This includes:

- a. refusal to sell or rent to a person who has made a bona fide offer;
- b. discriminate in terms, conditions or privileges, of the sale or rental, or in the provision of services or facilities in connection with the sale or rental;
- c. use advertising for sale or rent that indicates a preference or limitation based on a protected class;
- d. misrepresent the availability of a unit;
- e. engage in blockbusting;
- f. impose different sale or rental charges;
- g. use different qualification criteria or applications, or sale or rental standards or procedures;
- h. use different provisions in contract of sale or leases such as those relating to rental charges, security deposits, terms of the lease, closing or down payment requirements;
- i. fail or delay maintenance or repairs of sale or rental dwellings;
- j. fail to process an offer for the sale or rental of a dwelling or communicate an offer accurately;
- k. limit the use of privileges, services or facilities associated with a dwelling unit;
- l. deny or limit services or facilities in connection with the sale or rental because a person failed or refused to provide sexual favors;
- m. restrict the choices of a person by word or conduct in connection with seeking, negotiating for, buying or renting a dwelling;
- n. assign any person to a particular section of a community, neighborhood or development, or to a particular floor of a building;
- o. employ codes or other devices to segregate or reject applicants;

p. Deny or delay processing of an application.

The law and the Fairfield Metropolitan Housing Authority states it will not discriminate against those with a disability in the renting of any dwelling unit, even if the unit is not assessable.

FMHA may make inquiries to determine:

1. The applicant's ability to meet the requirements of ownership or tenancy;
2. The applicant's eligibility for a dwelling available only to persons with disabilities or particular disabilities;
3. Whether an applicant is a current illegal abuser or addict of a controlled substance;
4. Whether an applicant has been convicted of the illegal manufacture or distribution of a controlled substance.
5. If an individual's tenancy is a direct threat to the health or safety of other individuals, or whose tenancy would result in substantial physical damage to the property of others (as explained further in this policy).

Any agency who receives federal funding for housing is required to abide by Section 504. Major areas of operation affected by 504 are:

1. Personnel – The personnel policies regarding selection and employment satisfy the requirements under the law by providing an opportunity for employment and reasonable accommodation for qualified job applicants or employees with disabilities or handicaps (see Personnel Policies written by the firm of Clemens and Nelson)
2. Program Information – Information concerning the facilities and services of the agency are available to persons with hearing and visual impairments by the Housing Authority contracting with interpreters to assist individuals with disabilities. FMHA works with other agencies providing case management. FMHA staff will assist with filling out paperwork etc.
3. Access - Mobility impairments will be addressed by providing door-to-door service for those unable to visit the FMHA office due to their disability. All services and facilities, when viewed in their entirety, are able to be used by qualified individuals with disabilities as stated in #2 above.
4. Physical Improvements – The required percentage of housing units (5% for persons with physical impairments, 2% for persons with visual or hearing impairments, but not less than 1 unit) and appropriate non-housing facilities (office and meeting rooms) are designed, constructed or altered to accommodate the needs of qualified individuals with disabilities including access routes to these facilities.
5. Housing Administration – Housing policies and practices comply with Section 504 with respect to reasonable accommodation, processing and screening all applicants in a like manner unless an accommodation is requested.

For PHA owned rental units a "Special Housing Needs Questionnaire" will be filled out by every family for the following reasons:

1. It notifies management of the type of unit needed to house the applicant suitably;
2. It reduces liability that can arise if a family were housed in an inappropriate unit;
3. It keeps the PHA apprised of the potential need for unit modifications, and;
4. If the unit type is not available it gives management an early opportunity to make referrals to other apartment complexes containing the type of unit needed. However, the applicant may still continue to apply for PHA units and modification will be reviewed for financial feasibility to make the unit assessable for the family use. **IMPORTANT NOTE:** Referrals to other properties are NEVER used as, or to be portrayed as, an alternative to achieving 504 compliance at FMHA property. Rather, referrals should be used as means of increasing the housing options available for the applicant.

The Fairfield Metropolitan Housing Authority staff will avoid:

- a. using words or phrases describing the dwelling, landlord or tenants such as white, private home, colored home, adult building or other words indicative of race, color, religion, gender, handicap, disability, familial status, age or national origin;
- b. conveying preference to one group over another or excluding due to protected classes mentioned above;
- c. using catchwords, such as restricted, exclusive, private, board approval, membership approval;
- d. using symbols or logotypes that imply or suggest discrimination because of above protected classes;
- e. writing out directions to a property that refers to well-known racial, ethnic, or religious landmarks or to any other major landmark that could signal a preference for a specific type of person;
- f. targeting advertisements to one particular segment of the community;
- g. using only adult or white models over a significant period of time in advertising;
- h. using prohibited words or phrases with respect to persons with a disability or families with children, including: crippled, retarded, adult building, restricted community, mentally ill, singles, mature persons, exclusive;
- i. Advertising in a strategically limited geographic area, particular editions of newspapers to reach a particular segment of the community, only small papers that cater to particular ethnic or religious groups rather than general circulation papers and only selected sales offices.

The Fairfield Metropolitan Housing Authority will make fair housing information accessible to all applicants and participants on all administered housing program by placing information in its lobbies and briefing/leasing materials for both Housing Choice Voucher Program and the Public Housing Program.

Reasonable Accommodation is a change, exception, or adjustment to a rule, policy, practice or service that may be necessary for a person with a disability to have an equal opportunity to participate in programs administered by the FMHA offices.

Qualified disabled individual (29 U.S.C. Section 706(8)(B) and the ADA) includes:

- a. individuals with a physical or mental impairment that substantially limits one or more major life activities;
- b. individuals with a record of such impairment; or
- c. Individuals regarded as having such impairment.

The term "substantially limits" suggests that the limitation is "significant" or "to a large degree".

The term "major life activity" means those activities that are of central importance to daily life, such as seeing, hearing, walking, breathing, performing tasks, caring for one's self, learning, speaking and working. This list of major life activities is not exhaustive.

The Act does not protect an individual with a disability whose tenancy would constitute a "direct threat" to the health or safety of other individuals or result in substantial physical damage to the property of others unless the threat can be eliminated or significantly reduced by reasonable accommodation.

In order to determine if an individual poses a "direct threat" the following must be reviewed:

- a. the nature, duration and severity of the risk of injury;
- b. the probability that injury will actually occur;
- c. Whether there are any reasonable accommodations that will eliminate the direct threat.

In these situations the Housing Authority may request that the individual document how the circumstances have changed so that he/she no longer poses a direct threat. The Housing

Authority may obtain satisfactory assurances that the individual will not pose a direct threat during tenancy. The Housing Authority must have reliable, objective evidence that a person with a disability poses a direct threat before excluding him from housing on that basis.

TO SHOW THAT A REQUESTED ACCOMMODATION MAY BE NECESSARY, THERE MUST BE AN IDENTIFIABLE RELATIONSHIP, OR NEXUS, BETWEEN THE REQUESTED ACCOMMODATION AND THE INDIVIDUAL'S DISABILITY. An individual must also show that they are limited by the program due to the nature of their disability, and that the requested accommodation will remove that limitation so that they can completely fulfill the program's requirements.

Denial of a Reasonable Accommodation request can be made if the request was not made by or on behalf of a person with a disability or if there is no disability related need for the accommodation. In addition, a request for reasonable accommodation may be denied if providing the accommodation is not reasonable – i.e., if it would impose an undue financial and administrative burden on the Housing Authority or it would fundamentally alter the nature of the Housing Authority operations. Housing Authorities can offer an accommodation, or alternative accommodation, that would effectively meet the needs of the disability.

How to handle discrimination requests:

- a. The Fairfield Metropolitan Housing Authority will refer all discrimination complaints to the proper authorities since they have the expertise in these matters.
- b. The Fairfield County Regional Planning Commission (Community Development) has the ability to handle these complaints in full.

How to handle requests for Reasonable Accommodation:

A. Qualifying as a person eligible to request an accommodation is the first step in the reasonable accommodation process. It is the establishment of the person's right to make a request of the program.

- An applicant or resident is not entitled to a Reasonable Accommodation unless they request one and approval is granted;
- A person with a disability need not personally make the reasonable accommodation request but it can be made by a family member or one who is acting on their behalf;
- An individual need not ask for the accommodation by "name" but must make the request in a manner that a reasonable person would understand to be a request for an exception, change, or adjustment to a rule, policy, practice, or service because of a disability.

Even though a request can be made orally the Housing Authority will request that the individual write down their request for better processing and understanding of what the need may be. This will also help prevent misunderstanding regarding what is being requested, who is making the request or whether the request was even made. However, PHAs must give appropriate consideration to reasonable accommodation requests even if the requester makes the request orally and does not wish to fill out the PHA's forms. In these cases, the PHA will fill-out the form on behalf of the requesting individual and proceed.

Housing Authority personnel will begin the tracking process upon receipt of a written request for an accommodation. Tracking logs track time factors, statistical factors and other data and are monitored by the Fair Housing Officer of the FMHA offices.

B. Verification from a professional competent to render the opinion and knowledgeable about the individual's situation is the second phase of the reasonable accommodation process.

The Fairfield Metropolitan Housing Authority is entitled to obtain information that is necessary to evaluate if a requested reasonable accommodation may be necessary because of a disability. If a person's disability is obvious, or otherwise known to the provider, and if the need for the requested accommodation is also readily apparent or known, then the HA may not request any additional information amount the disability or the disability-related need for the accommodation.

- Paperwork will be sent to the appropriate professional for their acknowledgement of the requested accommodation and/or their determination of what the individuals needs may be based upon the individual's disability.
- A Housing Provider may not ordinarily inquire as to the nature and severity of the individual's disability expect in the case of a request for reasonable accommodation. FMHA may request reliable disability-related information that:
 - A. Is necessary to verify that the person meets the Act's definition of disability;
 - B. Describes the needed accommodation;
 - C. Shows the relationship between the person's disability and the need for the requested accommodation.

Allowable sources for documentation of a disability:

- a. A doctor;
- b. Other medical professional;
- c. A peer support group;
- d. A non-medical service agency;
- e. A reliable third party who is in position to know about the individual's disability.

Reasonable Accommodation review is the final step in the processes. Final approval of the accommodation situation should be reviewed by the Fair Housing Officer prior to the approval, denial or other accommodation granted being dispatched to the requesting individual.

- e. The essential intent of federal anti-discrimination laws is that each case should be treated on its individual merits. Thereby, all requests will be considered on a case-by-case basis and if reasonable granted.
- a. Any requests not considered reasonable, an alternate reasonable accommodation will be offered in writing along with the written reason why the original accommodation cannot be granted. This letter will also grant the individual a right for a hearing and how to request a hearing. At the hearing, if a solution cannot be reached and the individual feels that they have been unlawfully denied a reasonable accommodation, they will be given the following procedures for filing a complaint with HUD as follows:
 1. By placing a toll-free call to 1-800-765-9372 or TTY 1-312-353-7143 or;
 2. By completing the "on-line" complaint form available on the HUD internet site <http://www.hud.gov> or
 3. By mailing a completed complaint for or letter to:

Office of Fair Housing and Equal Opportunity
Department of Housing & Urban Development
77 W. Jackson Blvd., Room 2101
Chicago, ILL 60604

Under federal privacy laws, a PHA is required to keep confidential any personal information about an applicant, participant, staff employee, etc. obtained in a confidential manner or from a confidential source.

It is inappropriate and unnecessary for a PHA to receive actual medical records. Any medical records will be destroyed and not maintained in an individuals file.

Standard Operating Policy # 2-01

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

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, or self certify, concerning victim status and provide documentation of victim status. Any self certification must include that the individual is a victim of abuse, that the incidences of abuse are bona fide and must include the perpetrator's name and any other statutorily required information. Certification requirements can also be satisfied with documentation (as indicated below).
- 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 re-admitted 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, or self certify, concerning victim status and provide documentation of victim status. Any self-certification must include that the individual is a victim of abuse, that the incidences of abuse are bona fide and must include the perpetrator's name and any other statutorily required information. Certification requirements can also be satisfied with documentation (as indicated below).
- 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. (The Public Housing ACOP will indicate if there are any policies concerning re-admittance).

The HUD certification form. (Form HUD-90066), or any self-certification, must be received by the Authority, within 14 business days of tenant's **receipt** of the certification form.

Documentation of victim status must also be received by the Authority within 14 days of the meeting date. The following is acceptable documentation of victim status:

- Documentation signed by an employee, agent, or volunteer of a victim service provider, an attorney, or a medical professional from whom the victim has sought assistance in addressing domestic violence, dating violence, or stalking or the effects of the abuse in which the professional attests, under penalty of perjury (28 U.S.C. 1746) to the professional's belief that the incident, or incidents, in question are bona fide incidents of abuse, and the victim of domestic violence, dating violence, or stalking has signed or attested to the documentation.
- Federal, state, tribal, territorial, or local police or court record(s).

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 the HUD required Certification and 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).

FMHA Policy 2-32
Interim Re-determination Policy – HCV
CFR Number: 982.505

1. *The FMHA requires Section 8 Housing Choice Voucher Program participants to report, within 10 days, any changed in family composition, all changes in monthly income and expenses. Raises in current earned income (i.e. hourly raise in pay for same job etc.) will not require an interim reexamination. The Total Tenant Payment established at initial program participation or at an annual recertification will remain in effect for the period between annual re-determination unless during that period:*
 - a.) A person with income joins the family as approved by the FMHA. In this situation an interim re-determination will be done which will count all family income whether or not a portion of earned income had not been counted previously.
 - b.) A family member begins receiving regular payment (unearned income) from an outside source (OWF, Unemployment, Social Security, etc.) or receives a raise in unearned income. In this situation, the interim will be based on the amount of income used in determining the last TTP plus the new, or increased, unearned income.
 - c.) A family member does not report a new source of earned income within 10 days. In this situation, the interim will be based on the amount of income used in determining the last TTP plus the new unearned income.
 - d.) A family has reported a change in earned income circumstances which has resulted in a reduction in the TTP. If the family's prior TTP did not include earned income that had been reported properly then the TTP will only be lowered if counting TOTAL income would lower their rent. If a reduction is granted and the family receives a raise in income within 90 days of the effective date of the TTP reduction then an interim will be done based upon the income change.
 - e.) If it is determined that the family has misrepresented the facts upon which the original or annual is based so that the rent the family is paying is less than the rent that they should have been charged then an interim will be done, all family income will be counted and the family's rent raised accordingly (see the following part N.4). In addition, the family will be required to execute a repayment agreement with the Housing Authority for any retroactive rent that should have been paid by the family.
 - f.) In any of the above situations, an interim re-examination will only be done in those cases in which the increase in the HAP will/would amount to \$50 or more.
2. Changes which will result in an increased TTP and therefore a decreased HAP will be effective with the first HAP payment at least 30 days following the actual change in the income.
3. Changes which will result in a decreased TTP and therefore an increased HAP will go into effect prior to the next month's rent, if possible. Any such change made, or reported, after the 21st of the month will be considered and every attempt will be made to increase the HAP prior to the first of the month. However, the FMHA does reserve the right, if it proves impractical logistically or time wise to make such a change after the 21st, to postpone the change to the following month.
4. An interim will be done whenever a family reports a change (increase or decrease) in income from a source deemed "seasonal employment" by the Housing Authority. A seasonal employee is defined as one who is paid wages by a seasonal employer for work performed only during the normal seasonal work period.

5. The FMHA reserves the right to terminate assistance for any participant who fails to report an income or family size change as stated in other FMHA approved policies.

FMHA Policy 2-31

Preferences for Eligible Applicants

CFR Number: 982.207

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:** Except as provided in any contract for financial assistance with the federal government in the selection of tenants for housing projects, a metropolitan housing authority shall give preference, as among applicants equally in need and eligible for occupancy of the dwelling and at the rent involved, to families of veterans and persons serving in the active military or naval service of the United States, including families of deceased veterans or deceased persons who were so service at the time of death.

- (1) A household that includes a Veteran. OCR 3735.42 defines veteran as one of the following:
 - (a) A person who has served in the active military or naval service of the US and who was discharged or released therefrom under conditions other than dishonorable;
 - (b) A person who has served as a member of the United States merchant marine and to whom either of the following applies:
 - (i) The person has an honorable report of separation from active duty military service, form DD214 or DD215,
 - (ii) The person served in the US merchant marines between December 7, 1941 and December 31, 1946, and died on active duty while serving in a war zone during that period of service.
- (2) "United States merchant marine" includes the US army transport services and the US naval transport service.

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

FMHA Policy 4-25

Occupancy Rules

CFR Number: ACOP

- 1. The tenant shall comply with all applicable provisions of building and housing codes materially affecting health and safety** and shall not maintain or create any unsafe or hazardous conditions including, but not limited to, using kerosene or other unvented heaters (electric heaters excepted), the unsafe storage of unused appliances resulting in a potential danger to children, the storage of flammable liquids regardless of the storage container or creating any other fire hazard. A lawn mower and fuel for it may be stored in the shed but the fuel must be kept in a regulation container for that specific purpose not larger than two (2) gallons. It is the tenants responsibility in case of fire or other emergency affecting the unit to contact FMHA directly by either calling the emergency maintenance phone number or asking the police or fire department to contact the Emergency contact person for FMHA which is the Public Housing Manager.
- 2. Tenant must take every precaution to prevent fires.** Tenant agrees to provide and change batteries for the smoke detectors in the home. Tenant agrees not to disconnect damage or disrupt any smoke detector placed in the home for the protection of the Tenant and Tenant's household members and guests. Tenant is strongly urged to carry renters insurance to protect his personal property.
- 3. Upon occupancy,** Tenant shall provide a securely lidded trash can for refuse and garbage. All garbage is to be wrapped before being placed in the can. Garbage cans are to be stored inside the storage shed or on the concrete pad designed for this purpose. Tenant is responsible for getting the refuse to the appropriate area for trash pick-up and for cleaning up any debris remaining after garbage collection.
- 4. Tenant shall agree to keep the premises and other areas assigned to him** in a clean and safe condition. This shall include, but is not limited to the following. Tenant shall:
 - A.** Not be permitted to have trampolines, hardsided swimming pools or other high risk yard toys.
 - B.** Mow, trim, maintain and protect lawn areas, trees and shrubs from all damage. This includes watering lawn, trees and shrubs as needed; raking and removal of leaves; keeping landscaped areas free of weeds; keeping landscaping edged and mulched with a hardwood mulch; and any other maintenance needed to keep the property in a neat and attractive manner at all times.
 - C.** Keep walks, stoops, driveways and patio areas free from dirt, soil, stains and graffiti (chalk, markers, paint, etc.) Keep these areas clear of ice, snow and any debris (broken glass, metals, wood, toys, etc.) Daily remove all litter and put away toys and other items from lawn and paved areas.
 - D.** Use the storage shed in the manner intended. Keep the shed orderly. Do not overstuff it or use it to keep unwanted items so that there is insufficient room for needed items. Yard areas may not be used to store toys and other items from shed overflow. Tenants are encouraged to rent a storage facility if more storage space is needed.
 - E.** Tenants are not to use the fence or gates for clothes lines. They are to be kept free of hanging items.
 - F.** Regularly clean and properly care for appliances provided by the FMHA. Maintain the interior of the home to standards outlined in the Housekeeping Standards. These Standards, which are a part of the Lease by reference, are posted in the Management office, taught and discussed at FMHA's Pre-Occupancy classes and included in the Briefing Packet. Failure to comply with the Housekeeping Standards, as may be documented by Management's periodic inspection of the premises, constitutes ground for lease termination and eviction.
- 5. Tenant shall refrain from throwing sanitary items, sweepings or other foreign items into the toilet bowl.** Any maintenance resulting from this will be charged to the Tenant. Tenant shall also refrain from any other actions which could cause damage to the property including, but not limited to: moving furniture, appliances (such as dishwashers, washers and dryers), and other equipment in such a manner as to damage any surface of the unit. Damage and destruction to the property shall constitute separate and independent grounds for termination of the lease and eviction.

