

PHA 5-Year and Annual Plan	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 4/30/2011
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1.0	PHA Information PHA Name: <u>Fairfield Metropolitan Housing Authority</u> PHA Code: <u>OH070</u> PHA Type: <input type="checkbox"/> Small <input type="checkbox"/> High Performing <input checked="" type="checkbox"/> Standard <input type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): <u>01/2011</u>					
2.0	Inventory (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: <u>96</u> Number of HCV units: <u>949</u>					
3.0	Submission Type <input type="checkbox"/> 5-Year and Annual Plan <input checked="" type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only					
4.0	PHA Consortia N/A <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)					
	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program	
					PH	HCV
	PHA 1:					
	PHA 2:					
	PHA 3:					
5.0	5-Year Plan. Complete items 5.1 and 5.2 only at 5-Year Plan update. N/A					
5.1	Mission. State the PHA's Mission for serving the needs of low-income, very low-income, and extremely low income families in the PHA's jurisdiction for the next five years: N/A					
5.2	Goals and Objectives. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan. N/A					
6.0	PHA Plan Update (a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission: HCV Criminal Activity FMHA Personnel Policy Reasonable Child Care Cost Serious or Repeated Violations of the Lease Resulting in Termination of Benefits for HCV Interim Re-determination of Rent Subsidy Standards Rent Payment for the Public Housing Program Utility Allowances Cost Allocation Plan (b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions. The PHA Plan, attachments, and supportive documents are available for public inspection at the FMHA office, 315 North Columbus Street, Lancaster, OH 43130.					

Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers. *Include statements related to these programs as applicable.*

The Fairfield Metropolitan Housing Authority Housing Choice Voucher Homeownership Program is designed to expand homeownership opportunities for voucher participants. The program assists HCV participants to transition from rental assistance to homeownership using their voucher assistance.

The HCV Homeownership Program is available to all voucher holders who meet the minimum qualifications set forth in the HCV Homeownership Action Plan and who have the ability to independently secure a mortgage loan.

In 2009, FMHA received a ROSS grant for a Public Housing Family Self-Sufficiency Coordinator. We currently are serving 28 participants.

FSS assists participants in:

- Obtaining a high school diploma /GED
- Obtaining a first job
- Obtaining higher education degree/certifications
- Obtaining a higher-paying job
- Budgeting skills
- Obtaining a mortgage through a bank / mortgage lender
- Securing finances for education
- Accomplishing goals that will achieving economic independence

The FSS Coordinator provides referrals to supportive services such as:

- Job training
- Employment Counseling
- Educational Services
- Credit Counseling
- Child Care
- Transportation
- Homeownership Counseling

FMHA makes every effort to direct employment and other economic opportunities to the greatest extent possible toward low and very low income persons who are recipients of the Public Housing program. Employment opportunities are placed in our monthly newsletter which is distributed to all residents. We also invite participants to bid on any projects. We also encourage our residents to participate in our local AmeriCorps program.

We are excited about being able to offer additional services to our residents through our ROSS Service Coordinator grant. We anticipate working with at least 50 families and building even stronger relationships through this program.

FMHA has several vacant properties (land) and may choose to dispose or build on them.

We anticipate offering Homeownership opportunities to our Public housing residents as the program develops.

We hope to acquire a maintenance shop with room for storage and equipment.

Should Congress approve the TRA, FMHA anticipates converting Public Housing units.

We would like to offer Section 8 HCV vouchers as project-based vouchers.

We would like to project-base vouchers in several of our HOPE 1 homes.

7.0

8.0 **Capital Improvements.** Please complete Parts 8.1 through 8.3, as applicable.

8.1	<p>Capital Fund Program Annual Statement/Performance and Evaluation Report. As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i>, form HUD-50075.1, for each current and open CFP grant and CFFP financing.</p> <p>See Attached</p>																																																																																								
8.2	<p>Capital Fund Program Five-Year Action Plan. As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i>, form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan.</p> <p>See Attached</p>																																																																																								
8.3	<p>Capital Fund Financing Program (CFFP). <input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.</p>																																																																																								
9.0	<p>Housing Needs. Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.</p> <table border="1" data-bbox="240 695 1422 1461"> <thead> <tr> <th colspan="8">Housing Needs of Families in the Jurisdiction by Family Type/Renters</th> </tr> <tr> <th>Family Type</th> <th>Overall</th> <th>Affordability</th> <th>Supply</th> <th>Quality</th> <th>Accessibility</th> <th>Size</th> <th>Location</th> </tr> </thead> <tbody> <tr> <td>Income <= 30% of AMI</td> <td>2515</td> <td>5</td> <td>3</td> <td>4</td> <td>4</td> <td>3</td> <td>3</td> </tr> <tr> <td>Income >30% but <=50% of AMI</td> <td>2047</td> <td>5</td> <td>3</td> <td>3</td> <td>4</td> <td>3</td> <td>3</td> </tr> <tr> <td>Income >50% but <80% of AMI</td> <td>2795</td> <td>5</td> <td>3</td> <td>3</td> <td>4</td> <td>3</td> <td>3</td> </tr> <tr> <td>Elderly</td> <td>1485</td> <td>5</td> <td>3</td> <td>3</td> <td>4</td> <td>3</td> <td>3</td> </tr> <tr> <td>Families with Disabilities</td> <td>923</td> <td>5</td> <td>5</td> <td>3</td> <td>4</td> <td>3</td> <td>3</td> </tr> <tr> <td>Race/Ethnicity White</td> <td>6497</td> <td>5</td> <td>3</td> <td>2</td> <td>4</td> <td>3</td> <td>3</td> </tr> <tr> <td>Race/Ethnicity Black</td> <td>433</td> <td>5</td> <td>4</td> <td>2</td> <td>4</td> <td>3</td> <td>3</td> </tr> <tr> <td>Race/Ethnicity Hispanic</td> <td>85</td> <td>5</td> <td>4</td> <td>2</td> <td>4</td> <td>3</td> <td>3</td> </tr> <tr> <td>Race/Ethnicity Asian</td> <td>64</td> <td>5</td> <td>4</td> <td>2</td> <td>4</td> <td>3</td> <td>3</td> </tr> </tbody> </table> <p>I. General Jurisdiction Statement The 2008 estimated population for Fairfield County is 142,223 and is part of the Columbus Metropolitan Statistical Area. The county seat is Lancaster and is the county's largest city. According to the U.S. Census Bureau, the county has a total area of 509 square miles. Approximately 506 square miles is made up of land and the remaining 3 square miles is water. While the northern portion of the county is fairly flat, as you travel south along U.S. 33, you can easily recognize the foothills of a mountainous region beginning around the village of Carroll. Although not officially part of the state or federal definition of Appalachia, certain areas of Fairfield County, particularly south of U.S. 22, bear a distinctly Appalachian feel in both physical geography and demographics.</p> <p>II. State, County and Waiting List Population by Ethnicity (2009)</p>	Housing Needs of Families in the Jurisdiction by Family Type/Renters								Family Type	Overall	Affordability	Supply	Quality	Accessibility	Size	Location	Income <= 30% of AMI	2515	5	3	4	4	3	3	Income >30% but <=50% of AMI	2047	5	3	3	4	3	3	Income >50% but <80% of AMI	2795	5	3	3	4	3	3	Elderly	1485	5	3	3	4	3	3	Families with Disabilities	923	5	5	3	4	3	3	Race/Ethnicity White	6497	5	3	2	4	3	3	Race/Ethnicity Black	433	5	4	2	4	3	3	Race/Ethnicity Hispanic	85	5	4	2	4	3	3	Race/Ethnicity Asian	64	5	4	2	4	3	3
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Race	Ohio %	Fairfield %	Waiting List %
White	84.7	90.8	84
Black	12.1	6.6	13.1
Hispanic	0.3	0.2	0.5
Asian	1.6	1.0	0.9
Other	1.3	1.4	1.5

