

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

PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004

Annual Plan for Fiscal Year 2000

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

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

**PHA Plan
Agency Identification**

PHA Name: FAYETTE METROPOLITAN HOUSING AUTHORITY

PHA Number: OH056

PHA Fiscal Year Beginning: (mm/yyyy) 12/31/1999

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 office s

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)

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

5-YEAR PLAN
PHA FISCAL YEARS 2000 - 2004

[24 CFR Part 903.5]

A. Mission

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction. (select one of the choices below)

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

B. Goals

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

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

- PHA Goal: Expand the supply of assisted housing
Objectives:
- Apply for additional rental vouchers:
 - Reduce public housing vacancies:
 - Leverage private or other public funds to create additional housing opportunities:
 - Acquire or build units or developments
 - Other (list below)
- PHA Goal: Improve the quality of assisted housing
Objectives:
- Improve public housing management: (PHAS score)
 - Improve voucher management: (SEMAP score)
 - Increase customer satisfaction:

- Concentrate on efforts to improve specific management functions:
(list; e.g., public housing finance; voucher unit inspections)
 - Renovate or modernize public housing units:
 - Demolish or dispose of obsolete public housing:
 - Provide replacement public housing:
 - Provide replacement vouchers:
 - Other: (list below)
-
- PHA Goal: Increase assisted housing choices
Objectives:
 - Provide voucher mobility counseling:
 - Conduct outreach efforts to potential voucher landlords
 - Increase voucher payment standards
 - Implement voucher homeownership program:
 - Implement public housing or other homeownership programs:
 - Implement public housing site-based waiting lists:
 - Convert public housing to vouchers:
 - Other: (list below)

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

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

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

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

Objectives:

- Increase the number and percentage of employed persons in assisted families:
- Provide or attract supportive services to improve assistance recipients' employability:
- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Other: (list below)

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

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

Other PHA Goals and Objectives: (list below)

Annual PHA Plan
PHA Fiscal Year 2000

[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

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

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

The Fayette Metropolitan Housing Authority has prepared this Agency Plan in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998 and the ensuing HUD requirements.

The mission of the Fayette Metropolitan Housing Authority is to continue to promote adequate and affordable, drug-free housing, economic opportunity, and a suitable living environment without discrimination.

Our Annual Plan is based on the premise that if we accomplish our goals and objectives we will be working towards the achievement of our mission.

Some of the highlights of our Annual Plan are:

Applicants are selected from the proper waiting list in order of the date and time they applied.

We have established a minimum rent of \$25.00.

In an attempt to encourage work and advancement in the workplace, we are not requiring interim recertifications if the Section 8 participants have an increase in income. The increase will be reported at the next regular recertification.

We are going to utilize the published FMR's and exception rents as our payment standard for the Section 8 program.

iii. Annual Plan Table of Contents

[24 CFR Part 903.79 (r)]

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

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Annual Plan

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- ii. Table of Contents
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 6. Grievance Procedures
 7. Capital Improvement Needs
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 9. Designation of Housing
 10. Conversions of Public Housing
 11. Homeownership
 12. Community Service Programs
 13. Crime and Safety
 14. Pets (Inactive for January 1 PHAs)
 15. Civil Rights Certifications (included with PHA Plan Certifications)
 16. Audit
 17. Other Information

Attachments

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

Required Attachments:

- Admissions Policy for Deconcentration
- FY 2000 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)

Optional Attachments:

- PHA Management Organizational Chart
- FY 2000 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)

Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	Public housing rent determination policies, including the methodology for setting public housing flat rents <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
	Schedule of flat rents offered at each public housing development <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
	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
	Public housing grievance procedures <input 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
	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
	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
	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
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	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
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	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
	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled 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

The Quality Housing and Work Responsibility Act of 1998 requires that housing authorities set forth in our Annual Plan a Needs Assessment of the housing needs of our jurisdiction and our waiting list.

We gathered data from our waiting lists and are consistent with the State Consolidated Plan.

The 1990 Census reported that almost half of all renters in Ohio (546,789 of 1,296,680 total renters) have incomes between 0 and 50 percent of Median Family Income (MFI). Seventy-five percent of these renters had housing problems. The biggest problem for all low-income renters is cost burden. Just over 73 percent of all extremely low-income (0 to 30 percent of MFI) renters have a cost burden greater than 30 percent.

Elderly one- and two- member rental households, small-related renter households, large-related renter households and all other renter households have high percentages of households with housing problems. Overcrowding is more of a problem for large-related renter households than for other types of renters. Cost burden is a dilemma for many of all other renter households (which includes single renters).

All extremely low-income renters were given a high priority from the state because of slow production of multifamily housing and the slow growth of the economy.

Because of the high housing cost burden experienced by many low-income families, there is a need for rental assistance. However, a formidable delivery system already exists to serve this need, specifically the HUD's Section 8 Program, which provides substantial assistance through the network of local Public Housing Authorities within the state.

The Fayette Metropolitan Housing Authority currently has 312 families waiting for rental assistance. All of the applicants are under the very low-income limit set by HUD. Of this number, 33% of the waiting list are disabled families. Additionally, 27% of the leased units on the Section 8 rental assistance program are assisting families with disabilities. We also have the Mainstream Program to help our clients with disabilities obtain housing on the Section 8 Program. We are working with other agencies to ensure that we can assist as many disabled clients as possible with the funding. We plan to lease up clients as soon as the funding is available.

The Fayette Metropolitan Housing Authority has only 5 elderly applicants on the waiting list at this time. These elderly clients are not frail elderly to be placed on the elderly waiting list. The assistance provided to the elderly by the 40 HOPE Program vouchers enables the Fayette Metropolitan Housing Authority to assist the frail elderly, therefore most of the elderly applicants are assisted shortly after they apply for rental assistance.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	321	5	5	3	3	3	1
Income >30% but <=50% of AMI							
Income >50% but <80% of AMI							
Elderly	5	5	5	5	5	1	1
Families with Disabilities	135	5	5	3	3	3	3
Race/Ethnicity	27	1	1	1	1	1	1
Race/Ethnicity	1	5	5	1	1	1	2
Race/Ethnicity							
Race/Ethnicity							

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

Consolidated Plan of the Jurisdiction/s STATE OF OHIO

Indicate year: 1999

U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset CHIS FAYETTE COUNTY 1999, CITY OF WASHINGTON 2000

American Housing Survey data

Indicate year:

Other housing market study

Indicate year: HOUSING MARKET STUDY 1998

Other sources: (list and indicate year of information) WAITING LIST 1999

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<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	321		100
Extremely low income <=30% AMI	321	100	
Very low income (>30% but <=50% AMI)			
Low income (>50% but <80% AMI)			
Families with children	205	64	
Elderly families	5	1	

Housing Needs of Families on the Waiting List			
Families with Disabilities	135	42	
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

Develop a closer working relationship with City and County Community Development offices to:

- 1) Insure the retention of LMI housing through the rehabilitation activities of Community Development.
- 2) Promote LMI home ownership by utilizing the acquisition activities of Community Development.

- 3) Coordinate said activities with other LMI homeownership providers i.e. Community Action and private and public developers.
- 4) Promote subdivision development that will develop affordable subdivision lots.
- 5) Assist other agencies with their special clients housing needs i.e. MRDD Mainstreaming efforts, Children Services Family Unification efforts and Housing assistance to Elderly clients efforts.
- 6) Assist Community Action in developing homeless shelters and SRO facilities for homeless families.
- 7) Promote LMI homeownership by providing homeownership training classes.

The above strategy information that close coordination with other agencies is the best way to assist LMI families, elderly, and special needs clients. No one agency can do it all. Further, the local state and federal resources are maximized. Information is shared and clients are better informed.

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

Select all that apply

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- Seek designation of public housing for the elderly

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

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

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

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

(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)

2. Statement of Financial Resources

[24 CFR Part 903.79 (b)]

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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2000 grants)		
a) Public Housing Operating Fund		
b) Public Housing Capital Fund		
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$1,506,064.00	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
g) Resident Opportunity and Self-Sufficiency Grants	26,000	
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
HOPE FOR ELDERLY INDEPENDENCE PROGRAM	98,000	35,000
2. Prior Year Federal Grants (unobligated funds only) (list below)		
3. Public Housing Dwelling Rental Income		
4. Other income (list below)		
4. Non-federal sources (list below)		
Total resources		

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.79 (c)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A. FMHA IS SECTION 8 ONLY AND IS NOT REQUIRED TO COMPLETE THIS COMPONENT

(1) Eligibility

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

- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe)

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

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

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

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

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

(2)Waiting List Organization

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

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

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

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

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

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

(3) Assignment

- a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)
- One
 - Two
 - Three or More
- b. Yes No: Is this policy consistent across all waiting list types?
- c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

(4) Admissions Preferences

- a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

- Working families and those unable to work because of age or disability
 Veterans and veterans' families
 Residents who live and/or work in the jurisdiction

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

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

Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans’ families
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility 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)

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

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

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

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

(6) Deconcentration and Income Mixing

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

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

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

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

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

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

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

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

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

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

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

B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Eligibility

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- Criminal or drug-related activity only to the extent required by law or regulation
 - Criminal and drug-related activity, more extensively than required by law or regulation
 - More general screening than criminal and drug-related activity (list factors below)
 - Other (list below) **SINCE FMHA ADMINISTERS SECTION 8 ONLY WE DO NOT SCREEN CLIENTS EXCEPT FOR VERIFICATION OF INCOME EXPENSES AND FAMILY COMPOSITION.**
- b. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug-related activity
 - Other (describe below) **GOOD TENANCY AND HOUSEKEEPING**

(2) Waiting List Organization

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
- None
 - Federal public housing
 - Federal moderate rehabilitation
 - Federal project-based certificate program
 - Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)

- PHA main administrative office
 Other (list below)

(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:

WHEN A CLIENT PROVIDES DOCUMENTATION OF CONTACTS TO LANDLORDS TO VERIFY THEY ARE TRYING TO LOCATE A UNIT

WHEN A CLIENT HAS DOCUMENTATION OF REASONS CLIENT HAS NOT BEEN ABLE TO LOCATE A UNIT SUCH AS BEING HOSPITALIZED.

WHEN A CLIENT OR MEMBER OF THE FAMILY HAS DISABILITIES THAT WOULD IMPAIR THEM FROM LOCATING OR LEASING A SUITABLE UNIT.

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

3. 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
- 2 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 (bro ad 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)

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

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

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

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

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

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

(5) Special Purpose Section 8 Assistance Programs

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

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

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

- Through published notices
 Other (list below)

LOCAL RADIO STATION

LOCAL TELEVISION STATION

LOCAL NEWSPAPER

4. PHA Rent Determination Policies

[24 CFR Part 903.79 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

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

---or---

- The PHA employs discretionary policies for determining income based rent (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 :

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

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

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

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

For the earned income of a previously unemployed household member

For increases in earned income

Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

For household heads

For other family members

For transportation expenses

For the non-reimbursed medical expenses of non-disabled or non-elderly families

Other (describe below)

e. Ceiling rents

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

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

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

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

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

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

f. Rent re-determinations :

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

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

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

(2) Flat Rents

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

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

B. Section 8 Tenant-Based Assistance

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Payment Standards

Describe the voucher payment standards and policies.

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

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

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

- FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
 The PHA has chosen to serve additional families by lowering the payment standard

- Reflects market or submarket
- Other (list below)

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

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

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

- Annually
- Other (list below)

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

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

(2) Minimum Rent

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

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

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

IF THE CLIENT REPORTS "0" INCOME THE MINIMUM RENT REQUIREMENT IS WAIVED.

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA’s management structure and organization.

(select one)

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

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing		
Section 8 Vouchers	58	3
Section 8 Certificates	129	30
Section 8 Mod Rehab	17	8
Special Purpose Section 8 Certificates/Vouchers (list individually)	40 HOPE 40 FUP 40 FSS	6 10 10
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		

C. Management and Maintenance Policies

List the PHA’s public housing management and maintenance policy documents, manuals and handbooks that contain the Agency’s rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or

eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

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

(2) Section 8 Management: (list below)

**THE FAYETTE METROPOLITAN
HOUSING AUTHORITY
ORGANIZATIONAL CHART**



6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

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

If yes, list additions to federal requirements below:

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

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

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office
 Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.79 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8. FMHA IS SECTION 8 ONLY AND IS NOT REQUIRED TO COMPLETE THIS COMPONENT

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

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

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

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

b. If yes to question a, select one:

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

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

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

b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

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)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

FMHA IS SECTION 8 ONLY AND IS NOT REQUIRED TO COMPLETE THIS COMPONENT

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:	
1b. Development (project) number:	
2. Activity type: Demolition	<input type="checkbox"/>
Disposition	<input type="checkbox"/>

3. Application status (select one)	
Approved	<input type="checkbox"/>
Submitted, pending approval	<input type="checkbox"/>
Planned application	<input type="checkbox"/>
4. Date application approved, submitted, or planned for submission:	<u>(DD/MM/YY)</u>
5. Number of units affected:	
6. Coverage of action (select one)	
<input type="checkbox"/> Part of the development	
<input type="checkbox"/> Total development	
7. Timeline for activity:	
a. Actual or projected start date of activity:	
b. Projected end date of activity:	

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.
 FMHA IS SECTION 8 ONLY AND IS NOT REQUIRED TO COMPLETE THIS COMPONENT

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.

FMHA IS SECTION 8 ONLY AND IS NOT REQUIRED TO COMPLETE THIS COMPONENT

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: _____) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: _____) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)	

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

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:

<p>2. Federal Program authority:</p> <p><input type="checkbox"/> HOPE I</p> <p><input type="checkbox"/> 5(h)</p> <p><input type="checkbox"/> Turnkey III</p> <p><input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)</p>
<p>3. Application status: (select one)</p> <p><input type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program</p> <p><input type="checkbox"/> Submitted, pending approval</p> <p><input type="checkbox"/> Planned application</p>
<p>4. Date Homeownership Plan/Program approved, submitted, or planned for submission: <u>(DD/MM/YYYY)</u></p>
<p>5. Number of units affected:</p> <p>6. Coverage of action: (select one)</p> <p><input type="checkbox"/> Part of the development</p> <p><input type="checkbox"/> Total development</p>

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 (l)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8-Only PHAs are not required to complete sub-component C.

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

- Yes No: Has the PHA 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?

DD/MM/YY

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)

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		
Section 8	106	20

- 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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D. FMHA IS SECTION 8 ONLY AND IS NOT REQUIRED TO COMPLETE THIS COMPONENT

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

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

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

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

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

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

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 (list below)

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

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?
- Yes No: This PHDEP Plan is an Attachment. (Attachment Filename: ____)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

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

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component. High performing and small PHAs are not required to complete this component.
FMHA IS SECTION 8 ONLY AND IS NOT REQUIRED TO COMPLETE THIS COMPONENT

1. Yes No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock , including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition,

and other needs that have **not** been addressed elsewhere in this PHA Plan?

2. What types of asset management activities will the PHA undertake? (select all that apply)

- Not applicable
- Private management
- Development-based accounting
- Comprehensive stock assessment
- Other: (list below)

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

18. Other Information

[24 CFR Part 903.79 (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)
- Provided below:

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

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

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

1. Yes No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
2. Yes No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

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

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

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: STATE OF OHIO
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.
- 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)

Family Self Sufficiency
 Hope for Elderly Independence
 CHIP Programs
 Housing Development

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

Coordination of housing production with the City and County Community Development, Economic Center, and Area Office of Commission of Aging, Community Action Commission, Department of Human Services and Mental Retardation and Developmental Disabilities (MRDD) Board

D. Other Information Required by HUD

Use this section to provide any additional information requested by HUD.

