

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: Medina Metropolitan Housing Authority

PHA Number: OH027

PHA Fiscal Year Beginning: (mm/yyyy) 07/01/00

Public Access to Information

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

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

Display Locations For PHA Plans and Supporting Documents

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

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

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

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

5-YEAR PLAN
PHA FISCAL YEARS 2000 - 2004
[24 CFR Part 903.5]

A. Mission

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The PHA's mission is to develop and manage properties and programs that provide affordable housing opportunities for low and moderate income residents of Medina County.

B. Goals

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

- PHA Goal: Expand the supply of assisted housing
Objectives:
 - Apply for additional rental vouchers:
 - Reduce public housing vacancies:
 - Leverage private or other public funds to create additional housing opportunities:
 - Acquire or build units or developments
 - Other (list below):
 1. Expand the inventory of landlords for the Section 8 Program
 2. Create a Homeownership Program within the FSS Program
- 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):

1. Work regularly with the Office for Older Adults; the Alcohol, Drug Addiction, & Mental Health Board; and the Board of Mental Retardation and Developmental Disabilities for referrals for occupancy
2. Work with affiliated non-profit corporations and Community Action to develop rental units for Section 8 use

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):

1. Modernize, as necessary, existing housing inventory to maintain efficiency and marketability
2. Provide new resident sitting area in eastern planting area
3. Provide new resident learning center in third floor lounge

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):
 1. Apply for State of Ohio, Department of Human Services grant for funding to expand the FSS Program
 2. Adopt a Homeownership Plan for FSS clients

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)

Annual PHA Plan
PHA Fiscal Year 2000

[24 CFR Part 903.7]

i. Annual Plan Type:

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)]

Medina Metropolitan Housing Authority
Annual Plan for Fiscal Year 2001

Executive Summary

The Medina Metropolitan Housing Authority (MMHA or the "Authority") Annual Plan includes components for both the Public Housing and Section 8 Programs.

For Public Housing (PH), the Authority plans to continue the modernization of apartments as called for in the Modernization Needs Assessment. In addition, the Authority plans to complete an energy audit to determine, what, if any additional energy efficiency activities might be planned for the future.

The Authority also plans to continue to work with advocacy groups of Special Populations to assure a sufficient waiting list for the development. Regular meetings will continue, as well, with the Resident Advisory Board (RAB).

The Authority is also committed to keeping its staff trained on new legislative initiatives as well as innovative management techniques.

For Section 8 (S8), Authority staff will aggressively market the program to landlords. The paucity of landlords in the program is a major concern to the Authority.

The Authority will also apply for additional Vouchers, as funding opportunities become known to it. This includes Welfare to Work Vouchers, Mainstream, and other special increments.

Most importantly, the Authority will, once final guidelines from HUD are published, develop program policies for and initiate a Home Ownership Program for its Family Self-Sufficiency (FSS) clients. The Authority hopes, too, to expand its FSS Program with funding from the local department of Human Services.

Each of the items noted in this Executive Summary are designed to help the Authority meet its first year goals and objectives as outlined in the Five Year Plan.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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10. Conversions of Public Housing	N/A
11. Homeownership	N/A
12. Community Service Programs	N/A
13. Crime and Safety	N/A
14. Pets (Inactive for January 1 PHAs)	N/A
15. Civil Rights Certifications (included with PHA Plan Certifications)	N/A
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Attachments

Required Attachments:

- A. Admissions Policy for Deconcentration
- B. FY 2000 Capital Fund Program Annual Statement

Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
	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
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other 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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	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 903.79 (a)]

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

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	2362	5	5	4	2	2	2
Income >30% but <=50% of AMI	2613	5	5	4	2	2	2
Income >50% but <80% of AMI	3187	4	5	4	2	2	2
Elderly	2366	5	2	3	3	2	2
Families with Disabilities	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity							
Race/Ethnicity							
Race/Ethnicity							

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

- Consolidated Plan of the Jurisdiction/s
Indicate year:

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	11		
Extremely low income <=30% AMI	9		
Very low income (>30% but <=50% AMI)	2		
Low income (>50% but <80% AMI)	0	0.00%	
Families with children	0	0.00%	
Elderly families	5	45.45%	

Housing Needs of Families on the Waiting List			
Families with Disabilities	6	54.54%	
Race/ethnicity	White – 9	81.81%	
Race/ethnicity	Black – 2	18.18%	
Race/ethnicity	Amer. Ind. – 0	0.00%	
Race/ethnicity	Asian – 0	0.00%	
Race/ethnicity	Hispanic – 0	0.00%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	11	100%	10
2 BR	0	0.00%	N/A
3 BR	0	0.00%	N/A
4 BR	0	0.00%	N/A
5 BR	0	0.00%	N/A
5+ BR	0	0.00%	N/A
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)? N/A			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

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	324		
Extremely low income <=30% AMI	269	83.03%	

Housing Needs of Families on the Waiting List			
Very low income (>30% but <=50% AMI)	55	16.98%	
Low income (>50% but <80% AMI)	0	20.98%	
Families with children	215	66.36%	
Elderly families	18	5.55%	
Families with Disabilities	65	20.06%	
Race/ethnicity	White – 235	72.53%	
Race/ethnicity	Black – 78	24.07%	
Race/ethnicity	Amer. Ind. – 6	1.85%	
Race/ethnicity	Asian – 1	0.31%	
Race/ethnicity	Hispanic - 2	0.62%	
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)? N/A			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

C. Strategy for Addressing Needs

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

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

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

Select all that apply

- Apply for additional section 8 units as 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 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the

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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2000 grants)		
a) Public Housing Operating Fund	\$ 48,703	
b) Public Housing Capital Fund	112,000	
c) HOPE VI Revitalization	-0-	
d) HOPE VI Demolition	-0-	
e) Annual Contributions for Section 8 Tenant-Based Assistance	1,612,852	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	-0-	
g) Resident Opportunity and Self-Sufficiency Grants	-0-	
h) Community Development Block Grant	-0-	
i) HOME	-0-	
Other Federal Grants (list below)	-0-	
2. Prior Year Federal Grants (unobligated funds only) (list below)		
N/A	none	
3. Public Housing Dwelling Rental Income		
	183,000	
4. Other income (list below)		
Agency Surplus Income	\$ 79,600	Salary & Planning Expenses
4. Non-federal sources (list below)		
Agency Fee Income	included above	included above

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
Total resources	\$ 1,853,155	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

(1) Eligibility

a. When does the PHA verify eligibility for admission to public housing? (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: at time of offer
 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): non-economic criteria (e.g. derogatory credit)

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? N/A

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

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

- Adoption of site-based waiting lists
If selected, list targeted developments below:
- Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments

If selected, list targeted developments below:

- Employing new admission preferences at targeted developments

If selected, list targeted developments below:

- Other (list policies and developments targeted below)

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

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

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

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

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

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

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

B. Section 8

(1) Eligibility

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

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

Other (list below)

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

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

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

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

Criminal or drug-related activity

Other (describe below)

(2) Waiting List Organization

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

None

Federal public housing

Federal moderate rehabilitation

Federal project-based certificate program

Other federal or local program (list below)

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: An additional 30 days are allowed when requested by clients. This is done due to the tight rental market in the jurisdiction.