Tenant, members of Tenant's household and guests shall not use abusive or threatening language or actions toward any employee of the FMHA or any neighbor or visitor in the Tenant's neighborhood. **Abusive Language** is defined as any language that insults, demeans or is considered socially unacceptable. **Threatening Language or Actions** are language and actions which lead a staff member or other person to assume that the person using the threatening language may be physically dangerous to other persons.

1. Language can include general threats to persons which the FMHA believes indicate the attitude of the Tenant or family member or guest and, therefore, pose a threat. Threatening actions may include, but are not limited to, overt actions as well as implied actions.
2. At no time (day or night), shall tenant, members of Tenant's household, or Tenant's guests create any type of **nuisance** - including but not limited to: a) noise such as loud or thumping music, loud cars, yelling, screaming, partying or any other type of noise that can be heard beyond tenant's own yard; b) disturbances caused by lack of respect of your neighborhood, any FMHA owned property, your neighbor's yard, personal belongings, or their peaceful use of the property.
3. **Tenant agrees to prepare his unit for extermination** as requested by Management for the health and well-being of all Tenants. Tenant shall allow access to the premises to Management or its authorized agent for the purpose of treating the premises as preventative maintenance. Management will provide a reasonable notice (two days) prior to entry for this service. Tenant shall notify Landlord immediately of the presence of roaches or vermin on or about the premises. Landlord shall provide pest extermination services without charge except when unreported infestation is discovered or unless the need to exterminate is recurrent due to unacceptable housekeeping practices of the Tenant.
4. **Tenant agrees to cooperate with Management** and comply with any request of Management to provide information, appear for appointments and coordinate entry to premises as needed. Tenant shall perform any other act necessary to supply Management with information concerning continued suitability; family size and income; continual compliance with or possible violations of the Lease or statutory provision; or any other factual matter related to the tenancy.
5. **Tenant and members of his household shall park cars** or other motorized vehicles in the driveway or other parking area designed for the unit and shall refrain from parking in the street. Parking or driving on the sidewalk or lawn area is not permitted (at any time, not even for moving). Parking of other than currently licensed, operable vehicles on the premises or street or alley areas adjacent to the unit is prohibited. Parking unlicensed and/or inoperable vehicles is prohibited and will be towed at owner's expense. Tenant may not nor allow friends or family members to store vehicles at their unit. Such vehicles will be towed away at owner's expense. Vehicle parts, including engine parts and tires, as well as any other vehicle parts may not be stored at the unit (inside or out). Bicycles, tricycles and other riding toys may not be ridden on lawns and must be stored inside the shed when not in use.
6. **Tenant shall make no alterations**, additions, or repairs to any part of the interior or exterior without written consent of Management. Tenant shall not display signs on any part of the premises. Tenant shall not install any aerial, antenna or satellite dish on the premises. Tenant may use spring tension curtain rods for additional window dressing, but may not install curtain rods requiring brackets nailed to wall surfaces. Proper window treatments are required. Sheets or blankets are prohibited at windows. Living rooms may not be make-shift bedrooms, except as needed for occasional "guests" as defined in the Visitation Policy.
7. Only nails designed for picture hanging may be used for decorating wall space. No adhesive backed hangers are to be used on walls. Adhesive tape may not be applied to walls, windows or woodwork. Tape may not be used on the floor (such as double backed carpet tape). Contact paper, wallpaper and wallpaper borders may not be applied. (Non-skid shelf paper and peel-off color forms are better choices for decorating).
8. Violation or noncompliance with any portion of the above shall constitute separate grounds for termination of the dwelling lease. Tenants assume the responsibility to see that their families and guests abide by all these rules while on any FMHA owned property.

I HAVE RECEIVED A COPY OF THESE OCCUPANCY RULES. I UNDERSTAND THAT THEY ARE PART OF MY LEASE WITH THE FAIRFIELD METROPOLITAN HOUSING AUTHORITY AND I AGREE TO ABIDE BY THEM. I HAVE SIGNED THE POLICY CERTIFICATION FORM.

Office of Public and Indian Housing

Special Attention:	NOTICE PIH 2001-4 (HA)
Secretary's Representatives;	
State/Area Coordinators;	
Senior Community Builders;	
Public Housing Agencies;	
Section 8 Housing Agencies;	Issued: January 19, 2001
Resident Management	
Corporations (RMCs);	Expires: January 31, 2002
Public Housing Directors	

Cross References: Notices: PIH 2000-43 (HA), PIH 99-33 (HA), PIH 99-51(HA), PIH 2000-36 (HA). OMB approval numbers: 2577-0226, 2577-0169, 2577-0235, 2577-0157.

Subject: Instructions for Submitting Second Public Housing Agency (PHA) Plans for PHAs with Fiscal Years beginning on July 1, 2001 and Capital Performance and Evaluation Reporting Requirements for January and April 2001 PHAs

I. Summary

This Notice provides instructions to Public Housing Agencies (PHAs) with fiscal years beginning on July 1, 2001 (July 2001 PHAs) on submission of their second PHA Plans as provided in the PHA Plans Final Rule (issued December 22, 2000 *Federal Register* (65 FR 81214), found at 24 CFR Part 903, Subpart B. Until notification of new instructions, PHAs must use currently available templates and instructions in completing their Plans, with updates provided below.

Guidance included in this Notice covers PHA Plan instructions for: the recent publications of final rules to Deconcentrate Poverty and Promote Integration in Public Housing and Public Housing Agency Consortia and Joint Ventures; the recent *Federal Register* Notice implementing changes to Section 8 Project-Based Assistance; a revised Annual Statement/Performance and Evaluation Report for the Capital Fund Program, including a revised annual Performance and Evaluation reporting requirement; further instructions about Resident Advisory Board(s); and consequences of Section 8 only agencies' failure to submit an approvable PHA Plan.

II. Instructions

A. Deconcentration of Poverty and Income Mixing in Public Housing

B. Public Housing Agency Consortia and Joint Ventures

C. Section 8 Project-Based Vouchers

D. Capital Fund Program Requirements

E. Resident Advisory Board(s)

F. Consequences of Section 8 Only Agencies Failure to Submit an Approvable PHA Plan

III. Further Reference

II. Instructions

A. Deconcentration of Poverty and Income Mixing

1. Final Rule Effective. HUD has revised regulations implementing section 16(a)(3)(B) of the U.S. Housing Act of 1937. These regulations specify the process by which a PHA, as part of its annual planning process and development of an admissions policy, must follow to develop and apply a policy that provides for deconcentration of poverty and income mixing in certain public housing developments and to affirmatively further fair housing in admissions. The new regulations, at 24 CFR Part 903, Subpart A, were issued as the “Rule to Deconcentrate Poverty and Promote Integration in Public Housing; Final Rule” in the December 22, 2000 *Federal Register* (65 FR 81214), effective January 22, 2001.

Beginning with July 2001 PHAs, agencies must follow the final rule when submitting their PHA Plan.

2. Revised Template Questions. The current PHA Plan template (HUD 50075) questions about deconcentration of poverty and income mixing in public housing, found in section 3(A)(6) (PHA Policies Governing Eligibility, Selection, and Admissions, Public Housing, Deconcentration and Income Mixing) had been disregarded by Notice PIH 99-51. Now that a final rule has been issued, the following questions will replace the former ones in the PHA Plan template about an agency’s deconcentration policies and be available on the PHA Plan website to include as a required attachment to the template.

Component 3, (6) Deconcentration and Income Mixing

- a. Yes No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question.
- b. Yes No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete.

If yes, list these developments as follows:

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

3. Developments Outside the Established Income Range. As provided at §903.2(c)(1)(iv), any explanation must be consistent with both the deconcentration law and local goals. Also, as provided at §903.2(c)(1)(v), any policy must be expected to promote deconcentration of poverty and income mixing.

4. Unit Size Adjustments. In determining the average income of all families residing in each covered development, the final rule at §903.2(c)(1) provides a PHA the option of adjusting its income analysis for unit size in accordance with procedures prescribed by HUD.

The bedroom adjustment factor, which is based on national rent averages for units grouped by the number of bedrooms and which has been used by HUD to adjust for costs of units when the number of bedrooms vary, assigns to each unit the following factors: 0.70 for zero-bedroom units; 0.85 for one-bedroom units; 1.0 for two-bedroom units; 1.25 for three-bedroom units; 1.40 for four-bedroom units; 1.61 for five-bedroom units, and 1.82 for six or more bedroom units. The bedroom adjustment factor is the unit-weighted average of the distribution.

In step 1, a PHA must determine the average income of all families residing in all of the PHA's covered developments. A PHA may divide the average income of all families of all covered developments by the appropriate bedroom adjustment factor described above to obtain the PHA-wide adjusted average income. For example, if a PHA has a 1,000 units with 400 two-bedroom units and 600 three-bedroom units, then the PHA would multiply 400 by 1.0 and 600 by 1.25, sum these products, and divide by the total number of PHA units (1,000) to derive a bedroom adjustment factor of 1.15 $[(400 \times 1.0) + (600 \times 1.25) / 1,000 = 1.15]$. If the PHA has an average income of \$10,000, then the PHA would divide \$10,000 by the bedroom adjustment factor of 1.15, which equals \$8,696. This is the PHA-wide adjusted average income.

In step 2, a PHA must determine the average income of all families residing in each covered development. A PHA may divide the average income of the families residing in each covered development by the appropriate adjustment factor described below to obtain each covered development's average income. For example, if the PHA in the example above has a covered development that has 100 units, with 80 two-bedroom units and 20 three-bedroom units, then the PHA would multiply 80 by 1.0 and 20 by 1.25, sum these

products, and divide by the total number of units in that development (100) to derive a bedroom adjustment factor of 1.05 $[(80 \times 1.0) + (20 \times 1.25) / 100 = 1.05]$. If that development has an average income of \$8,000, then the PHA would divide \$8,000 by the bedroom adjustment factor of 1.05, which equals \$7,619. This is the covered development average income.

In step 3, a PHA must determine whether each of its covered developments falls above, within or below the Established Income Range of 85% to 115% of the PHA-wide average income for covered developments. In this comparison, if a PHA chooses the use a bedroom adjustment approach, it must do so for both the PHA-wide and the covered development analyses. To determine where the covered development falls within the Established Income Range, divide the income of the development by the income of the PHA and multiply by 100. In the example above, the PHA would divide \$7,619 by \$8,696 and then multiply by 100, which equals 88%. This is within the Established Income Range. In the example above, if the PHA decided not to adjust income by bedroom size, then the ratio would have been \$8,000 divided by \$10,000, then multiplied by 100, which equals 80%. This falls outside of the Established Income Range.

5. Developments Not Subject to Deconcentration. The final rule at §903(2)(b)(2) describes public housing developments not subject to deconcentration. One of the provisions of the rule exempts “public housing developments operated by a PHA with fewer than 100 public housing units,” which covers PHAs with fewer than a total of 100 public housing units.

6. Public Housing Development. The final rule refers to a “public housing development” which includes units or buildings with the same project number. Also, contiguous sites with more than one project number may be considered as one development.

7. Mixed-Finance Developments. With respect to applicability of covered mixed-finance developments, only the incomes of families residing in public housing units will be included in the income analyses.

B. Submission of Joint PHA Plans by Consortia

HUD has issued regulations implementing section 13 of the U.S. Housing Act of 1937 which authorizes PHAs to administer any or all of their housing programs through a consortium of PHAs. The new regulations, at 24 CFR Part 943 were issued as the “Public Housing Agency Consortia and Joint Ventures; Final Rule” in the November 29, 2000 *Federal Register* (65 FR 71204), effective December 29, 2000.

As specified in this rule, the consortium must submit joint five-year Plans and joint Annual Plans for all participating PHAs. Where the lead agency will manage substantially all programs and activities of a consortium, HUD interprets financial accountability to rest with the consortium and therefore apply independent audit and performance assessment requirements on a consortium-wide basis. Where the lead agency will not manage substantially all programs and activities of a consortium, the

consortium must identify in its PHA Plan submission which PHAs have financial accountability for the programs. The consortium agreement must also be a supporting document to the joint PHA Plan.

Beginning with July 2001 PHAs, agencies must follow the final rule when submitting a joint PHA Plan for public housing and/or Section 8 Tenant-Based Assistance programs operated under a consortium agreement. January and April PHAs which implemented a consortium according to the guidelines in the proposed rule and Notice PIH 2000-43 will not be required to change their joint PHA Plan to conform to regulatory changes implemented by the final rule until their next submission.

To submit a joint plan, the lead agency should modify the “Agency Identification Page” of the PHA Plan template to add the following information: 1) a statement that this is a joint plan for a consortium; and 2) the name, PHA Code, and programs included in the consortium for each participating agency.

C. Section 8 PHA Project-Based Vouchers

HUD published a Federal Register Notice on January 16, 2001 (66 FR 3605), *Revisions to PHA Project-Based Assistance Program, Initial Guidance*, providing guidance to implement the recent revision to the project-based Section 8 voucher program made by Section 232 of the fiscal year 2001 Departments of Veterans Affairs and Housing and Urban Development and Independent Agencies Appropriations Act [Pub. Law 106-377, revision of 42 U.S.C. 1437f(o)(13)].

Beginning with July 2001 PHAs, agencies that wish to use the project-based voucher program must include as a required attachment to the PHA Plan template a statement indicating the projected number of units and general locations and how such action is consistent with their Plans, including the reason(s) why project-basing of the assistance, rather than tenant-basing of the same amount of assistance, is an appropriate option (e.g., because the supply of units for tenant-based assistance is very limited and project-basing in certain strategic locations is needed to assure the availability of units for a period of years). General locations refer to eligible census tracts or smaller areas within eligible census tracts that will still result in a reasonable choice of buildings or projects to be provided project-based assistance when the PHA solicits applications. January or April PHAs that want to use the project-based voucher program may do so by adding the information as an amendment or modification to their Plan.

D. Capital Fund Program Requirements

1. Capital Fund Program (CFP) Submission Revision. Beginning with July 2001 PHAs, the Annual Statement/Performance and Evaluation Report for the Capital Fund Program (CFP) is revised from the FY 2000 template format to include an annual reporting requirement for PHAs with previously approved annual grants. (The format is similar to the report previously used under the Comprehensive Grant Program and will be available on the PHA Plan website) and is an attachment to this notice.

2. Capital Fund Performance and Evaluation Report Submission Date.

Beginning with July 2001 PHAs, each PHA must annually submit to the Field Office as part of its PHA Plan, the Performance and Evaluation Report for each approved Annual Statement including replacement housing factor or emergency grants, where the PHA is still expending funds. The reporting period ends six months before the start of an PHA's fiscal year. This report will be submitted as part of the Annual Plan submission and thus subject to the public hearing process. For example, July PHAs will submit as part of their Annual Plan submission the Performance and Evaluation Report as of December 31, 2000. Formerly, under the CGP, such reports were for the program year ending June 30th and were due on September 30th.

January and April 2001 PHAs must submit to their Field Offices their first Performance and Evaluation Report for each approved Annual where the PHA is still expending funds, including replacement housing factor or emergency grants, by March 31, 2001 for the program year ending June 30, 2000. Subsequent Performance and Evaluation Reports must be submitted on the schedule as described above, i.e., with PHA Plan submissions.

HA FY Begins	Plan Submission (75-day before HA FY Begins)	P&E Reports Due	P&E Report As Of:
January 1, 2001	October 15, 2000 (permitted submissions by November 15, 2000)	March 31, 2001	June 30, 2000
April 1, 2001	January 17, 2001	March 31, 2001	June 30, 2000
July 1, 2001	April 17, 2001	April 17, 2001	December 31, 2000
October 1, 2001	July 18, 2001	July 18, 2001	March 31, 2001
January 1, 2002	October 18, 2001	October 18, 2001	June 30, 2001
April 1, 2002	January 16, 2002	January 16, 2002	September 30, 2001

3. Reporting Revisions on Capital Fund Program Tables. After initial approval by HUD, the PHA must track cost decreases or increases in the Original Total Estimated Cost column and report these revisions in the Revised Total Estimated Cost column at the end of each program year on the Performance and Evaluation Report. If revisions are reported in the Revised Total Estimated Cost column when a Performance and Evaluation Report is submitted, the revisions must be reflected in the Original Total Estimated Cost column when the next Performance and Evaluation Report is submitted.

4. Reporting Total Actual Cost on Capital Fund Program Tables. At the end of the Capital program year for each grant with a separate Grant Number for which funds are

still being expended, complete the section on Actual Cost for the Performance and Evaluation Report.

5. Development Account/Budget Line Item additions/deletions. The revised Annual Statement/Performance and Evaluation Report contains a budget line item for development activities, 1499, and deletes a budget line item for modernization used for development, 1498.

6. Replacement Housing Factor (RHF) Grant. Grants awarded for the replacement housing factor must remain in Account 1499, development activities, until the PHA has accumulated adequate funds and received approval of a development proposal. The two-year statutory obligation of RHF funds will begin upon approval of a development proposal.

7. Emergency Grants. Small PHAs awarded emergency grants beginning in fiscal year 2000 must repay such grants from future year formula amounts. Field Offices must reserve grants for emergencies and disasters.

8. Cost Limitations. PHAs are reminded that the regulations at 24 CFR Part 968, including cost limitations, remain in effect until final regulations implementing the new Capital Fund are published.

Administrative Costs. PHAs must not use more than a total of 10 percent of its annual grant for administrative costs in Account 1410.

Management Improvement Costs. PHAs, other than high performers, must not use more than a total of 20 percent of its annual grant for management improvements costs in account 1408. High performers under PHAS have no limits on the use of its annual grant for management improvements.

Contingencies. PHAs may budget initially up to 8 percent of their annual grants for contingencies in Account 1502. The PHA does not draw down, obligate or expend funds against Account 1502. Funds budgeted in Account 1502 are considered unobligated until they are re-budgeted within the Annual Statement or other eligible accounts and obligated for work items.

10. LOCCS/VRS form for the CFP. Until a final Capital Fund program rule is published, the forms that were used for the Comprehensive Grant Program can be used for the CFP. The new voucher number that should be used on the old form is "092" and program should be "CFP".

E. Resident Advisory Board or Boards (RABs)

Announcement of Membership of the RAB. As specified in Notice PIH 2000-43, each PHA must provide a list of the members of its Resident Advisory Board or Board(s) (RABs) as a required attachment to the PHA Plan. If the number of participants is too large to reasonably list, then the document should include a list of the organizations

represented on the RAB or other description sufficient to identify how members were chosen. "Membership of the Resident Advisory Board(s) must be listed as a "required attachment" in the Annual Plan table of contents.

At least at the time of the announcement of the public hearing about the PHA Plan a PHA must have available for inspection by the public the list of the members of its Resident Advisory Board or Board(s). Early announcement of RAB members will ensure full participation in the PHA Plan process.

Recommendations from the RAB. As addressed in Notice PIH 2000-36, *Transmittal of Guidance on the Requirement for Appointment and Role of Resident Advisory Boards in the Development of Public Housing Agency Plans*, the law requires PHAs to consider the recommendations of the RABs when preparing the PHA Plan. The PHA is expected to give careful consideration to the recommendations, but is not required to agree to them. PHAs are required to include copies of the recommendations of the RABs and a description of the manner in which the PHA addressed the recommendations in the PHA Plan that is submitted to the Secretary for approval.

Agencies are encouraged to meet with RABs at appropriate times where substantial issues have been raised about the PHA Plan at the public hearing or during the process of the PHA Plan development, to ensure that careful consideration with respect to those issues is given to recommendations from the RAB.