**PHA Certifications of Compliance with the PHA Plans
 And Related Regulations
 Board Resolution to Accompany the 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 5-Year and Annual Plan for PHA fiscal year beginning 12/1/99, 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 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 tried to establish a Resident Advisory Board or Boards, the membership of which would represent the residents assisted by the PHA. The tenants showed no interest in meeting to establish the Resident Advisory Board and there were no comments or suggestions from the tenants.
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. The PHA regularly submits required data to HUD's MTCS in an accurate, complete and timely manner.
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 regulations 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. For PHA Plan that includes a PHDEP Plan as specified in 24 CFR 761.21: The PHDEP Plan is consistent with and conforms to the "Plan Requirements" and "Grantee Performance Requirements" as specified in 24 CFR 761.21 and 761.23 respectively and the PHA will maintain and have available for review/inspection (at all times), records or documentation of the following:
 - Baseline law enforcement services for public housing developments assisted under the PHDEP plan;
 - Consortium agreement/s between the PHAs participating in the consortium and a copy of the payment agreement between the consortium and HUD (applicable only to PHAs participating in a consortium as specified under 24 CFR 761.15);

- Partnership agreements (indicating specific leveraged support) with agencies/organizations providing funding, services or other in-kind resources for PHDEP funded activities;
 - Coordination with other law enforcement efforts;
 - Written agreement(s) with local law enforcement agencies (receiving any PHDEP funds); and
 - All crime statistics and other relevant data including Part I and specified Part II crimes) that establish need for the public housing sites assisted under the PHDEP Plan.
14. 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..
 15. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
 16. 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.
 17. With respect to public housing the PHA will comply with David-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.
 18. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
 19. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act and 24 CFR Part 35.
 20. 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).
 21. 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.
 22. 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 attachments at the primary business office of the PHA and at all other times and location 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.

FAYETTE METROPOLITAN HOUSING AUTHORITY
PHA Name

OH056
PHA Number

Signed/Dated by PHA Board Chairman

Attachments

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

PHA Plan Table Library

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

Annual Statement

Capital Fund Program (CFP) Part I: Summary

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

Original Annual Statement

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

24	Amount of line 20 Related to Energy Conservation Measures	
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**Annual Statement
Capital Fund Program (CFP) Part II: Supporting Table**

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

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

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

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

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

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

Fayette Metropolitan
Housing Authority

Section 8 Housing Certificate and Voucher Program

Administrative Plan

Adopted: August 4, 1992

Amended: October 19, 1993
September 22, 1995
June 23, 1997

FAYETTE METROPOLITAN HOUSING AUTHORITY
ADMINISTRATIVE PLAN FOR THE SECTION 8 PROGRAM

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FAYETTE METROPOLITAN HOUSING AUTHORITY
ADMINISTRATIVE PLAN FOR THE SECTION 8 PROGRAM

I. PROGRAM APPROACH AND OBJECTIVES

A. OBJECTIVES

The purpose of this plan will be to outline procedures to implement and maintain the Section 8 Existing Housing Program for the Fayette Metropolitan Housing Authority (hereafter referred to as FMHA or Authority.)

The primary objectives of the FMHA are:

1. To make public relations a priority.
2. To apply for Section 8 Existing monies from HUD upon invitation.
3. To provide assistance in daily living for low-income families, the disabled and the elderly.
4. To address the special housing problems of those disabled by developmental disabilities and/or illness.
5. To cooperate with private contractors, private non-profit organizations, and property owners in planning and in developing new construction, rehabilitation, and/or housing assistance.
6. To consider programs that provide homes scattered throughout the community for low and moderate-income families as opposed to concentrated projects.
7. The FMHA is further committed to carrying out the Existing Housing Program in the spirit intended by the United States Congress and HUD. To that end the FMHA shall not discriminate against any applicant or employee on the basis of race, color, creed, religion, sex, age, disability, familial status or national origin. It shall endeavor to perform its duties in the most effective, efficient and professional manner possible, treating all persons with courtesy, respect and fairness.

B. EMPLOYEES: Employees for the FMHA include:

1. Executive Director: Responsible for tenant and landlord outreach, community public relations, client briefings, program development, financial and staff management and informal hearings.
2. Deputy Director: Responsible for carrying out all tasks assigned by the Executive Director and assisting in the financial and staffing management, tenant and landlord outreach, community public relations, client briefings, and overseeing the quality control of daily operations.
3. Section 8 Coordinator: Responsible for tenant eligibility determination, HAP determinations, oversight of Housing Quality Standards Inspections, tenant and landlord counseling, annual recerts, maintenance of Section 8 records and other duties as assigned by Director.
4. Section 8 Assistant: Responsible for verifying income, determining Total Tenant Payments, issuing Certificates, scheduling annual recertifications, maintaining waiting list, other duties as assigned by the Director or Section 8 Coordinator.
5. HOPE Program Coordinator: Responsible for completing initial applications and needs assessments for various supportive services programs for Elderly Independence (HEI) with elderly persons. After review of the needs assessments by the Program Coordinator and Professional Assessment Committee (PAC), the Coordinator will review results and

recommendations with the elderly person(s).

The Coordinator will then work with the elderly persons to develop Social Services Plans for meeting the services to be provided. The Coordinator will meet with the elderly person(s) bi-monthly to monitor their progress and see if they need any further assistance.

6. FSS Program Coordinator: Responsible for completing initial applications and needs assessments for various supportive services programs. After review of the needs assessments by the Program Coordinator and Program Coordinating Committee (PCC), the Coordinator will review results and recommendations with the families. The Coordinator will also indicate areas where the family might encounter barriers that will prevent their progress.

The Coordinator will then work with the families to develop Family Action Plans for meeting the goals/services to be provided. The Coordinator will prepare the Contract of Family Participation that will be signed by adult members of the family for the FSS program. The Coordinator will meet with the families on a minimum of every three months to monitor their progress and see if they need any further assistance.

7. Secretary/Clerical: Responsible for typing, filing, taking pre-applications, update of tenant files, some bookkeeping, verifying income, maintaining waiting list, answering the phone and the questions of walk-in applicants, setting up appointments, and other duties as assigned by the Director.
8. Financial Assistant/Office Manager: Responsible for entering HAP and General Ledger information in the computer, typing hand checks, maintaining Journal records, maintaining supplies and equipment, other duties as assigned by the Director.
9. Section 8 Inspector: Section 8 Coordinator or a person contracted for HQS inspections as needed.
10. Rental Rehab Assistant/Accountant: Responsible for managing the Rental Rehab Program administered by the Authority for Fayette County. Monitors financial procedures, performs monthly reconciliation's of bank statements and performs other financial duties.
11. Housing Manager: Manages all properties owned by the FMHA.
12. Maintenance Manager: In charge of maintenance, warranty and contract work, and inspections on all properties owned by the FMHA.

II. PROGRAM OUTREACH

A. LANDLORDS

1. Contacts with potential landlords will be made through press releases, appearances on local radio talk shows, and presentations given by the director to various community organizations: such as, Realtors' groups, Chamber of Commerce, Rotary, etc. In addition, contact will be made with officials of all townships and municipalities within the FMHA enlisting their support and gaining information on possible landlords in the area of the FMHA.
2. If it is determined from past history that the FMHA is having problems with participants finding suitable rentals then a general press release will be made to all media, requesting interested landlords to contact the FMHA. If necessary, a meeting will be scheduled with those responding and other potential landlords and interested persons to inform them of the mechanics of the program and the benefits to be derived.
3. A file of potential landlords will be maintained and an update kept of all contact made with each landlord.

B. POTENTIAL RESIDENTS

1. People currently working with low-income persons through various government and service programs will be kept informed of the progress of the program and given information to be disbursed to their clients.
2. If it is determined that at any time there are not enough applicants for Section 8 assistance for the foreseeable future (one year) then a general media release will announce the availability of Section 8 rental assistance and give information on how to apply.
3. Whenever FMHA'S waiting list is of such length as to guarantee that all names will not be reached in the foreseeable future, then efforts to attract potential program participants will be discontinued. Community outreach will be reinstated when determined desirable by the FMHA.

III. ADMINISTRATION OF PROGRAM FUNCTIONS

A. SELECTION AND ASSIGNMENT

1. Families and elderly or disabled persons may place their names on the appropriate waiting list by coming to the FMHA office. The applicant will complete and turn in a pre-numbered pre-application. When the pre-application is accepted it will be dated and time stamped by FMHA staff and the applicant will be reminded to inform the FMHA of any changes in address, family size or preference status. Pre-applications for elderly or disabled persons will be taken over the phone if the applicant cannot come to the office; any required papers to certify federal preference will be mailed to the applicant.
2. At the time the pre-application is completed an assessment will be made of the applicant's eligibility and a check will be made to determine whether the applicant owes the FMHA an outstanding debt from a former tenancy.
3. If the applicant is determined to be ineligible because the applicant is a single person who is not elderly, or disabled the applicant will be informed that he/she will not be eligible for assistance until all elderly, or disabled singles on the waiting list receive assistance. If the applicant is deemed ineligible because he/she owes the FMHA a debt, the applicant will be so notified and will be given a chance to repay the debt according to Section III, Part C, 2b, of this Plan. If, at the time of submitting the pre-application, the applicant is deemed income ineligible the family will be warned that it may not be eligible and a complete financial assessment will be made. The results of the eligibility will be communicated to the family. If an applicant is determined ineligible for any reason he/she shall receive notification of the reason and information on requesting an informal hearing as required in 882.216 and as outlined in section Q of this plan.
4. If the applicant does not qualify for a local preference, they will be informed of the importance of informing the FMHA of any change in family circumstances that will change their preference ranking.
5. If the applicant qualifies under one of the required Rental Rehab preferences or the emergency preference for a Fayette County resident who has been displaced by fire, disaster or government action when they complete the pre-application then they will immediately be scheduled for an interview. If the FMHA has an available Voucher or Certificate the family will receive assistance as soon as all program requirements are met (verification, inspection, etc.)
If there are no available Vouchers or Certificates then the family will be placed at the top of the waiting list as required by the preference status. If, when the family's name is reached, they no longer qualify under this preference because they have found standard housing then their name will be placed on the appropriate waiting list according to their current preference status.
6. When it is anticipated that an applicant may receive assistance in 60-90 days, then he/she will be contacted to complete an application. At this time, another check of the applicant's eligibility will be made.
7. If the family is determined eligible, then they will be informed of the approximate time that assistance should be available.
8. The preference status initially assigned to a family will determine the placement of that family's name on a waiting list. This preference status will remain with the family until the family notifies the Housing Authority, or the Housing Authority becomes aware of a change warranting a new preference status. All family size changes other than those caused by a birth, marriage, death or divorce, must be in effect six months before the Housing Authority will update the computer system with the correct bedroom size.

B. ELIGIBILITY OF POTENTIAL RESIDENTS

1. Family - the applicant for a Certificate or Voucher must qualify as a family according to HUD regulations Section 882.102 Definitions, Eligible Family. A family may be a single person or a group of persons. Within the guidelines of these regulations the FMHA shall define a FAMILY as:

a. Two or more persons (with or without children) who will live together regularly in the dwelling unit and:

(1) Are related by blood, marriage, adoption, guardianship, or;

(2) Give evidence of a stable relationship that has existed over a period of time, between persons eligible for marriage pursuant to Ohio law.

Temporary absence of a child from the home to placement in foster care shall not be considered in determining family composition and size.

b. A single woman who is pregnant shall be counted as a family. (NOTE: The pregnancy must be verified as outlined in Section III, Part E. 4. of this Plan).

c. Elderly Family

1. A family whose head, spouse or sole member is at least 62 years of age.

2. Two or more persons at least 62 years of age living together.

3. One or more persons at 62 years of age living with one or more live-in aides.

d. Near Elderly Family

1. A family whose head, spouse, or sole member is at least 50 years of age, but below the age of 62; or

2. Two or more persons at least 50 years of age, but below the age of 62, living together; or

3. One or more persons at least 50 years of age, but below the age of 62, living with one or more live-in aides.

e. Single Person Family

1. May be an elderly person (62 and over);

2. A displaced person;

3. A disabled person; or

4. Any other single person who is not elderly, disabled, or displaced.

f. Disabled Family

1. A family whose head, spouse or sole member is a person with disabilities.

2. Two or more persons with disabilities living together.

3. One or more persons with disabilities living with one or more live-in aides.

g. Displaced Family

1. A family in which each member or sole member is a person displaced by governmental action.
2. A person who's dwelling has been damaged or destroyed by a formally recognized disaster.
2. The combined gross family income shall not exceed the HUD determined Section 8 Income Limits for Fayette County.
3. In the case of a participant family breaking up due to a court recognized divorce or separation, if the spouse who receives custody (full or joint) of the children is NOT the remaining member of the household then this spouse shall receive the next available Certificate or Voucher if he/she is otherwise Section 8 eligible and requests the assistance.
4. An applicant must have custody of a minor child at least 50% of the time in order for the child to be counted as a member of the family. A child who is temporarily away from home, due to placement in foster care, is considered a member of the family.

C. INELIGIBLE APPLICANTS

1. A family shall be deemed ineligible if:
 - a. It does not constitute a "family" under HUD and FMHA definition; or
 - b. It has a gross family income exceeding HUD determined limits; or
 - c. It has a Total Tenant Payment equal to or in excess of the FMR, or Payment Standard if a Voucher recipient, for the unit size for which it is eligible. (However, any family who, when reaching the top of the waiting list, has a TTP exceeding these guidelines will remain at the top of the list for a period of six months before being denied assistance. If during this six month period their TTP meets these guidelines they will be issued the next available Certificate or Voucher as chosen by the family,); or
 - d. Fails to respond by deadline to the initial interview letter (deadline will be up to 14 calendar days after the date the letter was sent and the client will only be sent one letter); or
 - e. As applicant for, or previous participant in the Section 8 Existing or Public Housing Programs the family:
 - 1) Owes the Fayette Metropolitan Housing Authority or other PHA rent or other amounts in connection with Section 8 or public housing assistance under the United States Housing Act of 1937. (See 2.c. of this part for explanation of how applicant can apply if he/she owes FMHA money.)
 - 2) Currently owes the FMHA or other PHA for any amount paid to an Owner under a Section 8 Existing Contract, including damage, unpaid rent and vacancy claims. (See 2.c of this part for explanation of how applicant can apply if he/she owes FMHA money.)
 - 3) Has committed any fraud in connection with any federal housing assistance program. (In order to be denied assistance under this part, the fraud must have been proved in a court of law.)
 - 4) Has violated any Family obligation under the Section 8 Existing Program as defined in 24 CFR 882.118.

- 5) Has breached a repayment agreement executed with the Authority or other PHA for debts as described in this section.
 - 6) Has engaged in drug-related criminal activity or violent criminal activity, as defined in 24 CFR 882.118.
2. In general, the following guidelines will be used in determining the eligibility of a family that owes money to the FMHA:
- a. In cases where a participant must execute a new lease and the Authority must sign a new HAP contract for a program participant, the FMHA will only issue another Voucher or Certificate, approve a new lease, or execute a new HAP contract according to the following:
 - 1) All debts owed the Authority from a previous payback plan and any debts from the current tenancy for which the FMHA has reimbursed the current landlord must be repaid before a Certificate or Voucher will be issued. If the family must vacate the current unit before it has a chance to settle all debts with the Housing Authority, then the family will be given thirty days to repay the Authority so that it can receive a Certificate or Voucher. If the FMHA cannot issue the Certificate or Voucher within this thirty days then the family will be removed from the Section 8 Program. No "conditional" Certificate or Voucher will be issued to a family owing the FMHA a debt.
 - 2) Any damage, unpaid rent or vacancy claims from the first tenancy which are not determined until after the new contract has been signed will be paid by the FMHA according to the HAP Contract and the family will be given a payback schedule. The payback schedule will call for monthly payments of at least twenty dollars (\$20.00), with the entire debt repaid in not more than 12 months or the anniversary date of the new lease, whichever is longer. If, at the end of the lease term or any time during the lease, the family wants to move to a new unit or the family and owner need to execute a new lease, the entire debt must be repaid before a new Certificate or Voucher will be issued or a new HAP contract will be signed as required in paragraph 1) of this section.
 - 3) In cases where the lease termination was not caused by the family or the family has shown good faith in trying to correct behavior which led to an eviction the Authority may sign a new contract for the family without first being reimbursed for known debts. A payback schedule, determined by the Section 8 Coordinator to be reasonable in the circumstances, will be signed with the family for any unpaid prior debts and/or new debts from the terminated tenancy.
 - b. In cases where a family wishes to reapply after having left the Section 8 Existing Program because of termination due to suspected fraud, and the family did not offer any explanation or request a hearing at the time of termination, the family will be given a chance to meet with the Director and explain the suspected fraud. If the Director determines that the family did not intentionally commit fraud or determines that though fraud was committed, it was the first and only time that the Housing Authority had discovered fraud on the part of this family, then they will be allowed to add their name to the bottom of the appropriate waiting list as long as they are eligible as required by HUD. If the family owes a debt because of the alleged fraud, they must sign a repayment agreement and make financial restitution as outlined in (c.) below.
 - c. In cases where a family wishes to reapply after having left the Section 8 Existing program owing a debt to the Authority, a repayment plan will be offered to the family by the Authority. With the first payment on the accepted plan the family will be allowed to enter its name at the bottom of the waiting list if the Authority is taking applications in that

bedroom size and if the family is otherwise eligible. The family will have 120 days from the date of the letter asking them to come for an interview to repay the entire debt. If it is not paid within that time their name will be removed from the waiting list. No Voucher or Certificate will be issued until the entire debt has been paid to the Authority.