(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
- 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)

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)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

(1) Income Based Rent Policies

Residents are offered rent options based on Federal law and program regulations.

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

(1) Payment Standards

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

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

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

- FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
 The PHA has chosen to serve additional families by lowering the payment standard
 Reflects market or submarket
 Other (list below)

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

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

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

- Annually
- Other (list below): Periodically

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): HUD funding of costs incurred for the program's rent subsidies.

(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)

5. Operations and Management

[24 CFR Part 903.79 (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

(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		
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		

C. Management and Maintenance Policies

- (1) Public Housing Maintenance and Management: (list below)
 - A. Admissions & Occupancy Guidelines
 - B. Safety Plan
 - C. Investment Policy
 - D. Personnel Policy
 - E. Procurement Policy
- (2) Section 8 Management: (list below)
 - A. Section 8 Administrative Policy
 - B. Safety Plan
 - C. Investment Policy

- D. Personnel Policy
- E. Procurement Policy

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)]

A. Capital Fund Activities

(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.

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.

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

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description

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

Conversion of Public Housing Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. What is the status of the required assessment?	<input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)	
4. Status of Conversion Plan (select the statement that best describes the current status)	<input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway

5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)

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

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

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

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

Yes No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?
If yes, list criteria below:

1. FSS Clients only
2. Completion of Homeownership Training
3. Minimum balance in escrow account

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 has entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? 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		

- 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.

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.

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

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

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

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

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

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

- Attached at Attachment (File name) RABcomments1 & RABcomments2
- 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): All head of households receiving PHA assistance

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: (provide name here): Medina County; Wadsworth, Ohio (city); 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):

- Agency will work to expand the inventory of affordable housing units
- Agency will work with Special Needs Populations
- Agency will work to promote Home Ownership opportunities

Other: (list below)

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

D. Other Information Required by HUD

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

Attachments

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

PHA Plan Table Library

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

Annual Statement

Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number OH12P02750100 FFY of Grant Approval: (09/01/00)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	-0-
2	1406 Operations	\$8,000.00
3	1408 Management Improvements	-0-
4	1410 Administration	-0-
5	1411 Audit	-0-
6	1415 Liquidated Damages	-0-
7	1430 Fees and Costs	-0-
8	1440 Site Acquisition	-0-
9	1450 Site Improvement	-0-
10	1460 Dwelling Structures	77,600.00
11	1465.1 Dwelling Equipment-Nonexpendable	-0-
12	1470 Nondwelling Structures	14,352.00
13	1475 Nondwelling Equipment	-0-
14	1485 Demolition	-0-
15	1490 Replacement Reserve	-0-
16	1492 Moving to Work Demonstration	-0-
17	1495.1 Relocation Costs	-0-
18	1498 Mod Used for Development	-0-
19	1502 Contingency	-0-
20	Amount of Annual Grant (Sum of lines 2-19)	\$106,952.00
21	Amount of line 20 Related to LBP Activities	-0-
22	Amount of line 20 Related to Section 504 Compliance	-0-
23	Amount of line 20 Related to Security	-0-
24	Amount of line 20 Related to Energy Conservation Measures	\$25,900.00

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
OH27-1	Operations: Mtn. dept. labor dedicated to modernization activities	1406	\$10,000.00
	Fees & Costs: Architectural Fees	1430	5,000.00
	Dwelling Structures: <ol style="list-style-type: none"> 1. Replace 74 inefficient electric ranges 2. Install 74 efficient range hoods 3. Modernize six units to include appliances, kitchen cabinets, floor coverings, and bathroom fixtures 	1460	77,600.00
	Non-Dwelling Structures: <ol style="list-style-type: none"> 1. Replace Picnic Area Furniture 2. Install Resident Railing System 3. Replace one domestic heat boiler 	1470	14,352.00

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)
OH27-1	none	07/01/01

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				

NORTH VIEW MANOR RESIDENT ADVISORY BOARD

March 7, 2000

To the Board of Commissioners,
Medina Metropolitan Housing Authority

Dear Commissioners:

The Resident Advisory Board of North View Manor met on February 10th of this year to discuss the Housing Authority's Agency Plan. The Resident Advisory Board strongly supports the Authority's Plan. It specifically supports the following items:

Modernizing individual apartments – the apartments are still furnished with the original cabinets and fixtures and really need this work

Exterior Renovations – The work done to make the yard areas of the development look better has been great; the idea to add additional benches and possibly a picnic area with an outdoor grill is a good idea

Resident Storage – In addition to the Plan's outline, the Resident Advisory Board strongly suggests to the Board that some plan for Resident Storage be considered; many North View Manor residents have a need for storage; some currently rent storage units but find it to be very expensive

The Resident Advisory Board looks forward to working with the Board of Commissioners and Authority staff on future development plans and renovations. We thank you for the opportunity to share our thoughts with you.

Sincerely,

North View Manor
Resident Advisory Board

**MEDINA METROPOLITAN HOUSING AUTHORITY
SECTION 8 PROGRAM
RESIDENT ADVISORY BOARD**

March 7, 2000

To the Board of Commissioners,
Medina Metropolitan Housing Authority

Dear Commissioners:

The Resident Advisory Board of the Authority's Section 8 Program met on February 23rd of this year to discuss the Housing Authority's Agency Plan. Nine of the program's participants joined our group. Our group supports the Authority's Plan. It specifically supports the following items:

Expansion of the Family Self-Sufficiency Program – the current program is a wonderful benefit for those able to get into it; adding an additional 40 families to the program would be great

Applying for Additional Vouchers – We know many families could use assistance if it was available; adding more Vouchers to the Authority's program would go a long way towards helping families in need

Adding Landlords – Finding new landlords would be a big help; many families have to turn in their Vouchers because they can't find landlords who take the program; some of our group also felt that educating landlords about the program and the types of clients served would help erase many of the negative stereotypes about the Section 8 program

Homeownership Program – Our group felt very strongly about the possibility of clients becoming homeowners; we hope the Board will make this a top priority for the Section 8 clients; some of us believe that all we need is a little bit of help to make the dream of owning a home a reality

The Section 8 Program Advisory Board looks forward to working with the Board of Commissioners and Authority staff on future plans. We thank you for the opportunity to share our thoughts with you.