F. Consequences of Agencies Failure to Submit an Approvable PHA Plan

It has come to HUD's attention that some PHAs have failed to submit a PHA Plan for fiscal year 2000. HUD has the authority to sanction PHAs that fail to comply with HUD requirements. Commencing in April 2001, HUD may apply appropriate sanctions, such as reducing administrative fees or excluding PHAs from applying for incremental vouchers [see 24 CFR Section 982.152(d)], for Section 8 only PHAs that fail to submit a PHA plan. Notice PIH 2000-43 (paragraph IV. A.) informed PHAs that receive Capital Funds and PHDEP grants of the potential loss of such funds for failure to submit a PHA Plan by a certain date.

III. Further Reference

The template, instructions and all guidance for PHA plans that are referenced and transmitted in this Notice are available on HUD's PHA Plans webpage at: <http://www.hud.gov/pih/pha/plans/phaps-home.html>. This website will also be used to transmit additional information about the PHA Plans, as it becomes available. Questions may also be directed to the PHA Plan hotline at (866) 359-3608.

___/s/ Harold Lucas
Assistant Secretary for Public and Indian Housing

FMHA Policy 2-33

Violent, Drug, Alcohol, and/ or other Criminal Activity Related Disturbances – Applicant

CFR Number: 982.552 & 982.553; Public Law 104-193

Elimination of Housing Assistance with Respect to Fugitive Felons & Probation and Parole Violators.

DEFINITIONS: **Drug Related- Criminal Activity** is the illegal manufacture, sale, distribution, use or possession with intent to manufacture, sell, distribute or use a controlled substance.

Violent Criminal Activity includes any criminal activity that has as one of its elements the use, attempted use, or threatened use of physical force, substantial enough to cause, or be reasonably likely to cause serious bodily injury against a person or property.

Federal Regulations give the Housing Authority rights to establish standards that allow the PHA to prohibit admission for participation in subsidized housing programs, if any household member is currently engaging in, or has engaged in during a reasonable time before admission:

- a.) drug-related criminal activity;
- b.) violent criminal activity;
- c.) other criminal activity that may threaten the health or safety or right to peaceful enjoyment of the premises by other residents;
- d.) other criminal activity which may threaten the health or safety of the owner, property management staff, or persons performing a contract administration function or responsibility on behalf of the PHA (including a PHA employee or a PHA contractor, subcontractor or agent).

*Section 8 Applicants **MUST** be denied rental assistance or have their application terminated if:*

- A. *The PHA determines that any household member is currently engaging in illegal use of a drug.*
- B. *The PHA determines that it has reasonable cause to believe that a household member's illegal drug use or a pattern of illegal drug use may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents.*
- C. *Any household member has ever been convicted of drug-related criminal activity for manufacture or production of methamphetamine on the premises of federally assisted housing.*
- D. *Any member of the household is subject to a permanent/lifetime registration requirement under a State sex offender registration program.*
- E. *Persons have been evicted from federally assisted housing for drug-related criminal activity less than 3 years ago.*
- F. *If an applicant is fleeing to avoid prosecution, or custody, or confinement after conviction, under the laws of the place from which the individual flees, for a crime, or attempt to commit a crime, which is a felony under the laws of the place from which the individual flees, or which, in the case of the State of New Jersey, is a high misdemeanor under the laws of such State; or*
- G. *If an applicant is violating a condition of probation or parole imposed under Federal or State Law.*

Section 8 Applicants will have their rental assistance terminated for (except in cases granted a waiver as described below):

- A. Drug-related criminal activity prior to signing a Section 8 assisted lease.
- B. Violent criminal activity prior to signing a Section 8 assisted lease.

- C. Other criminal activity which may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents or persons residing in the immediate vicinity prior to signing a Section 8 assisted lease.
- D. Other criminal activity which may threaten the health or safety of the owner, property management staff, or persons performing a contract administration function or a responsibility on behalf of the PHA (including a PHA employee, PHA contractor, subcontractor or agent).

PROCEDURES:

History of the all applicants will be verified prior to voucher issuance or upon FMHA's receipt of information that the family has committed any of the violations which may render the family ineligible. The following verification procedures will be used:

- A. The FMHA will obtain law enforcement and/or court records, or require the applicant to obtain if the FMHA is unable, of all adults in the household.
- B. The FMHA will obtain, or require the applicant to obtain if the FMHA is unable, law enforcement and/or court records of all adults who indicate that they have previously resided outside the parameters of FMHA jurisdiction.
- C. The FMHA will in no way pass on any costs of such records to the applicants.
- D. Failure to provide requested documentation will result in denial of rental assistance.
- E. The FMHA may check, during the application process, for criminal activity violations which occurred after the initial records check and prior to participation on the program.

DENIALS:

If any of the law enforcement and/or court reports show any of the following the family will be denied.

- a) One conviction for drug related criminal activity during the prior year. If a case has been "plead down" to a lesser charge the FMHA will make the determination of ineligibility based upon the actual incident reports, and may examine other court evidence if available and if the incident report does not clearly show the crime, which, if show drug activity, will require denial of benefits.
- b) One conviction for violent criminal activity in the prior year. If a case has been "plead down" to a lesser charge the FMHA will make the determination of ineligibility based upon the actual incident reports which, if show violent activity as defined by this policy, will require denial of benefits.
- c) Two or more verified incidents or disturbances caused by alcohol use, during the prior year.
- d) One conviction for manufacturing or producing methamphetamine on the premises (house and grounds) of a federally assisted unit. (PERMANENT/FUTURE EXCLUSION FROM ANY FUTURE FEDERALLY ASSISTED HOUSING)
- e) One conviction for any other drug activity that resulted in eviction from federally assisted housing less than 3 years ago. Date of eviction is the starting date for the 3 year denial period.
- f) Verified documentation that a participant is a permanent/lifetime registration sex offender. (PERMANENT EXCLUSION FROM ANY PRESENT/FUTURE FEDERALLY ASSISTED HOUSING)
- g) Conviction(s) for any other criminal activity which may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents or persons residing in the immediate vicinity which may include, but is not limited to:
 - 1. 2 or more convictions of theft;
 - 2. 1 more convictions for Sex Crimes;
 - 3. 2 of more convictions for disorderly conduct;
 - 4. 1 or more convictions for stalking;

within the prior year. Within the prior year is defined as 12 months from the date a full application is received for processing.

- h.) The family has brought weapons, concealed or not, onto the premises of the Housing Authority within the prior year.
- i.) The family has engaged in violent behavior (see definition within this policy) towards Housing Authority personnel within the prior year – also see Addendum 15-3 of the Administrative Plan.
- j.) One positive blood test for illegal drugs within the prior year.
- k.) One arrest for probation or parole violations. FMHA will request the applicant provide a letter from their probation or parole officer indicating whether or not a judge determined that the violation did occur.

WAIVERS: The FMHA will waive the denial of assistance if the following is verified:

- A. The family member(s) involved in the prohibited activity:
 - 1. no longer resides with the family. The remaining family member(s) will be required to provide acceptable verification and to certify that this member is no longer living with them and will not return to the family while participating on the Housing Choice Voucher program. Verification can include, but is not limited to:
 - a. the family member's new address;
 - b. a copy of the family member's lease at the new address;
 - c. new landlord's name and address;
 - d. notarized affidavit from person with whom the family member is/will reside;
 - e. verification that remaining spouse has filed for child support;
 - f. divorce/separation documents.

Federal Regulations state that the Housing Authority may consider all relevant circumstances such as the seriousness of the case, the extent of participation and culpability of individual family members, mitigating circumstances related to the disability of a family member, and effects of denial or termination of assistance on other family members who were not involved in the action or failure. As such, this policy is written to include waivers for those family members not participating in the criminal action. However, the FMHA will not "second guess" the court system as disability or other issues (reasonable accommodation) would/should have been presented in their case and determinations made by the courts concerning guilt of the crime in question.

- B. The family provides verification that the information on which the termination is based is incorrect. The FMHA will not "second guess" the court system. If a conviction is the basis for termination of benefits that determination will stand.

PENDING PROSECUTION:

- A. If a household member is presently pending prosecution, for an offense that would render the family ineligible, the family will be admitted to the Housing Choice Voucher rental assistance program with the written understanding as follows:
 - 1. The family is required to notify the FMHA, within 10 calendar days, of the outcome of the offense in question;
 - 2. The family's assistance will be terminated if a conviction of the offense occurs.

Applicants denied for any of the above will receive a denial letter which will include notification that they have 10 calendar days from the date of the denial letter to request an INFORMAL REVIEW of their denial.

Any information regarding an applicant's criminal record will be kept confidential, not misused or improperly disseminated and only released according to HUD and PHA guidelines (SOP 2-08 Information Provided to HCV Owners).

H. INFORMATION TO OWNERS [24 CFR 982.307(b), 982.54(d)(7)]

In accordance with HUD requirements, the PHA will furnish prospective owners with the family's current address as shown in the PHA's records and, if known to the PHA, the name and address of the landlord at the family's current and prior address.

The PHA will make an exception to this requirement if the family's whereabouts must be protected due to domestic abuse or witness protection.

The PHA will inform owners that it is the responsibility of the landlord to determine the suitability of prospective tenants. Owners will be encouraged to screen applicants for rent payment history, payment of utility bills, eviction history, respecting the rights of other residents, damage to units, drug-related criminal activity or other criminal activity that is a threat to the health, safety or property of others, and compliance with other essential conditions of tenancy.

A statement of the PHA's policy on release of information to prospective landlords will be included in the briefing packet which is provided to the family.

The PHA will provide documented information regarding tenancy history for the past two years of prospective landlords (upon request from the landlord).

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

Standard Operating Procedure 2-08

Information provided to HCV owners

CFR: Number: CFR 982.307 (b)(2)

According to Federal regulations the FMHA MUST:

"Give the owner:

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

Thus, in order to comply with this regulation the following procedure will be followed:

1. Full-applications will ask for:
 - present landlord's name, address and phone number.
 - previous address, previous landlord's name and phone number.
2. Upon receiving a Request for Tenancy Approval the FMHA will fill-out the "Information to Landlord" form giving them the information as required by the regulations and outlined on the FMHA form. This form will be mailed to the landlord prior to routing the RTA down to inspection department.
3. The "Information to Landlord" form provides the information the FMHA can give to the owner with written request as indicated in the Administrative Plan. The bottom of this form can be filled-out and returned to the FMHA for additional rental history.
4. If the FMHA receives a request for additional tenant history, "Request for Tenancy Information", the Leasing Specialist will fill-out the "Additional Tenancy Information Form" and return it to the landlord. Only the Leasing Specialist will fill-out these forms, unless she/he is not in the office and her position is

being “covered” by another staff member. NO tenancy history information is given to a landlord verbally.

5. Copies of all written requests/written documentation is to be kept in renter’s files.

Standard Operating Policy 2-02

POLICY FOR GRANTING A VOUCHER EXTENSION

Reference: 982.303

At the request of the applicant, the Fairfield Metropolitan Housing Authority staff may authorize a 60 day extension of the original 60 day voucher.

The FMHA may grant the request for a 60 day extension if:

1. The applicant provides a list of landlords/units he/she has contacted (during the original 60 days) and the reason why the applicant did not rent one of these units. This list must have enough contacts to show that a sincere effort to locate housing during the original 60 days was made and must show valid reasons for turning down rental units. This determination is left to the discretion of FMHA staff based on the number of units searched, time period of the search and reasons for not renting units.
2. The applicant's doctor certifies that the applicant is disabled and because of the disability, needs additional search time.
3. The applicant can provide an emergency situation that would clearly show (verification required) that the tenant was unavailable to search for housing during the search period or a large amount of that period. This decision to extend is left up to the discretion of the FMHA staff based on verification provided, time unavailable for search and reason unable to search.

Before the additional 60 days expires the applicant must turn in a Request for Tenancy Approval (RTA) or contact the FMHA and request an additional 60 day extension for Reasonable Accommodation for a person with a disability. Documentation from a doctor must be obtained to determined need for additional 60 day search time. If the reasonable accommodation is granted, the applicant will have an additional 60 days to locate a unit making their total search time 180 days.

An applicant receiving a voucher with intended use for the Homeownership Program (already enrolled in the program, graduated from HOP classes and ready to begin housing search) the expiration of the voucher will be the expiration date of the Homeownership Option Voucher that will be issued by that Department. If discontinuing to work with that program, the Voucher will be re-issued for 60 days, for use in the Housing Choice Voucher Rental Assistance Program, and must follow the above guidelines for any requested extension.

6-III.B. FINANCIAL HARDSHIPS AFFECTING MINIMUM RENT [24 CFR 5.630]

Overview

If the PHA establishes a minimum rent greater than zero, the PHA must grant an exemption from the minimum rent if a family is unable to pay the minimum rent because of financial hardship. The financial hardship exemption applies only to families required to pay the minimum rent. If a family's TTP is higher than the minimum rent, the family is not eligible for a hardship exemption. If the PHA determines that a hardship exists, the TTP is the highest of the remaining components of the family's calculated TTP.

HUD-Defined Financial Hardship

Financial hardship includes the following situations:

- (1) The family has lost eligibility for or is awaiting an eligibility determination for a federal, state, or local assistance program. This includes a family member who is a noncitizen lawfully admitted for permanent residence under the Immigration and Nationality Act who would be entitled to public benefits but for Title IV of the Personal Responsibility and Work Opportunity Act of 1996.

A hardship will be considered to exist only if the loss of eligibility has an impact on the family's ability to pay the minimum rent.

For a family waiting for a determination of eligibility, the hardship period will end as of the first of the month following (1) implementation of assistance, if approved, or (2) the decision to deny assistance. A family whose request for assistance is denied may request a hardship exemption based upon one of the other allowable hardship circumstances.

- (2) The family would be evicted because it is unable to pay the minimum rent.

For a family to qualify under this provision, the cause of the potential eviction must be the family's failure to pay rent or tenant-paid utilities.

- (3) Family income has decreased because of changed family circumstances, including the loss of employment.

Loss of employment is defined as: Being laid off or terminated through no fault of the family member, loss of employment does not, for the purposes of exemption to minimum rent, include voluntarily quitting or requesting to be laid off.

- (4) A death has occurred in the family.

In order to qualify under this provision, a family must describe how the death has created a financial hardship (e.g., because of funeral-related expenses or the loss of the family member's income).

- (5) The family has experienced other circumstances determined by the PHA.

Other circumstances include: Increase in medical expenses due to a family member, however the family must be eligible to receive the medical expense deduction. This must be verified by a professional in the medical field. Example: John had to have immediate surgery and will be taking additional medication-verification would be sent from the PHA to John's doctor stating that he had to have the surgery and an increase in medication will be eminent. The PHA will also send or request verification from the pharmacy in which John uses showing the amount of prescription cost's to the family.

Implementation of Hardship Exemption

Determination of Hardship

When a family requests a financial hardship exemption, the PHA must suspend the minimum rent requirement beginning the first of the month following the family's request.

The PHA then determines whether the financial hardship exists and whether the hardship is temporary or long-term.

The PHA defines temporary hardship as a hardship expected to last 90 days or less.

Long term hardship is defined as a hardship expected to last more than 90 days.

The PHA may not evict the family for nonpayment of minimum rent during the 90-day period beginning the month following the family's request for a hardship exemption. When the minimum rent is suspended, the TTP reverts to the highest of the remaining components of the calculated TTP. The example below demonstrates the effect of the minimum rent exemption.

Example: Impact of Minimum Rent Exemption			
Assume the PHA has established a minimum rent of \$35.			
TTP – No Hardship		TTP – With Hardship	
\$0	30% of monthly adjusted income	\$0	30% of monthly adjusted income
\$15	10% of monthly gross income	\$15	10% of monthly gross income
N/A	Welfare rent	N/A	Welfare rent
\$35	Minimum rent	\$35	Minimum rent
Minimum rent applies. TTP = \$35		Hardship exemption granted. TTP = \$15	

To qualify for a hardship exemption, a family must submit a request for a hardship exemption in writing before the 21st day of the current month for it to take effect the following month. The request must explain the nature of the hardship and how the hardship has affected the family's ability to pay the minimum rent.

The PHA will make the determination of hardship within 30 calendar days.

No Financial Hardship

If the PHA determines there is no financial hardship, the PHA will reinstate the minimum rent and require the family to repay the amounts suspended.

For procedures pertaining to grievance hearing requests based upon the PHA's denial of a hardship exemption, see Chapter 14, Complaints, Grievances and Appeals.

The PHA will require the family to repay the suspended amount within 30 calendar days of the PHA's notice that a hardship exemption has not been granted.

Temporary Hardship

If the PHA determines that a qualifying financial hardship is temporary, the PHA must reinstate the minimum rent from the beginning of the first of the month following the date of the family's request for a hardship exemption.

The family must resume payment of the minimum rent and must repay the PHA the amounts suspended. HUD requires the PHA to offer a reasonable repayment agreement, on terms and conditions established by the PHA. The PHA also may determine that circumstances have changed and the hardship is now a long-term hardship.

For procedures pertaining to grievance hearing requests based upon the PHA's denial of a hardship exemption, see Chapter 14, Complaints, Grievances and Appeals.

The PHA will enter into a repayment agreement in accordance with the PHA's repayment agreement policy.

Long-Term Hardship

If the PHA determines that the financial hardship is long-term, the PHA must exempt the family from the minimum rent requirement for so long as the hardship continues. The exemption will apply from the first of the month following the family's request until the end of the qualifying hardship. When the financial hardship has been determined to be long-term, the family is not required to repay the minimum rent.

The hardship period ends when any of the following circumstances apply:

- (1) At an interim or annual reexamination, the family's calculated TTP is greater than the minimum rent.
- (2) For hardship conditions based on loss of income, the hardship condition will continue to be recognized until new sources of income are received that are at least equal to the amount lost. For example, if a hardship is approved because a family no longer

receives a \$60/month child support payment, the hardship will continue to exist until the family receives at least \$60/month in income from another source or once again begins to receive the child support.

- (3) For hardship conditions based upon hardship-related expenses, the minimum rent exemption will continue to be recognized until the cumulative amount exempted is equal to the expense incurred.

FMHA Policy 4-27

Grievance Policy

CFR Number: 24 CFR 966

The following sets forth the requirements, standards and criteria for the Grievance Procedure ("Grievance Procedure") established and implemented by the Fairfield Metropolitan Housing Authority ("FMHA").

I. DEFINITIONS

In this Grievance Procedure, the following terms have the meanings specified in this section:

- A. Complainant: Any Tenant (as defined below) whose Grievance is presented to the FMHA management office in accordance with the requirements presented in this procedure.
- B. Elements of Due Process: An eviction action or termination of tenancy in a state or local court in which the following procedural safeguards are required:
1. Adequate notice to the Tenant of the grounds for terminating the tenancy and for eviction;
 2. Right of the Tenant to be represented by counsel;
 3. Opportunity for the Tenant to refute the evidence presented by the FMHA, including the right to confront and cross examine witnesses and to present any affirmative legal or equitable defense which the Tenant may have; and
 4. A decision on the merits.
- C. Grievance: Any dispute which a Tenant may have with respect to FMHA action or failure to act in accordance with the individual Tenant's lease or FMHA regulations which adversely affects the individual Tenant's rights, duties, welfare or status.
- D. Hearing Officer: A person selected in accordance with this Grievance Procedure and 24CFR Sec.966.55 to hear Grievances and render a decision with respect thereto.
- E. Hearing Panel: A panel of persons selected in accordance with this Grievance Procedure and 24CFR Sec. 966.55 to hear Grievances and render a decision with respect thereto.
- F. Resident Organization: An organization of residents, which also includes a resident management corporation.
- G. Tenant: The adult person (or persons) (other than a live in aide): (1) who resides in the dwelling unit, and who executed the lease with the FMHA as a lessee of the dwelling unit, or, if no such person now resides in the unit; (2) who resides in the dwelling unit, and who is the remaining head of the household of the Tenant family residing in the dwelling unit.
- #### **II. GRIEVANCE PROCEDURE APPLICABILITY**

This Grievance Procedure shall apply to all Tenant Grievances with the following two exceptions:

- A. Because HUD has issued a due process determination that the law of the State of Ohio requires that a Tenant be given the opportunity for a hearing in court which provides the basic Elements of Due Process before

eviction from the dwelling unit, this Grievance Procedure shall not be applicable to any termination of tenancy or eviction that involves:

1. Any criminal activity that threatens the health, safety or right to peaceful enjoyment of the premises of other residents or employees of the FMHA; or
2. Any drug related criminal activity on or off such premises.