3. At any time during the course of the family's participation in the Section 8 Existing Program their assistance can be terminated and the HAP Contract canceled with thirty days notice to the owner.
 - a. If the participant has committed any fraud in connection with any federal assisted housing assistance program.
 - b. If the participant has violated any Family obligation under the Section 8 Existing Housing program as stated in 24CFR 882.118.
 - c. If a member of the participant family has engaged in drug-related criminal activity or violent criminal activity, as defined in 24 CFR 887.401, a participant family will be terminated under this part if the person committing the criminal activity was an adult and if the person was arrested for the activity and there is a preponderance of evidence that the crime was committed.
 - d. The FMHA may decide not to cancel the assistance if the remaining adult members of the household certify that the family member(s) involved in the proscribed activity will no longer reside in the unit and there is no reason to believe that these remaining adults participated in the proscribed activity. The family member may later join the family and reside in the unit if:
 - 1) One year has elapsed from the time the family member was terminated;
 - 2) The person completed any punishment required as a result of the criminal activity;
 - 3) In the case that the person has successfully completed a treatment program for the addiction.
 - e. If head of household is confined to a correctional institution for more than 60 days then the Authority may choose to terminate the Certificate or Voucher if the dwelling unit is no longer used as the principal place of residence for that head and family members.

If a participant is deemed ineligible for any of these reasons, the family will be notified that assistance will be terminated and will be given a chance to discuss the decision with the Executive Director. If, in the Director's opinion, there is reason to doubt that the family intended to violate the terms of the Section 8 Program, the family's assistance will not be terminated. However, if the family had previously been given an informal hearing for the same problem then it will be assumed that the family knowingly committed the second violation of Section 8 and FMHA policy and the termination will stand. If the family owes the FMHA for overpaid HAP because the family did not report a change, then the family shall sign a payback agreement calling for monthly payments of at least twenty dollars (\$20), with the entire debt repaid in not more than 12 months or the anniversary date of the lease, whichever is longer. If the Section 8 Coordinator determines that a payback schedule based upon these terms would be an undue hardship on the family, the Coordinator can establish a more reasonable repayment plan.

4. If an applicant is deemed ineligible or a participant's assistance is terminated, they shall be notified and granted a hearing as outlined in 24 CFR 882.216.
5. An applicant for Section 8 Assistance who is abusive or threatening to a staff member of the FMHA (this includes persons hired on contract basis) shall be deemed ineligible for rental assistance and shall have his/her name removed from the waiting list. A participant receiving

Section 8 Rental Assistance shall be terminated from the program if he/she is abusive or threatening to a FMHA staff member. In determining the applicability of this section to a specific case the following shall apply:

- a. Abusive language is defined as any language that insults, demeans or is considered socially unacceptable in an office atmosphere.
- b. Threatening language and actions that lead the staff member to assume that the client may be physically dangerous to persons in the FMHA office. Language can include general threats to other persons which the FMHA staff person feels indicates the attitude of the client and therefore poses a threat to persons in the office. Threatening actions include, but are not limited to, overt actions as well as such implied actions as entering the office with a lethal weapon.
- c. A spoken threat against a staff member, whether made directly to that person or not, shall be cause for deeming an applicant ineligible or terminating a program participant.
- d. An offense of less direct nature will result in a verbal (documented) or written warning that a second offense will result in termination.
- e. Termination of a program participant will be effective thirty days from the date of the written termination notice to the landlord and the client.
- f. All instances of abusive and threatening actions or language shall be documented in the client's file and retained for three years.
- g. A client denied assistance or terminated for this reason shall not have the right to an informal hearing.

D. SELECTION PREFERENCE

1. The FMHA shall not, on account of race, color, creed, religion, sex, familial status, disabled, or national origin discriminate in the leasing or rental, or in the use or occupancy thereof, nor deny to any family the opportunity to apply for such housing, nor deny to any eligible applicant the opportunity to lease or rent any dwelling in any such housing suitable to its needs.
2. Preference in ranking of eligible families shall be as follows:
 - a. If the FMHA is supporting a Rental Rehab Program then first preference will go to in-place tenants (those tenants residing in a Rental Rehab unit on the day the Rental Rehab Mortgage is signed) who:
 - 1) Must move because the post-rehabilitation unit will not be appropriate to their family size because of overcrowding.
 - 2) Are permanently displaced because of the nature of the rehabilitation work.
 - 3) Would have to pay more than 35 percent of their income for post-rehabilitation rental rate. This preference shall not apply if the after-rehab gross rent is no higher than the pre-rehab gross rent.
 - b. Remaining eligible families shall be issued a Certificate or Voucher according to the following preferences (the same order shall apply to a single person - with a Single Preference having top priority):
 - 1) Families who qualify as Veterans and are residents of Fayette County.
 - 2) Families who do not qualify as Veterans but are residents of

Fayette County.

- 3) Families who qualify as Veterans and are not residents of Fayette County.
 - 4) Families who do not qualify as Veterans and are not residents of Fayette County.
- c. Waiting lists will be maintained for families according to the date and time their pre-application was received and according to the above preferences. A family or single person will not be issued a Certificate/Voucher based on bedroom size eligibility.
- d. First priority for this assistance shall go to in-place tenants in units rehabilitated through the Rental Rehab Program who would pay from 30 to 34% of their monthly income for after rehab rent. If possible, all other preferences being the same, the non-preference family will be chosen according to its pre-application number no matter what their bedroom size is (i.e. the family who has waited the longest will be chosen first).
- e. To provide area wide housing opportunities for families, FMHA absorbs any incoming Certificate or Voucher. If FMHA has a Certificate/Voucher available, the client is issued a Certificate/Voucher from FMHA and the client's original Certificate/Voucher is returned to the issuing Housing Authority.
3. In determining if a family can claim a local or veteran preference the following definitions shall apply.
- a. Resident of Fayette County: The family must live or at least one member must have a job within the limits of Fayette County in order to claim resident status.
 - b. Veteran Status:
 - 1) Veteran status will be given to the families (individual, spouse and/or minor children) of Veterans and Servicemen.
 - 2) "Veteran" means a person who is an honorably discharged member of the armed forces of the United States who served on active duty during a foreign conflict.
 - 3) "Servicemen" means a man or woman serving in the active military or naval service of the United States.
4. Only families whose income is within the HUD very low-income guidelines or families affected by the Rental Rehab Program will be given Section 8 assistance.
5. In determining the Certificate or Voucher bedroom size for an eligible family, the following will be the criteria:
- a. There shall be at least one bedroom for each two persons in the family.
 - b. A husband and wife shall occupy one bedroom.
 - c. Two children of opposite sex both under five years of age shall occupy one bedroom.
 - d. The single head of the house will be entitled to a separate bedroom. However, if the single head of house has a roommate of the same sex living with him/her and sharing household expenses or a person of the opposite sex living with him/her in a relationship which they deem to be similar to that shared by a husband and wife, he/she and the other person shall be entitled to share one bedroom.
 - e. Where there is an age difference of 7 years or more between children of the same sex, they may be entitled to separate bedrooms.

- f. An unborn child will not be counted in determining bedroom size if the birth of the child will not cause overcrowding (i.e., more than two persons to a bedroom.) However, once the term of pregnancy exceeds 180 days or more, the unborn child will be counted in determining bedroom size (upon certification from a physician). Bedroom size determinations will only be considered at initial participation and annual recert.
 - g. The applicant or participant family must have custody of a minor child at least 50% of the time in order for the child to be counted as a family member and used in determining bedroom size.
 - h. Live-in aides and/or foster children living with a family at the time the family first comes on the program shall be counted in bedroom size determination. If a live-in aide or foster child joins a family while it is a Section 8 program participant then the bedroom size will only be changed if the family must move in order to house the new family member and actually moves to a unit with more bedrooms.
6. Once a participant family receives their Certificate or Voucher, they may choose a unit smaller than the size designated on the Certificate or Voucher. In determining if this unit is appropriate for the family, the FMHA will use the following criteria:
- a. The dwelling unit shall contain a living room, kitchen area and bathroom.
 - b. The dwelling unit shall contain at least one bedroom or living/sleeping room of appropriate size for each two persons.
 - c. Persons of opposite sex, other than husband and wife, couples living together as husband and wife, or children under five years of age shall not be required to occupy the same bedroom or living/sleeping room.
7. The Housing Authority will amend the bedroom size determination if the family can provide authoritative proof (such as a physician's or psychologist's statement) that such a change is necessary for the well being of the family.
8. Eligible families with Certificates who choose housing where the gross rent is less than their Total Tenant Payment will not receive assistance or become part of the program. As soon as the Housing Authority determines the gross rent, the family will be notified that there cannot be a HAP contract on that property for them. If the family wishes to choose a better place where the gross rent, though under the FMR and rent-reasonable, is over their GFC, they will be given assistance.
- E. VERIFICATION OF INCOME, PREFERENCES AND DETERMINATION OF ADJUSTED INCOME

When a family is within 60 - 90 days of receiving rental assistance, they will be contacted and asked to furnish any documents necessary to verify income and eligibility. All eligibility must be verified no more than 60 days prior to issuance of a Certificate or Voucher, (120 days for recertification). The Housing Authority will send verification forms to third parties. FMHA will wait up to four weeks for the verification to return. If the verification forms are not returned within the four-week period, the Housing Authority will use the documents provided by the family.

- 1. STATEMENTS: Applicants and residents shall be required to furnish proof of their statements when required by the Authority to reasonably assure accuracy.
- 2. SOCIAL SECURITY NUMBERS: Verification of a Social Security Number shall be made by receiving a copy of the Social Security card issued by the Social Security Administration; by checking the Social Security number on the person's driver's license or other photo I.D.; by verifying the number with an employer or bank or other agency which requires proof of Social

Security number. Once a Social Security number has been verified it does not have to be verified at each annual recertification. Social Security Numbers must be provided for all members the age of 5 and older. If a member, 5 or older, does not currently have a Social Security Number, they must provide proof for applying for a Social Security Number. The family's application will be delayed until proof of the Social Security Number is received.

3. **DISABILITY:** For those claiming disability it shall be defined as in Section 223 of the Social Security Act or in Section 102 (5) of the Development Disabilities Service and Facilities Construction Amendments of 1970 or disabled within the meaning of the Housing Act of 1959. A statement from a physician stating that a person is disabled within these definitions shall be acceptable proof of this status.
4. **FAMILY COMPOSITION:** Certification by applicants will normally be considered sufficient verification of family composition and residence. Certification is provided by the applicant's signature on the pre-application, the application and the Applicant/Tenant Certification. Certification by signing one of these forms will be considered sufficient verification of family composition at the time of re-examination. In instances where there is reason to doubt the validity of the statement of family composition, the family will be required to furnish third party proof and to provide a notarized statement regarding the composition of the family unit. In cases where the head of household is divorced or separated and claims custody of minor children in the family, must provide a copy of a divorce decree or legal separation document showing custody. Third party verification of a pregnancy must be obtained from a doctor before a family can be issued a Certificate or Voucher or before the family's bedroom size can be changed at recert time. If the pregnancy does not affect the family's eligibility or bedroom size determination then it will not have to be verified. (See bedroom size determination **D. 5.**)
5. **DRUG ABUSE:** If the family indicates that a household member is currently abusing or addicted to illegal drugs then the family will be denied until they can provide third party verification that the family member has successfully completed a treatment program and is currently free from illegal drug use. If the family is denied their name shall remain on the waiting list at their original number until they provide the required verification.

Family member shall be defined as a person who is listed on the application and who will be expected to live with the family in a Section 8 assisted unit. If the family member who is involved in illegal drug use will not be living with the family and the family completes a notarized statement to that effect, then the family will not be denied. However, the family member cannot join the family unit without completing the above.

6. **LOCAL PREFERENCES:**
 - a. Veteran's status shall be verified from the same sources as income for veterans and dependents is verified. If a third party verification cannot be obtained then a Veteran preference cannot be given. In the case of a spouse claiming this preference because their husband/wife is a veteran and the veteran does not live with the family then written verification must be obtained from the veteran or a reliable third party as to why the veteran is not in the home. If the veteran and spouse are separated or divorced and there are no minor children from the marriage living in the home then the spouse cannot claim veteran status.
 - b. Residency - The family's certification shall be proof of status unless the FMHA has reason to doubt the family is a resident of Fayette County. In that case, the FMHA shall have proof from the current landlord or local employer.

If verification proves that the family is not eligible for the preference it claims then the family shall return to the appropriate waiting list in the place it would have been given if it did not qualify for a preference.

The FMHA staff member taking the application will read aloud and further explain the

warning statement printed on the face of the application; i.e., that willful falsification of any information is a criminal offense.

7. INCOME:

- a. All earned income shall be verified at the time of admission or annual re-examination through employer's W-2 forms, check stubs, or other means to assure accuracy. Whenever possible third party verification will be obtained. All income changes reported between re-examinations must be verified.
- b. The income of a family member confined in a nursing home or other institution will be counted as part of the family's income if counting the income with the attendant deductions works to the family's benefit. If not, the income will not be counted.
- c. Unearned income shall be verified by viewing check, certificates of award, or other means to assure accuracy.
- d. All determinations shall be fully documented in the files.
- e. Any participating family showing NO income or an income so low that it is questionable that the family can live on that amount shall be required to report monthly to the office of the FMHA to prepare a budget form showing how the family is able to live with no source of income. This procedure will be required because it is highly unlikely that any family can live for a long period of time with little or no income. If, however, in the determination of the Section 8 Coordinator or Executive Director, a participating family does appear to be able to exist without any funds or donations which the Authority would deem as reportable sources according to HUD regulations, then the family will not have to complete the monthly budget form.
- f. In determining the amount available to the family for living expenses from educational scholarships and grants the FMHA will estimate that each person receiving a scholarship or grant will have \$50.00 per quarter worth of "miscellaneous personal expenses" (an allowed deduction for school expenses).

8. DETERMINATION OF 30% OF MONTHLY ADJUSTED INCOME: All calculations made in determining program participants' 30% of monthly adjusted income will be in strict adherence to applicable HUD regulations for the Section 8 Certificate and Voucher Programs.