Sincerely,

Section 8 Program
Resident Advisory Board

MEDINA METROPOLITAN HOUSING AUTHORITY

North View Manor Occupancy Policy

SECTION I

Definitions

1. Adjusted Income: Annual Income less:
 - A. \$480 for each Dependent. (Refer to definition #3)
 - B. \$400 for any Elderly Family. (Refer to definition #8)
 - C. Medical Expenses in excess of three (3%) percent of Annual Income for any Elderly Family. (Refer to definition #15)
 - D. Handicapped Care Expenses (Refer to definition #29)

2. Alien: Reserved

3. Annual Income:
 - A. Annual income is the anticipated total income from all sources received by the Family head and spouse (even if temporarily absent) and by each additional member of the Family, including all net income derived from assets, for the 12 month period following the effective date of initial determination or re-examination of income, exclusive of income that is temporary, non-recurring or sporadic as defined in paragraph C.1 of this section, and exclusive of certain other types of income specified in paragraph C.2 of this section.

 - B. Income includes, but is not limited to:
 1. The full amount, before any payroll deductions, of wages and salaries, overtime pay, commissions, fees, tips and bonuses, and other compensation for personal services;

 2. The net income from operation of a business or profession (for this purpose, expenditures for business expansion or amortization of capital indebtedness and an allowance for depreciation of capital assets shall not be deducted to determine net income from a business);

3. Interest, dividends, and other net income of any kind from real or personal property (for this purpose, expenditures for amortization of capital indebtedness and an allowance for depreciation of capital assets shall not be deducted to determine the net income from real or personal property). Where the Family has Net Family Assets in excess of \$5000.00, Annual Income shall include the greater of the actual income derived from all Net Family Assets or a percentage of the value of such Assets based on the current passbook savings rate, as determined by HUD;
4. The full amount of periodic payments received from Social Security, annuities, insurance policies, retirement funds, pensions, disability or death benefits, and other similar types of periodic receipts, including a lump-sum payment for the delayed start of a periodic payment;
5. Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation and severance pay;
6. Welfare Assistance. If the Welfare Assistance payment includes an amount specifically designated for shelter and utilities that is subject to adjustment by the Welfare Assistance agency in accordance with the actual cost of shelter and utilities, the amount of Welfare Assistance income to be included as income shall consist of:
 - a. The amount of the allowance or grant exclusive of the amount specifically designated for shelter or utilities, plus
 - b. The maximum amount the Welfare Assistance agency could in fact allow the Family for shelter and utilities. If the Family's Welfare Assistance is ratably reduced from the standard of need by applying a percentage, the amount calculated

under this paragraph B.6b shall be the amount resulting from one application of the percentage;

7. Periodic and determinable allowance, such as alimony and child support payments, and regular contributions and gifts received from persons not residing in the dwelling;

8. All regular pay, special pay and allowance of a member of the Armed Forces who is head of the Family, spouse, or other person whose dependents are residing in the unit.

C. Annual Income does not include:

1. Temporary, non-recurring or sporadic income such as the following:

a. Casual, sporadic or irregular gifts;

b. Amounts that are specifically received for, or in reimbursement of, the cost of medical Expenses;

c. Lump-sum additions to family assets, such as inheritances, insurance payments, (including payments under health and accident insurance and worker's compensation), capital gains, and settlement for personal or property losses.

d. Amounts of educational scholarships paid directly to the student or to the educational institution, and amounts paid by the Government to a veteran for use in meeting the costs of tuition, fees, books, and equipment. Any amounts of such scholarships, or payments to veterans, not used for the above purposes that are available for subsistence are to be included in income;

e. The special pay to a family member serving in the Armed Forces who is exposed to hostile fire.

- f. Income of a Live-In Aide, as defined in item 15.
 - g. Amounts received by a Disabled person that are disregarded for a limited time for purposes of SSI eligibility and benefits because they are set aside for use under a Plan to Attain Self-Sufficiency (PASS); and
 - h. Amounts received by a participant in other publicly assisted programs which are specifically for or in reimbursement of out-of-pocket expenses incurred (special equipment, clothing, transportation, child care, etc.) and which are made solely to allow participation in a specific program.
 - i. Amounts received under training programs funded by HUD.
2. Amounts specifically excluded by any other Federal statute from consideration as income for purposes of determining eligibility or benefits under a category of assistance programs that includes assistance under the 1937 Act. The following types of income are subject to such exclusion;
- a. The value of the allotment provided to an eligible household for coupons under the Food Stamp Act of 1977 [7 U.S.C. 2011-2029];
 - b. Payments to volunteers under the Domestic Volunteer Service Act of 1973 [43 U.S.C. 4951-4993];
 - c. Payments received under the Alaska Native Claims Settlement Act [43 U.S.C. 1626(a)];
 - d. Income derived from certain submarginal land of the United States that is held in trust for certain Indian tribes [25 U.S.C. 459(e)];

- e. Payments or allowance made under the Department of Health and Human Services' Low-Income Home Energy Assistance Program [42 U.S.C. 8621-8629];
- f. Payments received from the Job Training Partnership Act [29 U.S.C. 1552(b)];
- g. Income derived from the disposition of funds of the Grand River Band of Ottawa Indians [Pub. L. 94-540, 90 Stat. 2503-2404]; and
- h. The first \$2000.00 of per capita shares received from judgment funds awarded by the Indian Claims Commission or the Court of Claims [25 U.S.C. 1407-1408], or from funds held in trust for an Indian Tribe by the Secretary of Interior [25 U.S.C. 117].
- i. Amounts of scholarships funded under Title IV of the Higher Education Act of 1965 including awards under the Federal Work Study Program or under the Bureau of Indian Affairs Student Assistance that are made available to cover the costs of tuition, fees, books, equipment, supplies, materials, transportation, and miscellaneous personal expense at an educational institution;
- j. Payments received from programs funded under Title V of the Older Americans Act of 1965;
- k. Earnings received from being a Census Taker in 1990;
- l. Reimbursement for program-related expenses for participation in publicly assisted programs;

- m. Payments received after January 1, 1989, from the Agent Orange Settlement Fund or any other fund established in the In Re Agent Orange product liability litigation, M.D.L. No. 381(E.D.N.Y.)
- n. Payments received under the Maine Indian Claim Settlement Act of 1980. (Pub. L. 96-420, 94 Stat. 1785);
- o. Any military income earned by persons serving in Operation Desert Storm Combat Zone starting January 17, 1991;
- p. Income earned as Imminent Danger Pay (previously called Hostile Fire Pay) by persons serving in Combat Zone starting August 2, 1990;
- q. Earned Income Tax Credit Refunds received on or after January 1, 1991, - needs retroactive calculation of income. (HUD Notice PIH 91-10 PHA).