III. State, County, and Waiting List Population Demographics - Tables

Characteristics by Bedroom Size - Ohio

Bedroom Size	# of Families	% of Total Families
1	531,566	11
2	1,356,0990	26
3	2,157,131	43
4	844,339	17
5 or more	152,637	3

Characteristics by Bedroom Size - Fairfield County

Bedroom Size	# of Families	% of Total Families
1	3951	7
2	12,097	22
3	25,014	45
4	12,850	23
5 or more	1,616	3

Characteristics by Bedroom Size - FMHA Waiting List

Bedroom Size	# of Families	% of Total Families
1	285	30
2	409	43
3	236	25
4	26	1
5 or more	4	1

IV. General Housing Unit Inventory/Households and Families (2007)

According to the U.S. Census Bureau, there were 51,000 households in Fairfield County. The average household size is 2.7 people.

Families made up 75 percent of the households. This figure includes both married couple families (61%) and other families (14%). The remaining 25 percent was made up of non-family households who were people living alone, but some were composed of people living in households in which no one was related to the head of house.

Fairfield County has a total of 51,000 occupied housing units - 39,000 (77%) owner occupied and 12,000 (23%) renter occupied. The monthly housing costs for renters was \$691, furthermore 38% percent of renters spent 30 percent or more of household income on housing.

Tenant Rental Cost

Rent Amount	Fairfield County	HCV	PH
Less than \$200	321	496	35
\$200 - \$299	267	135	6
\$300 - \$499	1,349	110	12

\$500 - \$749	4,685	16	17
\$750 - \$999	3,470	1	0
\$1000 - \$1,499	1,272	0	0
\$1500 or more	436	0	0
No cash rent	562	183	22

Per the U.S. Census Bureau American Factfinder 2005-2007

- 79.6% of the total housing units available in the County are 1-unit detached
- Mobile homes make up 2.5% of the County's available units
- 3 or 4 units in a structure provide 3.4% of the available units
- 5 to 9 units in a structure provide 4.1%
- 20 or more units in a structure provide 2.5% of the available units, tying with the number of mobile homes
- The rental vacancy rate is estimated to be 8.2% of available units

V. Quality of Units

Based on the available data, the percentage of units with significant issues making them unsuitable or undesirable for use was small although the majority of units are aging and maintenance could cause availability to decrease long-term. Per the 2005-2007 U.S. Census American Factfinder estimates are:

- .1% of the occupied units lacked complete plumbing facilities
- .4% lacked complete kitchen facilities
- 3.8% lacked telephone service

The majority of homes use utility gas and electric as a heat source, however there are still a number of homes using less conventional methods to heat their homes.

Utility Gas	32,332	61.7%
Bottled tank, or LP gas	4,254	8.1%
Electricity	12,598	24.0%
Fuel Oil or Kerosene	1,809	3.5%
Coal or Coke	93	0.2%
Wood	1,042	2.2%
Solar Energy	0	0.0%
Other Fuel	240	0.5%
No fuel used	54	0.1%

Over 55% of all homes were built before 1979.

VI. Affordability Concerns

(Information obtained by FY 2008-FY2012 Consolidated Housing and Community Development Plan City of Lancaster, Ohio)

The overall affordable housing needs of renters and owners based on family size and relative cost burden indicate that the very low income small and large renter families with cost burdens greater than 30 percent were determined to have the highest priority affordable housing needs of non-homeless families. Homeowner households with incomes less than 50 percent of the median income with housing in need of major rehabilitation was also determined to have a high priority housing need.

The housing needs of low and moderate income households and individuals can be viewed in terms of three related issues. The issues are availability, adequacy, and affordability.

The following principles have served to help target limited resources in addressing these housing issues and in identifying the housing needs of the community.

- *Housing resources and services should be targeted to those in the community most in need of assistance.*
- *Housing resources should be targeted to meet the needs of homeless families and individuals, those at risk of homelessness and homeless persons with special needs.*
- *Programs should be targeted to help preserve and repair the existing homeowner housing stock within the Community.*
- *Programs should continue to promote equal housing opportunity and expand housing choice through fair housing compliance and community education and awareness.*
- *Resources should be directed to help meet the growing housing needs of single parent households, especially female-headed households.*
- *Resources should be targeted to ensure an adequate supply of decent, safe, and sanitary housing which is affordable to very low and lower income families and individuals.*
- *The city should encourage the development of affordable housing and expanded housing choice throughout the community consistent with sound land use planning and development standards.*

From 2005-2007, 9 percent of people were in poverty. Eleven percent of related children under 18 were below the poverty level, compared with 7 percent of people 65 years old and over. Six percent of all families and 22 percent of families with a female head of house and no husband present had incomes below the poverty level.

VII. Affordable Housing Resources

(Information obtained by FY 2008-FY2012 Consolidated Housing and Community Development Plan City of Lancaster, Ohio)

Existing resources to assist in providing affordable housing within the community include the following:

- *96 three bedroom scattered site public housing units (FMHA)*
- *Lancaster homeowner housing rehabilitation program (Lancaster CDBG)*
- *899 Section 8 housing vouchers (FMHA)*
- *662 privately owned assisted housing units*
- *Home energy assistance program (LFCAA)*
- *Emergency housing repair program (LFCAA)*
- *Emergency rent/mortgage/utilities payment program (LFCAA)*
- *Lancaster homebuyer acquisition program (Lancaster CDBG)*
- *Emergency food and shelter program (LFCAA)*
- *Homeless prevention counseling program (LFCAA)*
- *Transitional homeless prevention services program (LSS)*
- *Emergency rental assistance (New Horizons)*
- *Housing assistance program (New Horizons & FMHA)*
- *5 adult foster care homes (New Horizons)*
- *23 units of assisted housing\chronically mentally ill persons (New Horizons)*
- *7 single family homes for MRDD clients (Fairfield Affordable Housing)*
- *8 housing units owned and managed by FMHA*
- *14 bed shelter facility for homeless adults*
- *20 unit single room occupancy housing facility for single adults*
- *Fairfield County Emergency Shelter (LFCAA)*
- *Lighthouse Domestic Violence Emergency Shelter*
- *The Foundation Men's Shelter*
- *The Foundation Women's Shelter*

- Fair housing program (Lancaster CDBG)
- Lead based paint hazard reduction program (Lancaster CDBG)
- Housing architectural barrier removal program (Lancaster CDBG)
- 4 unit transitional housing for women ex-offenders (Grace Haven)
- 5 unit transitional housing for youth (Reality House)

Many if not all of the above listed programs have extremely limited funding and future funding levels are uncertain.

There are no site-based Waiting List.