B. This Grievance Procedure shall not be applicable to disputes between Tenants not involving the FMHA or to class Grievances. This Grievance Procedure is not intended as a forum for initiating or negotiating policy changes between a group or groups of Tenants and the FMHA's Board of Commissioners.

III. INFORMAL SETTLEMENT OF A GRIEVANCE:

Any Grievance shall first be personally presented, either orally or in writing, to the FMHA office within ten calendar days after the incident giving rise to the Grievance. An example of a form of complaint is attached in Exhibit A. Grievances received by the FMHA office will be referred to the person responsible for the management of the development in which the Complainant resides. As soon as the Grievance is received, it will be reviewed by the management office of the FMHA to be certain that neither of the exclusions in paragraphs II.A or II.B above applies to the Grievance. Should one of the exclusions apply, the Complainant will be notified in writing that the matter raised is not subject to the FMHA's Grievance Procedure. If neither of the exclusions cited above apply, the Complainant will be contacted to arrange a mutually convenient time, within ten working days, to meet so the Grievance may be discussed informally and settled without a formal grievance hearing.

Within five working days following the informal conference, the FMHA shall prepare and either give or mail to the Complainant a summary of the informal conference which specifies the names of the participants, the date of the meeting, the nature of the proposed disposition of the complaint and the specific reasons therefore, and shall specify the procedures by which a formal grievance hearing (formal hearing) under this procedure may be obtained if the Complainant is not satisfied. A copy of this summary shall also be placed in the Complainant's file.

IV. FORMAL GRIEVANCE HEARING PROCEDURES:

A. Request for a Hearing:

If the Complainant is dissatisfied with the settlement arrived at in the informal conference, the Complainant must submit a written request for a formal hearing to the FMHA office no later than five working days after the summary of the informal conference is received. A receipt signed by the Complainant or a return receipt for delivery of certified mail, whether or not signed, will be sufficient proof of time of delivery for the summary of the informal conference. The written request shall specify the reasons for the Grievance and the action of relief sought from the FMHA. Exhibit B, attached, is a sample request for a formal hearing.

B. Failure to Request a Hearing:

If the Complainant fails to request a formal hearing within five working days after receiving the summary of the informal conference, the FMHA's decision rendered at the informal conference becomes final and the FMHA is not obligated to offer the Complainant a formal hearing. Failure to request a Grievance Hearing does not affect the Complainant's right to contest the FMHA's decision in a court hearing.

C. Formal Hearing Prerequisite:

All grievances shall be personally presented either orally or in writing pursuant to the informal procedure described in Section III (above) as a prerequisite to a formal hearing. The provisions of this paragraph may be waived by the hearing officer or hearing panel if the complainant can show good cause why he failed to proceed according to Section III.

D. Before the Hearing is Held:

1. Escrow Account. Before a hearing is scheduled in any Grievance involving the amount of rent which the FMHA claims is due under this lease, the Complainant shall pay to the FMHA an amount equal to the rent due and payable as of the first day of the month preceding the month in which the act or failure to act took place. The Complainant shall, thereafter, deposit the same amount of the monthly rent in an escrow account monthly until the complaint is resolved by decision of the Hearing Officer or Hearing Panel. The money in the escrow account will be distributed as directed by the Hearing Officer or Hearing Panel. Any interest earned on the escrow account shall be retained by the FMHA to pay for administrative expenses. The failure to make such escrow payments shall result in a termination of the Grievance Procedure, provided, that failure to make payment shall not constitute a waiver of any right the Complainant may have to contest the FMHA's disposition of his grievance in any appropriate judicial proceeding.
2. Examination of Records. The Complainant may examine all the FMHA documents including records and regulations that are directly relevant to the Grievance before the formal hearing is held. The FMHA shall provide copies at the expense of the Complainant. If the FMHA does not make any document available for examination upon request by the Complainant, the FMHA may not rely on such document at the Grievance hearing.
3. Transcript of Hearing. The Complainant or the FMHA may arrange, prior to the hearing and at the expense of the party making the arrangement, for a transcript of the hearing. Any interested party may purchase a copy of such transcript.

E. Selecting the Hearing Officer or Hearing Panel:

The Grievance Hearing shall be conducted by an impartial person or persons appointed by the FMHA after consultation with a Resident Organization or group of tenants, if any, other than a person who made or approved the FMHA action under review or a subordinate of such person. The Hearing Officer or Hearing Panel shall be appointed as described below:

1. The FMHA shall nominate a slate of impartial persons to sit as Hearing Officers or Hearing Panel members. Such persons may include FMHA board members, FMHA staff members, residents, professional arbitrators, or others. The initial slate of nominees shall be at least four persons. Nominees will be informed that they will be expected to disqualify themselves from hearing Grievances that involve personal friends, other residents of developments in which they work or reside, or Grievances in which they have some personal interest.
2. A slate of potential Hearing Officers or Hearing Panel members nominated by the FMHA shall be submitted to the FMHA's Resident Organization or group of Tenants, if any. Written comments from the Resident Organization or group of Tenants shall be considered by the FMHA before the nominees are appointed as Hearing Officers or Hearing Panel members.
3. When the comments from the Resident Organization or group of Tenants have been received and considered, the nominees will be informed that they are the FMHA's official grievance hearing committee. The FMHA will subsequently contact committee members as needed in random order to request their participation as Hearing Officers or Hearing Panel members.

F. Scheduling the Hearing:

When a Complainant submits a timely request for a formal grievance hearing, the FMHA will immediately contact a Hearing Officer or three appointed members of the Hearing Panel to schedule the hearing within the following seven working days at a date and time convenient for the FMHA, Complainant and the

Hearing Officer or Hearing Panel. If only one or two members of the Hearing Panel can meet on a date named by the Complainant, then one member shall serve as the Hearing Officer.

A written notification specifying the time, place, and the procedures governing the hearing shall be delivered by the FMHA to the Complainant and the appropriate FMHA official. The notice may be personally delivered to the Complainant or sent by mail, return receipt requested.

G. Procedures Governing the Hearing:

The following procedures shall govern the formal grievance hearing:

1. The hearing shall be held before a Hearing Officer or Hearing Panel as described above in paragraph E. The Complainant shall be afforded a fair hearing, which shall include:

- a. The right to be represented by counsel or other person chosen as the Complainant's representative and to have such person make statements on the Complainant's behalf,
- b. The right to a private hearing unless the Complainant requests a public hearing;
- c. The right to present evidence and arguments in support of the Complainant's complaint, to controvert evidence relied on by the FMHA or project management, and to confront and cross examine all witnesses upon whose testimony or information the FMHA or project management relies; and
- d. A decision based solely and exclusively upon the facts presented at the hearing.

2. The Hearing Officer or Hearing Panel may render a decision without proceeding with the hearing if they determine that the issue has been previously decided in another proceeding.

3. At the hearing, the Complainant must first make a showing of an entitlement to the relief sought and, thereafter, the FMHA must sustain the burden of justifying the FMHA action or failure to act against which the complaint is directed.

4. The hearing shall be conducted informally by the Hearing Officer or Hearing Panel. Oral or documentary evidence pertinent to the facts and issues raised by the Complainant may be received without regard to admissibility under the rules of evidence applicable to judicial proceedings. The Hearing Officer or Hearing Panel shall admit copies of all public records, including police reports, court records, and similar matters deemed public record under Section 149.43 of the Ohio Revised Code, without requiring the testimony of the custodian of those records unless the Hearing Officer or Hearing Panel determines that admission of the public record without the presence of the custodian would be unfair to either party.

5. The Hearing Officer or Hearing Panel shall require the FMHA, the Complainant, counsel and other participants or spectators to conduct themselves in an orderly fashion. Failure to comply with the directions of the Hearing Officer or Hearing Panel to obtain order may result in exclusion from the proceedings or in a decision adverse to the interests of the disorderly party and granting or denial of the relief sought, as appropriate.

6. The FMHA will provide reasonable accommodation for persons with disabilities to participate in the hearing. Reasonable accommodation may include qualified sign language interpreters, readers, accessible locations, or attendants. If the Complainant is visually impaired, any notice to the Complainant which is required under this procedure must be in an accessible format.

7. If a Hearing Officer or Hearing Panel member fails to disqualify himself/herself as required in Section IV. E, the FMHA will remove the Hearing Officer or Hearing Panel member from the hearing committee, invalidate the results of the hearing and schedule a new hearing with a new Hearing Officer or Hearing Panel member.

H. Failure to Appear at the Hearing:

If the Complainant or the FMHA fails to appear at the scheduled formal Grievance Hearing, the Hearing Officer or Hearing Panel may make a determination to postpone the hearing for not to exceed five business days, **Or** may make a determination that the party has waived his/her right to a hearing.

Both the Complainant and the FMHA shall be notified of the determination by the Hearing Officer or Hearing Panel; provided, that a determination that the Complainant has waived his right to a hearing shall not constitute a waiver of any right the Complainant may have to contest the FMHA's disposition of the Grievance in a court hearing.

I. Decision of the Hearing Officer or Hearing Panel:

1. Written Report. The Hearing Officer or Hearing Panel shall prepare a written decision, together with the reasons for the decision within six working days after the hearing. A copy of the decision shall be sent to the Complainant and the FMHA. The FMHA shall retain a copy of the decision in the Complainant's file in the FMHA's office. A copy of the decision with all names and identifying references deleted, shall also be maintained on file by the FMHA and made available for inspection by a prospective complainant, his representative, or the Hearing Officer or Hearing Panel.

2. Binding Decision. The decision of the Hearing Officer or Hearing Panel shall be binding on the FMHA which shall take all actions, or refrain from any actions, necessary to carry out the decision unless the FMHA's Board of Commissioners determines within ten working days, and promptly notifies the Complainant of its determination that:

a. The Grievance does not concern FMHA action or failure to act in accordance with or involving the Complainant's lease or FMHA regulations, which adversely affect the Complainant's rights, duties, welfare, or status.

b. The decision of the Hearing Officer or Hearing Panel is contrary to applicable federal, state, or local law, HUD regulations, or requirements of the annual contributions contract between HUD and the FMHA.

3. Judicial Action. A decision by the Hearing Officer, Hearing Panel or Board of Commissioners in favor of the FMHA or which denies the relief requested by the Complainant in whole or in part shall not constitute a waiver of, nor affect in any way, the rights of the Complainant to a trial or judicial review in any court proceedings which may later be brought in the matter.

4. Lease Termination. If the Grievance involves a lease termination, the FMHA will not issue the Complainant a notice to vacate his/her dwelling unit until after the Complainant has received the decision of the Hearing Officer or Hearing Panel. If the decision is in favor of the FMHA, or if the FMHA Board of Commissioners decides to proceed against the Complainant in spite of the decision, the Complainant will be served with a notice to vacate in accordance with applicable law. The Complainant must then vacate the unit within the stated time or the FMHA will proceed through a court of law to evict the Complainant.

V. MISCELLANEOUS

A. This Grievance Procedure is incorporated by reference into all leases between the FMHA and Tenants.

B. The FMHA shall before amending or changing this Grievance Procedure, provide at least 30 days

Notice to the Tenants and any Resident Organizations of proposed changes in this Grievance Procedure. Within the 30 day period, Tenants and Resident Organizations may submit written comments to the FMHA. Such written comments shall be considered by the FMHA before the adoption of any changes to this Grievance Procedure.

C. The FMHA shall furnish to each Tenant and Resident Organization a copy of this Grievance Procedure.

D. Any provision of this Grievance Procedure, other than the provision requiring an informal conference as a prerequisite to a formal hearing and the provisions establishing the date upon which a Grievance must be filed or a formal hearing must be requested, shall not be considered mandatory. Any failure on the part of FMHA, a Complainant, Hearing Officer or Hearing Panel to strictly comply with such provisions shall not, in and of itself, affect the validity of the proceedings or the results thereof. The Complainant waives all rights to a hearing for failure to file a Grievance or request a hearing within the time set forth herein.

Admissions and Continued Occupancy Plan

ATTACHMENT 11-1

- (1) Eligibility (a) When does the PHA verify eligibility for admission to public housing?

When families are within a certain time of being offered a unit within 30 days

Other: (describe) When a family is pulled from the waiting list they are sent an application, once all information has been turned in to the Public Housing Department, the PH Assistant will begin the verification process, if a family is not offered at unit at that time, they are put on another pending list for a vacant unit, once a unit becomes available and the family has reached the top of the pending list, they will be offered the unit, and if the verifications are not 60 day current their information will be verified again.

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.

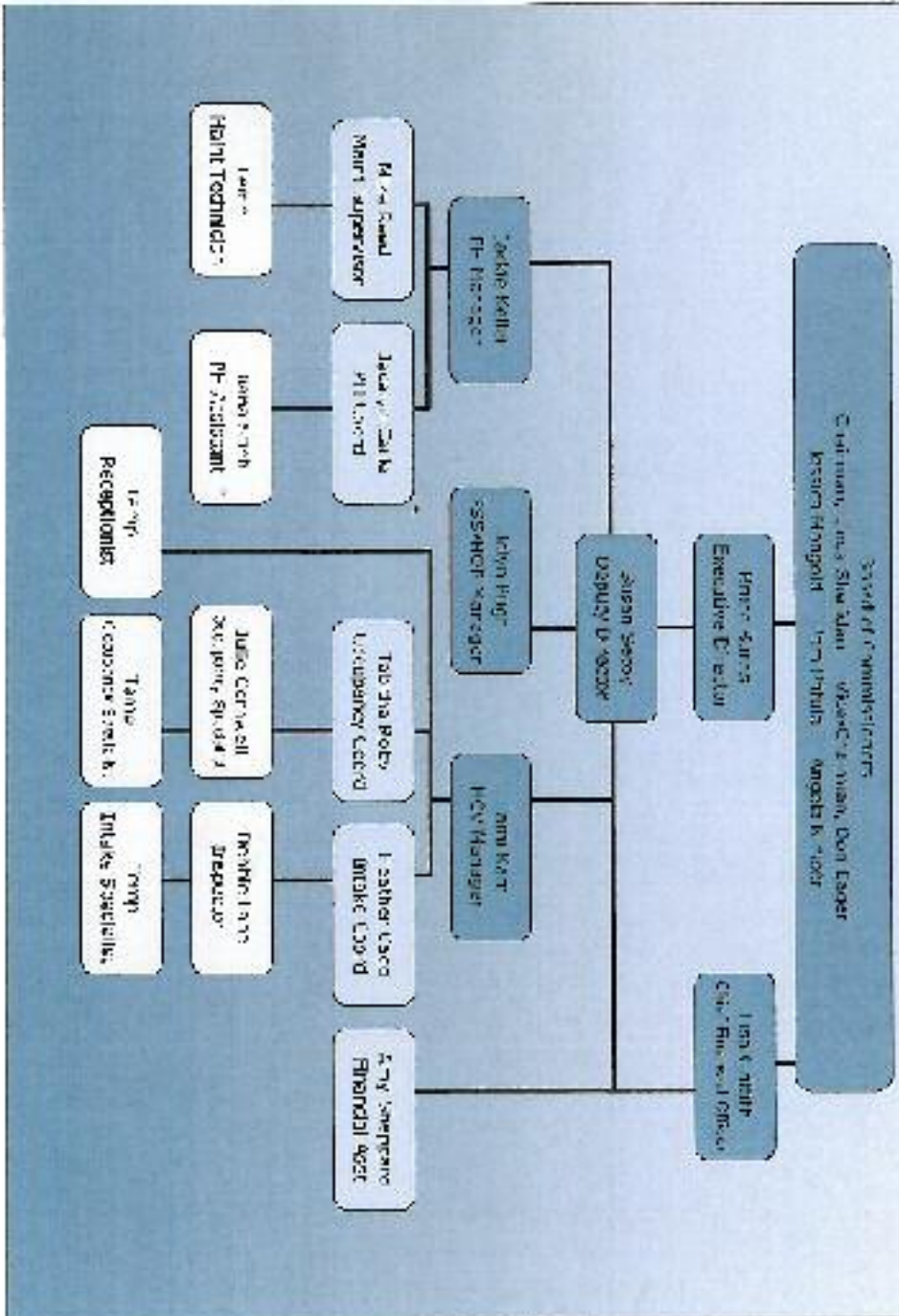
2. A priority housing need exists to provide emergency and transitional housing and supportive services for homeless individuals and families, including emergency respite housing for the homeless mentally ill and victims of domestic violence.
3. There is a priority housing need for efficiency rental housing to meet the needs of very low income single adults.
4. There is a priority need for additional affordable housing the meet the needs of low and very low income female headed households with children through public housing and rental assistance.
5. There is a priority need for continued assistance for low, very low, and moderate income homeowners for repair and rehabilitation of single family owner occupied housing units.
6. There is a priority need for a variety of supportive housing services in conjunction with transitional and emergency housing to provide a “continuum of care” to meet the housing needs of homeless families and individuals, including persons with severe mental illness and victims of domestic violence.
7. There is a need for additional supportive housing services for the elderly, particularly those services which will enable elderly persons to remain in their homes.
8. There is a priority need for additional housing with appropriate supervision and supportive serves for mentally ill persons.
9. There is a priority need for additional homeless prevention programs for families and individuals “at risk” of homelessness.
10. There is a priority need to provide weatherization and home heating assistance to low and moderate income homeowners and renters.
11. The need exists to assist low and moderate income households to participate in homeownership.
12. There is a need to implement programs to reduce the hazards associated with lead based paint in residential structures and to prevent childhood lead poisoning.