If it is not feasible to anticipate a level of income over a 12-month period, the income anticipated for a shorter period may be annualized, subject to a redetermination at the end of the shorter period.

- 4. Dependent: A member of the Family household (excluding foster children) other than the Family head or spouse, who is under 18 years of age or is a Disabled Person or Handicapped Person, or is a Full-Time student.
- 5. Disabled Person: A person under a disability as defined in Section 223 of the Social Security Act [42 U.S.C. 423] or who has a developmental disability as defined in Section 102(7) of the Developmental Disabilities Assistance and Bill of Rights Act (42 U.S.C. 6001(7)). Section 223 of the Social Security Act defines

disability as:

- A. Inability to engage in any substantial gainful activity by reason of any medically determinable physical or mental impairment which can be expected to result in death or which has lasted or can be expected to last for a continuous period of not less than 12 months; or
- B. In the case of an individual who has attained the age of 55 and is blind (within the meaning of "blindness" as defined in Section 461(i)(I) of this title), inability by reason of such blindness to engage in substantial gainful activity requiring skills or abilities comparable to those of any gainful activity in which he has previously engaged with some regularity and over a substantial period of time.

The Developmental Disabilities Assistance and Bill of Rights Act defines "developmental disability" as a severe, chronic disability which:

- "(A) is attributable to a mental or physical impairment or combination of mental and physical impairments;
- (B) is manifested before the person attains age twenty-two;
- (C) is likely to continue indefinitely;
- (D) results in substantial functional limitations in three or more of the following areas of major life activity (i) self-care, (ii) receptive and expressive language, (iii) learning, (iv) mobility, (v) self-direction, (vi) capacity for independent living, and (vii) economic self-sufficiency; and
- (E) reflects the person's need for a combination and sequence of special interdisciplinary, or generic care, treatment, or other services which are of lifelong or extended duration and are individually planned and coordinated;"

An applicant for housing cannot be considered disabled if the disability is solely related to alcohol or other drug dependency.

6. Displaced Family: Displaced family means a person or a family displaced by governmental action, or whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to Federal disaster relief laws.
7. Effective Date: The “effective date” of an examination or reexamination refers to (a) in the case of an examination for admission, the effective date of initial occupancy, and (b) in the case of reexamination of an existing tenant, the effective date of the redetermined Total Tenant Payment.
8. Elderly Family: A Family whose head or spouse (or sole member) is a person who is an Elderly, Disabled or Handicapped Person. It may include two or more elderly, Disabled or Handicapped Persons living together, or one or more such persons living with another person who is determined to be essential to his or her care and well being.
9. Elderly Person: A person who is at least 62 years of age.
10. Family: “Family” means (1) two or more persons sharing residency whose income and resources are available to meet the family’s needs and who are either related by blood, marriage, or operation of law, or have evidenced a stable family relationship (2) an Elderly Family or Single Person as defined in this part; (3) the remaining member of a tenant family; and (4) a Displaced Person.
11. Flat Rent: Flat rent equals the “fair market rent,” for the unit size, as published annually by HUD.
12. Full-time Student: A person who is carrying a subject load that is considered full-time for day students under the standards and practices of the educational institution attended. An educational institution includes a vocational school with a diploma or certificate program, as well as an institution offering a college degree.
13. Handicapped Person: A person having a physical or mental impairment that (1) is expected to be of long-continued and indefinite duration, (2) substantially impedes his ability to live independently,

and (3) is of such nature that such ability could be improved by more suitable housing conditions. (All three conditions must be met.)

14. Head of the Household: The head of the household is the person who assumes legal and moral responsibility for the household.
15. Live-In Aide: A person who resides with an Elderly, Disabled or Handicapped person or persons and who (a) is determined by the MHA to be essential to the care and well-being of the person(s); (b) is not obligated for support of the person(s); and (c) would not be living in the unit except to provide necessary supportive services.
16. Lower Income Family : A Family whose Annual Income does not exceed 80 percent of the median income for the area, as determined by HUD with adjustments for smaller and larger families. HUD may establish income limits higher or lower than the 80 percent of the median income for the area on the basis of its finding that such variations are necessary because of prevailing levels of construction costs or unusually high or low family incomes.
17. Medical Expenses: Those medical expenses, including medical insurance premiums, that are anticipated during the period for which Annual Income is computed, and that are not covered by any insurance. The amount allowable as a deduction is the amount that exceeds 3 percent of annual income.
18. Monthly Adjusted Income : One twelfth of Adjusted Annual Income.
19. Monthly Income: One twelfth of Annual Income.
20. Net Family Assets: Value of equity in real property (less reasonable costs incurred to dispose); savings, stocks, bonds, and other forms of capital investment, excluding interests in Indian trust land and excluding equity accounts in HUD homeownership programs. The value of necessary items of personal property such as furniture and automobiles shall be excluded. (In cases where a trust fund has been established and the trust is not revocable by, or under the control of, any member of the Family or household, the value of the trust fund will not be considered an asset so long as the fund continues to be held in trust. Any income distributed from the trust fund shall be counted when determining Annual Income under #3, Annual Income).

In determining Net Family Assets, PHAs shall include the value of any assets disposed of by an applicant or tenant for less than fair market value (including a disposition in trust, but not in a foreclosure or bankruptcy sale) during the two years preceding the date of application for the program or reexamination, as applicable, in excess of the consideration received thereof. In the case of a disposition as part of a separation or divorce settlement, the disposition will not be considered to be for less than fair market value if the applicant or tenant receives important consideration not measurable in dollar terms.

21. Public Housing Agency (PHA): Any state, county, municipality or other governmental entity or public body (or agency or instrumentality thereof) that is authorized to engage in the development or operation of housing for lower income families. As used in this Part, PHA includes an Indian Housing Agency.
22. Single Person: "Single Person" means a person living alone or intending to live alone and who does not qualify as an Elderly Family or a Displaced Person as defined in this section or as the remaining member of a tenant family.
23. Spouse: The husband or wife of the head of the household.
24. Tenant Rent: The amount payable monthly by the Family as rent to the PHA. Where all utilities (except telephone) and other essential housing services are supplied by the PHA, Tenant Rent equals Total Tenant Payment. Where some or all utilities (except telephone) and other essential housing services are not supplied by the PHA and the cost thereof is not included in the amount paid as rent, Tenant Rent equals Total Tenant Payment less the Utility Allowance.
25. Total Tenant Payment: The monthly amount calculated under Federal Regulation Section 913.107. Total Tenant Payment does not include charges for excess utility consumption or other miscellaneous charges.
26. Utility Allowance: If the cost of utilities (except telephone) and other housing services for an assisted unit is not included in the Tenant Rent but is the responsibility of the Family occupying the unit, an amount equal to the estimate made or approved by a PHA or HUD,

of the monthly cost of a reasonable consumption of such utilities and other services for the unit by an energy-conservation household of modest circumstances consistent with the requirements of a safe, sanitary and healthful living environment.