Housing Needs of Families on the Waiting List

Waiting list type: (select one)

- Section 8 tenant-based assistance
 Public Housing
 Combined Section 8 and Public Housing
 Public Housing Site-Based or sub-jurisdictional waiting list (optional)
 If used, identify which development/subjurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	1611		132
Extremely low income <=30% AMI	1257	78.03%	
Very low income (>30% but <=50% AMI)	199	12.35%	
Low income (>50% but <80% AMI)	306	18.99%	
Families with children	1040	64.56%	
Elderly families	93	5.77%	
Families with Disabilities	364	22.59%	
Race/ethnicity- White	1201	74.55%	
Race/ethnicity- Black	300	18.62%	
Race/ethnicity- Hispanic	32	1.99%	
Race/ethnicity- Other	78	4.84%	

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

If yes:

HOW LONG HAS IT BEEN CLOSED? MARCH 1, 2010

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

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

Housing Needs of Families on the Waiting List

Waiting list type: (select one)

Section 8 tenant-based assistance

Public Housing

Combined Section 8 and Public Housing

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

If used, identify which development/subjurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	1647		17
Extremely low income <=30% AMI	1365	82.88%	
Very low income (>30% but <=50% AMI)	224	13.60%	
Low income (>50% but <80% AMI)	43	2.61%	
Families with children	1560	94.60%	
Elderly families	18	1.09%	
Families with Disabilities	221	13.42%	
Race/ethnicity-White	1223	74.12%	
Race/ethnicity-Black	340	20.61%	
Race/ethnicity-Hispanic	31	1.88%	
Race/ethnicity-Other	56	3.30%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	13	0.01%	

2 BR	1056	67%	
3 BR	462	29%	
4 BR	58	3.72%	
5 BR	0	0%	
5+ BR	1	0%	

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

If yes:

HOW LONG HAS IT BEEN CLOSED?

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

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

Strategies for Addressing Housing Needs

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

Although the Section 8 Housing Choice Voucher Program leases 100% of its allotted vouchers annually, the number of vouchers available does not meet the need in Fairfield County. The HCV Waiting List closed in March 31, 2010 with over 3000 families waiting for housing.

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

Need: Shortage of affordable housing for all eligible populations

- 9.1
1. Maximize the number of affordable units available to FMHA within its current resources by:
 - A. Employ effective maintenance and management policies to minimize the number of public housing units off-line
 - B. Keep turnover time for vacated Public Housing units
 - C. Keep time to renovate Public Housing units minimal
 - D. Undertake measures to ensure access to affordable housing among families assisted by FMHA
 - E. Continue to increase Section 8 lease up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
 - F. Maintain or increase Section 8 lease-up rates by effectively providing Landlord Packet information to Section 8 applicants to increase owner acceptance of program
 - G. Continue to participate in the Consolidated Plan development process to ensure coordination with broader community strategies
 - H. Market Public Housing units in the Lancaster community, particularly to working families using our Local Working Family preference.
 - I. Increase property monitoring by all staff to keep damages and noncompliance low

 2. Increase the number of affordable housing units by:
 - A. Apply for additional Section 8 vouchers should they become available
 - B. Pursue housing resources other than public housing or Section 8 tenant-based assistance

- C. Apply for additional Family Unification Vouchers should they become available
- D. Apply for additional Mainstream Vouchers should they become available
- E. Apply for additional Shelter Plus Care vouchers should they become available
- F. Pursue partnerships for alternative housing programs for special subpopulations, i.e., persons with mental illness, persons with disabilities, victims of domestic violence, persons likely to become homeless such as young people "aging out" of foster care, persons participating in drug recovery programs, reentry individuals from prison, and veterans
- G. Develop local homeownership opportunities utilizing HOME and CBDG funds, Federal Home Loan Bank funds
- H. Purchase and rehabilitate properties for rent and/or future homeownership
- I. Implement energy conservation programs to reduce utility expenses for low-income households
- J. Explore forming a Community Housing Development Organization (CHDO)

NEED: Specific Family Types: Families at or below 30% of AMI

NOTE: All of our Public Housing Units are 3-bedroom size.

- 1. Target available assistance to families at or below 30% of AMI
 - A. Adopt rent policies to support and encourage work, i.e. SOP 2-32 Interim Re-determination Policy – HCV
 - B. Develop an Individual Development Account (IDA) program to assist Public Housing and HCV families in building assets
 - C. Increase focus on Family Self-Sufficiency strategies

NEED: Specific Family Types: Families at or below 50% of AMI

- 1. Target available assistance to families at or below 50% of AMI
 - A. The Public Housing Program employs admissions preferences aimed at families who are working
 - B. Adopt rent policies and encourage work, i.e. SOP 2-32 Interim Re-determination Policy – HCV
 - C. Develop an Individual Development Account (IDA) program to assist Public Housing and HCV families in building assets
 - D. Increase focus on Family Self-Sufficiency strategies

NEED: Specific Family Types: the Elderly

- 1. Target Available Assistance to the Elderly
 - A. Apply for special purpose vouchers targeted to the elderly, should they become available
 - B. Seek out development opportunities for Elderly Housing

NEED: Specific Family Types: Families with Disabilities

- 1. Target available assistance to Families with Disabilities
 - A. Carry out the modifications needed in Public Housing based on the section 504 Needs Assessment for Public Housing
 - B. Apply for special-purpose vouchers targeted to families with disabilities (Rental Assistance for Non-Elderly Disabled NOFA).
 - C. Affirmatively market to local non-profit agencies that assist families with disabilities
 - D. Continue HCV Preference for families with Disabled Household member
 - E. Increase focus on Family Self-Sufficiency strategies

NEED: Specific Family Types: Races or ethnicities with disproportionate housing

needs

1. Increase awareness of FMHA resources among families of races and ethnicities with disproportionate needs
 - A. Affirmatively market to races/ethnicities shown to have disproportionate housing needs
2. Conduct activities to affirmatively further fair housing
 - A. Counsel Section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units.
 - B. Market the Section 8 program to owners outside of areas of poverty/minority concentrations
 - C. Hold Landlord Information Nights with Fair Housing as topic.

Reasons for Selecting Strategies

FMHA's strategies were determined by the following factors:

- Funding constraints
- Staffing constraints
- 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 FMHA
- Influence of the housing market on FMHA programs
- Community priorities regarding housing assistance
- Results of consultations with local government
- Results of consultations with residents and the Resident Advisory Board
- Results of consultations with advocacy groups

Desire to assist low-income working families in building family assets and achieving family self-sufficiency

Additional Information.

(a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year Plan.

2010 5-Year Plan Goals

Within the structure of the Housing Choice Voucher and Public Housing programs, FMHA strategies are designed to improve the lives of those residents in it's jurisdiction by:

- Expanding the supply of assisted affordable housing
- Improving the quality of assisted affordable housing
- Increasing the assisted affordable housing choices
- Improving the living environment of assisted affordable housing
- Promoting self-sufficiency through increased income and asset development
- Ensure equal opportunity and further fair housing practices

10.0

The Fairfield Metropolitan Housing Authority continues to make significant progress toward accomplishing its stated goals of providing housing assistance and affordable housing opportunities to lower income families in a manner that is fiscally sound and in a way that supports families, neighborhoods, and economic self-sufficiency.

HUD has rated the FMHA Section 8 program administration as a high-performing PHA through the Section Eight Management Assessment Program (SEMAP) scoring fiscal years 2001-2009 or since HUD has implemented SEMAP scoring. FMHA continues to work to improve the quality of the tenant-based program by focusing on the management indicators provided in the SEMAP scoring. Briefing classes encourage participants to expand their searches for housing to include quality units in better neighborhoods.

Housing Solutions, headed by a HUD Certified Housing Counselor, continues to provide Foreclosure and Pre-Purchase counseling to the public. FMHA will apply for HUD Certification.

New grants this year include 21 Shelter Plus Care Vouchers, and a new Public Housing Resident Opportunities Self-Sufficiency Service Coordinator.