FMHA’s Plan is consistent with all the above objectives and 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



PHA Plan Table Library

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

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

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

Original Annual Statement

Line No.	Summary by Development Account	
1	Total Non-CGP Funds	0
2	1406 Operations	120,000
3	1408 Management Improvements	5,000
4	1410 Administration	10,000
5	1411 Audit	2,000
6	1415 Liquidated Damages	0
7	1430 Fees and Costs	10,000
8	1440 Site Acquisition	0
9	1450 Site Improvement	31,450
10	1460 Dwelling Structures	178,500
11	1465.1 Dwelling Equipment-Nonexpendable	8,000
12	1470 Nondwelling Structures	60,000
13	1475 Nondwelling Equipment	2,000
14	1485 Demolition	--
15	1490 Replacement Reserve	0
16	1492 Moving to Work Demonstration	0
17	1495.1 Relocation Costs	2,000
18	1498 Mod Used for Development	0
19	1502 Contingency	0
20	Amount of Annual Grant (Sum of lines 2-19)	328,950
21	Amount of line 20 Related to LBP Activities	0
22	Amount of line 20 Related to Section 504 Compliance	42,450
23	Amount of line 20 Related to Security	5000
24	Amount of line 20 Related to Energy Conservation Measures	71,000

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

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
PHA WIDE	OPERATING	1406	20,000
PHA WIDE	MANAGEMENT IMPROVEMENTS	1408	5,000
PHA WIDE	ADMINISTRATION-SALARIES	1410	10,000
PHA WIDE	AUDIT	1411	2,000
PHA WIDE	FEES & COSTS	1430	10,000
PHA WIDE	SITE IMPROVEMENTS*	1450	31,450
	*LANDSCAPING/GUTTERS		
LANE ST.	*SECURITY LIGHTING		
	*CLOTHES LINES		
SPRING	*HANDRAILS		
	*SIDEWALK REPAIR		
	*GATES/FENCE REPAIR		
	*POWERWASHING UNITS		
PHA WIDE	DWELLING STRUCTURES**	1460	178,500
SPRING/W.	**REPLACEMENT WINDOWS		
CHEST/S. RIDGE	**EXTERIOR SCREENS & DOORS		
SPRING	**REMODEL BATHROOMS		
	**REPLACEMENT FLOORING		
	**504 COMPL-TUBS, CABINETS, SINKS, ETC.		
HANOVER	**INTERIOR DOORS		
W. CHESTNUT	**REPLACEMENT SHOWER HEADS		
	**TANKLESS HWT		
E. WALNUT	**REMODEL KITCHENS		
SPRING	**REPLACEMENT OF HEAT PUMPS/FURNACES, ETC.		
	DWELLING EQUIP/NON- EXPENDABLE	1465.1	8,000
PHA WIDE	NON DWELLING STRUCTURES	1470	60,000
PHA WIDE	NEW MAINTENANCE SHOP		
PHA WIDE	NON DWELLING EQUIPMENT TOOLS	1475	2,000
PHA WIDE	RELOCATION COSTS	1495.1	2,000
	GRAND TOTAL:		\$328,950

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

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
AMP OH070000001P	07/2011	07/2013

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

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

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

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

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

Optional Public Housing Asset Management Table

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

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

**Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary**

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

PHA Name: FAIRFIELD METROPOLITAN HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: 501-09 Replacement Housing Factor Grant No:		Federal FY of Grant:09	
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line 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	5,000			
4	1410 Administration	10,000			
5	1411 Audit	2,000			
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	31,450			
10	1460 Dwelling Structures	178,500			
11	1465.1 Dwelling Equipment—Nonexpendable	8,000			
12	1470 Nondwelling Structures	60,000			
13	1475 Nondwelling Equipment	2,000			
14	1485 Demolition	--			
15	1490 Replacement Reserve	0			
16	1492 Moving to Work Demonstration	0			
17	1495.1 Relocation Costs	2,000			
18	1499 Development Activities	0			
19	1501 Collateralization or Debt Service	0			
20	1502 Contingency	0			
21	Amount of Annual Grant: (sum of lines 2 – 20)	328,950			
22	Amount of line 21 Related to LBP Activities	0			
23	Amount of line 21 Related to Section 504 compliance	42,450			
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 Measures	71,000			

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: 501-09 Replacement Housing Factor Grant No:			Federal FY of Grant: 2009			
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		\$5,000				
PHA Wide	Administration-Salaries	1410		\$10,000				
PHA Wide	Audit	1411		\$2,000				
PHA Wide	Fees & Costs	1430		\$10,000				
PHA Wide	Site Acq.	1440		\$0				
PHA Wide	Site Improvements	1450		\$31,450				
PHA Wide	Dwelling Structures	1460		\$178,500				
PHA Wide	Dwelling Equip. (nonexpendable)	1465.1		\$8,000				
PHA Wide	Non Dwelling Structures	1470		\$60,000				
PHA Wide	Non-dwelling equipment	1475		\$2,000				
PHA Wide	Relocation Cost	1495.1		\$2,000				
PHA Wide	Contingency	1502		\$0				
			TOTAL:	\$328,950				

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

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: 501-09 Replacement Housing Factor Grant No:				Federal FY of Grant: 2009		
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 Name: Fairfield Metropolitan Housing Authority			Grant Type and Number Capital Fund Program No: 501-09 Replacement Housing Factor No:				Federal FY of Grant: 2009		
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	07/2011			07/2013					

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

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: 2010 PHA FY:	Work Statement for Year 3 FFY Grant: 2011 PHA FY:	Work Statement for Year 4 FFY Grant: 2012 PHA FY:	Work Statement for Year 5 FFY Grant: 2013 PHA FY:
	Annual Statement				
Spring	52,750	4,350	850	900	13,450
Amherst	1,050	1,120	9,030	1,260	18,830
E. Walnut	8,850	52,130	1,530	1,620	24,210
W. Chestnut	25,750	44,800	31,450	5,900	13,450
Shallow Ridge	14,000	15,280	75,460	11,440	78,320
Lane	5,600	4,080	19,080	67,720	10,760
Hanover	27,500	66,100	16,600	51,800	51,900
PHA WIDE	193,450	213,100	181,500	218,950	151,250
CFP Funds Listed for 5-year planning	\$328,950	\$400,960	\$335,500	\$359,590	\$362,170
Replacement Housing Factor Funds	0	0	0	0	0

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

Capital Fund Program Five-Year Action Plan						
Part II: Supporting Pages—Work Activities						
Activities for Year 1	Activities for Year :2010 FFY Grant: PHA FY:			Activities for Year: 2011 FFY Grant: PHA FY:		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See	<i>Spring</i>	Landscaping/gutters	\$800	<i>Spring</i>	Landscaping/gutter	\$850
Annual		Ramp and driveway-504	\$3,000			
Statement		Clothes lines	\$550			
	<u>Subtotal</u>	-----	\$4,350	<u>Subtotal</u>	-----	\$850
	<i>East Walnut</i>	Landscaping/gutters	\$1,440	<i>East Walnut</i>	Landscaping/gutter	\$1,530
		Clothes lines	\$990			
		Interior doors & Exterior doors	\$47,700			
		Tankless HWT	\$2,000			
	<u>Subtotal</u>	-----	\$52,130	<u>Subtotal</u>	-----	\$1,530
	<i>West Chestnut</i>	Landscaping/gutters	\$800	<i>West Chestnut</i>	Landscaping/gutter	\$850
		Interior Doors	\$11,000		Remodel Kitchens	\$30,000
		Tankless HWT	\$3,000		Clothes Lines	\$600
		Remodel Kitchens	\$30,000			
	<u>Subtotal</u>	-----	\$44,800			
	<i>Amherst</i>	Landscaping/gutters	\$1,120	<u>Subtotal</u>	-----	\$31,450
				<i>Amherst</i>	Landscaping/gutter	\$1,190
	<u>Subtotal</u>	-----	\$1,120		Clothes Line	\$840
					Exterior Doors	\$7,000
	<i>Shallow Ridge</i>	Landscaping/gutters	\$1,280	<u>Subtotal</u>	-----	\$9,030
				<i>Shallow Ridge</i>	Landscaping/gutter	\$1,360
		Replacement windows	\$14,000		Replacement Windows	\$14,000

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

					504 comp-tubs, cabinets, etc	\$20,000
					Interior Doors	\$36,800
					Tankless HWT	\$3,300
	Subtotal	-----	\$15,280	Subtotal	-----	\$75,460
	Hanover	Landscaping/gutters	\$1,600	Hanover	Landscaping/gutter	\$1,700
		Exterior Doors	\$4,500		Exterior Doors	\$5,000
		Replacement windows	\$35,000		Tankless HWT	\$9,900
		504 Compliance- (see spreadsheet)	\$25,000	Subtotal	-----	\$16,600
	Subtotal	-----	\$66,100	Lane	Landscaping/gutter	\$680
	Lane	Landscaping/gutters	\$640		Interior Doors	\$18,400
		Tankless HWT	\$3,000			
		Clothes lines	\$440			
	Subtotal	-----	\$4,080	Subtotal	-----	\$19,080
	PHA WIDE			PHA WIDE		
		Sidewalk repair	\$1,000		Sidewalk repair	\$1,000
		Gates/Fence repair	\$2,000		Gates/Fence repair	\$2,000
		Powerwashing units	\$12,000		Powerwashing units	\$14,400
		Remodel Baths	\$25,000		Remodel Baths	\$25,000
		Replace Flooring	\$25,000		Replace Flooring	\$25,000
		Replace Shower heads	\$500		Replace shower heads	\$500
		Replacement of Heat pumps/furnaces	\$22,000		Replacement of heat pumps/furnaces	\$23,000
		Maintenance Shop	\$60,000		Mower/ Trimmer	\$10,000
		Floor polisher/Tools	\$7,500		Tools	\$2,500
		Refrigerators	\$4,500		Refrigerators	\$4,500

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

		Stoves	\$4,500		Stoves	\$4,500
		Relocation Costs	\$2,000		Relocation Costs	\$2,000
		Operating	\$20,000		Operating	\$20,000
		Mgmt. Improv/Software	\$5,000		Mgmt. Improv/Software	\$5,000
		Salaries	\$10,000		Salaries	\$10,000
		Audit Costs	\$2,100		Audit Costs	\$2,100
		Inspect A&E	\$10,000		Inspect A&E	\$10,000
					Contingency	\$0
					Site Acquisition- Lane Street	\$20,000
	SUBTOTAL	-----	\$213,100	Subtotal	-----	\$181,500
Total CFP Estimated Cost			\$400,960			\$335,500

**Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages—Work Activities**

Activities for Year : 2012 FFY Grant: PHA FY:			Activities for Year: 2013 FFY Grant: PHA FY:		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
Spring	Landscaping/gutter	\$900	Spring	Landscaping	\$950
				Replacement gutters/downspout	\$12,500
Subtotal	-----	\$900	Subtotal	-----	\$13,450
East Walnut	Landscaping/gutter	\$1,620	East Walnut	Landscaping	\$1,710
				Replacement gutters/downspout	\$22,500
Subtotal	-----	\$1,620	Subtotal	-----	\$24,210
West Chestnut	Landscaping/gutters	\$900	West Chestnut	Landscaping	\$950
	Exterior Doors	\$5,000		Replacement gutters/downspout	\$12,500

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

Subtotal	-----	\$5,900	Subtotal	-----	\$13,450
Amherst	Landscaping/gutters	\$1,260	Amherst	Landscaping	\$1,330
				Replacement gutters/downspout	\$17,500
Subtotal	-----	\$1,260	Subtotal	-----	\$18,830
Shallow Ridge	Landscaping/gutters	\$1,440	Shallow Ridge	Landscaping	\$1,520
	504 comp-see spreadsheet	\$10,000		Replacement gutters/downspout	\$20,000
				Exterior Doors	\$8,800
				Kitchen Remodels	\$48,000
			Subtotal	-----	\$78,320
			Hanover	Landscaping	\$1,900
				Replacement gutters/downspout	\$25,000
				Playground equip, etc.	\$25,000
Subtotal	-----	\$11,440	Subtotal	-----	\$51,900
Hanover	Landscaping/gutters	\$1,800	Lane	Landscaping	\$760
	Interior Doors	\$50,000		Replacement gutters/downspout	\$10,000
			Subtotal	-----	\$10,760
Subtotal	-----	\$51,800	PHA Wide		
Lane	Landscaping/gutters	\$720		Sidewalk repair	\$2,500
	Exterior Doors	\$4,000		Gates/Fence repair	\$2,250
				Powerwashing units	\$14,400
	Remodel Kitchens	\$48,000		Replacement furnaces/heat pumps	\$34,500
	Playground equip	\$15,000		New copier –ph cost allocation	\$8,000
Subtotal	-----	\$67,720		Tools	\$3,500
PHA WIDE				Upgrade plumbing	\$10,000

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

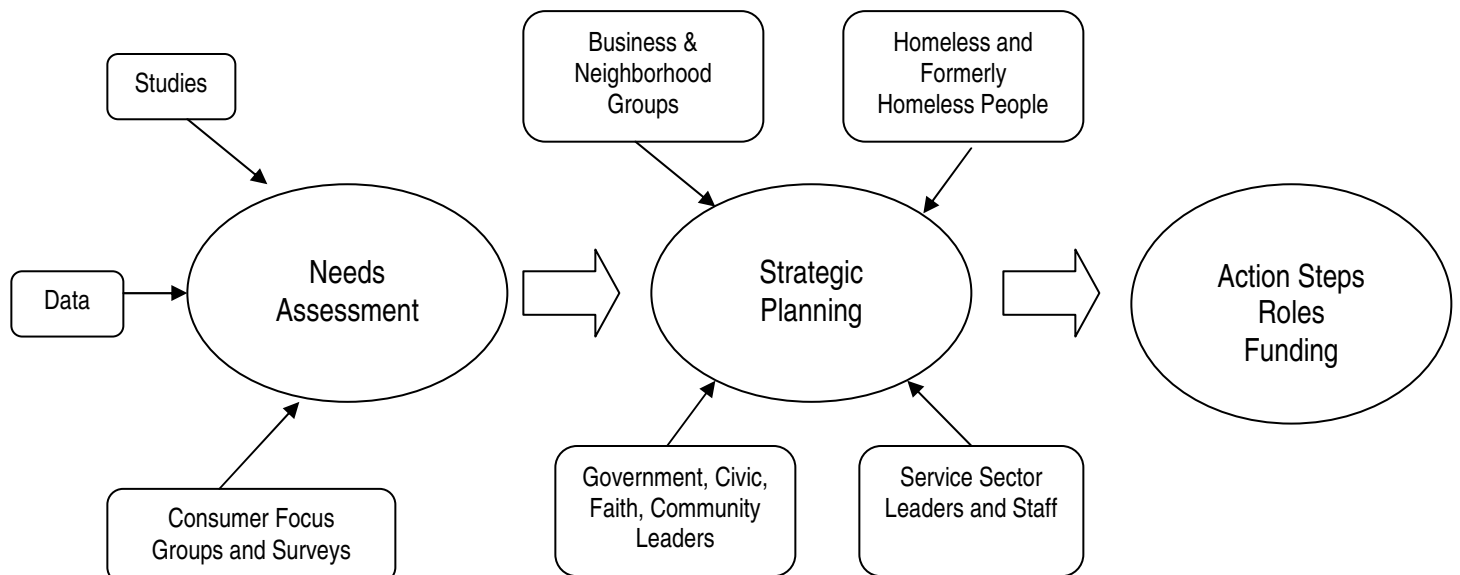
The Fairfield County Housing Coalition is pleased to offer this Ten-Year Plan to End Homelessness in Fairfield County, Ohio. The Coalition’s mission is *“to assist individuals and families who become homeless or are at risk of becoming homeless to regain housing stability and quality of life.”*

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.

BRIDGING THE GAPS

*CONTINUUM OF CARE
PLAN*



2008/2009

INTRODUCTION

The United States leads the world in the number of citizens who are billionaires, yet the problem of homelessness exists across the country. Our nation is also known for the innovative and tenacious spirit of its people. The Fairfield County Housing Coalition believes that homelessness is a problem with a solution. Working together we can overcome great obstacles and in that spirit, the Coalition presents this Continuum of Care Plan that offers hope in its approach toward ending homelessness and a commitment to take meaningful actions that can make a difference.

Fairfield County's plan coordinates a comprehensive set of services and housing choices designed to move individuals and families out of homelessness. It also informs various groups throughout the community of the challenges we face in ending homelessness and the possible solutions.

COALITION STRUCTURE AND PLANNING PROCESSES

As the lead entity for the CoC planning process, the Fairfield County Housing Coalition provides a unified approach toward improving and sustaining local housing services – a *no-wrong-door* approach. The Coalition is comprised of approximately 34 members that represent housing programs throughout the community. They are dedicated to addressing the needs of the homeless. Members collaborate in the CoC planning process to ensure, to the extent possible, that every local agency providing services to the homeless has the opportunity to provide input and perspective. If an additional group, agency or individual comes forward as a stakeholder, they are invited to participate.

The Coalition prepared the Ten-Year Plan to End Homelessness in Fairfield County during 2006 to outline strategies and implementation goals that provide solutions to homelessness within the community. The plan envisions a service system that makes prevention and permanent housing priorities.

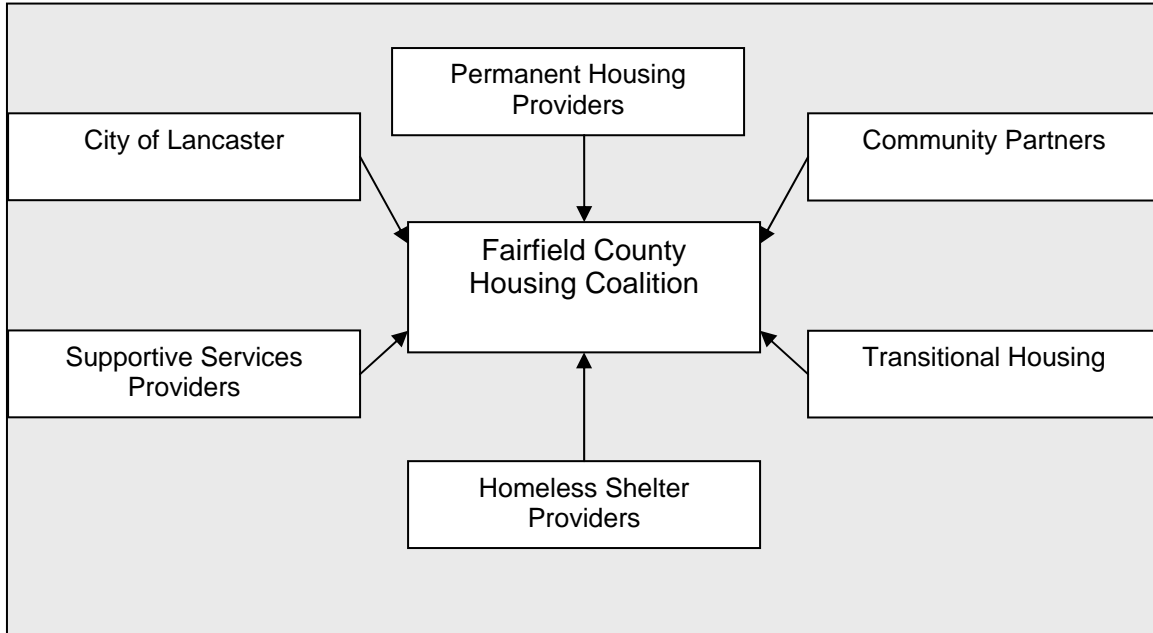
In 2008, the Coalition received a funding award in the amount of \$68,750 from the Osteopathic Heritage Foundation and Fannie Mae as part of the Rural Housing Initiative of Southeastern and Central Ohio (RHISCO). These dollars enhance the Coalition's mission in helping to address the priorities of Fairfield County's Ten-Year Plan to End Homelessness. The grant award is already making a difference in our community. The Coalition has created two part-time positions, a housing coordinator and a housing specialist. The housing coordinator is a member of the Lancaster-Fairfield Community Action staff and the housing specialist is a member of the Fairfield County Information and Referral staff.

Updating the Continuum of Care Plan is a collaborative process undertaken by the Housing Coalition as illustrated in the following diagram:

PRINCIPLES AND GOALS OF THE COALITION

- Reduce and eliminate homelessness
- Collaborate in providing housing and services
- Increase availability of affordable housing and services
- Share County resources
- Explore, develop and obtain funding in an ever increasing, complex and competitive market
- Educate consumers about self-sufficiency
- Identify emerging needs and develop responses

CONTINUUM OF CARE PLANNING PROCESS



FAIRFIELD COUNTY’S CONTINUUM OF CARE HISTORY

The Fairfield County Board of Commissioners established a Continuum of Care Committee in 1987. After instrumental involvement in community housing planning, the Committee formally identified itself as the Fairfield County Housing Coalition in 1997. Shortly thereafter, the group conducted its first point-in-time count and agreed on a set of priorities. In 2002, the Metropolitan Housing Authority and Lutheran Social Services partnered to create a more coordinated system of services and the Coalition was restructured. Today, the Coalition is a collaborative organization whose members represent to the extent possible, each local agency providing services to persons who are homeless or at risk of homelessness. The Coalition has had healthy attendance and interest from key stakeholders.