27. Utility Reimbursement: The amount, if any, by which the Utility Allowance for the unit, if applicable, exceeds the Total Tenant Payment for the Family occupying the unit.
28. Very Low-Income Family: A family whose Annual Income does not exceed 50 percent of the median income for the area, as determined by HUD, with adjustments for smaller and larger families. HUD may establish income limits higher or lower than 50 percent of the median income for the area on the basis of its finding that such variations are necessary because of unusually high or low family incomes.
29. Veteran: The term "Veteran" means any person honorably discharged from the Armed Forces of the United States who served in World War I between April 6, 1917 and November 11, 1918, both dates inclusive; or in World War II on or after December 7, 1941 until final cessation of all hostilities; or in the Korean Conflict, Lebanon Crisis, Berlin Crisis, Quemoy and Matsu, Taiwan Straits, Cuban Crisis, the Congo, the Dominican Republic, and Vietnam. "Veteran" does not include a person enlisted and accepted for active training only for a period of six months or less.
30. Welfare Assistance: Welfare or other payments to families or individuals, based on need, that are made under programs funded, separately or jointly, by federal, state or local governments.
31. Persons who qualify for the handicapped care expense must be handicapped or disabled as defined in Item 5 and the allowable deduction is limited to the lesser of:
 - A. the amount by which total expenses for handicap assistance exceed 3 percent of annual income; or
 - B. the employment income adult member will earn because the handicap assistance is available.

Handicap assistance expenses include reasonable expenses for attendant care and auxiliary apparatus that are:

1. necessary to enable a family member (including the handicapped or disabled member) to be employed;
2. anticipated to be paid by the household in the 12 months following the effective date of the certification and/or recertification;
3. not paid or reimbursed by an outside source such as insurance, medicare or grants by a State Agency or charitable organization; and
4. not paid to a family member living in the household.

SECTION II

Eligibility Requirements

1. To be eligible for admission, an applicant must qualify as an elderly household. An elderly household consists of:
 - A. A single person who is:
 1. Eligible, by age, to receive an old age benefit under Title II of the Social Security Act, or
 2. Handicapped within the meaning of Section 202 of the housing Act of 1959, or
 3. Disabled within the meaning of either Section 223 of the Social Security Act or Section 102(7) or the Developmental Disabilities Assistance and Bill of Rights Act (42 U.S.C. 6001(7)); the disability for applicants cannot be solely related to alcohol or other drug addiction.
 - B. A Family with a head-of-household qualifying per 1.A. No persons under the age of eighteen (18) will qualify for occupancy as head-of-household or part of a family.
2. Income Limits for Admission:

To be financially eligible, the applicant family must provide adequate evidence that Annual Income for the twelve month period following occupancy is not anticipated to exceed the Income Limits for Admission (see Appendix A).

Where the family has Net Family Assets in excess of \$5000.00, Annual Income for eligibility and rent shall include the greater of the actual net income derived from all Net Family Assets or a percentage of the value of such assets based on the current passbook savings rate as determine by HUD.

3. Non-Economic Eligibility Criteria:

In determining eligibility, the following factors shall apply:

A. Whether the conduct of the applicant in present or prior housing has been such that admission to the program would adversely affect the health, safety, or welfare of other residents, or the physical environment, or the financial stability of the project. A record of any of the following may be sufficient cause for the Authority to deny eligibility:

1. A record of non-payment of rightful obligations including rent and utilities;
2. A record of disturbance of neighbors;
3. A record of destruction of property;
4. A record of poor living or housekeeping habits;
5. A history of criminal activity involving crimes of physical violence to persons or property or a record of other criminal acts which would adversely affect the health, safety, or welfare of other residents.

B. Applicants that are subject to a lifetime sex offender registration requirement are not eligible.

C. Whether the applicants are capable of living independently.

D. In determining eligibility for admission, the Authority shall rely upon sources of information which may include, but not be limited to, Authority records, personal interviews with the applicant or tenant, home visits, interviews with previous landlords, employers, family social workers, parole officers, criminal and court records, clinics, physicians or the police department. This will be done in order to determine whether the individual attributes, prior conduct, and behavior of a particular applicant or tenant is likely to interfere with other tenants in such a manner as to diminish their enjoyment of

the premises by affecting adversely their health, safety, or welfare or by adversely affecting the physical environment or the financial stability of the Authority's low-income housing program.

- E. In the event of the receipt of unfavorable information with respect to an applicant, consideration shall be given to the time, nature, and extent of the applicant's conduct and to factors which might indicate a reasonable probability of favorable future conduct or financial prospects.
4. Each applicant determined to be ineligible shall be promptly notified by the PHA in writing of such determination with the reasons therefore and of his right upon request within a reasonable time to an informal hearing on the determination.
 5. Prior to the execution of any lease between the Authority and the applicant, the Authority will certify in writing that the family meets all conditions governing eligibility.
 6. Applicants that are engaging in illegal use of a controlled substance are not eligible.
 7. Eligibility for Continued Occupancy/Annual Re-examinations:

Eligibility for continued occupancy shall be determined once each year in accordance with an established re-examination schedule. (Refer to Part X, for additional information about eligibility for continued occupancy.)

SECTION III

Verification

All income and asset information for admission and continued occupancy will be verified by the Authority. Written inquiries will include a statement of the purpose of the inquiry and statement signed by the applicant to permit the source to release the information.

When an applicant or tenant reports annual income that appears to be less than adequate for the family's needs, or if the family appears to be eligible for income that is not reported to be received, (i.e., AFDC, welfare, unemployment compensation, child support, etc.) the absence of such income will be verified.

All verifications will be obtained within 90 days of initial lease date and for all subsequent re-examinations to ensure that current and accurate data is being used in calculating rents and eligibility.

All decreases reported in income which affect rent between admission and re-examination will be verified in accordance with the above provisions.

Tenant files will contain documentation of all verifications.

1. Applicants/tenants must furnish verification or provide authorization for the Authority to obtain verification from a third party of all statements regarding income, assets, and allowances. Certification by signing the Certification/Recertification of Tenant Eligibility (50059) will normally be considered sufficient verification of family composition for Wadsworth Tower. For North View Manor the Applicant/Client Certification will suffice.
2. All income, assets, and each applicable deduction or exemption will be verified at the time of admission and at each subsequent re-examination. Income will be verified by third party verification. If third party written verification is not possible, a review of documentation provided by the family such as benefit checks, income tax returns, benefit award letters, savings and checking account statements, estimated market value of real estate from tax statements, United States saving bond redemption values, and other supporting documents may be accepted. In cases where third party verification

is not possible, the Authority will document the reason why another method was used. (United States Treasury checks will not be photocopies.)