Outreach projects to the community include our annual Homeownership Expo and annual Supply Our Students (SOS) for school supplies. Our HCV Department held Landlord Appreciation Nights. The topics at these events include Fair Housing, maintaining quality rental units, HQS, etc.

Our HCV Family Self-Sufficiency and Homeownership programs continue to grow and link current participants with community resources. Our HCV FSS program now has a Waiting List for individuals who are eager to be a part of this program.

Our Public Housing Family Self-Sufficiency Program has fulfilled its allotted number of participants. Our FSS Coordinator works closely with families to improve quality of life and make community services accessible. Both FSS programs teach budgeting and encourage asset development.

The restructuring of our Public Housing department has produced a more effective and efficient program. REAC scores reflect the hard work and dedication of the staff. FMHA is designated as a "High Performer".

These accomplishments were completed with solid year-end financial position despite funding challenges from Congress.

(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of "significant amendment" and "substantial deviation/modification"

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

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

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

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

- Decreasing the number of vouchers FMHA will administer
- Decreasing the number of Public Housing units available for occupancy
- Changes in the HCV Administrative Plan, the PH Admissions and Continued Occupancy Plan, the HCV Homeownership Plan regarding admissions, waiting lists, flat rents
- Development of additional low-income housing
- Acquisition activities
- Demolition or disposition of PH units
- Significant change in the use of Capital Funds

- Discontinuing a program

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

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

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

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

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

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

11.0 Required Submission for HUD Field Office Review. In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. **Note:** Faxed copies of these documents will not be accepted by the Field Office.

- (a) Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations* (which includes all certifications relating to Civil Rights)
- (b) Form HUD-50070, *Certification for a Drug-Free Workplace* (PHAs receiving CFP grants only)
- (c) Form HUD-50071, *Certification of Payments to Influence Federal Transactions* (PHAs receiving CFP grants only)
- (d) Form SF-LLL, *Disclosure of Lobbying Activities* (PHAs receiving CFP grants only)
- (e) Form SF-LLL-A, *Disclosure of Lobbying Activities Continuation Sheet* (PHAs receiving CFP grants only)
- (f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations.
SEE ATTACHEMENT oh070d02
- (g) Challenged Elements **NO CHALLENGED ELEMENTS**
- (h) Form HUD-50075.1, *Capital Fund Program Annual Statement/Performance and Evaluation Report* (PHAs receiving CFP grants only)
- (i) Form HUD-50075.2, *Capital Fund Program Five-Year Action Plan* (PHAs receiving CFP grants only)

See Attachments for HUD forms


Part I: Summary						
PHA Name: Fairfield Metropolitan Housing Authority		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: Date of CFFP:			FFY of Grant: 2011 FFY of Grant Approval:	
Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report						
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹		
		Original	Revised ²	Obligated	Expended	
1	Total non-CFP Funds	0				
2	1406 Operations (may not exceed 20% of line 21) ³	20,000				
3	1408 Management Improvements	0				
4	1410 Administration (may not exceed 10% of line 21)	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	83,000				
10	1460 Dwelling Structures	53,810				
11	1465.1 Dwelling Equipment—Nonexpendable	10,000				
12	1470 Non-dwelling Structures	0				
13	1475 Non-dwelling Equipment	0				
14	1485 Demolition	0				
15	1492 Moving to Work Demonstration	0				
16	1495.1 Relocation Costs	0				
17	1499 Development Activities ⁴	0				

¹ To be completed for the Performance and Evaluation Report.

² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.

⁴ RHF funds shall be included here.

Part I: Summary					
PHA Name: Fairfield Metropolitan Housing Authority		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: Date of CFFP:		FFY of Grant:2011 FFY of Grant Approval:	
Type of Grant					
<input checked="" type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserve for Disasters/Emergencies		<input type="checkbox"/> Revised Annual Statement (revision no:)	
<input type="checkbox"/> Performance and Evaluation Report for Period Ending:			<input type="checkbox"/> Final Performance and Evaluation Report		
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹	
		Original	Revised ²	Obligated	Expended
18a	1501 Collateralization or Debt Service paid by the PHA	0			
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment	0			
19	1502 Contingency (may not exceed 8% of line 20)	0			
20	Amount of Annual Grant:: (sum of lines 2 - 19)	\$ 166,810			
21	Amount of line 20 Related to LBP Activities	0			
22	Amount of line 20 Related to Section 504 Activities				
23	Amount of line 20 Related to Security - Soft Costs				
24	Amount of line 20 Related to Security - Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures				
Signature of Executive Director 		Date 12/15/10		Signature of Public Housing Director 	
				Date	

¹ To be completed for the Performance and Evaluation Report.

² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.

⁴ RHF funds shall be included here.

Part II: Supporting Pages								
PHA Name: Fairfield Metropolitan Housing Authority			Grant Type and Number Capital Fund Program Grant No: CFFP (Yes/ No): Replacement Housing Factor Grant No:			Federal FFY of Grant: 2011		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
PHA Wide	Operations	1406		20,000				
PHA Wide	Administration	1410		0				
PHA Wide	Site Acquisition-Purchase Maintenance Shop	1440		0				
PHA Wide	Site Improvements	1450		83,000				
PHA Wide	Replacement Gutters/Downspouts and gutter guards		18					
PHA Wide	Concrete Work-driveways, sidewalks, steps, etc.		23					
PHA Wide	Gates/Fence replacements/repairs		9					
PHA Wide	Landscaping/Drainage/Sewage lines, etc		18					
PHA Wide	Dwelling Unit	1460		53,810				
	Kitchen Remodels		5					
PHA Wide	Dwelling Equipment (non-expendable)	1465.1		10,000				
	Ranges/Refrigerators-Energy Efficient		10					
	Grand Total:			166,810				

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

² To be completed for the Performance and Evaluation Report.

Part II: Supporting Pages								
PHA Name: Fairfield Metropolitan Housing Authority			Grant Type and Number Capital Fund Program Grant No: CFFP (Yes/ No): Replacement Housing Factor Grant No:			Federal FFY of Grant: 2011		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
² To be completed for the Performance and Evaluation Report.

Part III: Implementation Schedule for Capital Fund Financing Program					
PHA Name:				Federal FFY of Grant:	
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates ¹
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	

¹ Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

Part III: Implementation Schedule for Capital Fund Financing Program					
PHA Name:				Federal FFY of Grant:	
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates ¹
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	

¹ Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

Capital Fund Program—Five-Year Action Plan

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/20011

Part I: Summary						
PHA Name/Number Fairfield Metropolitan Housing Authority-OH070		Locality (City/County & State)Lancaster/Fairfield & Ohio			<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:	
A.	Development Number and Name	Work Statement for Year 1 FFY <u>2011</u>	Work Statement for Year 2 FFY <u>2012</u>	Work Statement for Year 3 FFY <u>2013</u>	Work Statement for Year 4 FFY <u>2014</u>	Work Statement for Year 5 FFY <u>2015</u>
B.	Physical Improvements Subtotal	Annual Statement	\$ 21,810	\$ 68,000	\$ 121,400	\$ 129,400
C.	Management Improvements		0			
D.	PHA-Wide Non-dwelling Structures and Equipment		\$0	0	\$	\$
E.	Administration		\$ 0	0	\$	\$
F.	Other-Site Acquisition		\$ 0	0	0	0
G.	Operations		\$145,000	\$ 98,810	\$ 45,410	\$37,410
H.	Demolition		0	0	0	0
I.	Development		0	0	0	0
J.	Capital Fund Financing – Debt Service		0	0	0	0
K.	Total CFP Funds		\$ 166,810	\$ 166,810	\$ 166,810	\$ 166,810
L.	Total Non-CFP Funds		0	0	0	0
M.	Grand Total		\$ 166,810	\$ 166,810	\$ 166,810	\$ 166,810