F. ISSUANCE OF CERTIFICATES AND VOUCHERS/BRIEFINGS

1. PARTICIPANT'S SELECTION OF CERTIFICATE OR VOUCHER. In order to insure that all families receiving Section 8 rental assistance from FMHA have a choice as to the type of assistance they wish, the Housing Authority will adhere to the following:

a. NEW APPLICANTS:

- 1) When it is anticipated the family will be eligible for assistance in about 60-90 days and the applicant completes the full application, the applicant will receive an explanation of the Section 8 Certificate Program and the Section 8 Voucher Program. The Housing Authority staff member providing the information will tell the applicant the similarities and differences between the two programs and when assistance should be available in each area. The staff member will in no way try to influence the family to choose one or the other form of assistance. At the end of the explanation the applicant will indicate which type of assistance it wants: Certificate, Voucher or whatever is available first.
- 2) When the applicant's place on the waiting list warrants that he/she receive a

Certificate or Voucher, the applicant will be contacted for the next scheduled briefing for the type of assistance he/she chose when interviewed. If the applicant has changed his/her mind, he/she may wait for the next scheduled briefing for the other type of assistance. An applicant who refuses to attend one type of briefing because he/she desires the other type of assistance will not lose his/her place on the waiting list.

b. CURRENT PROGRAM PARTICIPANTS:

- 1) A participant family may request at any time to change type of assistance. If the family is not moving and wishes to change the type of Section 8 assistance, and long as the landlord agrees, the current HAP Contract and Lease will be terminated and new ones signed with the current owner for the other type of Section 8 assistance. If the other type of Section 8 assistance is not available then the family will be placed on a waiting list for the next available Voucher or Certificate, whichever it is choosing. Once the new assistance is issued the original contract and lease will be terminated according to the 30-day provision and a new HAP Contract and Lease executed.
- 2) If the family is moving and it wishes to choose the other type of Section 8 assistance and it is available in the appropriate size then the family will be able to make the change. If the other type of assistance is not available then the family will be placed on a waiting list to receive the next available Voucher or Certificate, whichever it is choosing. Every effort will be made to inform the family of the approximate time the other type of assistance will be available so the family can determine the best time to move.

c. In giving families their choice of type of assistance the FMHA will maintain a list of families who have chosen each type of assistance and will issue the assistance according to the preferences outlined in III. D. and in the following order:

- 1) A family interviewed by the FMHA and told that they probably will receive the type of assistance they choose within a certain period will receive top priority so that their assistance will be assigned within the FMHA's estimate.
- 2) Current Section 8 families who are moving from their current unit and wish the new type of assistance to move.
- 3) Current Section 8 families who are staying where they are at recent time.
 - 4) If, in the determination of the housing authority, a family's rental assistance will be threatened if the family does not quickly receive the type of assistance they choose then they may be placed at the top of this issuing list.

2. ISSUANCE OF CERTIFICATES AND VOUCHERS:

- a. When a Certificate or Voucher becomes available, the next eligible family on the waiting list who chooses that type of assistance will be scheduled for a briefing and issuance of the Certificate or Voucher. If, however, the family has not cooperated with the FMHA in providing necessary information, reporting family and income changes, etc., in a timely manner, the FMHA may issue the Certificate or Voucher to the next eligible family. The family by-passed will remain at the top of the appropriate waiting list. If insufficient funds are available to house the family at the top of the waiting list, the Housing Authority will not skip to the next applicant on the waiting list. The Housing Authority will wait until there are sufficient funds to house the applicant at the top of the list.
- b. If a family has received a Certificate or Voucher and before they sign a contract the FMHA determines that the family is no longer eligible for Section 8 assistance then the family's

Certificate or Voucher will be terminated. Termination of Certificate or Voucher will only occur when the family becomes ineligible because of composition or income. Examples:

1. A single pregnant woman miscarries or aborts the baby.
 2. A couple with no children is legally separated or divorced and only one person would be using the assistance.
 3. The family's income increases over the Section 8 income limit. In the case of numbers 1 and 2 above, the single person's name may remain on the waiting list but they will not become eligible until all single elderly or disabled be housed. Any applicant terminated under this section will be offered the chance for a hearing.
- c. If a family is issued a Certificate or Voucher and their local preference changes naturally during the time in which they are looking for housing they may continue to keep their Certificate or Voucher, even if they lose their preference status.
 - d. If a family is issued a Certificate or Voucher and before the family signs a lease the family's status changes requiring a different size Certificate or Voucher, then the FMHA will reissue the Certificate or Voucher in the appropriate size IF funds are available for the appropriate bedroom size. If not, then the family will have to wait for assistance until their name is reached on the appropriate bedroom size list.
 - e. If a family receives a Certificate or Voucher and, before the family signs a Section 8 lease, the housing authority discovers the family lied on the application or preference form then the family will be terminated and will be offered a chance for a hearing. If, at the hearing, it is determined that the preference or family information provided by the family was false then the family's name will go in the appropriate place on the waiting list that reflects their actual preference.
 - f. Once a Certificate or Voucher has been issued, as long as the family adheres to all program requirements and the term of the ACC has not expired, they will have rental assistance under the Section 8 Program. However, if the family unit first taken onto the program should separate and no family member remains in the house, then the person retaining custody of any minor children shall retain the assistance. If custody is shared or there are no minor children then the person originally designated as head of household shall retain the assistance. If this person leaves the home during the term of the lease, but others remain, then the Certificate or Voucher shall go to the remaining head of household. If a couple in the process of separation wishes to designate one of them as the one to retain the assistance, then they shall so indicate in writing to the FMHA.
 - g. The FMHA will verify income and eligibility in such a manner as to assure proper issuance of Certificates and Vouchers to meet the leasing schedule and to guarantee that any Certificates or Vouchers, which become vacant during the management phase are reissued immediately.
 - h. If, during the management phase, the Certificate occupancy rate drops below 95%, Certificates may be over-issued at the discretion of the Executive Director and in accordance with 7420.7, 4-10.
3. BRIEFINGS: Briefing sessions for the Certificate and Voucher Programs will be held separately and will be in small groups or individually. Adequate opportunities shall be provided for families to raise questions and discuss the information provided. Briefing sessions will include the following information:
 - a. The family's and owner's responsibilities under the lease and contract;
 - b. Instructions on how to find suitable units fitting their needs, including information on units

- completed through Rental Rehab;
- c. Applicable housing quality standards and procedures for inspections by the FMHA;
 - d. (Voucher Briefings) how to determine the Total Tenant Payment using the Maximum Housing Voucher Subsidy, an explanation of Portability;
 - e. Federal, state and local fair housing and other pertinent laws;
 - f. Expiration and extension of their Certificate or Voucher;
 - g. Utility allowances;
 - h. The Certificate or Voucher Holder's Packet (contents as stipulated in 7420.3, 882.209 b);
 - i. The areas within Fayette County where the FMHA can execute contracts.
4. DWELLING UNIT LOCATION PERIOD: The following assistance will be provided to those program participants who are experiencing difficulty in search of housing:
- a. If a Request for Lease Approval is submitted before expiration of the original Certificate or Voucher, but the request is not approved, the FMHA shall determine whether sufficient time remains to find another unit. If the remaining time is determined to be insufficient, FMHA shall extend the time according to HUD guidelines.
 - b. The FMHA will maintain a list of interested owners to aid families in locating units.
 - c. If a Certificate or Voucher expires or is about to expire and FMHA determines that the family's failure to find a suitable unit is not its fault and not due to lack of diligence, the family will be granted an extension for a term not to exceed 60 days. Documents must be made and kept as a permanent record in the folder as to the reasons for the extension.
 - d. From the date of initial inspection of a property, the family will be given 30 days or until the expiration of the Certificate or Voucher, whichever is later, to see that the owner has completed repairs and the lease and HAP Contract are signed or to have a Request for Lease Approval for another property into the FMHA. The Authority will work with the family to insure that this deadline is met. The family can acquire a new Request for Lease Approval prior to the 120 day expiration of a Certificate and not after this time frame. If a lease does not result from the second Request for Lease Approval then the family will lose the Certificate or Voucher and must reapply at the end of the waiting list.
5. FAMILY OBLIGATIONS - The following is a list, but not limited to, of participant's obligations under the Section 8 Existing Housing program.

THE FAMILY MUST:

1. Supply any information that the Housing Authority or HUD determines necessary including evidence of citizenship or eligible immigration status, and information for use in a regularly scheduled reexamination or interim reexamination of family income and composition.

Anyone having problems getting required information should call the Authority and ask for an extension of the deadline.

Submission of required documents:

- a. All documents turned into the Housing Authority must be received by Housing

Authority Personnel ONLY.

- b. You must RECEIVE a receipt for all documents submitted to the Housing Authority.
- c. If you do not show a receipt, we will assume you DID NOT SUBMIT the documents to the Housing Authority. NO EXCUSES WILL BE ACCEPTED.
2. Disclose and verify social security numbers, sign and submit consent forms for obtaining the information.
3. Supply any information requested by the Housing Authority to verify that the family is living in the unit or information related to family is absence from the unit.
4. To inform the Housing Authority of family size changes or an increase/decrease in family income. If the Housing Authority is not informed within 10 calendar days of changes or increases, you will be:
 - a. Required to pay back the entire amount of the overpayments; and will be
 - b. Terminated from the Section 8 Rental Assistance program.
5. You must request written approval from the Housing Authority to add any other family member as an occupant of the unit.
6. Promptly notify the Housing Authority in writing if any family member no longer lives in the unit.
7. Promptly notify the Housing Authority in writing of the birth, adoption, or court-awarded custody of a child.
8. Promptly notify the Housing Authority in writing when the family is away from the unit for an extended period of time in accordance with Housing Authority policies.
9. Allow the Housing Authority to inspect the unit at reasonable times and after a reasonable notice. You must arrange for the Section 8 Inspector to enter the unit to be inspected at the scheduled inspection time. You or the landlord must be present for the inspection.
10. To keep all appointments. Anyone changing their appointment BEFORE the scheduled time will NOT be removed from the Section 8 Rental assistance program.
11. To stay in rental unit for at least one year before moving. You must notify the Housing Authority and the owner in writing (minimum 30 days notice) before moving out of the unit or terminating the lease.
12. Use the assisted unit for residence by the family. The unit must be the family's only residence. Members of the household may engage in legal profit making activities in the unit, but only if such activities are incidental to primary use of the unit for residence by member of the family.
13. To pay your share of monthly rent payment and security deposit to the landlord.
14. Give the Housing Authority a copy of any owner eviction notice.
15. Pay utility bills and supply appliance that the owner is not required to supply under the lease. Failure to do so may result in termination of assistance.

16. To submit the Request for Lease Approval (RLA) completely filled out or it will not be accepted.
 - a. The Request for Lease Approval must have the owner's social security number or tax identification number in the lower left-hand corner.
 - b. Must have owner and tenant signatures.
 - c. The Request for Lease Approval must be submitted no later than four days before expiration of your Certificate/Voucher. NO EXCUSES WILL BE ACCEPTED. The Housing Authority needs enough time to process the Request for Lease Approval, inspect the unit, for the landlord to make repairs if needed, and sign contracts.
 - d. If there are less than four days left when you submit your Request for Lease Approval to the Housing Authority, the Request for Lease Approval will not be accepted and you will not be granted an extension on your Certificate/Voucher.
17. To abide by all rules of the lease.

THE FAMILY (including each family member) MUST NOT:

1. Own or have any interest in the unit (other than a cooperative, or the owner of a manufactured home leasing a manufactured home space).
2. Commit any serious or repeated violation of the lease.
3. Commit fraud, bribery or any other corrupt or criminal act in connection with the program.
4. Participate in illegal drug or violent criminal activity.
5. Sublease or let the unit or assign the lease or transfer the unit.
6. Receive Section 8 tenant-based program housing assistance while receiving another housing subsidy, for the same unit or a different unit under any other Federal, State or local housing assistance program.
7. Damage the unit or premises (other than damage from ordinary wear and tear) or permit any guest to damage the unit or premises.
8. Not to engage in any drug-related criminal activity or violent criminal activity, including criminal activity by any Family member.
 - a. The of Tenant, any member the Tenant's household, or a guest or other person under the Tenant's control shall not engage in, used for, or facilitate criminal activities on or near the premises, including, but not limited to, violent criminal activities or drug-related criminal activities.
 - b. The Tenant, any member of the Tenant's household, or a guest or other person Tenant's control shall under the not permit the dwelling unit or premises to be used for, or to facilitate, criminal activity, including but not limited to, violent criminal activity or drug-related activity.
9. Termination for drug-related activity - The illegal use or possession for personal use, of a controlled substance, must have occurred within one year before the date that the Housing Authority provides notice to the family of the Housing Authority's determination to deny admission or terminate assistance.
10. A family will not be terminated for drug-related activity - If the drug-related activity does

not include this use or possession, if the family member can demonstrate that he or she:

- a. Has an addiction to a controlled substance, has a record of such an impairment, or is regarded as having such an impairment; and
- b. Has recovered from such addiction and does not currently use or possess controlled substances.

DEFINITIONS

"Drug-related criminal activity" means the illegal manufacture, sale, distribution or use, or possession with intent to manufacture, sell, distribute or use, of a controlled substance (as defined in section 102 of the Controlled Substances Act [21 U.S.C. 802]).

"Violent criminal activity" includes any criminal activity that has as one of its elements the use, attempted use, or threatened use of physical force against the person or property of another.

"Dwelling Unit or Premise" means the location identified in this lease being rented by owner and leased by the named Tenant and includes the structure, apartment, or house including any yards, porches, sidewalks and street fronting the premises, and/or around said structure, apartment, or house.

"Preponderance of Evidence" is defined as evidence which is of greater weight or more convincing than the evidence which is offered in opposition to it; that is, evidence which as a whole shows that the fact sought to be proved is more probable than not.

G. HOUSING STANDARDS AND INSPECTIONS

1. The FMHA will use the acceptability criteria in the HUD Housing Inspection Manual with the following local requirements:
 - a. All units with HAP Contracts are required to have WORKING smoke detectors on every floor. The smoke detector WILL BE located near sleeping rooms.
 - 1) The property owner is responsible for installing at least one battery-operated or hard-wired smoke detector(s) in proper condition, on each level of the unit. If the unit is occupied by hearing-impaired persons, smoke detectors must have an alarm system designed for hearing-impaired persons, in each bedroom occupied by a hearing-impaired person. The owner is also required to inspect and replace batteries, as necessary, in smoke detectors.
 - 2) The renter is responsible for not tampering with smoke detectors and ensuring that batteries are kept in place. Residents are also responsible for informing the owner of any problems with the smoke detectors, including the failure of batteries.
 - 3) All new units taken onto the program will be included in this requirement. In addition, any unit which a Section 8 tenant vacates and into which another Section 8 tenant moves must have the required number of detectors before a HAP Contract for the new Section 8 tenant will be signed.
 - 4) The Section 8 Inspector will require smoke detectors at each initial inspection for a new unit. In addition, the inspector will require that any smoke detectors in any unit that he/she inspects must be working. At annual recert inspections, any units originally required to have smoke detectors will be inspected for this requirement.
 - b. Water heaters must have a discharge line from the temperature-pressure relief valve to within 6" of the floor.

- c. In determining adequate heat, the FMHA shall use the requirement in the BOCA Basic/National Existing Structures Code (Section ES-601.0 Heating Facilities). Every owner of any structure who leases a unit through the Section 8 Program shall supply a source of heat capable of supplying "sufficient heat during the period from October 1 to May 15 to maintain a room temperature of not less than 65 degrees F. (18 degrees C.), in all habitable spaces, bathrooms, and toilet rooms during the hours between 6:30 a.m. and 10:30 p.m. of each day and maintain a temperature of not less than 60 degrees F. (16 degrees C.) during other hours. The temperature shall be measured at a point 3 feet above the floor and 3 feet from exterior walls.

EXCEPTION: When the exterior temperature falls below 0 degrees F. (-18 degrees C.) and the heating system is operating at its full capacity, a minimum room temperature of 60 degrees F. (16 degrees C.) shall be maintained at all times.