The Housing Coalition meets every month and upholds its mission: *to assist individuals and families who become homeless or who are at risk of becoming homeless to regain housing stability and quality of life. Toward this end, the Coalition implements and expands a comprehensive Continuum of Care Plan to prevent and end the devastation of homelessness among individuals and families.*

REGIONAL SNAPSHOT

Fairfield County serves as a bridge between the Columbus Metropolitan area and Appalachian Ohio. It encompasses some of the strengths and challenges of both areas. The county and its seat, Lancaster, are caring communities that step forward to serve people in need, including churches, volunteer groups, foundations, generous individuals and corporate donors.

It is among the top-five fastest growing counties in the state. As the overall population grows, so does the number of people we need to serve. We strive to address these needs strategically and prudently.

Federal spending per capita remains the lowest of all contiguous counties. Sales tax rates in Ohio span from 6.25 percent up to 7 percent with Fairfield County being at the lowest end of the scale.

FEDERAL SPENDING

PER CAPITA IN THE REGION (SOURCE: U.S. CENSUS BUREAU, 2000)

<i>COUNTY</i>	<i>FEDERAL PER CAPITA SPENDING*</i>
Fairfield	\$3,475
Pickaway	\$3,996
Licking	\$4,800
Perry	\$4,968
Franklin	\$7,901

***Note:** Federal spending includes federal expenditures or obligations for grants, salaries and wages, procurement contracts, direct payments for individuals, and other direct payments, plus coverage/ commitments in the form of direct loans, guaranteed or insured loans and insurance.

The unemployment rate is 4.8 percent, slightly lower than the national average. Within Fairfield County, wages are the 68th lowest of all 88 counties in the state, according to information provided by the Fairfield County Department of Economic Development. While employment opportunities are not in abundance locally, the county's proximity to the Columbus metropolitan area gives workers convenient access to jobs there. U.S. census data indicates that 55.8 percent of our workers travel outside of the county to work. The average commute time is 27.7 minutes – higher than the state average of 22.9 minutes. Dramatic increases in fuel costs that far outpace wage increases are cause for concern to Fairfield County's commuting workforce.

Housing costs are tied to the market of the Columbus Metropolitan area (Franklin County) where per capita income is significantly higher than Fairfield County's. The average per capita personal income in Franklin County in 2005 was \$36,547 in comparison to \$30,371 in Fairfield County according to the U.S. Census Bureau data. Within the City of Lancaster, the average 2000 per capital income was \$17,614. Trends reported by Claritas project Lancaster's per capital income at \$20,563 for 2008.

DEFINING HOMELESSNESS

Coalition partners define homeless as:

An individual who lacks fixed, regular, and adequate nighttime residence; and

An individual who has a primary nighttime residence that is –

- *A supervised publicly or privately operated shelter designed to provide temporary living accommodations;*
- *An institution that provides a temporary residence for individuals intended to be institutionalized; or*
- *A public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.*

The Coalition defines “at risk” homelessness as:

- *Persons who are near homelessness, such as those who are living doubled up with relatives or friends, or*
- *Those who are living in sub-standard housing conditions brought on by overcrowding or unsafe and unsanitary conditions.*

The above definitions mirror those supported by the U.S. Department of Housing and Urban Development (HUD). However, given that Fairfield County is largely rural and the definitions are more reflective of an urban setting, we must take into consideration the unique characteristics of our geographic area when examining the needs of the homeless and how to prevent homelessness.

CHARACTERISTICS OF THE RURAL HOMELESS

- Less educated but more likely to be employed, although in temporary jobs
- Less likely to receive government assistance, but more likely to have higher average monthly incomes and more likely to receive cash assistance from friends
- Shorter episodes of homelessness
- Two to four times more likely to live with friends or family
- 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
- Less likely to have health insurance or access to medical care.

THE RURAL PERSPECTIVE

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 more frequently than actual homelessness. Rural homeless people housed in these types of situations, such as temporary accommodations with friends and relatives, do not meet the definition of literal homelessness used to determine eligibility for government programs.¹ According to Post (2002, pgs.1-2) rural homelessness differs in important ways from urban homelessness.

Developing a comprehensive response to homelessness in rural areas presents unique challenges. Many communities lack a system to meet emergency housing needs and they face several barriers that limit the development of these resources, such as:

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

- **Access to Services**—Rural areas have fewer service providers and people may have to travel longer distances for services. The 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).
- **Assessing Need**—No national survey quantifies the number of rural homeless persons in the United States. Most of the homeless literature bases assessments on metro and non-metro service providers to document homeless characteristics.
- **Community Awareness and Support**—Rural homeless people do not usually sleep outside, in emergency shelters or in visible spaces, so there may be a misperception that the problem does not exist (Burt et al, 1999).
- **Defining Homelessness**—The Department of Housing and Urban Development (HUD) uses a limited definition of homelessness in determining allocation of resources. Rural residents who have no homes and are living in highly unstable situations are not counted for programs such as the Continuum of Care. Therefore, many rural communities cannot access funding streams that address the needs of their population.

The obstacles require innovative rural 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 prevention and permanent re-housing. 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).

IDENTIFYING FAIRFIELD COUNTY’S HOMELESS

Identifying various homeless populations according to key characteristics is an important step in the planning process – a step that enables the development of the most effective solutions. The homeless populations of Fairfield County have been categorized as follows:

Populations

- Individuals
- Families
- Youth

Sub-Populations

- People with drug or alcohol addictions
- People with mental illness
- People with dual or multiple diagnoses
- People who are physically disabled
- Veterans
- Victims of domestic violence
- People living with HIV/AIDS

POINT-IN-TIME COUNT

January 31, 2008, the Fairfield County point-in-time count was conducted using agency surveys and field outreach. It identified 386 homeless individuals according to the HUD definition, representing a 38-percent increase in comparison to 2007. Twenty-eight individuals were found to be at-risk of becoming homeless.

Of the 386 individuals meeting the HUD definition, 343 were sheltered in community homeless shelters, domestic violence shelters or transitional housing facilities for the homeless. The remaining 43 individuals were unsheltered and on waiting lists for shelter and were members of families. This data confirms previous gaps analyses conducted by the Housing Coalition that revealed a significant need for increased family shelter capacity.

Sheltered individuals were assessed to identify the primary issue/special need that led to their homelessness:

**SPECIAL NEEDS OF HOMELESS PERSONS IN FAIRFIELD COUNTY
2008 POINT-IN-TIME COUNT**

<i>Issue/Special Need</i>	<i>Total</i>	<i>Percentages</i>
Mental Health	69	18%
Drug/Alcohol Abuse	58	15%
Dual Diagnosis	38	11%
Domestic Violence Victim	35	9%
Low Income	164	42%
Chronically Homeless	22	5%
TOTAL HOMELESS	386	100%

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. The high incidence of individuals that are homeless due to mental health or substance abuse issues or with dual diagnosis – 44 percent collectively – indicates that a Shelter Plus Care model of permanent housing could have a significant impact on reducing homelessness in Fairfield County.

Homelessness due to low income represents a large segment of the population – 42 percent – as reflected in the County’s 2008 point-in-time count. This indicates the need for strengthening effective supportive services designed to build greater self sufficiency for individuals and families, such as Shelter Plus Care focused on housing counseling, job- and life-skill development as well as financial literacy.

Twenty-two individuals in Fairfield County were identified as chronically homeless – five percent of the homeless population. These individuals tend to have multiple obstacles toward obtaining and maintaining permanent housing, require intensive service coordination and utilize a high percentage of community resources for homeless services. These individuals could benefit from a Shelter Plus Care model.

HOMELESS POPULATION PROFILE

Obtaining a truly accurate count of homeless persons is a difficult task – not all persons who are homeless access the shelter system. Some individuals are temporarily housed in mental health and substance-abuse facilities and jails. Some are living on the streets or in cars. Others are illegally squatting in abandoned public and private housing or precariously doubled up with relatives or friends.

Given that a point-in-time count – particularly one conducted in a rural area – does not account for the entire homeless population, statistical data provided by the Substance Abuse and Mental Health Services Administration (SAMHSA) of the U.S. Health and Human Services Department and from the National Alliance to Prevent Homelessness have been applied to the Fairfield County population. With the county population at approximately 140,000, one percent incidence of homelessness would be 1,400 people. The figures in the chart below approximate a countywide profile that can offer a perspective that encompasses the uncounted. These numbers are based upon national averages.

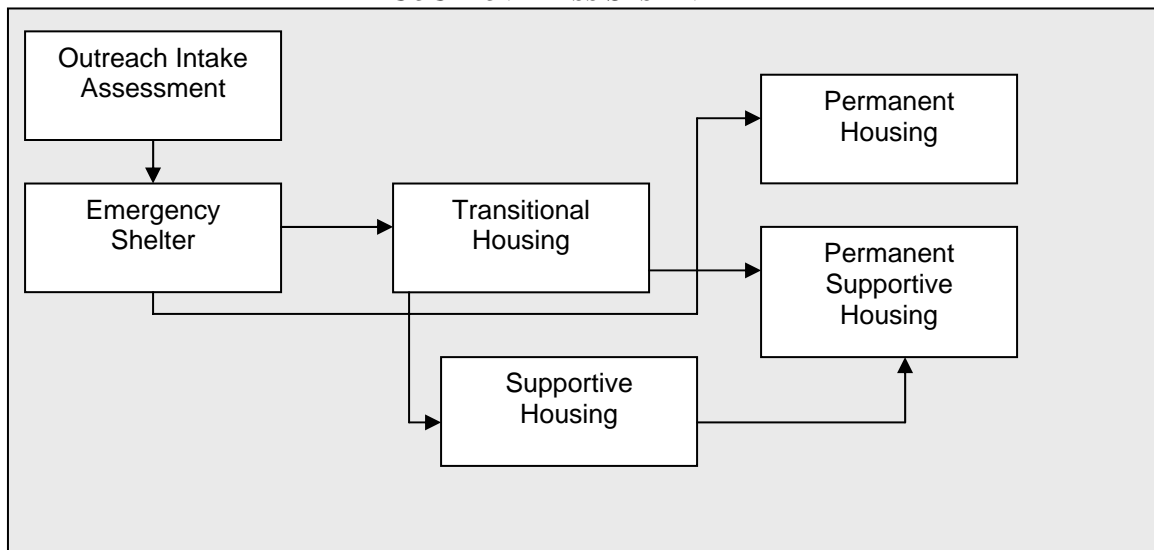
HOMELESS POPULATION PROFILE BASED ON NATIONAL AVERAGES

<i>CATEGORY</i>	<i>Total</i>	<i>Percentages</i>
Mental Health	308	22%
Drug/Alcohol Abuse	420	30%
Dual Diagnosis	224	16%
Domestic Violence Victim	182	13%
HIV / AIDS	42	3%
Chronically Homeless	70	5%
Veterans	322	23%
Families With Children (> age 18)	560	40%
Children Unaccompanied by Adults	70	5%
Total Homeless	1,400	1% of entire population

ANALYZING THE GAPS

The ultimate goal of the community’s plan is to have sufficient resources in the outreach, prevention, transitional, supportive and permanent housing and in supportive services that minimize an emergency shelter stay for an individual or family. During the 2008 update of the Continuum of Care Plan, Housing Coalition members identified gaps in each of these areas using point-in-time count data, documented community needs as well as local, state and national statistical data.

CoC HOMELESS SYSTEM



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 annually on January 31. In 2008, the count identified 386 homeless people. Statistics compiled by the U.S. Substance Abuse and Mental Health Services Administration indicate that, on average, the homeless represent one percent of the overall population. In Fairfield County that number would be approximately 1,400 individuals. We need to increase outreach to the remainder of the homeless. In reaching them, we have the opportunity to address the situational changes needed to build a foundation for their housing stability.

Gaps & Needs Identified: locating homeless persons who are not accessing shelters; assessing specific needs; providing transportation to shelters; increased awareness of housing and support resources within the community and particularly in the homeless population; increased efforts toward data collection and analysis to support program and resource planning.

PREVENTION

Prevention is the most cost-effective method of providing service. It is also less disruptive to a family's life to maintain existing housing whenever this can be achieved. Homeless prevention activities target both homeless and at-risk households.

The point-in-time survey revealed that low income is the single greatest contributing factor to homelessness. Therefore, support that meets both short-term and long-term economic needs is a priority toward eliminating homelessness. While the ultimate goal is to help this population achieve financial self-sufficiency, having access to adequate emergency housing funds for rent, mortgage payments, deposits and utilities is crucial. Eviction prevention, landlord-tenant mediation, hard-skill and soft-skill training and financial literacy education are valuable services to help the low-income population acquire the means to avoid homelessness.

In 2007, available housing emergency funds at Community Action provided prevention assistance to 545 of the 641 households in need, leaving a gap in service to 96 households. Ten of those households had already slipped into homelessness at the time of application for funds.

In addressing the needs of low-income individuals with mental health challenges, New Horizons has emergency housing funds for 35 households; however, the estimated need annually is 70, leaving a gap of 35.

According to the SAMHSA, substance-abuse problems frequently lead to loss of housing. The Recovery Center for substance-abuse treatment typically has a six- to eight-week waiting list for services in Fairfield County. Low-income single adults who are ineligible for Medicaid face a significant treatment barrier. In addition to not qualifying for Medicaid, they typically do not have health care coverage. Therefore, the ability to pay for treatment is far beyond their financial means, so they are placed at a high risk of experiencing a perpetual cycle of homelessness.

Another factor contributing to homelessness is the length of time it takes to process applications for SSDI and SSI. It is often necessary to resubmit an application multiple times. In the interim, these individuals have no means of income and they are placed at a very high risk of homelessness.

The Fairfield County Job and Family Services Department (JFS) has a monthly intake of approximately 200 low-income households in need of services and support. The Food Stamp program provides assistance to nearly 3,000 households per month. These figures encompass the low-income population that could potentially encounter housing instability.

Gaps & Needs Identified: Adequate resources for emergency rent and utility assistance; eviction mediation services; car repair services to support sustained employment for very low-income households; adequate budgeting, financial, housing and bankruptcy counseling; foreclosure counseling and intervention; more flexibility in working with customers to address case-specific circumstances; increased capacity to work with low-income families in early childhood development and family management skills; increased capacity to provide training; increased treatment capacity for the mentally ill and drug/alcohol dependent population.

EMERGENCY SHELTERS

Emergency shelters in Fairfield County serve single adults, families and victims of domestic violence. Families represent the fastest growing segment of the homeless population. National statistics indicate an incidence of 40 percent for families in the overall homeless population. Point-in-time survey data points to a shortage of space in the family shelter and families are usually placed on a waiting list for shelter. There is also a shortage of support services, particularly in the faith-based Foundations Shelter.

Fairfield County JFS provides emergency housing assistance to homeless families through its Prevention, Retention and Contingency (PRC) program. These resources have decreased in recent years, while the need has increased. In 2008, funds were available to provide daily assistance to six families; however, there is a need to serve 15, leaving a gap in service for nine families.

Gaps & Needs Identified: Increased units of family shelter; day programming for the homeless; additional case management; increased coordination in the system of care; increased funding for emergency housing assistance; adequate food; adequate medical resources.

EMERGENCY SHELTER UNITS

Shelter Name	Type	Capacity	Estimated Unmet Need
Lancaster-Fairfield County Community Action Emergency Homeless Shelter	Families in crisis	12	31
Lighthouse	Victims of domestic violence	18	5
Foundation Shelter	Adults and Families in crisis	20	Not Available
Lutheran Social Services Shelter	Individuals in crisis	24	0
TOTALS		74	36

TRANSITIONAL & PERMANENT SUPPORTIVE HOUSING

Transitional housing provides individuals and families with the needed services to move from homelessness to self-sufficiency, such as life-skills training, community information and referral, assistance with housing and transportation, housekeeping supplies and clothing, job-skill building, mental health treatment and substance-abuse recovery.

Fairfield County’s 2008 Point-In-Time data indicated that the top causes of homelessness were issues related to income, mental health and substance abuse.

Fairfield County does not have an inpatient treatment facility for substance abuse. When placed outside of the county for treatment, clients are removed from their continuum of care, which bears an adverse impact on recovery success. People with substance use disorders that are homeless face competition for limited treatment slots.

We are unable to meet the need for Housing Assistance Program (HAP) vouchers issued through the Ohio Department of MR/DD. New Horizons typically has a list of 100 or more mental health clients waiting for permanent supportive housing. In the interim, they face unstable housing situations.

Two transitional housing facilities were recently opened – one for youth aging out of foster care and a faith-based home for women ex-offenders. A number of life circumstances make transitional housing the best solution – situations where individuals or families are moving from a sheltered environment, but they are not equipped for success in permanent housing.

The increasing number of homeless families is an indicator of the need for permanent supportive housing for families.

Gaps & Needs Identified: Additional transitional and supportive placements for individuals and families moving out of emergency shelters; placements for youth aging out of foster care; additional and ongoing case management; accessible, temporary housing for physically disabled; additional facilities with case management; additional housing for individuals and families who are recovering from substance abuse.

FAIRFIELD COUNTY TRANSITIONAL / PERMANENT SUPPORTIVE HOUSING UNITS & NEEDS

Facility Name	Type	Capacity	Est. Unmet Need
Fairhaven Place (Lutheran Social Services)	Single adults	17	7
Our Place (Fairfield Mental Health Consumer Group)	Single adults with mental health needs	7	7
New Horizons	Individuals and families with mental health needs	35	37
Grace Haven Place	Transitioning women ex-offenders	4	
Reality House	Youth aging out of foster care	5	5
Family Supportive Housing (LSS)	Very-low income families	250	30
Lancaster-Fairfield Community Action (facility in concept planning)	Families (estimated need based on three persons per family)	0	33
LFCAA	HOPWA	8	0
Need Assessed by Job & Family Services	Family Transitional Housing	0	50
TOTALS		326	169

SUPPORTIVE SERVICES

Supportive services help formerly homeless persons or the person at risk of homelessness identify and modify behaviors and change circumstances that can jeopardize their housing stability. 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 through adequate and appropriate supportive services.

Providing the low-income sector with supports toward acquiring the financial resources they need for housing is a priority, whether through skill building for local jobs that pay a living wage or by ensuring that those who are unable to work are connected to the appropriate benefits.

According to national statistics from The Urban Institute, 38 percent of the homeless population has less than a high school diploma – an often required credential for employment. We can help more of the homeless population and those at risk by ensuring we have adequate General Education Development (GED) preparation and testing services. An increased focus on certified career training would provide the opportunity for the homeless and those at risk to build even greater earning capacity.

Workforce Investment Act (WIA) training programs have layers of enrollment requirements that exclude many people in the very low-income population. We lack programming and funds for the type of short-term training that will enable this population to secure adequate employment quickly.

Further, ensuring that people have the knowledge of how to manage their material resources can contribute to housing stability, whether through housing counseling, financial literacy training or life-skill building.

The county does not have a transportation system that adequately addresses the needs of the low-income population, which imposes barriers to seeking employment, locating housing and/or receiving necessary medical and health care services. Skyrocketing fuel costs are rapidly making vehicle operation expenses out of reach of this segment of the population. JFS has limited resources to provide transportation services, but those resources cover only half of the estimated need.

Gaps & Needs Identified: Affordable public transportation to medical services and places of employment; more Social Security payees for the disabled; financial assistance for security deposits and first month's rent; continued case management to provide education and encouragement toward responsible life choices; financial literacy education; housing counseling services; more opportunities to provide life-skills training and job training for the jobs available in the local market; increased participation in the Benefit Bank; additional support to customers in locating affordable housing.

PERMANENT HOUSING

Permanent housing resources include: private rentals with affordable rents for the low-income sector; units with below-market rents contractually committed (i.e., tax credit projects) to keep rents affordable for the low- to moderate-income (LMI) population; and government-assisted, project-based units where the subsidy is attached to the unit or tenant based that moves with the household. The project-based subsidized units and below-market rentals are owned by a number of for-profit and nonprofit developers in the community. The tenant-based assistance programs are operated by Fairfield Metropolitan Housing Authority.