Part II: Supporting Pages – Physical Needs Work Statement(s)						
Work Statement for Year 1 FFY _____	Work Statement for Year <u>4</u> FFY <u>2014</u>			Work Statement for Year: <u>5</u> FFY <u>2015</u>		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	Hanover Court			Shallow Ridge		
	Landscaping/Drainage /Sewage Line replacement	12 units (cont from 2010)	\$ 12,000	Landscaping/Drainage /Sewage Line Replacement	16 units	\$ 16,000
	Spring Street			PHA Wide		
	Replacement Gutters/Downspout/ Guards	10 units	\$ 11,500	Gates/Fence Replacement/Repair	10 units	\$ 25,000
	West Chestnut			New Doors-exterior, interior, storm	20 units	\$ 15,000
	Replacement Gutters/Downspout/ Guards	10 units	\$ 11,500	Duct/Vent Cleaning	22 units	\$ 11,000
	Landscaping/Drainage /sewage line replacement	10 units	\$ 10,000	New A/C units	12 units	\$ 26,400
				Remodel Bath and Kitchens	Est. 5 units	36,000
				Operations		\$ 37,410
	PHA Wide					
	Gates/Fence Replacement/Repair	10 units	\$25,000			
	Outdoor Trash Cans for each unit	96 units	\$38,400			
	Duct/Vent Cleaning	26 units	\$ 13,000			
	Operations		\$45,410			
	Subtotal:		\$ 166,810	Subtotal:		\$166,810

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**Energy Conservation/Green/ GEO		2011		2012		2013		2014		2015				
Where	What	Original		Original		Original		Original		Original				
1450 Site Improvement														
Lane(8)	Landscaping/drainage	\$1000 pu		\$1100 pu		\$1200 pu		\$1300 pu		\$1400 pu	\$ 11,200.00			
Spring (10)	Landscaping/drainage			\$ 9,000.00										
Amherst(14)	Landscaping/drainage					\$ 15,400.00								
Hanover (20)	Landscaping/drainage	\$ 14,000.00												
E. Walnut(18)	Landscaping/drainage							\$ 23,400.00						
W. Chest (10)-oper	Landscaping/drainage			\$ 12,100.00										
S. Ridge(16)-open	Landscaping/drainage	\$ 10,000.00												
Lane (8)	Replacement gutters/downspouts&gutter guards	\$1165 pu		\$1200 pu		\$1250 pu		\$1300 pu		\$1350 pu				
Spring (10)								\$ 13,000.00						
Amherst (14)		\$ 16,310.00												
Hanover (20) + CB								5 units & cb \$ 7,800.00		\$ 20,250.00				
E. Walnut (18)						\$ 22,500.00								
W. Chestnut (10)				\$ 12,000.00										
S. Ridge (16)				\$ 9,600.00										
PHA Wide	Security Ltg/Visibility	2 @ 6000	\$ 12,000.00	2 @ \$6000	\$ 12,000.00	2 @ \$6500	\$ 13,000.00	2 @ \$6500	\$ 13,000.00	2 @ \$7000	\$ 14,000.00			
PHA Wide	Signs for safety (children playing, etc)		\$ 1,500.00		\$ 2,000.00		\$ 1,500.00							
PHA Wide	concrete work for driveways, sidewalks, etc.		\$ 24,000.00		\$ 24,000.00		\$ 24,000.00		\$ 24,000.00		\$ 24,000.00			
PHA WIDE	Sewage Line Replacement/repair	\$6000 pu	\$ 30,000.00	\$ 6,500.00	\$ 32,500.00	\$ 7,000.00	\$ 35,000.00	\$ 7,500.00	\$ 37,500.00	\$ 8,000.00	\$ 40,000.00			
PHA Wide	Dry Pond repair and Excavating, etc.	\$4500 per pond	\$ 4,500.00		\$ 4,500.00		\$ 4,500.00							
PHA Wide	New porch rails & posts	\$400 pu	\$ 8,000.00	\$450 pu	\$ 9,000.00	\$500 pu	\$ 10,000.00	\$550 pu	\$ 11,000.00	\$600 pu	\$ 9,600.00			
PHA Wide	Gates/fence repair/replacement(76 units plus playground)	\$2,500	\$ 25,000.00	\$2,500	\$ 25,000.00	\$2,500	\$ 25,000.00	\$2,500	\$ 25,000.00	\$2,500	\$ 25,000.00			
PHA Wide	Powerwashing units		\$ 38,000.00				\$ 38,000.00			\$600 pu	\$ 46,800.00			
1450 Totals		\$ 183,310.00		\$ 151,700.00		\$ 188,900.00		\$ 154,700.00		\$ 190,850.00				
1460 Dwelling Struc.														
PHA Wide	New Shutters	\$500 pu	\$ 9,000.00	Lane, Spring	\$500 pu	\$ 12,000.00	amherst, w.ch	\$550 pu	\$ 18,700.00	E.W/SR	\$550 pu	\$ 11,000.00	hanover	
PHA Wide	new A/C units	\$2200 pu	\$ 15,000.00		\$2300 pu	\$ 15,000.00		\$2300 pu	\$ 17,500.00		\$2400 pu	\$ 20,000.00	\$2500 pu	\$ 25,000.00
PHA Wide	New vinyl siding	\$1500 pu	\$ 27,000.00	Lane/spring	\$1500 pu	\$ 36,000.00	Amh/wc	\$1750 pu	\$ 59,500.00	EW/SR	\$1750 pu	\$ 35,000.00	Hanover	

1408 Management Improvements						
Mgmt. Improv./software	\$ 22,000.00	\$ 13,000.00	\$ 13,000.00	\$ 13,000.00	\$ 13,000.00	\$ 13,000.00
1408 Total:	\$ 22,000.00	\$ 13,000.00	\$ 13,000.00	\$ 13,000.00	\$ 13,000.00	\$ 13,000.00
1410 Administration						
Salaries	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
1410 Total:	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
1411 Audit						
Audit Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
1430 Fees and Costs						
Inspect/A&E	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
1430 Total:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
1440 Site Acq						
Maintenance shop	\$ 150,000.00	\$ 50,000.00				
land/playground		\$ 20,000.00				
1440 Total:	\$ 150,000.00	\$ 70,000.00	\$ -	\$ -	\$ -	\$ -
1502 Contingency						
1502 Total:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTALS	\$ 817,310.00	\$ 691,600.00	\$ 617,500.00	\$ 564,000.00	\$ 595,850.00	

Members of the Resident Advisory Board (RAB)

Tracy Rich (Chairman)
1921 W Chestnut

Brad Stewart (Co-Chairman)
1915 W Chestnut

Kathy McCarty
1530 Amherst Pl

SELECTION OF RESIDENT ADVISORY BOARD MEMBERS:

The Resident Advisory Board consists of seven (3) members. They are selected by the resident body and meetings are held quarterly.

Community Building 6/23/10 at 6:30pm

RAB Meeting Sign-In Sheet

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RECEIVED
JUN 28 2010
BY MAIL

ANNUAL PLAN: January 1, 2011 to December 31, 2011

Public Housing Resident Survey for Capital Funds

Please check the box that applies to you or others and fill in blanks. Further ideas and suggestions can be written on the back of this form, or another sheet of paper. Thank you so much for your help and time, it is very important that the resident's voice(s) is heard when considering improvements to our homes and neighborhoods.