2. Families will be given a copy of "A Good Place to Live" and encouraged to find a unit using the criteria explained in this booklet and the above local requirement. The difference between HUD Quality Standards and Tenant Preference items will be explained to the family.
3. FMHA will perform all Section 8 inspections using the inspection form: Section 8 Existing Housing Programs (HUD-52580). Notes will be made of items that pass with comment. This will help Provide documentation in cases where a question arises over the tenant's care of a unit.
4. Tenants and owners will be informed of all items that fail inspection. Suggestions will be given to the owner as to possible methods of repairing failed items. No units will be passed unless every item on the checklist passes. Contracts will not be signed for units that do not pass.
5. Initial Inspections shall be scheduled and performed within a reasonable time, allowing for an answer to the owner and the family.
6. Whenever an HQS inspection is made of a unit (new or recert) the landlord will be given a deadline date for repair of the unit. At least one week prior to the deadline date, the FMHA will send the landlord and tenant notices of the date of the reinspection of the unit. The landlord will be informed that he/she must contact the FMHA at least one day before the inspection date if the unit will NOT be repaired by that date.
7. When the HAP contract is signed, the owner and renter will be urged to complete a Joint Inspection Sheet documenting prior condition of the unit as of the initiation of the lease. When the HAP Contract is terminated this Joint Inspection Sheet will be used by the Authority to determine damages actually caused by the renter as outlined in the Authority's Damage Claim Policy as approved by the FMHA Board of Commissioners.
8. Each year 5% of housing will be chosen at random to be inspected by someone other than the regular Housing Quality Standards inspector. This inspector will be someone trained in approved HQS, and this annual inspection will help maintain an acceptable program of housing inspections by the FMHA by providing for internal quality control.
9. If an owner leasing through the Section 8 Program has a history of not making repairs by the deadline that are required at recert or special inspections the following shall apply:
 - a. The FMHA will not accept a Request for Lease Approval on any property where the owner's refusal to make timely repairs resulted in a Section 8 participant being forced to move.
 - b. The FMHA will refuse to list properties for owners who have had more than two HAP payments abated because of missing repair deadlines. Though the Authority will accept Request for Lease Approvals for units owned by persons in this category, the FMHA will

inform the family of the owner's record of poor property maintenance.

- c. If, in the determination of the Housing Authority staff, following the above guidelines would adversely affect a family's chance to find adequate housing or would penalize an owner where the maintenance delay was beyond his/her control, the Section 8 Coordinator may make an exception to this rule.

H. LEASE APPROVAL AND HOUSING ASSISTANCE CONTRACT:

If the Fayette Metropolitan Housing Authority determines that a unit which an eligible family wishes to lease is in decent, safe and sanitary condition, the proposed lease complies with the following requirements, and, in the case of the Certificate holder, the rent is reasonable, the FMHA shall approve the lease and shall notify the family of its determination.

1. LEASE REQUIREMENTS:

- a. The term of the lease shall be for one year or longer, but in no case shall it extend beyond the termination of the ACC. For purposes of determining the annual recertification date, the lease shall not extend beyond one full year. Therefore, a recert date for a family signing in the middle of the month will be the last day of the month preceding the month the lease is executed.
- b. The term of the contract shall be the term of the lease.
- c. FMHA will encourage landlords to use a uniform lease; all other leases will be reviewed with the owner and the certificate holder to ensure that the lease does not contain any provisions prohibited by regulations.
- d. The lease shall contain the required lease provisions specified in the regulations. The HUD Addendum to the Lease (current edition) will be attached to or otherwise a part of all leases.
- e. The HAP Contract will not be signed by the representative of the Housing Authority until the Joint Inspection Sheet is executed by the owner and tenant and returned to the Authority.

2. REASONABLENESS OF RENT - CERTIFICATE PROGRAM: The sum of the contract rent and any allowances for utilities and other services shall not exceed the fair market rents. Other factors to be considered are:

- a. The contract rent does not exceed a rent that is reasonable for the location, quality, amenities, facilities and management-maintenance services in relation to rents paid for comparable units in the private, unassisted market.
- b. The contract rent does not exceed the rents of unassisted families for comparable units.
- c. The utilities and services are being provided by the owner to the families as compared to units in the private unassisted market.
- d. The FMHA shall make an analysis to determine the reasonable rent for each particular unit. If the requested contract rent plus any applicable allowance is at or below the reasonable rent or below the fair market rent, it may be approved.
- e. In extreme cases (the family is hard to house, there is a shortage of affordable units in a certain bedroom size, etc.) the FMHA will approve a rent which is not more than 10% above the FMR for the particular unit. The FMHA will monitor all units allowed 10% exceptions to insure that no more than 20% of the units in any bedroom size are over the FMR.

3. RENT ACCEPTABILITY - VOUCHER PROGRAM: The FMHA will make no determinations of the reasonableness of the rent charged for a property leased by a Voucher holder. Based upon the amount of the family's 30% of adjusted monthly Income and the Applicable Payment Standard, the family will be told the amount of monthly payment the FMHA will make on their behalf. They will be informed that if they find an acceptable property with a gross rent below the Payment Standard, they will be able to save money. However, they will be informed that no matter how low the rent, they will be required to pay no less than 10% of their monthly gross income toward rent and utilities.
4. EXPLANATION TO PARTICIPATING OWNERS: It will be the responsibility of the Certificate or Voucher holder to explain the program to the owner using the special landlord's material supplied by FMHA. However, in all cases the applicant will be encouraged to have the owner contact the FMHA for more detailed information. All owners already participating in the program will be encouraged to attend any planned public landlord information meetings.

I. PAYMENTS TO OWNERS

1. An eligible family shall pay housing assistance payments (HAP) to an owner in accordance with his or her contract for the dwelling unit under lease. These housing assistance payments will cover the difference between the contract rent and the portion of said rent payable by the family as determined in accordance with HUD established schedules and criteria.
2. Monthly HAP checks will be dated on the first of the month and will be mailed to owners as soon as the Authority has bank confirmation that the monthly HUD requisition has been deposited into the Authority's account. Payments will be made to each owner according to his HAP contract and verifying the following:
 - a. Payee
 - b. Family name and HAP Contract number
 - c. Net rent due owner by FMHA
 - d. Any and all prior or current month's rent adjustments that are applied at this time
 - e. Total amount to be received by the owner from FMHA
3. Owner endorsement of check certifies that all conditions of the HAP contract have been complied with.

J. APPLICABLE PAYMENT STANDARD FOR VOUCHER PROGRAM

Like the Fair Market Rents for the Certificate Program, payment standard schedules are established by bedroom size and apply to all Housing Voucher units being administered by the FMHA.

1. SINGLE PAYMENT STANDARD: In each bedroom size there shall be one payment standard. This standard will be used for new participants as well as for those moving within the Voucher Program.
2. AFFORDABILITY ADJUSTMENT:
 - a. At least annually the Executive Director shall review the amount of gross rent being paid by Voucher families to determine what percentages of monthly adjusted income families in each bedroom size are actually paying for gross rent. If the Director determines that more than one-half the families in a bedroom size are paying more than 35% of their monthly adjusted income for gross rent then the Director shall determine if, and how

much an Affordability adjustment should be made. In making that determination the following shall be considered:

- 1) The length of time it takes Voucher families to find units and how many cannot find housing; the availability of modest, affordable units in the bottom half of the rental market.
 - 2) The contract rents for units on the open market as well as units on the Section 8 Program.
 - 3) The impact on gross rents of any anticipated utility rate increases.
 - 4) The type of structures and the quality of the neighborhoods where units are rented by Voucher families who pay more than 50% for rent and utilities.
 - 5) The financial impact on FMHA's voucher program if the Payment standard is raised.
 - 6) The date of the last Affordability adjustment for the bedroom size in question. Unless extreme changes in the market have cut the availability of affordable units, a bedroom size payment standard shall not be raised if it has been raised within the last two years.
- b. If the Director determines from studying the above data that Voucher participants in certain bedroom sizes do not have freedom of choice in selecting modest units without incurring a high rent burden then the following guidelines shall be used in establishing the new Voucher Standard:
- 1) An Affordability adjustment will be set anywhere between the initial standard and the FMR, or HUD-approved community-wide exception rates, currently in effect.
 - 2) The amount of the adjustment will not be so high that it raises significantly the number of families who will be paying less than 30% of adjusted income for rent.
 - 3) The long-range financial effect of raising one or more Payment Standards shall not require a significant reduction in the number of families served over the course of the ACC.
- c. Whether an adjustment in one or more payment standards is made or not, the Director shall keep all data regarding the above and a written explanation of the basis for the decision to adjust or not adjust the payment standard.
3. REGULATION CHANGES: Changes in Federal Regulations regarding payment standards and affordability adjustments will automatically be incorporated into this section.

K. REVIEW OF FAMILY CIRCUMSTANCES, RENTS, UTILITIES AND HOUSING QUALITY

1. ANNUAL RE-EXAMINATIONS:

- a. Re-examination of family income, composition and the extent of eligible medical or other unusual expenses incurred by the family shall be made by the FMHA at least annually.
- b. Appropriate redetermination shall be made by FMHA of the amount of Total Tenant Payment and the amount of the housing assistance payments, all in accordance with schedules and criteria by HUD.
- c. FMHA will determine whether a dwelling unit is decent, safe and sanitary by reason of an increase in family size; if not, the family and the FMHA shall try to find an acceptable unit as soon as possible.

2. UTILITY ALLOWANCE ADJUSTMENTS: At least annually, FMHA shall determine whether there has been a substantial change in utility rates or other change of general applicability and whether an adjustment is required in the allowance of utilities and other services. Taking into consideration size and type of dwelling units and other pertinent factors, and shall furnish HUD with a copy of the adjusted schedule. The Executive Director shall be responsible for the annual review of utility allowances.
3. FMR ADJUSTMENTS: If FMHA finds that utility cost changes are causing substantial difficulties in leasing decent, safe, and sanitary housing within the existing fair market rent limitations, FMHA shall furnish appropriate documentation to HUD with a request for the consideration of the need for a change in the fair market rents.
4. RENT ADJUSTMENTS:
 - a. Certificates Contract rents may be adjusted on or after, the anniversary date of the HAP Contract upon the written request of the owner provided that the unit is in safe and sanitary condition and that the owner is otherwise in compliance with the terms of the lease. Any and all adjustments will be made in accordance with 24 CFR Section 882.108.
 - b. Vouchers: Annual rent adjustments for families leasing through the Voucher program are not controlled by the Authority. They are negotiated between the owner and the family. However, the owner will be required to send the FMHA notification of a rent raise for a family with a Section 8 Voucher.
5. HQS REINSPECTIONS:
 - a. In addition to the initial inspection, FMHA will inspect each dwelling leased to an eligible family at least annually and at such other times as may be necessary to assure that the owner is meeting his or her obligations to maintain the unit in a safe and sanitary condition and to provide the agreed upon utilities and other services.
 - b. FMHA will take into account complaints and any other information coming to its attention in scheduling inspections. All complaints by families concerning compliance by the owner with FMHA housing quality standards shall be retained in the FMHA files for three years.

L. TERMINATION AND FAMILY MOVES

1. Prior to the issuance of the Certificate or Voucher, a family will be briefed concerning the term of the lease and the responsibility to fulfill the lease requirements and the lease term. They will also be informed of the possible consequences if they break the lease by moving before the end of the term. (III C)
2. The annual review will be at least three months prior to the end of the term, thus enabling the family to be given another 60 day Certificate or Voucher if they desire to move.
3. The family and owner will also be informed that if the home is not kept up to HQS by the owner or if the family size changes enough to require a family to move, the contract will be terminated by the Housing Authority as described in the HAP Contract.
4. If the family vacates the unit for any reason during or at the end of the lease term the family will be required to make restitution to the Housing Authority for any damages, unpaid rent or vacancy as outlined in III C. of this plan.
5. In all cases, both the family and the owner will be reminded that their rental relationship is the

same as it would be without the Section 8 assistance. Owners and renters will be encouraged to solve their own disagreements. However, the Housing Authority will be glad to act as a mediator if the parties cannot solve their differences. The goal of the Authority will be to prevent evictions or contract terminations.

M. PORTABILITY/VOUCHERS STATUTORY CERTIFICATES AND VOUCHERS

1. VOUCHERS For the Voucher Program, if a family wishes to move out of the area in which the FMHA has determined that it is able to enter into contracts and wishes to continue receiving assistance, the Portability feature allows a participating Housing Voucher family to move from one Housing Voucher jurisdiction to another. The PHA which issues the family a Voucher is the "Initial" PHA and the PHA that accepts the Housing Voucher family is the "Receiving" PHA. The following procedures and regulations apply to the Voucher Portability feature:
 - a. A family must be a Voucher program participant or have been issued a Voucher from the Initial PHA to be eligible for the Portability feature.
 - b. Since the FMHA, a PHA administering a Housing Voucher program, MUST accept Housing Voucher families who wish to move into its jurisdiction, it will either bill the Initial PHA for housing assistance on behalf of the family or issue a Voucher or Certificate under the FMHA's ACC.
 - c. The FMHA will deny a Voucher family's request to move from the Jurisdiction of the FMHA if the number of FMHA portable Vouchers would exceed 15% of the total units under lease in the Voucher Program.
 - d. If it is determined that the family is eligible to move under the Portability feature, the FMHA will contact the Receiving PHA notifying them that the family is eligible for assistance and that a Voucher has been issued.
 - e. While a family is eligible to move more than once under the Portability feature, they will not be permitted to move more than once in any 12-month period.
 - f. No Voucher shall be issued under this section if the applicant owes unpaid rent or other charges to the FMHA or if they vacate their unit in violation of their lease, unless arrangements acceptable to the FMHA have been made for repayment.
 - g. The Initial PHA will determine the family's eligibility for a Section 8 Voucher and the Receiving PHA will recertify the family's income to calculate the housing assistance payment based on the applicable payment standard in effect at the Receiving PHA.
 - h. The FMHA will provide detailed accounting for billing of fees to other PHA's as instructed by HUD.
2. STATUTORY CERTIFICATES and VOUCHERS: Any family assisted by the FMHA under the Certificate or Housing Voucher programs may receive such assistance to rent an eligible dwelling unit if the dwelling unit to which the family moves is within the State of Ohio.

In administering statutoring portability the following shall apply:

- a. An applicant who has been issued a Certificate or Voucher by the FMHA is not required to live within jurisdiction of the FMHA before moving with the Voucher or Certificate within the State of Ohio.
- b. The FMHA will not limit how many Certificates or Vouchers are used in Statutory Portability.
- c. A family may move with Statutory Portability only once per year and each move must be

within Ohio.

- d. If it is determined that the family is eligible to move under the Statutory Portability feature, the FMHA will contact the Receiving PHA notifying them that the family is eligible for assistance and that a Certificate or Voucher has been issued.
 - e. No Voucher or Certificate shall be issued under this section if the applicant owes unpaid rent or other charges to the FMHA or if they vacate their unit in violation of their lease, unless arrangements acceptable to the FMHA have been made for repayment.
 - f. The initial PHA will determine the family's eligibility for a Section 8 Voucher or Certificate and the Receiving PHA will recertify the family's income to calculate the housing assistance payment based on the applicable payment standard in effect at the Receiving PHA.
 - g. The FMHA will provide detailed accounting for billing of fees to other PHA's as instructed by HUD.
 - h. Any other regulations for housing voucher portability found in 24 CFR 887 Subpart L apply except:
 - 1) The FMHA will assume the responsibilities of the Initial PHA towards families moving into its jurisdiction from another PHA in Ohio. The FMHA will either bill the original Initial PHA for the housing assistance payments on behalf of the family or may provide assistance to the family using funding under its ACC.
 - 2) If a FMHA Voucher holder wishes to move to a jurisdiction in Ohio that does not have a PHA with a Certificate or Voucher program then the FMHA will fulfill the PHA responsibilities under the Voucher or Certificate programs and provide assistance to the family at the new dwelling unit. If possible, the FMHA will contract with the nearest PHA to perform HQS inspections and other responsibilities.
3. **ABSORBING CERTIFICATES/VOUCHERS:** To provide area-wide housing opportunities for families, FMHA will take any Certificate/Voucher transferring into FMHA's jurisdiction. If FMHA has a Certificate/Voucher available, the Housing Authority will issue it's own Certificate/Voucher, and will return the original Certificate/Voucher to the issuing Housing Authority. The family receiving the new Certificate/Voucher does not have to be on the Housing Authority's current waiting list to receive the Certificate/Voucher.

N. INTERIM REDETERMINATION:

1. The FMHA requires all Section 8 Program participants to report, within 10 days, any changes in family composition, all increases in monthly income and all decreases in allowable medical or unusual expenses.
2. When the family signs the lease, they shall be informed that they may not have any other persons move into their home, other than those listed in the lease, without the written permission of the landlord and the FMHA. A person shall be determined as having moved in with a family if he/she stays longer than 21 days within a 30 day period, has no permanent address, moves personal items into the home and sleeps at night in the home, uses that address as his/her mailing address, or if it has been proved in any way that he/she is a resident of that home.
3. The Total Tenant Payment established at initial program participation or at an annual recertification will remain in effect for the period between annual redetermination unless during that period:
 - a. A person with income joins the family as approved by the FMHA. In this situation a

redetermination will be done which will count all family income whether or not a portion of earned income had not been counted previously and a new lease/HAP contract will have to be executed.