3. The following statements will also be verified and documented in the tenant file:
 - A. Age of family members when the sole factor determining eligibility is age or to support exemptions claimed for minors.
 - B. Displacement, handicap, disability, veteran or serviceman status when they are a factor in determining eligibility or preference. For persons who claim disability but who are not recipients of benefits under Section 223 of the Social Security Act or Section 102(7) of the Development Disabilities Assistance and Bill of Rights Act (42 U.S.C. 6001(7) a Doctor's Certification as to the degree and possible length of such disability shall be required. The receipt of veterans' benefits for disability, either service-incurred or otherwise, does not automatically establish eligibility by disability.
 - C. Full-time student status.
 - D. Non-economic selection criteria when information provides the basis for denial of eligibility based on the past conduct of the applicant or members of his or her family. (See Section II. Eligibility requirements.)

SECTION IV

Resident Selection and Assignment

1. Resident selection will be made in order of the date and hour of the application.

Additionally, heads of household must be 62 years of age or older or handicapped/disabled as herein defined.
2. A standard form of application shall be completed by staff using required verifications from the applicant. The applicant will be informed that eligibility information will be up-dated at the time of admission.
3. Written notification of ineligibility where applicable will be sent within 90 days of the date of application. The reason for ineligibility will be stated. An opportunity to discuss the reason for rejection with the exception of rejection for ineligible age, income or family composition will be made available within 14 days of notification.
4. Eligible applicants will be entered on the waiting list.
5. Each eligible applicant will be notified when a suitable unit is available. A mandatory pre-occupancy briefing and review of certification of eligibility will be scheduled.
6. If an offer is refused, the applicant will be placed at the bottom of the non-preference waiting list.
7. An applicant will not be considered to have been offered a unit if:
 - A. the unit is not of the proper size and type and the applicant would be able to reside there only temporarily (e.g., a specially designed unit that is awaiting an applicant needing such a unit).
 - B. the applicant is unable to move at the time of the offer and presents clear evidence which substantiates this to the PHA's satisfaction. Examples:
 - o a doctor verifies that the applicant has just undergone

major surgery and needs a period to recuperate;

- o a court verifies that the applicant is serving on a jury which has been sequestered.

- C. accepting the offer would result in undue hardship to the applicant not related to consideration of race, color, national origin, or language, such as making employment facilities inaccessible, and the applicant presents clear evidence which substantiates this to the satisfaction of the Authority.

SECTION V

Occupancy Standards

1. The age, sex, and relationship of the members of the family will be taken into consideration in assigning unit sizes.
2. Units will be assigned so that the living room is not used for sleeping purposes. In order to prevent underutilization of space and permit efficient and economical use of scarce housing resources, the following standard will determine the number of bedrooms required to accommodate a family of a given size:

Number of Bedrooms	Number of Persons	
	Minimum	Maximum
1	1	2
2	2	2

SECTION VI

Waiting List

1. The waiting list will consist of apparently eligible applicants, based on type and size of unit required, factors affecting preference, and date and time the application was received. Application forms will be completed to the extent that all factors of eligibility are included and a determination can be made by the Authority on the eligibility status of the applicant.
2. Waiting lists will be maintained separately for each property.
3. Waiting lists for each property will include a preference list and a non-preference list. In the event an applicant's status should change with regard to preference, the application will be moved to the other list and be maintained by the date and time of the original application.
4. Contact will be made annually with eligible persons on the waiting list to keep a current list of persons actually remaining interested in, and eligible for, housing.

SECTION VII

Schedule of Rents

1. The Total Tenant Payment is based on Adjusted Income as defined in Section I, except that it shall not be less than 10 percent of Annual Income. The Total Tenant Payment shall be the higher of the following, rounded to the nearest dollar.
 - A. 30 percent of monthly Adjusted Income; or
 - B. 10 percent of monthly Annual Income.
 - C. \$25.00 Minimum rent

The Total Tenant Payment shall not be increased by more than 10 percent during any twelve month period as a result of redefinition or changes in government regulations. However, Total Tenant Payment may be increased by more than 10 percent during any twelve month period to the extent that the increase is solely attributable to increases in income.

SECTION VIII

Additional Charges

1. Security Deposit:

Each Tenant is required to pay a security deposit in an amount determined by the Authority. Such payments must be made prior to occupancy, unless other arrangements are made with management. The security deposit will be returned to the tenant with interest as required by the Ohio Revised Code within 30 days after move-out if the following conditions are met:

- A. There is not unpaid rent or other charges for which the tenant is liable.
- B. The apartment and all equipment are left reasonably clean and all trash and debris have been removed by the tenant.
- C. There is no breakage or damage beyond that expected from normal use.
- D. All keys issued to the tenant are turned in to the Management Office when the tenant vacates the apartment.
- E. Tenant has supplied a forwarding address.

The security deposit may not be used to pay charges during during occupancy. The amount of Security Deposit required is noted in Appendix B.

2. Excess Utility Consumption:

Tenants will be charged for use of appliances that may result in excess utility consumption. These charges will be determined by a Schedule for Excess Monthly Utility Charges (Appendix C).

3. Pet Deposit:

A separate deposit is required for pets in accordance with the Pet Policy (Appendix E). The pet deposit will be returned to the tenant

within 30 days after move-out or notification and actual removal of the pet if no damage or costs have been incurred that are directly or indirectly attributable to said pet.

4. The weekend or after-hours moving fee is \$75.00 for a period of up to 4 hours.

SECTION IX

Leasing

1. Prior to admission a lease shall be signed and dated by the head of the household and spouse and by the Authority. The head of the household is the person who assumes legal and moral responsibility for the household.
2. The lease is to be current at all times and must be compatible with Authority Policies as well as state and federal law.
3. Notices of Rent Adjustments will be issued to amend the dwelling lease. This procedure provides formal acknowledgment of the rent change. Documentation will be included in the tenant file to support proper notice.
4. Schedules of special charges for services, repairs and utilities, and rules and regulation which are required to be incorporated in the lease by reference shall be publicly posted in a conspicuous manner in the management office and shall be furnished to applicants and tenants on request. Such schedules, rules and regulations may be modified from time to time, provided that at least thirty days written notice is given to each affected tenant setting forth the proposed modification, the reasons therefor, and providing the tenant an opportunity to present written comments which will be taken into consideration prior to the proposed modifications becoming effective. A copy of such notice shall be:
 - a. Delivered directly or mailed to each tenant; or
 - b. Posted in at least three conspicuous places within each structure or building in which the affected dwelling units are located, as well as in a conspicuous place at the management office, if any, or if none, a similar central business location within the property.