Suggestions for Projects for the coming year:

- Windows
- Painting of units more frequently
- Floors replaced
- Screen Doors
- Appliances (new)
- Bathroom updates
- Other:

I have been told by the time warmer staff multiple times that I would have better service if the wiring in my house wasn't outdated. I've asked & was told they couldn't rewire my house alone for the new HD wiring they would need to do all the units to be cost effective

Suggestions for Maintenance Improvements:

- Additions to Emergency work orders (if checked please include what you would like to see added)
- Faster completion of work orders
- Friendlier Maintenance Staff
- Better maintenance tips/info in newsletter
- Better upkeep of Common Areas
- Other:

No suggestion they're awesome

Another suggestion would be lawn care service (for weeds & possibly a curb if the budget allowed)

Suggestions for Public Housing Office Staff:

- Friendlier Service
- Return phone calls faster
- Change newsletter
- Hold more tenant meetings with Staff
- Do more inspections
- Other:

No suggestions here either :)

Do you have a person with a disability in the home? Yes or No (if yes please complete section below, include your name and address and person who needs the reasonable accommodation/modification). Is there a reasonable accommodation/modification that would benefit an individual residing in your home? If there is a need for the accommodation/modification please list below what is needed and why?

Residents Name and address: _____

FAIRFIELD METROPOLITAN HOUSING AUTHORITY

315 North Columbus St. Suite 200 Lancaster, OH 43130

Phone: 740-653-6618

Fax: 740-653-7600

TTY & Ohio Relay Callers:

740-653-2653

E-mail: jakeller@fairfieldmha.org

Website: www.fairfieldmha.org



Serving Our Community with Safe and Affordable Housing

Jackie Keller-PH Manager

All weapons, including handguns or other firearms, concealed or not, are prohibited on FMHA premises, including all parking areas.

It is the policy of the FMHA to make reasonable accommodations for customers with a disability when appropriate and to work with those customers to find mutually acceptable solutions to

Annual Plan Comments from the RAB Board

FAIRFIELD
METROPOLITAN
HOUSING
AUTHORITY

5 North Columbus St.
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Lancaster, OH 43130

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mail: jakeller@fairfieldmha.org
website: www.fairfieldmha.org

*Creating Our Community
with Safe and Affordable
Housing*

Jackie Keller-PH Manager

weapons, including handguns or
other firearms, concealed or not, are
prohibited on FMHA premises,
including all parking areas.

Thank you for taking the time to review Fairfield Metropolitan Housing
Authorities 2011 annual plan. FMHA believes in the importance of
resident feedback and suggestions to ensure better customer service,
housing options, and safe and affordable housing for Fairfield County.

I have reviewed a draft of the annual plan for Fairfield Metropolitan Housing Authority
and have the following comments and suggestions:

Play grounds in the Neighborhoods
Another Street light in our neighborhood (Shallow Ridge)
*The Power windows of the Units, sidewalks and driveway
seem to be a waste of \$38,000, because you can totally
fill the difference with the money they're doing and \$38,000 can
easily build nice playgrounds in all the neighborhoods*
Issue large trash cans for all units.

OR

I have attended the RAB meeting on June 23, 2010 held at the Fairfield
Metropolitan Housing Authority Community Building and reviewed the annual plan but
do not wish to comment on the annual plan.

PH Resident Signature: *Richard Moore*
Date viewed and signed: *6/23/10*

Annual Plan Comments from the RAB Board

**FAIRFIELD
METROPOLITAN
HOUSING
AUTHORITY**

5 North Columbus St.
Suite 200
Lancaster, OH 43130

Phone: 740-653-6618
Fax: 740-653-7600
TTY & Ohio Relay Callers:
740-653-2653
mail: jakeller@fairfieldmha.org
website: www.fairfieldmha.org

Thank you for taking the time to review Fairfield Metropolitan Housing Authorities 2011 annual plan. FMHA believes in the importance of resident feedback and suggestions to ensure better customer service, housing options, and safe and affordable housing for Fairfield County.

I have reviewed a draft of the annual plan for Fairfield Metropolitan Housing Authority and have the following comments and suggestions:

I believe that because it is a long-term plan, it should be broken down into smaller units. That way it could be used to build a plan for each year and that way it would be easier to provide that information to the residents.
I don't think it's right that there isn't a budget if you put out that budget into your plan.

*Serving Our Community
with Safe and Affordable
Housing*

Jackie Keller-PH Manager

weapons, including handguns or other firearms, concealed or not, are prohibited on FMHA premises, including all parking areas.

OR

I have attended the RAB meeting on June 23, 2010 held at the Fairfield Metropolitan Housing Authority Community Building and reviewed the annual plan but do not wish to comment on the annual plan.

PH Resident Signature: [Handwritten Signature]

Date viewed and signed: _____

Annual Plan Comments from the RAB Board

FAIRFIELD
METROPOLITAN
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TTY & Ohio Relay Callers:
740-653-2653

mail: jakeller@fairfieldmha.org
website: www.fairfieldmha.org

Thank you for taking the time to review Fairfield Metropolitan Housing Authorities 2011 annual plan. FMHA believes in the importance of resident feedback and suggestions to ensure better customer service, housing options, and safe and affordable housing for Fairfield County.

I have reviewed a draft of the annual plan for Fairfield Metropolitan Housing Authority and have the following comments and suggestions:

More energy efficient a/c and furnance

*Serving Our Community
with Safe and Affordable
Housing*

Jackie Keller-PH Manager

Weapons, including handguns or other firearms, concealed or not, are prohibited on FMHA premises, including all parking areas.

OR

I have attended the RAB meeting on June 23, 2010 held at the Fairfield Metropolitan Housing Authority Community Building and reviewed the annual plan but do not wish to comment on the annual plan.

PH Resident Signature: _____

Date viewed and signed: _____

Annual Plan Comments from the RAB Board

FAIRFIELD
METROPOLITAN
HOUSING
AUTHORITY

Thank you for taking the time to review Fairfield Metropolitan Housing Authorities 2011 annual plan. FMHA believes in the importance of resident feedback and suggestions to ensure better customer service, housing options, and safe and affordable housing for Fairfield County.

5 North Columbus St.
Suite 200
Lancaster, OH 43130

I have reviewed a draft of the annual plan for Fairfield Metropolitan Housing Authority and have the following comments and suggestions:

Phone: 740-653-6618
Fax: 740-653-7600
TTY & Ohio Relay Callers:
740-653-2653
mail: jakeller@fairfieldmha.org
website: www.fairfieldmha.org

Power washing to save on
money!

On receipts check file on weapons
and police calls!

*Sharing Our Community
with Safe and Affordable
Housing*

Jackie Keller-PH Manager

weapons, including handguns or
other firearms, concealed or not, are
prohibited on FMHA premises,
including all parking areas.

OR

I have attended the RAB meeting on June 23, 2010 held at the Fairfield Metropolitan Housing Authority Community Building and reviewed the annual plan but do not wish to comment on the annual plan.

PH Resident Signature: Shirley White

Date viewed and signed: June 23, 2010

Annual Plan Comments from the RAB Board

**FAIRFIELD
METROPOLITAN
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Lancaster, OH 43130

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740-653-2653

mail: jakeller@fairfieldmha.org

Website: www.fairfieldmha.org

Thank you for taking the time to review Fairfield Metropolitan Housing Authorities 2011 annual plan. FMHA believes in the importance of resident feedback and suggestions to ensure better customer service, housing options, and safe and affordable housing for Fairfield County.