- b. A family member begins receiving regular payments (unearned income) from an outside source (Welfare, Unemployment, Social Security, etc.). In this situation the interim will be based on the amount of income used in determining the last TTP plus the new 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 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 re-exam TTP 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 the 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. If the family does not report a raise in income within 10 days of receipt of the first payment of the additional income, they will receive a letter to meet with the Authority to discuss the requirement to report ALL income within 10 days. If the family meets with the Authority and later does not report another raise in earned income, then an interim will be performed and the TTP adjusted according, regardless of the source of the net income. (See part 1. of this section.) 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.
 - g. If a family member receives a raise in an unearned source of income an interim redetermination will be done based upon the amount of income used in determining the last TTP plus the raise in unearned income. If the family does not report the raise in unearned income within the 10 day deadline they will be sent a termination letter, given a chance for a hearing, and be required to execute a repayment agreement with the Housing Authority for any retroactive rent that should have been paid by the family.
 - h. In the above situations, an Interim re-examination will only be done in those cases in which the increase or decrease in the HAP will amount to more than \$40.00.
4. 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.
 5. 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 after the 25th of the month and reported to the FMHA 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 timewise to make such a change after the 21st, to postpone the change to the following month.
 6. An interim will be done whenever a family reports a change (increase or decrease) in income

that is from a source deemed "seasonal employment" by the Housing Authority.

7. If it is determined that the family's failure to report an income or family size change was deliberate, then the FMHA will determine that the family has violated the terms of the Section 8 Program and the family's assistance will be terminated according to Section III. C. 3. of this Plan.
8. Lump Sums: A lump sum is an amount received as the start of a periodic payment. In determining the effect of lump sums in interim redetermination the following shall apply:
 - a. The lump sum will not be included in annual income.
 - b. If the lump sum is deposited into a saving account which draws interest, the lump sum will be counted as an asset and will be calculated accordingly.
 - c. Medical Deductions: Medical expenses which become allowable deductions because a family receives a SSI lump sum will be counted as of the date that an interim or recert that includes the lump sum is effective. If necessary, the family will be given three months after the date of the recert or interim appointment to collect receipts to prove any medical expenses not verified through a third party.

O. EVICTIONS

1. The owner and family will be informed at the time the contracts are signed that the owner has the right to evict without FMHA approval. The owner will be reminded that he/she must follow state and local laws in evicting.
2. The FMHA will also inform the owner that it requires a notification of eviction in writing according to the terms in the HAP Contract. This prior notice will enable the Housing Authority to determine "just cause" and actual move-out date in cases of vacancy claims, give the Housing Authority time to monitor HAP payments to prevent payment for a unit where the family has moved, and allow a chance for the HA to try to work out an equitable solution with both parties before the eviction proceedings occur.
3. The family will be informed that it must inform the FMHA of any anticipated eviction as soon as it is aware of the proceedings.
4. If the landlord fails to give the Housing Authority the proper notification of intent to evict the Housing Authority may deem the owner ineligible for vacancy claims under the HAP Contract.
5. The owners and families will be encouraged to let the Housing Authority know of any problems that may lead to an eviction as soon as they occur. The FMHA will try to ascertain the cause of the difficulty between the owner and the family and, if appropriate, will counsel the family regarding its responsibilities under the lease. When an eviction is inevitable, the FMHA will issue the family a Certificate or Voucher (according to III. F. 2. of this plan) and will help the family find a new home in an attempt to prevent a court eviction. The family will be informed of the consequences of vacating the property owing the owner back rent or damage claims. (See *III C. 2 of this Plan.*)

P. OWNER VACANCY AND DAMAGE CLAIMS

1. CLAIMS FOR LOSS OF RENT
 - a. If an eligible family vacates its unit in violation of the provisions of the lease or tenancy agreement, the owner shall receive the HAP due under the HAP Contract for the period of the month that the unit is vacant.

- 1) A unit will not be considered vacant unless the family has returned the keys or the owner has obtained possession of the property. The date of vacancy shall be determined as that date on which one of these occurs.

However, in cases where the FMHA has reason to believe the unit is vacant and the owner refuses to take possession the FMHA shall end the contract effective thirty days from the date of contract termination notice to landlord. Date of vacancy in this case shall be the date the FMHA first received information that the unit was unit was vacant.

- 2) When the initial one-year lease term has expired and either party may terminate the lease with 30 days notice to the other party, the vacating of the property by the tenant shall be considered notice of intent to vacate in the absence of any other notice. Therefore, the lease will expire 30 days after the tenant moves, unless the tenant has given the owner a prior notice to the contrary.
 - b. When a family vacates a unit without notice, the owner will receive the HAP for the month in which the family vacated the unit. The owner will not receive an additional payment for any period after the month the unit is vacated.
2. REISSUANCE OF CERTIFICATES AND VOUCHERS: If the HAP Contract is terminated and a family does not continue in the Section 8 Program, the FMHA shall:
 - a. Hold the Certificate/Voucher for a 90 day period before reissuing the Certificate/Voucher. Once the 90 day holding time has expired, the Certificate/Voucher will be issued to the next eligible family on the waiting list. The Section 8 Coordinator will keep a log of all transactions regarding the holding period and reissuance of Certificates/Vouchers.
 - b. Make known to current Certificate and Voucher holders who have not located a suitable unit the availability of the vacated unit.

Q. COMPLAINTS AND APPEALS

1. Every applicant will be notified of his or her right to appeal a finding of ineligibility in any FMHA program. Such notice shall include instructions as to the procedure for requesting an informal review, which shall be a written request for an informal review to be received at FMHA within ten days of the date of notification of ineligibility. Arrangements for hearing the appeal or complaint shall be made within ten days of receipt of the request, and the FMHA Director shall personally hear the complaint within ten days. One other FMHA employee should be present at the hearing. If the complaint is not satisfactorily resolved by the hearing before the Director, the Director shall inform the applicant of their right to present the complain to the Board of Commissioners and to HUD and shall assist the applicant in pursuing these rights if the applicant desires.
2. Participants may request an informal hearing for FMHA decisions relating to the following:
 - a. Calculation of the Total Tenant Payment or Tenant Rent.
 - b. Denial or termination of assistance.
 - c. Determination of bedroom size.

The informal hearing request must be made in writing to the FMHA within a ten-day time period after receiving written notification from the FMHA of action to be taken. The FMHA will schedule the hearing within 10 days of receipt of the written request.

Informal hearings will be conducted at the office of the FMHA. The Hearing Officer will be designated by the FMHA and will be someone other than the person who made or approved

the decision and their subordinates. The Hearing Officer will issue a final decision within one week following the informal hearing with a copy of the decision being sent to the participant. The FMHA shall retain for three years a copy of the application, the notification letter, the applicant's response, if any, the record of any informal hearing, and a statement of final disposition.

Any complaint by families concerning compliance by the owner with Housing Quality Standards will be investigated and the results of the investigation will be made to the owner in writing. If the owner fails to take corrective action within the time prescribed in the notice, the FMHA may exercise any of its rights or remedies under the contract, including abatement of housing assistance payments. If the family wishes to be re-housed in another dwelling unit and the FMHA terminates the Housing Assistance Payments Contract, the FMHA shall issue to the family another Certificate or Voucher. All complaints concerning compliance by the Owner shall be retained in the files for three years.

Current tenants who are deemed ineligible by reason of income shall be permitted to remain in the unit as an unassisted tenant. The termination of eligibility at such point shall not affect the family's other rights under its lease nor shall such termination preclude resumption of payments as a result of subsequent changes in income or rents or other relevant circumstances during the term of the Contract.

R. MONITORING PROGRAM PERFORMANCE

As a monitoring tool, the FMHA will analyze its leasing program at monthly intervals by conducting the S-8 Supervisory five (5) percent quality control inspections and maintenance of these records, to determine whether its activities are proceeding in such a manner as to meet its goals as specified in its approved HUD leasing schedule.

1. A record of all unit bedroom sizes leased will be kept in such a way that FMHA will be able to determine what unit size in the Program needs special attention and effort to meet its program mix.
2. If, in any given quarter, determination is made that unit quota is not being met, than the next quarter the quota will be increased to compensate for the previous quarter.
3. The following data will be collected to determine the weakness of the program in meeting its leasing schedule: (If in any one of these areas a determination has been made, then these problems will be corrected to insure FMHA's meeting its leasing schedule.)
 - a. Lack of units in locality that meet the HQS;
 - b. Lack of owners' understanding of and cooperation with the program;
 - c. Inadequacy of the fair market rents and utility allowances;
 - d. Inappropriate scheduling of issuance of certificates in regard to available staff time.
4. Contingency plans would be:
 - a. Increase efforts to encourage owner participation in the program.
 - b. Justify an increase in fair market rents.
 - c. Review scheduling of issuance of Certificates and Vouchers.

NOTE: FEDERAL REGULATIONS CHANGE FREQUENTLY. ANY REGULATION CHANGE THAT AFFECTS THIS ADMINISTRATIVE PLAN WILL BECOME EFFECTIVE WITH THE DEADLINE ESTABLISHED BY HUD REGARDLESS OF WHAT IS CONTAINED WITHIN THIS PLAN.

Executive Director

Adopted: August 4, 1992

Amended: October 19, 1993
September 22, 1995
June 23, 1997

ADMINISTRATIVE PLAN CHANGES

PAGE	CHANGE
Entire Plan	Elimination of Federal Preferences
Entire Plan	Separation of Individual Plans
	Family Self-Sufficiency Plan
	HOPE for Elderly Independence Plan
	Family Unification Plan

**FAYETTE METROPOLITAN HOUSING
AUTHORITY**

**ADMISSIONS
AND
CONTINUED OCCUPANCY
POLICY**

A.C.O.P.

Adopted

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PURPOSE OF A.C.O.P. POLICY

The purpose of this policy is to establish guidelines for the Fayette Metropolitan Housing Authority staff to follow in determining eligibility for admission to and continued occupancy in the Housing Authority programs. The basic guidelines for this policy are governed by requirements of the Department of Housing and Urban Development (HUD), with latitude for local policies and procedures. The Policies and Procedures governing Admissions and Continued Occupancy are outlined in this policy and these requirements are binding upon applicants, residents and this HA alike. Notwithstanding the above, changes in applicable federal law or regulations shall supersede provisions in conflict with this policy.

Federal Regulations shall mean those found in 24 Code of Federal Regulations (CFR) Parts 900

OUTREACH

A. Landlords

1. Contacts with potential landlords will be made through press releases, appearances on local radio talk shows, and presentations given by the director to various community organizations: such as, Realtors' groups, Chamber of Commerce, Rotary, etc. The FMHA will also hand out brochures at engage in community functions such as the Fayette County Fair and The Scarecrow festival. In addition, contact will be made with officials of all townships and municipalities within the FMHA enlisting their support and gaining information on possible landlords in the area of the FMHA.
2. If it is determined from past history that the FMHA is having problems with participants finding suitable rentals then a general press release will be made to all media, requesting interested landlords to contact the FMHA. If necessary, a meeting will be scheduled with those responding and other potential landlords and interested persons to inform them of the mechanics of the program and the benefits to be derived.
3. A file of potential landlords will be maintained and an update kept of all contact made with each landlord.

B. Potential Residents

1. People currently working with low-income persons through various government and service programs will be kept informed of the progress of the program and given information to be disbursed to their clients.
2. If it is determined that at any time there are not enough applicants for Section 8 assistance for the foreseeable future (one year) then a general media release will announce the availability of Section 8 rental assistance and give information on how to apply.
3. Whenever FMHA'S waiting list is of such length as to guarantee that all names will not be reached in the foreseeable future, then efforts to attract potential program participants will be discontinued. Community outreach will be reinstated when determined desirable by the FMHA.

SECTION II FAIR HOUSING POLICY

It is the policy of the HA to comply fully with all Federal, State, and local nondiscrimination laws and in accordance with the rules and regulations governing Fair Housing and Equal Opportunity in housing and employment and with the Americans with Disabilities Act.

Specifically, the HA shall not on account of race, color, sex, religion, creed, national or ethnic origin, familial status, disability or handicap, deny any family or individual the opportunity to apply for or receive assistance under HUD's Section 8 Housing Programs, within the requirements and regulations of HUD and other regulatory authorities.

To further its commitment to full compliance with applicable civil Rights laws, the HA will provide access to information to families regarding "discrimination". Also, this subject will be discussed during the briefing session and any complaints will be documented and made part of the applicant's/tenant's file.

Also the Executive Director of the HA is a permanent member of the Board of Fair Housing for Fayette County.

SECTION III PRIVACY RIGHTS

Applicants will be required to sign the Federal Privacy Act Statement/Authorization to Release Information statement which states under what conditions HUD will release tenant information.

Requests for information by other parties must be accompanied by a signed release request in order for the HA to release any information involving an applicant or participant, unless disclosure is authorized under Federal or State law or regulations.
(Reference HUD Form 9886)

SECTION IV DEFINITION OF TERMS

Adjusted family income – income on which total tenant payment is to be based and means the total annual income less any allowable deductions.

Adult – person who has reached his/her 19th birthday or 18 years of age and married or who has been relieved of the disability of non-age by the juvenile court.

Child – member of the family, other than the family head or spouse, who is under 18 years of age.

Dependent – a member of the family other than the head or spouse who is under 18 years of age or is a person with a disability, or a full-time student. (foster children are not dependents)

Disabled person – a person having a physical or mental impairment which:

Substantially impedes his/her ability to live independently, and
Is expected to be of long-continued and indefinite duration
Is of such a nature that such disability could be improved by more suitable housing conditions.

Elderly person – a person who is at least sixty-two (62) years of age.

Family - A family may be a single person or a group of persons. Within the guidelines of these regulations the FMHA shall define a FAMILY as:

- A. Two or more persons (with or without children) who will live together regularly in the dwelling unit and:
- (1) Are related by blood, marriage, adoption, guardianship, or;
 - (2) Give evidence of a stable relationship that has existed over a period of time, between persons eligible for marriage pursuant to Ohio law.

- a. Temporary absence of a child from the home to placement in foster care shall not be considered in determining family composition and size.
- b. A single woman who is pregnant shall be counted as a family. (NOTE: The pregnancy must be verified as outlined in Section III, Part E. 4. of this Plan).
- c. Elderly Family
 - 1. A family whose head, spouse or sole member is at least 62 years of age.
 - 2. Two or more persons at least 62 years of age living together.
 - 3. One or more persons at 62 years of age living with one or more live-in aides.
- d. Near Elderly Family
 - 1. A family whose head, spouse, or sole member is at least 50 years of age, but below the age of 62; or
 - 2. Two or more persons at least 50 years of age, but below the age of 62, living together; or
 - 3. One or more persons at least 50 years of age, but below the age of 62, living with one or more live-in aides.
- e. Single Person Family
 - 1. May be an elderly person (62 and over);
 - 2. A displaced person;
 - 3. A disabled person; or
 - 4. Any other single person who is not elderly, disabled, or displaced.
- f. Disabled Family
 - 1. A family whose head, spouse or sole member is a person with disabilities.
 - 2. Two or more persons with disabilities living together.
 - 3. One or more persons with disabilities living with one or more live-in aides.
- g. Displaced Family
 - 1. A family in which each member or sole member is a person displaced by governmental action.
 - 2. A person who's dwelling has been damaged or destroyed by a formally recognized disaster.

Head of Household – Adult member of the family who is primarily responsible and accountable for the family.

Interim Redetermination – Changes of rent between admissions and reexaminations and the next succeeding reexamination.

Live-in-aide – A person who resides with an elderly, disabled, or handicapped person or persons and who is determined by the HA to be essential to the care and well-being of the person and is not obligated for support.

Minimum rent – families assisted under the Section 8 program must pay a monthly “minimum rent” from \$0 to \$50.00. The minimum rent established by this HA is \$25.00.