Standard Charges are here incorporated as Appendix D.

5. Any modifications of the lease must be accomplished by a written rider to the lease signed by both parties.

SECTION X

Re-examination of Tenant Eligibility and Rental Adjustments

1. As required by law the Authority will annually re-examine the status of each tenant family relating to eligibility for continued occupancy, the rent charge and the size of the apartment required.
2. The Authority will require a written Certification/Recertification of Tenant Eligibility from each family, signed by the head of household or the spouse which will set forth in adequate detail all data and information necessary to enable the Authority to determine: (1) whether the family meets the requirements of eligibility for continued occupancy; (2) the rent to be charged; and (3) the size of the apartment required. This form will be used as a worksheet.
3. Tenants who, at the time of application for continued occupancy, are deemed ineligible by failure to meet the continued occupancy requirements shall be notified in writing of such ineligibility and the reason therefor, and be advised of their right to request a hearing.
4. Rents will be reviewed at the time of the annual re-examination and, if appropriate, be changed to conform to the approved Rent Schedule. (See Section VII, Schedule of Rents.)
5. Once rent is established, such rental rate shall remain in effect until the next annual re-examination, special re-examination or an interim rent adjustment for an unanticipated change in income or family composition. Anytime any of the following circumstances occur rent and income will be reviewed and rent adjusted in accordance with the approved Schedule of Rents.
 - a. A decrease or increase in Family Income which would lower or raise the rent in accordance with the approved Schedule.
 - b. A change in Family composition which would lower or raise the rent in accordance with the approved Schedule.

It is the responsibility of the tenant to report such changes to the Authority immediately. Written notification is required.

6. Increases in rent resulting from rent reviews are effective the first of the second month following the notice of the change. the
7. Decreases in rent are effective the first of the month following the reported change.
8. If, upon re-examination, it is found that the size or composition of a family or household has changed so that the apartment occupied by the family contains a number of rooms less or greater than necessary to provide decent, safe and sanitary accommodations as described in the occupancy standards in Section V, Management shall give notice of at least 30 days to the tenant that the tenant will be required to move to another unit. the
9. If it has been determined that a tenant has misrepresented to Management the facts upon which the rent is based, so that the rent paid is less than should have been charged, the increase in rent shall be made retroactive to the date the change should have been made. If Management determines that the tenant has gained admission or remained in occupancy in the Housing Authority's project through the tenant's willful misrepresentation of income, assets, or family composition, Management shall notify the tenant that the tenant has 30 days to find other housing and vacate the leased premises.

SECTION XI

Lease Termination

1. The tenant may terminate the lease by providing the Authority with thirty (30) days written notice as defined in the lease agreement.
2. The lease may be terminated by the Authority at any time by the giving of written notice for good cause such as but not limited to chronic rent delinquency, failure to pay service charges, serious or repeated interference with the rights of other tenants or neighbors, serious or repeated damage to the lease premises, creation of physical or health hazards, failure to fulfill tenant obligations set forth in the lease, or for serious or repeated violations of the terms of the lease or for other good cause.

If the authority terminates the lease, written notice will be given as follows:

- a. At least fourteen (14) days prior to termination in the case of failure to pay rent.
 - b. A reasonable time prior to termination commensurate with the urgency of the situation in the case of creation or maintenance of a threat to the health or safety of other tenants or Authority employees or the safety of the premises.
 - c. At least thirty (30) days prior to termination in all other cases.
3. Notice of termination to tenant shall state reasons for the termination, shall inform the tenant of his/her right to make such reply as he/she may wish and of his/her right to request a hearing in accordance with the Authority's grievance procedure. Notice shall also advise of the tenant's right to seek legal counsel.
 4. Grievances or appeal concerning the obligations of the tenant or the Authority under the provisions of the lease shall be processed and resolved in accordance with the Grievance Procedure of the Authority which is in effect at the time such grievance or appeal arises, which procedure is posted in the Management Office and incorporated herein. The Authority is not required to provide for a

grievance hearing when the tenant owes any outstanding rent or other charges to the Authority unless the grievance concerns the amount of such rent or charges and such amount is placed in escrow as required by the Grievance Procedure of the Authority.

SECTION XII

GRIEVANCE PROCEDURE

1. Right to a Hearing
 - a. Upon filing a written request as provided herein, a complainant shall be entitled to a hearing before a Hearing Officer or Hearing Panel.
 - b. Said Hearing Officer or Hearing Panel shall be appointed as provided in Section 4 herein.
2. Definitions
 - a. Complainant is defined as any tenant whose rights, duties, welfare or status are or may be adversely affected by Local Housing Authority (LHA) action or failure to act and who files a grievance or complaint with the LHA with respect to such action or failure to act.
 - b. Grievance or Complaint is defined as any dispute with respect to LHA action or failure to act in accordance with lease requirements, or any LHA action or failure to act involving interpretation or application of the LHA's regulations, policies or procedures which affects the rights, duties, welfare or status of the complainant.
3. Procedure Prior to a Hearing
 - a. Any grievance or complaint must be personally presented, if possible, to the LHA office or to the management office of the project in which the complainant resides so that the grievance may be informally discussed and settled without a hearing. The grievance or complaint must be signed by the complainant and filed in the office by him or his representative within a reasonable time, not to exceed 10 days of the LHA action or failure to act which is the basis for the grievance. It may be simply stated, but shall specify: (1) the particular ground(s) upon which it is based; and (2) the action requested.

A copy of the complaint shall be retained by the complainant and a copy should be filed with the project manager. All complaints and/or copies must be date-stamped at time of receipt by the LHA.

- b. An answer in writing to each complaint, dated and signed by the project manager, or other appropriate official, shall be delivered or mailed to the complainant within five working days. A copy of the answer shall be filed with the complaint in the appropriate project office. The answer shall specify:
 1. The proposed disposition of the complaint and the specific reasons therefor,
 2. The right of the complainant to a hearing; and
 3. The procedure by which a hearing may be obtained.
- c. If the complainant is dissatisfied with the proposed disposition of his complaint as stated in the project manager's or other LHA official's answer, he may submit a written request to the LHA or project management office for a hearing. This written request shall be made within 10 working days of the date of the answer to his complaint. The written request for a hearing must be date-stamped and filed in the appropriate LHA or project management office along with the complaint and answer. The Hearing Officer or Hearing Panel shall be advised promptly of the request by the appropriate LHA official; shall schedule the hearing as promptly as possible for a date, time and place reasonably convenient to the complainant; and shall inform the complainant thereof in writing.
- d. If the complainant does not request a hearing within the time period allowed in Subsection C above, he waives his right to hearing and the LHA's proposed disposition of the grievance will become final. This shall not, however, constitute a waiver of the complainant's right thereafter to contest the LHA's disposition of his grievance in an appropriate judicial proceeding.