I have reviewed a draft of the annual plan for Fairfield Metropolitan Housing Authority and have the following comments and suggestions:

Cat problems-traps
 Raccoons in trash.
 * Provide trash containers w/lids-uniform./dumpsters
 due to trash problem- tenants w/no lids on cans.

Skip power washing

* Speed bumps

Children Playing Signs.

*Sharing Our Community
with Safe and Affordable
Housing*

Jackie Keller-PH Manager

weapons, including handguns or
other firearms, concealed or not, are
prohibited on FMHA premises,
including all parking areas.

OR

I have attended the RAB meeting on June 23, 2010 held at the Fairfield Metropolitan Housing Authority Community Building and reviewed the annual plan but do not wish to comment on the annual plan.

PH Resident Signature: _____

Date viewed and signed: Mary Gill 6-23-10

Annual Plan Comments from the RAB Board

FAIRFIELD
METROPOLITAN
HOUSING
AUTHORITY

5 North Columbus St.
Suite 200
Lancaster, OH 43130

Phone: 740-653-6618
Fax: 740-653-7600

TTY & Ohio Relay Callers:
740-653-2653

mail: jakeller@fairfieldmha.org
website: www.fairfieldmha.org

Thank you for taking the time to review Fairfield Metropolitan Housing Authorities 2011 annual plan. FMHA believes in the importance of resident feedback and suggestions to ensure better customer service, housing options, and safe and affordable housing for Fairfield County.

I have reviewed a draft of the annual plan for Fairfield Metropolitan Housing Authority and have the following comments and suggestions:

1. too many cats in our area
2. tall DEAD TREE IN NEIGHBORS YARD AFKIND OF IT FALLING ON MY HOUSE
3. ICE ON THE CIRCLE ON AMHERST ST.
4. Shower Knob needs replaced still.
5. NEW Storm Doors
6. Use the power wash money for trash containers

*Serving Our Community
with Safe and Affordable
Housing*

Jackie Keller-PH Manager

weapons, including handguns or
other firearms, concealed or not, are
prohibited on FMHA premises,
including all parking areas.

OR

I have attended the RAB meeting on June 23, 2010 held at the Fairfield Metropolitan Housing Authority Community Building and reviewed the annual plan but do not wish to comment on the annual plan.

PH Resident Signature: Kathy McCarty

Date viewed and signed: 6-23-10

FAIRFIELD
METROPOLITAN
HOUSING

AUTHORITY



*Serving Our Community
with Safe and Affordable
Housing*

Bruce Burns Executive

Director

Jackie Keller, P.H. Manager

Jackie Keller

Public Housing Manager

315 North Columbus St.
Suite 200

Lancaster, OH 43130

Phone: 740-653-6618

Fax: 740-653-7600

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740-653-2653

E-mail: fmha@fairfieldmha.org

Website: www.fairfieldmha.org

All weapons, including handguns or other firearms, concealed or not, are prohibited on FMHA premises, including all parking areas.

It is the policy of the FMHA to make reasonable accommodations for customers with a disability when appropriate and to work with those customers to find mutually acceptable solutions to problems.

SUGGESTIONS FOR PUBLIC HOUSING STAFF:

- Need more inspections for Home and yard.
- Friendlier Office Staff (getting treated like low class citizens gets old)
- Return phone calls faster
- Ease up on so many letters

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

NARRATIVE FOR SURVEY/ANNUAL PLAN RESULTS

Each year we send our clients a survey with various questions on improving Public Housing and the use of our Capital Funds Grant(s), there are 96 clients in Public Housing and we receive a minimal percentage back, however the surveys we do receive are tallied and suggestions are used for our Annual Plan as well as to help improve Customer Service.

Suggestions and complaints that are received by the Public Housing manager regarding customer services issues will be addressed at the next department meeting, so that staff may set goals to attain a higher level of customer satisfaction for our residents.

Not all suggestions are used for the Capital Funds for various reasons such as; area not available, maintenance upkeep, etc. The suggestions that are feasible are implemented in the plan and used as funding is available.

Suggestions from the RAB committee regarding FMHA's annual plan are valuable tools for the Public Housing Staff to ensure their needs and wants are included in the annual plan before it is finalized. However, some suggestions clients give may not be used due to funding restraints and priorities set by staff from REAC/UPCS inspections.

Jackie Keller
Public Housing Manager

Narrative from the PH FSS Coordinator

As the FSS Coordinator for Public Housing I have taken over the efforts to conduct a successful RAB Committee. I feel that the bond and trust established with families during my home visits promotes an environment where the families are eager to participate in such committees because they feel that their opinion matters and their voices will be heard. This has been evident in the success of the annual Flower Sale where I had two volunteers help to plan the days and times of the event. These volunteers also gave up a day to volunteer their time at the greenhouse to help families pick out flowers and load up materials. I am quite certain that the RAB will be successful as we have many leaders throughout our communities that are committed to improving their neighborhoods.

**FAIRFIELD
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Housing*

Jackie Keller-PH Manager

All weapons, including handguns or other firearms, concealed or not, are prohibited on FMHA premises, including all parking areas.

It is the policy of the FMHA to make reasonable accommodations for customers with a disability when appropriate and to work with those customers to find mutually acceptable solutions to problems.

SURVEY RESULTS FROM RESIDENTS FOR ANNUAL PLAN 2011

95 Surveys were sent out to all Public Housing Residents and FMHA received 27 back which is 29% of our residents responded, which is an increase of 25%. There were no reasonable accommodation or modification requested on this year's survey.

SUGGESTIONS FOR CAPITAL FUND PROJECTS FOR THE COMING YEAR(S) BY PUBLIC HOUSING RESIDENTS:

- Bathroom floors need replaced.
- Plant Grass where it is bare in some areas.
- Install garbage disposals
- New Appliances
- Painting more frequently in all units
- Floors replaced
- Bathroom updates
- New Windows (this will be completed by mid-fall of 2010)
- Screen Doors
- New Cabinets
- New Back Doors and Front Doors
- Dishwashers
- Lights in closets (can't see in them)
- New/Updated lighting fixtures
- Driveways-cement patching and repairs
- Screens on windows repaired and check yearly
- Fill in dirt around tree roots in yards and leveling of yard fences
- New gutters
- New furnaces and Air Conditioning units
- Power washing of the driveways to get rid of oil stains from previous tenants
- Paint Shutters and Entry Doors
- New pantry and closet doors (get rid of bi-fold doors)
- Update bathroom fixtures
- Ceiling Fans
- Cleaning of dryer vents
- Cleaning of air vents
- Replace door frames
- Carpet in units
- More Street lights
- Signs informing of children at play
- Power washing of exterior

SUGGESTIONS FOR MAINTENANCE IMPROVEMENTS:

- When mowing vacant units do not blow grass in flower beds of the occupied units.
- Clean up after maintenance is finished with a repair, so residents don't have to clean up maintenance messes.
- Sweep when done mowing.
- Put perimeters in front of units so other residents and children do not go through others yards.
- Take more time to do a project correctly the first time.
- Faster completion of work orders
- Playground on East Walnut needs to be mowed more often
- Friendlier Maintenance Staff (common courtesy to the renter.