The National Alliance to End Homelessness indicates that funding for public housing and Section 8 vouchers declined by 25 percent nationally from 1999 to 2006. Going into 2008, Fairfield Metropolitan Housing Authority's waiting list for Section 8 vouchers had 958 families. Due to the wide gap between availability and need, FMHA closed its waiting list. The public housing waiting list was also lengthy with 765 households.

Fairfield County has a significant percentage of dwellings constructed prior to 1979 – 54.7 percent. Homes constructed prior to 1979 have a higher risk of lead-based paint health hazards as well as a higher need for maintenance and repairs to ensure the health and safety of occupants. Though the 2000 Census data does not directly reveal needs with regard to physical or financial conditions, the age of the housing stock indicates that more than 4,000 LMI housing units may be in need of lead-based paint mitigation or other emergency repairs.

Low-income people with physical disabilities face a lack of affordable and accessible housing. Some are detained in nursing homes due to the unavailability of appropriate housing. Statistical data has not been compiled on a local basis to illustrate the extent of the need; however, a snapshot in time shows the Southeastern Ohio Council for Independent Living working with five physically disabled individuals who are unable to transition to permanent housing for this reason. With Ohio participating in the Money Follows the Person (MFP) Rebalancing Demonstration grant, it is estimated that over 2,000 people statewide will be relocated from nursing homes over the next five years. Should this occur the caseload will increase.

Gaps & Needs Identified: Additional Housing Choice Vouchers; more units of safe, affordable and accessible rental properties; intervention for at-risk individuals and families; safety net of emergency funds; homeownership assistance for low- to moderate-income households; additional housing for the physically disabled as well as other special populations; housing counseling; home buyer education; funding for lead-based paint abatement, private-owner rehabilitation, rental rehabilitation and other repairs to bring older units up to a safe condition in a manner that keeps the units affordable.

SOLUTIONS – THE TEN-YEAR PLAN

The Ten-Year Plan to End Homelessness in Fairfield County outlines strategic actions to address identified local issues that contribute to the conditions and risks of homelessness. The Coalition received a grant from the Osteopathic Heritage Foundations to develop the plan. The grant was part of a larger effort by 17 counties in southeast and central Ohio known as the Rural Homeless Initiative of Southeast and Central Ohio (RHISCO). Technical assistance for the plan was provided by the National Alliance to End Homelessness.

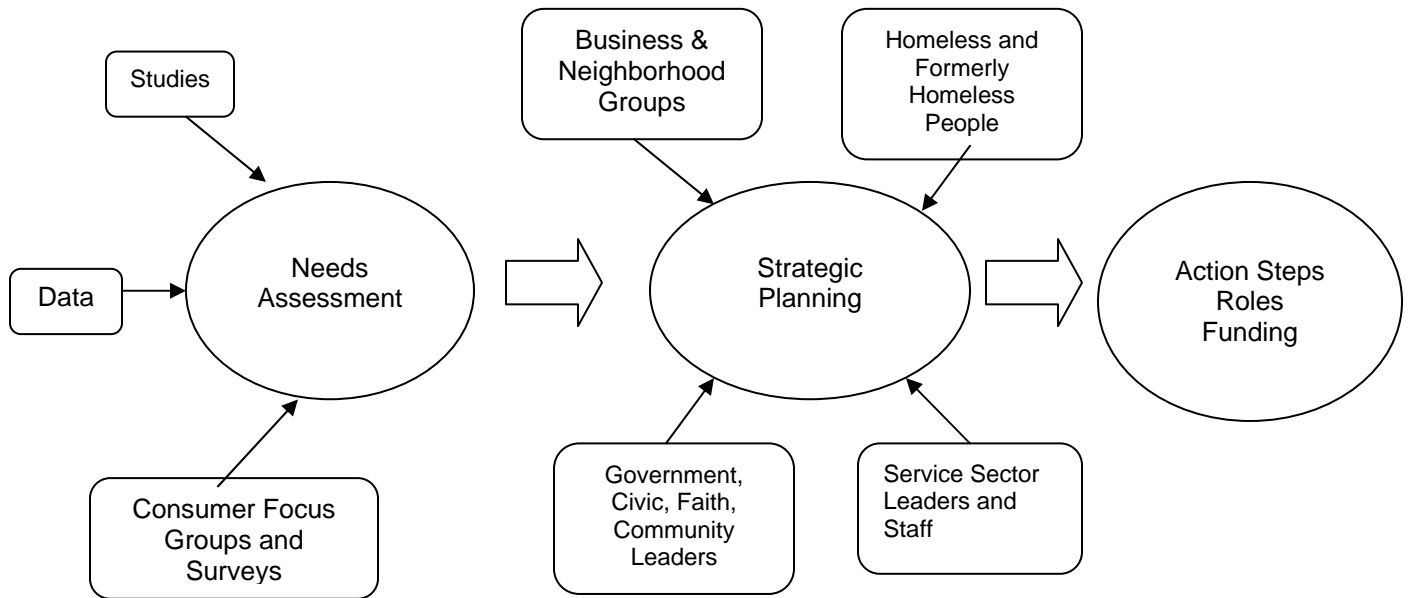
A workgroup of the Coalition met from August through December 2006 and reviewed existing needs assessments and studies, data from multiple systems of care, and input from homeless and low-income residents. The workgroup then developed achievable strategies to build upon strengths of the current system and created new programs and services to meet the needs of homeless persons.

The Fairfield County Housing Coalition is working together to accomplish strategies within the Ten-Year 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.

Throughout implementation, the Coalition continues to work together with community partners to identify action steps, roles and responsibilities, and funding sources to help make the strategies a reality to end homelessness in Fairfield County.

PLANNING PROCESS



Current assessment by providers of housing and services for the homeless and those at risk of homelessness as well as members of the community indicate the following areas of priority needs;

- 1) Preservation of emergency shelter care
- 2) Expansion of family shelter services
- 3) Increased capacity for transitional and permanent supportive housing
- 4) Preservation and expansion of permanent affordable housing
- 5) Adequate, affordable housing for elderly, mentally disabled, physically disabled and special populations
- 6) Counseling, educational and supportive services to meet diverse needs of the low-income population as well as people with special needs

GOALS / ACTION PLANS

The goals and action plans of the Housing Coalition address the needs of varying populations and consider the development of self sufficiency skills at all stages of life. Far more than a “bricks and mortar” approach to ending homelessness, these goals and action plans are designed to strengthen a community infrastructure that seeks to provide the most critical and effective educational and material supports.

Education and Public Information:

- Continue to train individuals and the community on programs such as the Family Self-Sufficiency, WorkForce Development and Break-Out.
- Educate the public about housing resources and services using local media channels.
- Educate landlords on the high cost of eviction and low-income tenants on the benefits of staying in one place.
- Educate people at all stages of life about effective management of family and personal finances.
- Educate those at risk of homelessness about how to avoid losing their current housing.
- Encourage landlords to use the state online Housing Locator to post available housing units.
- Examine educational resources for the low-income sector that provide adequate training at all stages of life to increase self-sufficiency skills, beginning in early childhood, throughout school years and continuing into adulthood. Find ways to convey the link between education and self-sufficiency to all audiences.

System Coordination

- Expand opportunities for collaboration: conduct a housing summit that includes direct perspectives of the homeless and the faith-based community.
- Develop a dialogue with neighboring counties engaged in the Rural Housing Initiative of Southeastern and Central Ohio.
- Develop a system throughout the network of Fairfield County shelters to share information about the homeless population.
- Compare Fairfield County's housing assistance funding with five similar counties to determine if there are additional opportunities to bring more funding into the county for housing assistance.
- Continue to build partnerships between mental health, elderly and special populations and with nonprofits involved in affordable housing projects to increase inventory of affordable housing – ensure consideration is given to accessibility for people of all ages.
- Encourage dialog, education and coordination of care with institutions that discharge people to any type of housing in Fairfield County (Veterans Administration, Chillicothe Correctional Institute, jails, etc.).

Advocacy

- Work with local elected officials to develop greater awareness of unmet needs and of existing resources that serve the homeless and low-income sector; provide key leaders with tours of homeless shelters and outreach locations; invite local elected officials to participate in the annual housing summit.
- Raise awareness of utility costs (gas, electric, water) and advocate for forgivable accounts for consumers in a state of hardship.

Programs and Services

- Expand access to available resources by increasing the number of Social Security payees and promoting the Benefit Bank.
- Develop a pocket-sized directory listing resources for the homeless.
- For the homeless and those at risk of homelessness, develop a daytime resource center.
- In collaboration with the Lancaster Public Transit System and other regional resources, foster the development of a transportation pool that serves low-income workers during all work shifts. The low income population of Fairfield County would benefit from greater access to low-cost transportation resources for purposes of attaining employment and remaining employed.
- Target elderly and disabled residents in their exploration of additional rental assistance resources.
- Provide more assistance to people before they are in crisis.
- Assess home-repair services and resources to prevent low-income residents from becoming homeless due to residential health and safety hazards.
- 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.
- Promote faster access to employment for persons who are out of work:
- Advocate the development of secure, local jobs that provide a living wage.
- Encourage the development of job-skill training to meet the potential needs of the local businesses and industries.
- Encourage the development of meaningful work incentive programs, part-time positions and supportive employment opportunities.

Procurement of Resources

- Seek new funding sources to address gaps in need for emergency shelter, transitional housing and permanent supportive housing (e.g., Shelter Plus Care).
- Preserve adult beds and expand capacity of family shelter.
- Seek additional funding for services and programs that build greater self sufficiency for the low-income sector through housing and employment stability. Examples include the Family Self Sufficiency Program and Individual Development Accounts at Fairfield Metropolitan Housing Authority as well as financial literacy education programs.
- Encourage providers and other agencies to consider exploring funding resources, such as the HUD SuperNOFA to provide additional homeless outreach to Fairfield County.

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 Housing Coalition will assess progress on the plan's implementation on an annual basis. Progress toward specific strategies and objectives will also be assessed at monthly meetings. The annual review will include analysis of outcomes, timelines, roles and responsibilities and reporting to community.

POINTS OF PROGRESS

- The Recovery Center initiated outreach and treatment for homeless persons in conjunction with other agencies to provide intensive outpatient services and *wrap-around* services.
- 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 Ohio Works First (OWF) families achieving continuous employment.
- The Breaking Out Project received \$86,641 to serve the re-entry needs of released felons.
- FCJFS 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 OWF.
- The Lutheran Social Services adult shelter was relocated to a new facility that increased its capacity.
- Lutheran Social Services applied for 15 units of Shelter Plus Care housing through HUD in April of 2006 to create 15 additional housing vouchers for homeless persons.
- The Lancaster-Fairfield Community Action Agency (LFCAA) is in the concept stage of planning for the development of a new 11-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.
- LFCAA is in the planning stages of expanding the emergency family shelter.
- In the wake of the national foreclosure crisis, Coalition members identified the need to develop a HUD housing counseling resource in Fairfield County. LFCAA is in the process of learning the requirements and developing the resources to become a HUD-approved housing counseling agent.
- The Fairfield ADAMH Board has a project for respite beds and for a group home. The Board 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. Levy funding enabled progress on these projects.
- Workforce Investment Act training was provided to representatives from 15 community agencies on rapid response for individuals displaced from employment as a result of corporate restructuring.

- Representatives from several agencies have been trained on the Benefit Bank, a web-based, counselor-assisted resource that simplifies and centralizes the process of applying for many state and federal benefits for low and moderate income individuals and families. The program includes free tax filing. At Lancaster-Fairfield Community Action Agency during the first quarter of 2008, 30 customers were able to claim a total \$46,000 in tax credits, not including funds claimed through the 2008 federal economic stimulus package.
- The Social Security Office conducted training on the online application process to several agencies and plans to provide this training to all social service providers.
- The Housing Coalition published the Guide to Affordable Housing in 2007 as an educational and informative resource to foster greater awareness of ways to achieve and maintain housing stability.
- A Housing Summit was conducted in 2007 at which 150 service providers received training and information on housing services and resources available to the very low, low and moderate income individuals and families.
- Tip sheets are being developed to help educate people at risk of homelessness on ways to avoid losing their current housing.
- Fairfield County Information and Referral Services initiated 24-hour access during 2007. This expanded service makes available emergency information for the homeless and those at risk of homelessness.
- A mail and message service is being developed at Fairhaven Place for persons who are homeless or in short-term shelter. Efforts will be made to improve this service by further coordination with the United States Postal Service and among Coalition service providers.
- The point-in-time count was conducted on January 31, 2008. While volunteer resources have increased in recent years, more volunteer assistance is still needed. Lutheran Social Services will be implementing an outreach for volunteers for the 2009 count through local public information channels.
- An up-to-date list of available, affordable rental housing in Fairfield County is being distributed on a regular basis to Coalition members and to other organizations in need of this information to facilitate rapid re-housing. *Project House Call* is a database that includes monthly rental rates, contact information and other pertinent points of reference.
- The Fairfield Metropolitan Housing Authority's Family Self-Sufficiency Program expanded to 24 participants in 2008.

POTENTIAL 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

Community 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

2008/2009 Fairfield County Housing Coalition Partners

Name	Organization
Becky Edwards	Fairfield County Family, Adult and Children First Council
Bob Sulick	Habitat for Humanity of Fairfield County
Brenda Shamblin	Lancaster-Fairfield Community Action Agency
Brooks Davis	Fairfield County Regional Planning Commission
Carol Wagner	Lancaster-Fairfield Community Action Agency
Cora French-Robinson	OSU Cooperative Extension of Fairfield County
Donna Fox-Moore	Lancaster-Fairfield Community Action Agency
Ed Clum	Foundation Shelter
Eddie Rapp	Lutheran Social Services
Edwin Payne	New Horizons
Jackie Keller	Fairfield Metropolitan Housing Authority
James Kennelly	Veterans Administration Medical Center
Janice Novotni	Fairfield Affordable Housing
Jill Spearman	The Woodlands
Jodi Clutter	The Recovery Center
Jolyn Pugh	Fairfield Metropolitan Housing Authority
Jonda Clemings	Coalition for Housing and Homelessness in Ohio
Kellie Ailes	Lancaster-Fairfield Community Action Agency
Kristin Ankrom	Fairfield County Job and Family Services
Laura Holton	Fairfield County Job and Family Services
Leslie Poole	Lutheran Social Services
Lisa Pickrell	Lutheran Social Services
Lyle Hamilton	Fairfield County Job and Family Services
Lisa Poole	Lutheran Social Services
Marcy Fields	New Horizons Youth and Family Center
Mary Jo Smith	Lancaster CDBG Program
Melissa Gantner	Meals on Wheels
Missy Fields	Fairfield County Job and Family Services
Molly Swisher	Information and Referral
Orman Hall	Fairfield County ADAMH Board
Pam Patula	Southeastern Ohio Center for Independent Living
Patti Morrow	Information and Referral
Patricia Waits	Fairfield Mental Health Consumer Group
Peter Gerds	Social Security Administration
Sharon Riecky	Fairfield Center for Disabilities & Cerebral Palsy
Sherry Orlando	United Way of Fairfield County
Susan Secoy	Fairfield Metropolitan Housing Authority
Suzanne Pelletier-Walker	The Lighthouse
Tami Karr	Fairfield Metropolitan Housing Authority
Tony Matta	New Horizons Youth and Family Center
Trisha Saunders	The Recovery Center
Victor Ward	Lutheran Social Services – Faith Mission

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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

National Alliance to End Homelessness, <http://www.endhomelessness.org/>

Fairfield County Department of Economic Development, <http://www.co.fairfield.oh.us/dev/>

Urban Institute, <http://www.urban.org/>

Substance Abuse and Mental Health Services Administration (SAMHSA) of the U.S. Health and Human Services Department, <http://www.samhsa.gov/>

University of Detroit Mercy study of at-risk homelessness,
<http://www.udmercy.edu/ibsc/research/homeless-count/>.

Certification for a Drug-Free Workplace

U.S. Department of Housing
and Urban Development

Applicant Name

FAIRFIELD METROPOLITAN HOUSING AUTHORITY

Program/Activity Receiving Federal Grant Funding

SECTION 8 HOUSING CHOICE VOUCHER/PUBLIC HOUSING

Acting on behalf of the above named Applicant as its Authorized Official, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the sites listed below:

I certify that the above named Applicant will or will continue to provide a drug-free workplace by:

a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

b. Establishing an on-going drug-free awareness program to inform employees ---

(1) The dangers of drug abuse in the workplace;

(2) The Applicant's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph a.;

d. Notifying the employee in the statement required by paragraph a. that, as a condition of employment under the grant, the employee will ---

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

e. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federalagency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph d.(2), with respect to any employee who is so convicted ---

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs a. thru f.

2. **Sites for Work Performance.** The Applicant shall list (on separate pages) the site(s) for the performance of work done in connection with the HUD funding of the program/activity shown above: Place of Performance shall include the street address, city, county, State, and zip code. Identify each sheet with the Applicant name and address and the program/activity receiving grant funding.)

Check here if there are workplaces on file that are not identified on the attached sheets.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.

(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

BRUCE BURNS

Title

EXECUTIVE DIRECTOR

Signature

X 

Date

SEPTEMBER 24, 2008

**Certification of Payments
to Influence Federal Transactions**

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

Applicant Name

FAIRFIELD METROPOLITAN HOUSING AUTHORITY

Program/Activity Receiving Federal Grant Funding

SECTION 8 HOUSING CHOICE VOUCHER/PUBLIC HOUSING

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

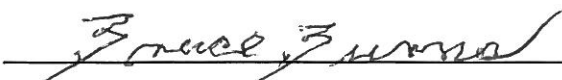
(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.
(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official BRUCE BURNS	Title EXECUTIVE DIRECTOR
Signature 	Date (mm/dd/yyyy) 9/24/2008

**PHA Certifications of Compliance with the PHA Plans and Related Regulations:
Board Resolution to Accompany the *Streamlined Annual PHA Plan***

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the streamlined Annual PHA Plan for PHA fiscal year beginning 2009, hereinafter referred to as the Streamlined Annual Plan, of which this document is a part and make the following certifications, agreements with, and assurances to the Department of Housing and Urban Development (HUD) in connection with the submission of the Streamlined Plan and implementation thereof:

1. The streamlined Annual Plan is consistent with the applicable comprehensive housing affordability strategy (or any streamlined Plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, and provided this Board or Boards an opportunity to review and comment on any program and policy changes since submission of the last Annual Plan.
3. The PHA made the proposed streamlined Annual Plan, including policy and program revisions since submission of the last Annual Plan, and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the streamlined Plan and invited public comment.
4. The PHA will carry out the streamlined Annual Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
5. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
6. For streamlined Annual Plans that include a policy or change in policy for site-based waiting lists:
The PHA regularly submits required data to HUD's MTCS in an accurate, complete and timely manner (as specified in PIH Notice 99-2);
 - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
 - Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
 - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
 - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(b)(2).
7. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
8. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
9. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
10. The PHA has submitted with the streamlined Plan a certification with regard to a drug-free workplace required by 24 CFR Part 24, Subpart F.
11. The PHA has submitted with the streamlined Plan a certification with regard to compliance with restrictions on lobbying required by 24 CFR Part 87, together with disclosure forms if required by this Part, and with restrictions on payments to influence Federal Transactions, in accordance with the Byrd Amendment and implementing regulations at 49 CFR Part 24.
12. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
13. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
14. The PHA will provide HUD or the responsible entity any documentation that the Department needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58.
15. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
16. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.

17. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act and 24 CFR Part 35.
 18. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments) and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments.).
 19. The PHA will undertake only activities and programs covered by the streamlined Annual Plan in a manner consistent with its streamlined Annual Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its streamlined Plan.
 20. All certifications and attachments (if any) to the streamlined Plan have been and will continue to be available at all times and all locations that the PHA streamlined Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the streamlined Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its streamlined Annual Plan and will continue to be made available at least at the primary business office of the PHA.
 21. The PHA certifies that the following policies, programs, and plan components have been revised since submission of its last Annual PHA Plan (check all policies, programs, and components that have been changed):

- 903.7a Housing Needs
- 903.7b Eligibility, Selection, and Admissions Policies
- 903.7c Financial Resources
- 903.7d Rent Determination Policies
- 903.7h Demolition and Disposition
- 903.7k Homeownership Programs
- 903.7r Additional Information
 - A. Progress in meeting 5-year mission and goals
 - B. Criteria for substantial deviation and significant amendments
 - C. Other information requested by HUD
 - 1. Resident Advisory Board consultation process
 - 2. Membership of Resident Advisory Board
 - 3. Resident membership on PHA governing board

22. The PHA provides assurance as part of this certification regarding its streamlined annual PHA Plan that:
 (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
 (ii) The changes were duly approved by the PHA board of directors (or similar governing body); and
 (iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.

Fairfield MHA
 PHA Name

OH 070
 PHA Number

Standard
~~Streamlined~~ Annual PHA Plan for Fiscal Year: 2009

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official	Title
<u>Bruce Burns</u>	<u>Executive Director</u>
Signature	Date
<input checked="" type="checkbox"/> <u>Bruce Burns</u>	<u>9/24/2008</u>

Standard PHA Plan PHA Certifications of Compliance

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

PHA Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the *Standard Annual, Standard 5-Year/Annual, and Streamlined 5-Year/Annual PHA Plans*

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the ~~X~~ standard Annual, standard 5-Year/Annual or streamlined 5-Year/Annual PHA Plan for the PHA fiscal year beginning 2009, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
4. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
5. The PHA will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
6. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
7. For PHA Plan that includes a policy for site based waiting lists:
 - The PHA regularly submits required data to HUD's MTCS in an accurate, complete and timely manner (as specified in PIH Notice 99-2);
 - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
 - Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
 - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
 - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
8. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
9. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
10. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
11. The PHA has submitted with the Plan a certification with regard to a drug free workplace required by 24 CFR Part 24, Subpart F.
12. The PHA has submitted with the Plan a certification with regard to compliance with restrictions on lobbying required by 24 CFR Part 87, together with disclosure forms if required by this Part, and with restrictions on payments to influence Federal Transactions, in accordance with the Byrd Amendment and implementing regulations at 49 CFR Part 24.

- 13. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
- 14. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
- 15. The PHA will provide HUD or the responsible entity any documentation that the Department needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58.
- 16. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
- 17. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
- 18. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act and 24 CFR Part 35.
- 19. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments) and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments.).
- 20. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
- 21. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.

Fairfield MHA
PHA Name

0A070
PHA Number/HA Code

- Standard PHA Plan for Fiscal Year: 20__
- Standard Five-Year PHA Plan for Fiscal Years 20__ - 20__, including Annual Plan for FY 20__
- Streamlined Five-Year PHA Plan for Fiscal Years 20__ - 20__, including Annual Plan for FY 20__

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012, 31 U.S.C. 3729, 3802)

Name of Authorized Official <u>Linda Sheridan</u>	Title <u>Chairman, Board of Commissioners</u>
Signature <u>X Linda Sheridan</u>	Date <u>9/24/2008</u>

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

Approved by OMB

0348-0046

(See reverse for public burden disclosure.)

1. Type of Federal Action: <input checked="" type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	2. Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. Report Type: <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: year _____ quarter _____ date of last report _____
4. Name and Address of Reporting Entity: <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known: Congressional District, if known:	5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: 315 NORTH COLUMBUS STREET, LANCASTER, OH 43130 Congressional District, if known: 4C	
6. Federal Department/Agency: DEPT OF HOUSING AND URBAN DEVELOPMENT	7. Federal Program Name/Description: CFDA Number, if applicable: _____	
8. Federal Action Number, if known:	9. Award Amount, if known: \$	
10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI):	b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI):	
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature: <u></u> Print Name: <u>BRUCE BURNS</u> Title: <u>EXECUTIVE DIRECTOR</u> Telephone No.: <u>740-653-6618 X 23</u> Date: <u>9/24/2008</u>	
Federal Use Only:		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

**DISCLOSURE OF LOBBYING ACTIVITIES
CONTINUATION SHEET**

Approved by OMB
0348-0046

Reporting Entity: _____ Page _____ of _____

**Fairfield Metropolitan Housing Authority
Resolution Number 738-08**

Annual Plan Submission

WHEREAS: The Fairfield Metropolitan Housing Authority staff has prepared the 2009 Standard Annual Plan, and

WHEREAS: The FMHA Board of Commissioners has scheduled a public hearing on Wednesday, September 24, 2008 to present the Plan and receive comments and suggestions from the public, and

WHEREAS: The comments received will be compiled and included in the Plan submission.

THEREFORE: Be it resolved by the Commissioners of the Fairfield Metropolitan Housing Authority, the Executive Director is hereby authorized to submit the FMHA 2008 Plan to HUD as required by Federal regulations and the Chairman is hereby authorized to sign the required certifications.

Motion: *Don Eager*

Second: *Pam Padula*

Ayes: *Linda Sheridan, Don Eager, Pam Padula*

Nays: *None*


Date: 9/24/08

Chairman's Signature: *Wesley Shuster*

Secretary: *Sharon Alley*

**Certification by State or Local Official of PHA Plans Consistency with
the Consolidated Plan**

I, *Dave Smith* the *Mayor of the City of Lancaster* certify
that the Five Year and Annual PHA Plan of the *Fairfield MHA* is
consistent with the Consolidated Plan of *City of Lancaster* prepared
pursuant to 24 CFR Part 91.

 *8-20-08*

Signed / Dated by Appropriate State or Local Official



FAIRFIELD COUNTY COMMISSIONERS

210 East Main Street
Room 301
Lancaster, Ohio 43130-3879
740-687-7190 / 614-837-0763
Fax 740-687-6048

Scott Zody, Clerk/Manager

September 2, 2008

Ms. Susan Secoy
Deputy Director
Fairfield Metropolitan Housing Authority
315 N. Columbus Street, Suite 200
Lancaster, OH 43130

Dear Ms. Secoy:

A review has been made of the Fairfield Metropolitan Housing Authority Annual Plan for Fiscal Year 2009. I certify that the 2009 Annual Plan is consistent with Fairfield County's current Community Housing Improvement Strategy.

Sincerely,

Jon D. Myers
President

Mike Kiger
Commissioner

Jon D. Myers
Commissioner

Judith K. Shupe
Commissioner

IN THE MATTER OF Certification of the Fairfield Metropolitan Housing Authority 2009 Annual Plan with the Fairfield County's Community Housing Improvement Strategy (CHIS)

WHEREAS, a review has been made by R. Brooks Davis, Director of the Fairfield County Regional Planning Commission, of the Fairfield Metropolitan Housing Authority 2009 Annual Plan for consistency with Fairfield County's current Community Housing Improvement Strategy (CHIS), and

WHEREAS, it has been found that the aforementioned plan is consistent,

NOW THEREFORE,

BE IT RESOLVED by the Board of County Commissioners, County of
Fairfield, State of Ohio:

Section 1: That the President of the Fairfield County Board of Commissioners, hereby is authorized to sign a letter certifying consistency of the Fairfield Metropolitan Housing Authority 2009 Annual Plan with the Fairfield County Community Housing Improvement Strategy (CHIS).

Motion by JUDITH SHUPE seconded by MIKE KIGER
that the resolution being adopted was carried by the following vote:

YEAS: SHUPE, KIGER, MYERS NAYS: NONE
ABSTENTIONS: NONE

cc: Fairfield County Regional Planning Commission

Judith Shupe

Jon Myers

Mike Kiger

ADOPTED SEPTEMBER 9, 2008

Scott D. Zody
SCOTT D. ZODY, CLERK/MANAGER

BOARD OF COUNTY COMMISSIONERS



Department of
Development

Ted Strickland, Governor
Lee Fisher, Lt. Governor
Director, Ohio Department of Development

September 18, 2008

Susan Secoy, Executive Director
Fairfield Metropolitan Housing Authority
315 North Columbus Street, Suite 200
Lancaster, Ohio 43130

Subject: Certification of Consistency with the State of Ohio's Consolidated Plan

Dear Ms. Secoy:

Enclosed please find a certification that the 2009 Annual Plan for the Fairfield Metropolitan Housing Authority is consistent with the State of Ohio's Consolidated Plan.

If you have any questions or need further assistance, please contact me at (614) 466-2285.

Sincerely,

A handwritten signature in cursive script that reads "Michael Burns".

Michael Burns, Planning Manager
Office of Housing and Community Partnerships

Enclosure

**Certification by State or Local Official of PHA Plans Consistency with
the Ohio Consolidated Plan**

I, Michael A. Hiler, Chief, OHCP, Ohio Department of Development certify
that the Five-Year Plan and 2009 Annual PHA Plan of
the Fairfield Metropolitan Housing Authority is consistent with the Consolidated Plan
of the State of Ohio prepared pursuant to 24 CFR Part 91.



Date: September 18, 2008

Michael A. Hiler, Chief
Office of Housing and Community Partnerships
Ohio Department of Development

Public Notice

The Fairfield Metropolitan Housing Authority (FMHA) is currently in the process of completing its annual Agency Plan in conjunction with the Quality Housing and Work Responsibility Act of 1998. The Agency Plan, once approved by the U.S. Department of Housing and Urban Development (HUD), will guide the FMHA in serving the needs of low-income and very low-income families beginning January 1, 2009.

The proposed Agency Plan and all supporting documents will be available for review and inspection by the public at our office located at 315 North Columbus Street, Lancaster, OH beginning the week of August 24. A public hearing has been scheduled for public comment on September 24, 2008 at 4:00 pm at the same location.

Prior to public hearing, general comments can be directed in writing to:
Bruce Burns, Interim Executive Director
Fairfield Metropolitan Housing Authority
315 North Columbus Street
Lancaster, OH 43130
(PUB LEG 08:23 '08)
(#4247593)

FAIRFIELD METROPOLITAN HOUSING AUTHORITY

DRAFT

PUBLIC COMMENTS / QUESTIONS

NAME: *Himbelly Curry*

DATE: *9-10-08*

ADDRESS: *808 Springsf.*

PHONE: *277-7931*

The FMHA 2008 Annual Plan is in the process of being reviewed by the public. Your suggestions and comments are needed to help us implement your views in developing the best possible programs and management procedures. Please answer the following:

1. What is your relationship with the FMHA (NOTE: *This question is optional.*)

<input type="checkbox"/> Section 8 landlord	<input type="checkbox"/> Section 8 renter
<input checked="" type="checkbox"/> Public Housing renter	<input type="checkbox"/> Renter of other FMHA home
<input type="checkbox"/> Member of public	<input type="checkbox"/> Applicant for FMHA program
<input type="checkbox"/> Employee of another social service agency	<input type="checkbox"/> Other

2. What area(s) of the FY 2008 Annual Plan would you like additional information? (Write the page number(s) and the topic title(s). Also, note specifically what information you would like.

3. What suggestions do you have to improve the following components of the FMHA's operation?

- a) Customer Service
- b) Waiting Room Atmosphere

- c) Section 8 program
- d) Public Housing program
- e) The quality of our public housing neighborhoods
- f) Outreach to potential Section 8 landlords
- g) Outreach to potential Section 8 or public housing applicants
- h) Family Self-Sufficiency Program
- i) Homeownership Program
- j) Other

I have attended the RAB meeting on September 10, 2008 held at the Fairfield Metropolitan Housing Authority office and do not wish to comment on the annual plan.

Signature: 

Date viewed and signed: _____

FAIRFIELD METROPOLITAN HOUSING AUTHORITY

DRAFT

PUBLIC COMMENTS / QUESTIONS

NAME: *Sherri Shoneberger*

DATE: *9-10-08*

ADDRESS: *1657 Hanover*

PHONE:

The FMHA 2008 Annual Plan is in the process of being reviewed by the public. Your suggestions and comments are needed to help us implement your views in developing the best possible programs and management procedures. Please answer the following:

1. What is your relationship with the FMHA (NOTE: *This question is optional.*)

<input type="checkbox"/> Section 8 landlord	<input type="checkbox"/> Section 8 renter
<input type="checkbox"/> Public Housing renter	<input type="checkbox"/> Renter of other FMHA home
<input type="checkbox"/> Member of public	<input type="checkbox"/> Applicant for FMHA program
<input type="checkbox"/> Employee of another social service agency	<input type="checkbox"/> Other

2. What area(s) of the FY 2008 Annual Plan would you like additional information? (Write the page number(s) and the topic title(s). Also, note specifically what information you would like.

3. What suggestions do you have to improve the following components of the FMHA's operation?

- a) Customer Service
- b) Waiting Room Atmosphere

- c) Section 8 program
- d) Public Housing program
- e) The quality of our public housing neighborhoods
- f) Outreach to potential Section 8 landlords
- g) Outreach to potential Section 8 or public housing applicants
- h) Family Self-Sufficiency Program
- i) Homeownership Program
- j) Other

I have attended the RAB meeting on September 10, 2008 held at the Fairfield Metropolitan Housing Authority office and do not wish to comment on the annual plan.

Signature: Sherid A. Shonberger

Date viewed and signed: 9-10-08

B. Goals (highlighted objectives have been achieved)

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

- PHA Goal: Expand the supply of assisted housing
Objectives:
 - Apply for additional rental vouchers:
Shelter Plus Care (12)
Family Unification Vouchers (10)
Mainstream Vouchers (20)
 - Reduce public housing vacancies:
 - Leverage private or other public funds to create additional housing opportunities:
**Section 811 Supportive Housing for Persons with Disabilities and
Section 202 Supportive Housing for the Elderly**

Develop a partnership with Habitat for Humanity to build homes for Homeownership participants, which may include donating property for building sites
 - Acquire or build units or developments
Use non-profit to purchase and rehab foreclosed properties for Homeownership Program

**Build units on FMHA properties – Shallow Ridge,
Fairfield/Champion Ave, Spring St.**

Develop new “green” construction insuring the new projects would contain the basic 3 features of zero step entrance, 32 inch doors/ 36 inch hallways, and accessible first floor bathroom making it accessible for any tenant
 - Other (list below)
Use CBDG funds in conjunction with bank loans to purchase and rehab units

FMHA will determine additional use for the Community Building – 1648 Hanover Court, which may include health services or remodel for additional units.

FMHA will cooperate on Low Income Tax Credit projects as they become available

- PHA Goal: Improve the quality of assisted housing
Objectives:
 - Improve public housing management: PHAS score 62
Lower score was due to the late audit submission by our accounting firm.
A protocol has since been developed to assure this does not happen again.
 - Improve voucher management: SEMAP score 135
FMHA has achieved the highest possible score
 - Increase customer satisfaction:

Continue to offer TTY phone services to the public

Expanding the use of comment/question cards and surveys to customers for feedback;

Review and update Customer Service Plan;

Make Benefit Bank available to public;

Website upgrade including direct deposit for landlords, additional forms, waiting list rank, unit locator, links to other agencies, virtual tour of PH units, quarterly newsletter, press releases and positive stories, accessibility features;

Provide “accessible” drop box for clients;

Offer “Tenant Accountability” classes for HCV participants.
- Concentrate on efforts to improve specific management functions:
(list; e.g., public housing finance; voucher unit inspections)

Implement and train staff on software upgrade;

Improve quality control procedures for maintenance, public housing and Section 8 administration;

Additional financial training for management staff.

Increase Training budget for 2009
- Renovate or modernize public housing units:

Continue making capital improvements, including accessible features;

“Green” rehab for 1347 E. Walnut.

- Demolish or dispose of obsolete public housing:
- Provide replacement public housing:
- Provide replacement vouchers:
- Other: (list below)
Create or use LCHC non-profit for construction company

May move 219 W Mulberry house to suitable lot

- PHA Goal: Increase assisted housing choices
Objectives:

- Provide voucher mobility counseling:
- Conduct outreach efforts to potential voucher landlords
Continue “Landlord Appreciation Night”;

Continue to be an active member of the Fairfield County Landlord Association;

Provide detailed information for prospective landlords on our web site;

Continue to provide FMHA newsletter specific to landlords – LINK.

- Increase voucher payment standards
- Implement voucher homeownership program:
Continue providing the Section 8 Homeownership program

Pursue attaining Housing Counseling Agency designation

- Implement public housing or other homeownership programs:
PH FSS Coordinator through SuperNOFA
- Implement public housing site-based waiting lists:
- Convert public housing to vouchers:
- Other: (list below)

Resident Opportunities Supportive Services grant through SuperNOFA

Explore possible grant/tax credit opportunities

HUD Strategic Goal: Improve community quality of life and economic vitality

- PHA Goal: Provide an improved living environment
Objectives:
 - Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
 - Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
 - Implement public housing security improvements:
FMHA will continue to work with Lancaster Police Department
 - Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
 - Other: (list below)

FMHA will continue to screen applicants to eliminate ineligible and unsuitable public housing tenants;

FMHA will continue to obtain quarterly police reports

FMHA will conduct group briefing sessions for public housing applicants to orient potential residents to the terms of the lease agreement and to provide guidance for peaceful living in public housing neighborhoods to reduce incidence related to improper behaviors, illegal activities, and disturbing the peace;

FMHA will continue to offer employment to PH residents, when applicable;

FMHA will continue to follow the Preventive Maintenance Plan;

FMHA will continue to maintain “curb appeal”

FMHA will work with Ohio Capital Corporation for Housing to offer services and expertise in housing

FMHA will prioritize addressing the needs of clients with disabilities

FMHA will continue to promote Fair Housing

FMHA will consider adding storage facility to the 315 North Columbus Street office location

HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals

PHA Goal: Promote self-sufficiency and asset development of assisted households

Objectives:

Increase the number and percentage of employed persons in assisted families:

Utilize the Section 8 HCV Family Self-Sufficiency Coordinator to assist families through the HCV FSS program;

Provide or attract supportive services to improve assistance recipients' employability:

Provide or attract supportive services to increase independence for the elderly or families with disabilities.

Other: (list below)

Promote various local homeownership programs (i.e. Habitat for Humanity) for Public Housing and HCV households;

Provide Homeownership opportunities to PH and HCV participants;

Establish local partnerships to collaborate on programming for employment including adults and youth;

Research funding for supportive services for employment;

Establish FMHA/LCHC as a Housing Counseling agency;

Pursue funding for establishing resident Individual Development Accounts;

Promote better resident understanding of Earned Income Disallowance and other asset building opportunities.

Direct clients to the wide variety of services offered in Fairfield County through direct customer contact, brochures, and the Information and Referral agency.

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

PHA Goal: Ensure equal opportunity and affirmatively further fair housing Objectives:

Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:

FMHA staff will actively partner with local agencies to promote fair housing;

FMHA will provide speakers who explain and promote equal access to our housing assistance programs.

Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:

Fair housing information is distributed at every tenant occupancy briefing for public housing and HCV prior to tenancy;

Fair housing information located in the FMHA lobby is readily available to the public.

Continue to partner with Southeastern Ohio Center for Independent Living (SOCIL) for assistance for persons with disabilities in locating housing

FMHA will continue to monitor and review Limited English Proficiency (LEP) access

Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
FMHA will list available units on the State Housing Locator website.

Other: (list below)

Other PHA Goals and Objectives: (list below)

Coordinate activities of Lancaster Community Housing Corporation, the not-for-profit corporation of FMHA, to provide services to low/moderate-income persons and families;

Maintain fiscally responsible and responsive PHA;

Responsibly manage the assets and liabilities of FMHA;

Continue to actively pursue collection of past bad debts;

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

Consider changing preferences to include “Money Follows the Person (MFP) Rebalancing Initiative”