Monthly Adjusted Income – One-twelfth of Adjust Annual Income.

Monthly Income – One twelfth of Annual Income.

Net Family Assets – the net cash value after deducting reasonable costs that would be incurred in disposing of real property, checking and savings accounts, stocks, bonds, cash on hand, and other forms of capital investment.

Recertification – the process of securing documentation which indicates that tenants meet the eligibility requirements for continued occupancy. Also call reexamination.

Spouse – the legal wife or husband of the head of household.

Tenant rent – the amount payable monthly by the family as rent to the landlord.

Total annual income – the anticipated total family income from all sources received by the family including all net income derived from assets for a 12 month period.

Utility allowance – the cost of utilities for an assisted unit that is not included in the rent and is the responsibility of the family and estimated by the HA and approved by HUD of the monthly cost of a reasonable consumption of such utilities.

SECTION V ADMISSION

Families wishing to apply for Section 8 rental assistance shall complete a pre-application to be placed on the waiting list.

Pre-applications are accepted at the Fayette Metropolitan Housing Authority 121 E. East Street Washington CH Ohio.

Pre-applications may be made in person at the HA during specified dates and business hours posted at the HA's Office. Also pre-applications may be mailed if the person wishing to apply does not have transportation. Any persons needing assistance in filling out the application may make arrangements with HA personnel.

The pre-applications are dated, time-stamped, and processed.

Opening the waiting list

The HA will make known to the public through publication in a newspaper of general circulation the fact that pre-applications for the Section 8 rental assistance waiting list is being opened.

Closing the waiting list

The HA may suspend taking applications if the waiting list has enough possible applicants on the waiting list that the applicants would have to wait for a 2 year period before receiving assistance. The HA will make known to the public through publication in a newspaper of general circulation the fact that applications for Section 8 rental assistance are being suspended.

SECTION VI MISSED APPOINTMENTS

If an applicant or tenant fails to keep an appointment without notifying the HA and without re-scheduling the appointment the HA will send a notice of termination. The applicant will be given an opportunity for an informal hearing, as appropriate pursuant to the grievance process. If an applicant claims they did not receive a letter mailed by the HA, that requested the applicant to provide information or to attend an interview, the HA will determine whether the letter was returned to the HA. If the letter was not returned to the HA, the applicant will be assumed to have received the letter.

If the letter is returned to the HA the applicant must provide proof that they are living at the address to which the letter was sent then the applicant will be reinstated.

SECTION VII MISREPRESENTATION BY THE APPLICANT OR TENANT

If an applicant or tenant is found to have willfully misrepresented at any time information that resulted in the applicant or tenant being classified as eligible the applicant will be declared ineligible and the lease and/or application will be terminated. If the tenant paid a lower rent than was appropriate, the tenant shall be required to pay the difference between the actual payments and the amount which should have been paid. In justifiable instances, the HA may take such other actions as it deems appropriate, including referring the tenant to the proper authorities for possible criminal prosecution.

SECTION VIII ADMISSION ELIGIBILITY AND CRITERIA

All families who are admitted to the Section 8 rental assistance program must be determined eligible under the terms plan and must meet the following requirements:

- A. The applicant must qualify as a family as defined in the definitions section.
- B. The applicant family's Total annual income as defined in the definitions section must not exceed income limits established by HUD for Section 8 rental assistance.
- C. The applicant must be 18 years of age or a person that has been relieved of the disability of non-age by court action.

Documentation for eligibility determination may include be are not limited to documents for the applicant, landlords, employers, family social workers, parole officers, court records, drug treatment centers, clinics, physicians or police departments where warranted by particular circumstances. Information regarding the acceptance or denial of an applicant shall be copied and placed in the applicant's file.

Ineligible applicants will be informed and the reasons stated in writing. The applicant will be given 10 days from the date of the termination letter to request an informal hearing. The request for the hearing must be in writing. The letter must be received by the HA within the 10 day time frame.

An eligible person must be a United States citizen, national, or in a certain category of eligible non-citizens.

When an applicant becomes a tenant in the Section 8 rental assistance program the head of household must request permission to add another person to the lease from the landlord and the HA. The person being added must meet all eligibility requirements.

SECTION IX VERIFICATION AND DOCUMENTATION

Families are required to provide Social Security Numbers for all family members age 6 and older prior to admission. Verification will be done through the providing of a valid Social Security card issued by the Social Security Administration.

Other documentation that may be accepted as proof of Social Security Numbers until the valid Social Security card can be provided are:

- Drivers license that has the SSN
- Identification card issued by a Federal, State or local agency
- Identification card issued by an employer or trade union
- Identification card issued by a medical insurance company
- Earnings statements or payroll stubs
- Bank statements
- IRS Form 1099 or W-2 Form
- Benefit award letters from government agencies
- Medicaid Cards
- Unemployment benefit letter
- Retirement benefit letter
- Life insurance policies
- Court records such as real estate, tax notices, marriage and divorce, judgment or bankruptcy records
- Verification of Social Security benefits with the Social Security Administration

Applicants will not be determined eligible until the documentation is provided and verified. The applicant will retain their position on the waiting list during this period. The applicant will be given a reasonable time to furnish the documentation before losing their place on the waiting list and time may be extended if an extension is required. The decision will be made by the HA representative and documented in writing and placed in the applicant's file.

Other documentation that may be required to determine eligibility:

- Ohio Works First
- Birth Certificate or Drivers License that displays the date of birth and/or forms that are issued by a Federal, State, City or County Agency that displays the date of Birth.
- Child care verification
- Employer's Verification
- Social Security Benefits
- Assets Verification
- Supplemental Social Security Income Benefits
- Unemployment Compensation
- VA Benefits
- Divorce papers
- Child Support Verification
- Income tax statements
- Any other reasonable information needed to determine eligibility.

Once all information is verified, the HA will calculate to ensure the client is eligible and notification in writing will be sent scheduling the briefing

SECTION X GROUNDS FOR DENIAL OF ADMISSION

A. The HA is not required nor obligated to assist families who:

1. Owes moneys to the HA or any other federally subsidized housing program, the applicant will be declared ineligible. At the HA's discretion the applicant may be declared eligible upon payment of debt, with the date and time of application being the time of payment and meeting other criteria.
 2. Committed acts that would constitute fraud in connection with any federally assisted housing program.
 3. Did not provide information required within the time frame specified during the application process.
 4. Convicted of drug-related criminal activity or violent criminal activity. The HA shall prohibit admission to any household that includes any individual who is subject to a lifetime registration requirement under a state sex offender registration program.
 5. The applicant family must have properly completed all application requirements including verifications. Intentional misrepresentation of income, family composition or any other information affecting eligibility will result in the family being declared ineligible. In the event the misrepresentation is discovered after admission, the lease will be terminated for such misrepresentation.
 6. If the applicant is a former Section 8 participant who vacated the unit in violation of his/her lease, the applicant may be declared ineligible.
 7. If the HA determines that a person is illegally using a controlled substance or abuses alcohol in a way that may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents. The HA may waive this requirement if:
 - a. The person demonstrates to the HA's satisfaction that the person is no longer engaging in drug related criminal activity or abuse of alcohol;
 - b. Has successfully completed a supervised drug or alcohol rehabilitation program;
 - c. Has otherwise been rehabilitated successfully; or
 - d. Is participating in supervised drug or alcohol rehabilitation program.
- B. If an applicant is denied admission, the HA will notify the applicant, in writing, of its determination and inform the applicant that they have an opportunity for an informal hearing of such determination. The letter will allow the applicant to request in writing an informal hearing within ten calendar days of the date of the denial letter.

SECTION XI TENANT SELECTION

- A. Equal Opportunity – This HA will not discriminate on the basis of race, color, religion, sex, handicap, familial status or national origin and shall not deny any family the opportunity of applying for admission nor shall it deny any eligible applicant the opportunity to receive rental assistance.
- B. Selection Process – Tenants shall be selected from among eligible applicants on the proper waiting list according to the date and time of the application.

An applicant can reject an offer for assistance 3 times without losing their place on the waiting list. When an applicant rejects the offer, documentation of the date, time, and notes of the rejection will be placed with the applicant's pre-application. If the applicant rejects the offer on the third time a notice will be sent to the applicant terminating their position on the waiting list.

SECTION XII BRIEFING OF FAMILIES

Purpose of the briefing – is to cover the occupancy requirements for the tenants. The briefing is conducted as follows:

- A. Once the HA determines that an applicant is eligible and the applicant's name reaches the top of the proper waiting list, the HA shall schedule a briefing.

- B. All adult members are required to attend the briefing. No HAP payments will be made for the family unless the family is briefed. Failure to attend the scheduled briefing without notifying the Housing Authority will result in termination and the applicant will have to reapply.
- C. At the briefing, the rules and regulations of participation on the Section 8 rental assistance program will be explained in detail to the applicants. Applicants are encouraged to participate in the briefing with questions or comments regarding the rental assistance program.
- D. The signing of all required forms is to be handled at the end of the briefing.

SECTION XIII ANNUAL INSPECTIONS OF SECTION 8 UNITS

The HA has a system in place that documents the inspection of all units. If the inspection does not pass, a housing discrepancy letter is typed stating the discrepancies that must be repaired. A copy of the letter is sent to the landlord and one to the tenant. The landlord has 30 days to repair the discrepancy. If the discrepancy is the tenant's responsibility, the tenant must pay for the repair. The HA has a system to track each inspection. The inspection sheet used by the HA meets the requirements of the Section 8 Housing Quality Standards.

SECTION XIV TYPE OF INSPECTIONS

An authorized representative of this HA shall be obligated to inspect the unit. There shall be an adult representing the family and/or the landlord or manager of the unit present for all inspections. For initial inspections, the date and time is scheduled with the applicant and the landlord. Recertification (or annual) inspections or special inspections are scheduled with the tenant.

- A. Annual Inspections - The HA inspections 100% of the units annually using standards that meet Housing Quality Standard (HQS) Inspections.
- B. Special Inspections – When the tenant or landlord expresses to the HA that there is a discrepancy in the unit HA will schedule the inspection with the tenant (regardless if it is not time for the recertification inspection). If the inspection does not pass, a housing discrepancy letter is typed stating the discrepancies that must be repaired. A copy of the letter is sent to the landlord and one to the tenant. The landlord has 30 days to repair the discrepancy unless the discrepancy is life-threatening then it must have immediate attention. If the discrepancy is the tenants responsibility, the tenant must pay for the repair.

SECTION XV DETERMINATION OF RENT, RECERTIFICATION OF INCOME AND FAMILY CIRCUMSTANCES.

A. Determination of rent

Rent as fixed at admission or annual recertification will remain in effect for the period until the next annual recertification unless any of the following changes in family circumstances occur. Also, the tenant agrees to report, in writing and provide certification following any change in annual income within ten (10) calendar days of the change. Rent remains in effect for tenants for the year unless they are participants of the Family Self-Sufficiency program.

1. Loss or addition of family composition of any family member through birth, death, divorce, removal of other continuing circumstances and the amount, if any, of family member's income;
2. To correct errors made at admission or recertification that shall be retroactive to the date of error.
3. The HA must lower the rent for a family whose income is reduced unless the income is reduced of a fraudulent act on the part of a family member.

B. Annual recertification

1. Once each year or as required by this HA, each family will be required to furnish information for recertification. Verifications acceptable to the HA shall be obtained and determinations made. Failure or refusal of tenant to report the necessary information, the HA may terminate the lease. This recertification shall be done within 120 days of the annual recertification date.
2. Records shall be maintained to insure that every tenant is being recertified within a twelve-month period.
3. Upon completion of recertification and verification, tenant shall be notified, in writing, no later than thirty days prior to the effective date of the following:
 - a. Any change in rent and the date on which it becomes effective.
 - b. Any change required in the size of dwelling unit occupied.
 - c. Any instance of misrepresentation or noncompliance with the terms of the lease and the corrective action to be taken.
4. If this HA determine that the size of the unite is no longer appropriate for the tenant's needs the tenant may be required to move to another unit.

C. Effective dates of redetermination of rent:

1. Any decrease in rent resulting for any decrease in family income will be made effective the first of the month following the date the decrease in family income was reported and verified in writing.
2. Tenant agrees to pay any increase in rent resulting from the implementation of changes in rent computation or increases due to changes in regulations, policies or procedures requiring implementation by the United States Department of Housing and Urban Development (HUD).
3. If it is found that a tenant has misrepresented or failed to report facts upon which rent is based so that the tenant is paying less than the tenant should be paying, the increase in rent shall be made retroactive to the date the increase would have taken effect. The tenant will be required to pay the difference between the rent paid and the amount that should have been paid. In addition the tenant may be subject to civil and criminal penalties. Misrepresentation is a serious lease violation that may result in termination.

D. Minimum Rent Hardship

1. The HA shall immediately grant an exemption from application of the minimum monthly rent to any family making a proper request in writing who is unable to pay because of financial hardship, that shall include:
 - a. The family has lost eligibility for or is awaiting an eligibility determination from a federal, state, or local assistance program, including a family that includes a member who is an alien lawfully admitted for permanent residence under the immigration and nationalization act who would be entitled to public benefits but for Title IV of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996.
 - b. The income of the family has decreased because of changed circumstance, including loss of employment.
 - c. Other circumstances that may be decided by the HA on a case by case basis.

All of the above must be proven by the tenant providing verifiable information in writing to the HA prior to the rent becoming delinquent and before the lease is termination by the HA.

2. If a tenant requests a hardship exemption and the HA determines that the hardship to be of a temporary nature, exemption shall not be granted.

E. Reduction of Ohio Works First (OWF) Benefits

If the tenant requests an income re-examination and the rent reduction is predicated on a reduction in tenant income from OWF benefits the request will be denied, but only after obtaining written verification from the welfare agency that the families benefits have been reduced because of:

1. Noncompliance with economic self-sufficiency program or;
2. Work activities requirements or;
3. Because of fraud.
4. Families whose welfare assistance is reduced specifically because of fraud or failure to participate in an economic self-sufficiency program or comply with a work activities requirement will not have their rent reduced.

SECTION XVI LEASE TERMINATION

All lease terminations will be processed in accordance with the HA's current lease and grievance procedure.

SECTION XVII COMPLAINTS AND GRIEVANCE PROCEDURES

Complaints and grievance procedures shall be accomplished in accordance with the HA approved grievance procedure. The grievance procedure is incorporated into this document by reference and is the guideline to be used for grievances and appeals.

SECTION XVIII SECURITY DEPOSITS

The security deposit is paid to the landlord and shall not be more than the amount equal to one month's rent.

SECTION XIX OCCUPANCY GUIDELINES

There shall not be more than two persons per bedroom of the unit to prevent overcrowding.

SECTION XX COMPLIANCE WITH EQUAL OPPORTUNITY REQUIREMENTS FOR POSTING REQUIRED INFORMATION

There shall be maintained in the HA's office the following materials:

- A. Statement of Policies and procedures governing admission and continued occupancy policy (acop) this policy also outlines the HA's tenant selection plan.
- B. Open Occupancy Notice (Applications being accepted and /or not accepted)
- C. Income Limits for Admission
- D. Utility Allowances
- E. Lease
- F. Grievance Procedure
- G. Fair Housing Poster
- H. "Equal Opportunity in Employment" Poster

I. Any current "Tenant Notices"

SECTION XXI PET RULE

It is at the landlord's discretion for allowing pets in their units.

FAYETTE METROPOLITAN

HOUSING AUTHORITY

ANNUAL PLAN

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FIVE-YEAR PLAN

MISSION STATEMENT

The mission of the Fayette Metropolitan Housing Authority is to continue to promote adequate and affordable drug free, decent, safe, and sanitary housing, economic opportunity, and a suitable living environment without discrimination.

We have adopted the following goals and objectives for the next five years.

Goal one: To increase the availability of decent, safe and affordable housing in our communities.

Goal two: To expand the range and quality of housing choices available to participants in the Fayette Metropolitan Housing Authority’s tenant-based program.

Goal three: To ensure equal opportunity in housing for all Americans.

Goal four: To promote self-sufficiency and asset development of families and individuals.