4. APPOINTMENT OF THE IMPARTIAL HEARING OFFICER OR HEARING PANEL

- a. A Hearing Officer or Hearing Panel shall be selected as follows: The Hearing Officer shall be an impartial, disinterested person selected jointly by the LHA and the complainant. If the LHA and the complainant cannot agree on a hearing officer, they shall each appoint a member panel and the members so appointed shall select a third member. If the members appointed by the LHA and the complainant cannot agree on a third party member, such member shall be appointed by an independent arbitration organization such as the Center of Disputes Settlement of the American Arbitration Association, or by any other third party agreed upon by the LHA and the complainant.

5. THE HEARING

- a. The parties shall be entitled to a fair hearing before the Hearing Officer or Hearing Panel and may be represented by counsel or another person chosen as a representative.
- b. The hearing shall be private unless complainant requests and the Hearing Officer or Hearing Panel agrees to a public hearing. This shall not be construed to limit the attendance of persons with a valid interest in the proceedings.
- c. Complainant may examine before the hearing and at his expense copy all documents, records and regulations of the LHA that are relevant to the hearing. Any document not made available after request therefor by the complainant may not be relied on by the LHA or the project management at the hearing. The complainant may request in advance and at his expense a transcript of the hearing.
- d. If the dispute is over the amount of rent or other charges which the LHA claims is due, the complainant shall deposit the amount in dispute in an escrow account pending settlement of the dispute by the Hearing Officer or Hearing Panel. If the complainant fails to do so, the Hearing Officer or Hearing

Panel may determine that the complainant has waived his right to the Hearing. Such determination shall not constitute a waiver of complainant's right to thereafter contest the LHA's disposition of his grievance in an appropriate judicial proceeding.

- e. If a complainant fails to appear at a Hearing, the Hearing Officer or Hearing Panel may postpone the Hearing for five working days, or may make a determination that the complainant has waived his right to the Hearing. Such a determination shall not constitute a waiver of complainant's right to thereafter contest the LHA's disposition of his grievance in an appropriate judicial proceeding.
- f. At the hearing the complainant must make a prima facie case and then the burden of proof is on the LHA or project management to justify the action or inaction proposed by it in its answer to the complaint. The complainant may present evidence and arguments in support of his complaint, controvert evidence relied on by the LHA or project management, and confront and cross-examine all witnesses on whose testimony or information the LHA or project management relies. Hearings conducted by the Hearing Officer or Hearing Panel shall be informal, and any oral or documentary evidence, as limited however, to the facts and issues raised by the complaint and answer, may be received by the Hearing Officer or Hearing Panel without regard to whether that evidence would be admissible under rules of evidence employed in judicial proceedings.

6. DECISIONS OF THE HEARING OFFICER OR HEARING PANEL

- a. The decision of the Hearing Officer or Hearing Panel shall be based solely and exclusively upon facts presented at the hearing and upon applicable LHA and HUD regulations. To the extent that the decision is not inconsistent with state law, the United States Housing Act of 1937, as amended, HUD regulations and requirements promulgated thereunder, or the Annual Contributions Contract, and to the extent provided in Subsection F below, the decision of the Hearing Officer or Hearing Panel shall be binding on the LHA.

- b. If both parties agree to prepare a proposed decision to the Hearing Officer or Hearing Panel, each party shall submit same to the Hearing Officer or Hearing Panel for his consideration.
- c. The Hearing Officer or Hearing Panel shall prepare his written decision, including a statement of findings and conclusions, as well as the reasons or basis therefor, upon all material issues raised by the parties. This shall be done within a reasonable time after the date of the hearing. Copies thereof shall be mailed or delivered to the parties and/or their representatives.
- d. The written decision of the Hearing Officer or Hearing Panel, with all names and identifying references deleted, shall be maintained on file by the LHA and made available for inspection by a prospective complainant or his representative.
- e. Any judicial decision or related settlement pertaining to the decision of the Hearing Officer or Hearing Panel shall also be maintained on file by the LHA and made available for inspection.
- f. If the decision is in favor of the complainant, the LHA shall promptly take all actions necessary to carry out such decision or refrain from any action prohibited by such decision unless the Board of Commissioners of the LHA determines and notifies the complainant in writing within 30 days that the Hearing Officer or Hearing Panel has acted arbitrarily or exceeded its authority. In such event the Hearing Officer or Hearing Panel's decision may be judicially reviewed.

7. APPEALS FROM THE HEARING OFFICER OR HEARING PANEL

- a. A decision by the Hearing Office or Hearing Panel, which is in favor of the LHA or project management and/or denies the complainant his requested relief in whole or in part, shall not constitute a waiver of, nor affect in any manner, whatever rights the complainant may have to a trial de novo in judicial proceedings which may thereafter be brought in the matter. In such judicial proceedings, the LHA shall, by stipulation or other appropriate means, be limited to invoking against the complainant the ground originally relied on by the LHA in its

proposed disposition of the complaint or grievance.

8. NOTICE TO VACATE PREMISES

a. At the time of the private conference required by Low-Rent Housing Handbook RHM 7465.1, the tenant must be informed in writing of:

1. The specific reasons for the proposed eviction, and
2. His right to request a hearing upon the proposed eviction within five working days from the date of the conference.

b. If the tenant has requested a hearing on the proposed eviction and the Hearing Officer or Hearing Panel by his decision upholds the LHA's or project management's proposal to evict, an action to regain possession may not be commenced until after the tenant's right to use and/or occupy the premises has been terminated by lawful notice. Such notice to vacate may not be given prior to the date on which the Hearing Officer's or Hearing Panel's decision upholding the proposed eviction is delivered or mailed to the tenant.

c. When such notice to vacate is given to the tenant he must be informed in writing that:

1. If he fails to quit the premises within three days, appropriate legal action dependent on state law will be brought against him;
2. If suit is brought against him, he may be required to pay Court costs and attorney fees incurred; and
3. If he chooses to contest the legal action, the LHA or project management must have proof that the reasons upon which it originally relied constituted good cause for eviction under the applicable law, rules and regulations.

9. EXCLUSION FOR EVICTION AND TERMINATION OF TENANCY
GRIEVANCE

- a. The Grievance Procedure set forth herein is not applicable to nor required in an eviction or termination of tenancy grievance matter where the agency has exercised its right and utilized the eviction process provided for in the Ohio Revised Code.

All of the elements of due process required by federal law and regulation are provided for in the procedures set forth in the Ohio Eviction Statutes.