Objectives: The Fayette Metropolitan Housing Authority shall achieve and sustain a utilization rate of 90% by December 31, 2004 in the tenant-based program.

The Fayette Metropolitan Housing Authority will attract 20 new landlords who want to participate in the program by December 31, 2004.

The Fayette Metropolitan Housing Authority will apply for future funding when ever possible.

In summary, we are on course to improve the condition of affordable housing in the Fayette Metropolitan Housing Authority.

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EXECUTIVE SUMMARY

The Fayette Metropolitan Housing Authority has prepared this Agency Plan in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998 and the ensuing HUD requirements.

The mission of the Fayette Metropolitan Housing Authority is to continue to promote adequate and affordable, drug-free housing, economic opportunity, and a suitable living environment without discrimination.

Our Annual Plan is based on the premise that if we accomplish our goals and objectives we will be working towards the achievement of our mission.

Some of the highlights of our Annual Plan are:

Applicants are selected from the proper waiting list in order of the date and time they applied.

We have established a minimum rent of \$25.00.

In an attempt to encourage work and advancement in the workplace, we are not requiring interim recertifications if the Section 8 participants have an increase in income. The increase will be reported at the next regular recertification.

We are going to utilize the published FMR's and exception rents as our payment standard for the Section 8 program.

HOUSING NEEDS

The Quality Housing and Work Responsibility Act of 1998 requires that housing authorities set forth in our Annual Plan a Needs Assessment of the housing needs of our jurisdiction and our waiting list.

We gathered data from our waiting lists and are consistent with the State Consolidated Plan.

The 1990 Census reported that almost half of all renters in Ohio (546,789 of 1,296,680 total renters) have incomes between 0 and 50 percent of Median Family Income (MFI). Seventy-five percent of these renters had housing problems. The biggest problem for all low-income renters is cost burden. Just over 73 percent of all extremely low-income (0 to 30 percent of MFI) renters have a cost burden greater than 30 percent.

Elderly one- and two- member rental households, small-related renter households, large-related renter households and all other renter households have high percentages of households with housing problems. Overcrowding is more of a problem for large-related renter households than for other types of renters. Cost burden is a dilemma for many of all other renter households (which includes single renters).

All extremely low-income renters were given a high priority from the state because of slow production of multifamily housing and the slow growth of the economy.

Because of the high housing cost burden experienced by many low-income families, there is a need for rental assistance. However, a formidable delivery system already exists to serve this need, specifically the HUD's Section 8 Program, which provides substantial assistance through the network of local Public Housing Authorities within the state.

The Fayette Metropolitan Housing Authority currently has 312 families waiting for rental assistance. All of the applicants are under the very low-income limit set by HUD. Of this number, 33% of the waiting list are disabled families. Additionally, 27% of the leased units on the Section 8 rental assistance program are assisting families with disabilities. We also have the Mainstream Program to help our clients with disabilities obtain housing on the Section 8 Program. We are working with other agencies to ensure that we can assist as many disabled clients as possible with the funding. We plan to lease up clients as soon as the funding is available.

The Fayette Metropolitan Housing Authority has only 5 elderly applicants on the waiting list at this time. These elderly clients are not frail elderly to be placed on the elderly waiting list. The assistance provided to the elderly by the 40 HOPE Program vouchers enables the Fayette Metropolitan Housing Authority to assist the frail elderly, therefore most of the elderly applicants are assisted shortly after they apply for rental assistance.

FINANCIAL RESOURCES

The Fayette Metropolitan Housing Authority receives financial resources through the Section 8 Rental Assistance Program, the HOPE Program and for the FSS Coordinator.

The total resources for the Section 8 Program which pays for HAP payments, utility allowance payments, rent, utilities, phone, supplies, mileage cost, equipment, salary and benefits, and other miscellaneous costs to administer the program are provided through the annual contributions contract.

ELIGIBILITY, SELECTION, AND ADMISSIONS

The policies that govern eligibility, selection, and admission in the Fayette Metropolitan Housing Authority Section 8 Program are found in the Admissions and Continued Occupancy Policy Plan and the Section 8 Administrative Plan.

RENT DETERMINATION

The Fayette Metropolitan Housing Authority operates only the Section 8 Program. We have decided to set the following rent policies for the program.

1. We are retaining the calculation of the participant's contribution at greatest of 30% of adjusted income, 10% of monthly income, or rent.
2. We are not adding any income exclusions to the statutory ones in the calculation of adjusted income because we cannot afford to do so at a time when the Federal government is under-funding housing opportunities.
3. As an incentive to help our Section 8 participants increase their income, we are not requiring that they report any increases in their income until their next regular re-certification.
4. We have determined to use the published FMR's as our payment standard. We anticipate re-examining this issue for next year's Agency Plan when the future course of the program is clearer.
5. We have established a minimum rent of \$25.00.

OPERATION AND MANAGEMENT

The Fayette Metropolitan Housing Authority has the following Policies that govern our operations:

- Admissions and Continued Occupancy Policy
- Section 8 Administrative Plan
- Check Signing Policy
- Drug Free Policy
- Equal Housing Opportunity Policy
- Fund Transfer Policy
- Natural Disaster Policy
- Personnel Policy

Copies of these policies can be found at the Fayette Metropolitan Housing Authority Office located at 121 E. East Street, Washington C.H. Ohio and are attached to this submission.

The Fayette Metropolitan Housing authority operates a tenant-based program only. It operates Section 8 Certificate and Voucher Programs and a Moderate Rehab Program. When funding for the Mainstream Program and the additional funding for the Family Unification Program are available in total for the year 2000 we will be able to assist 324 families. On an average there have been 68 Certificates, Vouchers, or Moderate Rehabs surrendered each year and new families are assisted under these programs.

Attached is an organizational chart of the Fayette Metropolitan Housing Authority.

**THE FAYETTE METROPOLITAN
HOUSING AUTHORITY
ORGANIZATIONAL CHART**

Board of Commissioners

Resident Advisory Board

Executive Director

Deputy Director

Section 8 Coordinator

Hope Coordinator

FSS Coordinator

Inspector

GRIEVANCE PROCEDURES

The Fayette Metropolitan Housing Authority will investigate and respond to complaints by participant families, owners, and the general public. The Fayette Metropolitan Housing Authority requires that complaints other than HQS violations be put in writing. Anonymous complaints are investigated whenever possible.

INFORMAL REVIEW FOR THE APPLIANT

A. The Fayette Metropolitan Housing Authority will give an applicant for participation in the Section 8 Existing Program prompt notice of a decision denying assistance to the applicant. The applicant will contain a brief statement of the reasons for the Fayette Metropolitan Housing Authority decision. The notice will state that the applicant may request an informal review within 10 business days of the denial and will describe how to obtain the informal hearing.

B. When an Informal Review is not required:

The Fayette Metropolitan Housing Authority will not provide the applicant an opportunity for an informal review for any of the following reasons:

1. A determination of the family unit size under the Fayette Metropolitan Housing Authority subsidy standards.
2. A Fayette Metropolitan Housing Authority determination not to approve an extension or suspension of a certificate or voucher term.
3. A Fayette Metropolitan Housing Authority determination not to grant approval to lease a unit under the program or to approve a proposed lease.
4. A Fayette Metropolitan Housing Authority determination that a unit selected by the applicant is not in compliance with HQS. A Fayette Metropolitan Housing Authority determination that the unit is not in accordance with HQS because of family size or composition.
5. General policy issues or grievances.
6. Discretionary administrative determinations by the Fayette Metropolitan Housing Authority.

C. Informal Review Process

The Fayette Metropolitan Housing Authority will give an applicant an opportunity for an informal review of the Fayette Metropolitan Housing Authority decision denying assistance to the applicant. The procedure is as follows:

1. The review will be conducted by any person or persons designated by the Fayette Metropolitan Housing Authority other than the person who made or approved the decision under review or a subordinate of this person.
2. The applicant will be given an opportunity to present written or oral objections to the Fayette Metropolitan Housing Authority decision.
3. The Fayette Metropolitan Housing Authority will notify the applicant of the Fayette Metropolitan Housing Authority decision after the informal review within 14 calendar days. The notification will include a brief statement of the reasons for the final decision.

INFORMAL HEARINGS FOR PARTICIPANTS

A. When a Hearing is required

The Fayette Metropolitan Housing Authority will give a participant family an opportunity for an informal hearing to consider whether the following Fayette Metropolitan Housing

Authority decisions relating to the individual circumstances of a participant family are in accordance with the law, HUD regulations, and Fayette Metropolitan Housing Authority policies.

1. a determination of the family's annual or adjusted income, and the use of such income to compute the housing assistance payment.
2. A determination of the appropriate utility allowance (if any) for tenant-paid utilities from the Fayette Metropolitan Housing Authority utility allowance schedule.
3. A determination of the family unit size under the Fayette Metropolitan Housing Authority subsidy standards.
4. A determination to terminate assistance for a participant family because of the family's action or failure to act.
5. A determination to terminate assistance because the participant family has been absent from the assisted unit for longer than the maximum period permitted under the Fayette Metropolitan Housing Authority policy and HUD rules.

In any of these cases the Fayette Metropolitan Housing Authority will give the opportunity for an informal hearing before the Fayette Metropolitan Housing Authority terminates housing assistance payments for the family under an outstanding HAP contract.

B. When a Hearing is not required

The Fayette Metropolitan Housing Authority will not provide a participant family an opportunity for an informal hearing for any of the following reasons:

1. Discretionary administrative determinations by the Fayette Metropolitan Housing Authority.
2. General policy issues or class grievances.
3. Establishment of the Fayette Metropolitan Housing Authority schedule of utility allowances for families in the program.
4. A Fayette Metropolitan Housing Authority determination not to approve an extension or suspension of a certificate or voucher term.
5. A Fayette Metropolitan Housing Authority decision not to approve a unit or lease.
6. A Fayette Metropolitan Housing Authority determination that an assisted unit is not in compliance with HQS.
7. A Fayette Metropolitan Housing Authority determination that the unit is not in accordance with HQS because of the family size.
8. A determination by the Fayette Metropolitan Housing Authority to exercise or not exercise any right or remedy against the owner under a HAP contract.

C. Notice to the Family

1. The Fayette Metropolitan Housing Authority will notify the family that the family may ask for an explanation of the basis of the Fayette Metropolitan Housing Authority determination and that if the family does not agree with the determination, the family may request an informal hearing on the decision.
2. The Fayette Metropolitan Housing Authority will give the family prompt written notice that the family may request a hearing within 10 business days of the notification.

D. Hearing procedures

The Fayette Metropolitan Housing Authority and participants will adhere to the following procedures:

1. Discovery

- a. The family will be given the opportunity to examine before the hearing any Fayette Metropolitan Housing Authority documents that are directly relevant to the hearing. The family will be allowed to copy any such document at the family's expense.
- b. The Fayette Metropolitan Housing Authority will be given the opportunity to examine at the offices of the Fayette Metropolitan Housing Authority before the hearing, any family documents that are directly relevant to the hearing. The Fayette Metropolitan Housing Authority will be allowed to copy any such document at the Fayette Metropolitan Housing Authority expense.

2. Representation of the Family

At its own expense, a lawyer or other representative may represent the family.

3. Hearing Officer

- a. The hearing will be conducted by any person or persons designated by the Fayette Metropolitan Housing Authority, other than a person who made or approved the decision.
- b. The person who conducts the hearing will regulate the conduct of the hearing in accordance with the Fayette Metropolitan Housing Authority hearing procedures.

4. Evidence

The Fayette Metropolitan Housing Authority and the family must have the opportunity to present evidence and may question any witnesses. Evidence may be considered without regard to admissibility under the rules of evidence applicable to judicial proceedings.

5. Issuance of decision

The person who conducts the hearing must issue a written decision within 14 calendar days from the date of the hearing, stating briefly the reasons for the decision.

6. Effect of Decision

The Fayette Metropolitan Housing Authority is not bound by a hearing decision:

- a. Concerning a matter for which the Fayette Metropolitan Housing Authority is not required to provide an opportunity for an informal hearing.
- b. Contrary to HUD regulations or requirements, or otherwise contrary to Federal, State, or local law.
- c. If the Fayette Metropolitan Housing Authority determines that it is not bound by a hearing decision, the Fayette Metropolitan Housing Authority will notify the family within 14 calendar days of the determination, and of the reasons for the determination.

CAPITAL IMPROVEMENTS

Since the Fayette Metropolitan Housing Authority does not have any public housing there are no plans for capital improvements.

DEMOLITION AND/OR DISPOSITION

Since the Fayette Metropolitan Housing Authority does not have any public housing there are no plans to demolish or dispose of any property.

DESIGNATED HOUSING

Since the Fayette Metropolitan Housing Authority does not have any public housing units, we cannot designate any units for the exclusive use of either the elderly or people with disabilities. However we are successfully running programs designated for assistance of the elderly and disabled families.

CONVERSION OF PUBLIC HOUSING

Since the Fayette Metropolitan Housing Authority does not have any public housing there are no plans to convert any units.

HOMEOWNERSHIP

The Fayette Metropolitan Housing Authority does not have any plans for the home ownership program at this time. Eligible clients are referred to the Community Development Program for down payment and rehabilitation assistance.

COMMUNITY SERVICE AND SELF-SUFFICIENCY

The Fayette Metropolitan Housing Authority administers a Family Self – Sufficiency (FSS) Program. The required program size is 106. We have had six clients successfully complete the program. These clients have bought houses, cars and put money into savings for their children with the escrow money that they have received. The FSS Program Coordinator works in coordination with the Fayette County Community Action Commission Agency to serve the clients by utilizing every possible means for the clients to achieve their goals. Some of the clients that are on the FSS Program just need a little guidance to the sources that can help them obtain their goals. The Coordinator searches every possible means to assistance the clients. There have been several clients to start out on the FSS Program and once they obtain employment they no longer wish to comply with the Section 8 guidelines to complete their contract. Some have stated that they can make it on their own and don't want to participate any longer. Hence they actually have obtained self-sufficiency but can not be counted as successfully completing the program.

There are 20 clients on the FSS Program at this time. We at the Fayette Metropolitan Housing Authority have encouraged everyone to participate in the program. It is our goal to increase the participants on the FSS Program to 40 participants with 10 successful completions for the coming year.

The Fayette Metropolitan Housing Authority administers the HOPE for Elderly Independence Program. The forty vouchers that were awarded are leased at full capacity and with funding we have leased up to 48 elderly clients on the HOPE Program.

The HOPE Coordinator certifies clients for eligibility for the HOPE Program and then contacts agencies that may benefit the HOPE clients for services such as:

1. The Commission on Aging provides services to the clients in the way of transportation, meals on wheels, filling out paperwork and supportive services for their mental well being.
2. The Community Action Commission provides services for housekeeping, transportation, assistance to families for medication, deposits for rent and utilities, and a food bank.
3. Home Health Care provides services when the need is greater for services such as, medication or doctor bills, that can not be supplied by the other agencies.

The services provided from the agencies and the rental assistance enables the elderly to live independently as possible.

We at the Fayette Metropolitan Housing Authority expect to continue to keep the HOPE Program at full capacity and running as effectively as in the past.

As stated in the goals, the Fayette Metropolitan Housing Authority will promote self sufficiency for our families. In coordination with this goal families that are sanctioned for non-compliance from the welfare program will not be further assisted with rental assistance payments. However these families will be assisted by the FSS Coordinator for counseling to help the family become self sufficient.

SAFETY AND CRIME PREVENTION

Since the Fayette Metropolitan Housing Authority does not have any public housing there are no plans for safety and crime prevention.

OWNERSHIP OF PETS IN PUBLIC HOUSING

Since the Fayette Metropolitan Housing Authority does not have any public housing there are no plans to for ownership of pets.

CIVIL RIGHTS CERTIFICATION

The Fayette Metropolitan Housing Authority certifies that it will carry out its plan in conformity with all applicable civil right requirements and will affirmatively further fair housing.

MOST RECENT FISCAL YEAR AUDIT

Any information regarding the fiscal year audit may be viewed at the office of the Fayette Metropolitan Housing Authority at 121 E. East Street, Washington OH Ohio 43160.