VAWA Statement

For Fiscal Year 2011 Annual PHA Plan Fairfield Metropolitan Housing Authority – OH070

The Fairfield Metropolitan Housing Authority (FMHA) is acting in full accordance with the Violence Against Women and Justice Department Reauthorization Act of 2005 (VAWA) to extend the rights and protections it affords to qualified Housing Choice Voucher/Public Housing assisted tenants and members of their households who are victims of criminal domestic violence, dating violence, sexual assault, and stalking.

FMHA provided notification of the provisions of VAWA to all HCV/PH participants and to property owners with active HCV tenants. Detailed information regarding VAWA is also posted on our website at www.fairfieldmha.org.

FMHA staff has received training about the protections afforded by VAWA and are alert to the various circumstances in which participants may need to be reminded of their possible VAWA protections. Our local battered women's shelter, the Lighthouse, provides annual training to staff.

Standard Operating Policy # 2-01

Re: Violence Against Women Act

Policy Reference: Public Law 109-162 1/5/06
SEOLS notices per the Law
PIH Notice 2006-23
PIH Notice 2006-42
PIH Notice 2007-5
Federal Register Part III “The Violence Against Women and Department of Justice Reauthorization Act of 2005; Applicability to HUD Programs; Notice issued 3/16/2007
HUDs Violence Against Women Act Conforming Amendments effective 12/29/08

Approved by: Board of Commissioners

Effective Date: 1/5/2006
retroactively

Resolution: 619-06; revised 10/06;
Revised 2/07; Revised 6/2007;
Revised 682-07; Revised 9/2007;
Revised 10/26/2008; Revised 5/27/2009

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

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

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

Notification of rights:

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

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

Notification of available services:

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

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

Customer service:

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

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

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

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

1. Require the victim fill out the appropriate HUD certification, or self-certify concerning victim status. Any self-certification must include: (a) that the individual is a victim of abuse; (b) that the incidences of abuse are bona fide; (c) and must include the perpetrator's name and any other statutorily required information. Certification of victim status may also include:
 - Documentation signed by an employee, agent, or volunteer of a victim service provider, an attorney, or a medical professional from whom the victim has sought assistance in addressing domestic violence, dating violence, or stalking or the effects of the abuse in which the professional attests, under penalty of perjury (28 U.S.C. 1746) to the professional's belief that the incident, or incidents, in question are bona fide incidents of abuse, and the victim of domestic violence, dating violence, or stalking has signed or attested to the documentation.
 - Federal, state, tribal, territorial, or local police or court record.
2. Complete the reduction process as required of all applicants/tenants.

3. Send the appropriate termination papers (via certified and regular mail) to the abuser. (If no forwarding address has been provided, or is unknown, the termination notices will be mailed to the last known address).
4. Mark the applicants/tenants file "disbarred" with the name of the abuser to ensure that the abuser, in the future, is not re-admitted to the existing voucher.
5. Place the abuser's name on the appropriate tracking system, based upon PHA policies, using the date of termination including an asterisk, name of the abuser, name of victim in parenthesis, and initials of the case manager.

The Housing Choice Voucher Program exercises its authority under Sec. 982.522(c)(2)(ii) to terminate voucher assistance for the abuser while permitting other members of a participant family to continue receiving assistance provided that the culpable family member will no longer reside in the unit.

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

1. Require the victim fill out the appropriate HUD certification or self certify concerning victim status. Any self certification must include: (a) that the individual is a victim of abuse; (b) that the incidences of abuse are bona fide; (c) and must include the perpetrator's name and any other statutorily required information. Certification of victim status may also include:
 - Documentation signed by an employee, agent, or volunteer of a victim service provider, an attorney, or a medical professional from whom the victim has sought assistance in addressing domestic violence, dating violence, or stalking or the effects of the abuse in which the professional attests, under penalty of perjury (28 U.S.C. 1746) to the professional's belief that the incident, or incidents, in question are bona fide incidents of abuse, and the victim of domestic violence, dating violence, or stalking has signed or attested to the documentation.
 - Federal, state, tribal, territorial, or local police or court record.
2. Complete the reduction process as required of all applicants/tenants.
3. If a Public Housing Tenant abuser does not vacate, of their' own accord, then the Housing Authority will begin the eviction process.
4. Mark the applicants/tenants file "disbarred" with the name of the abuser to ensure that the abuser, in the future, in not readmitted to the lease.
5. Place the abuser's name on the appropriate tracking system, based upon PHA policies, using the date of termination, including an asterisk, name of the abuser, name of victim in parenthesis, and initials of the case manager.

The Public Housing Program exercises its authority to remove the abuser from the unit, while permitting other members of a participant family to continue residing in the rental unit, provided that the culpable family member will no longer live in the unit with the remaining family members.

The HUD certification form. (Form HUD-90066), or any self-certification, must be received by the Authority, within 14 business days of tenant's **receipt** of the certification form. If the victim does not provide the certification, or documentation, within 14 days as required, the PHA has the authority to evict, or terminate assistance, if an individual has committed violations of the lease. The PHA may extend the 14-day deadline at their discretion.

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

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

Criminal activity directly relating to abuse, engaged in by a member of a tenant's household or any guest or other person under the tenant's control, shall not be cause for termination of assistance, tenancy, or occupancy rights if the tenant or an immediate member of the tenant's family is the victim or threatened victim of that abuse.

Provisions protecting victims of domestic violence, dating violence, or stalking, engaged in by a member of the household, may not be construed to limit the PHA from honoring various court orders issued to either protect the victim, or address the distribution of property in case a family breaks up. And may not be construed to limit the authority of the PHA to terminate assistance, or terminate occupancy rights, for individuals who engage in criminal acts of physical violence, against family members or others.

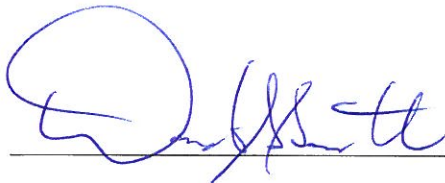
Victim status is kept completely confidential, including any addresses of a victim of domestic violence, dating violence, sexual abuse or stalking (per the law). However, the victim has the right to release such information by placing that request in writing. The FMHA also must disclose any information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

**Certification by State or Local
Official of PHA Plans Consistency
with the Consolidated Plan**

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/2011

**Certification by State or Local Official of PHA Plans Consistency with the
Consolidated Plan**

I, David Smith the Mayor of Lancaster certify that the Five Year and
Annual PHA Plan of the Fairfield MHA is consistent with the Consolidated Plan of
City of Lancaster prepared pursuant to 24 CFR Part 91.

 8-3-10

Signed / Dated by Appropriate State or Local Official

Certification by State or Local
Official of PHA Plans Consistency
with the Consolidated Plan

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/2011

**Certification by State or Local Official of PHA Plans Consistency with the
Consolidated Plan**

I, Mike Kiger the President of the Board certify that the Five Year and
Annual PHA Plan of the Fairfield MHA is consistent with the Consolidated Plan of
Fairfield County prepared pursuant to 24 CFR Part 91.


Signed / Dated by Appropriate State or Local Official

**Certification by State or Local Official of PHA Plans Consistency with
the Ohio Consolidated Plan**

I, Michael A. Hiler, Chief, OHCP, Ohio Department of Development certify
that the 2010-2014 Five-Year Plan and 2011 Annual PHA Plan of
the Fairfield Metropolitan Housing Authority is consistent with the Consolidated Plan
of the State of Ohio prepared pursuant to 24 CFR Part 91.

Michael A. Hiler Date: September 2, 2010

Michael A. Hiler, Chief
Office of Housing and Community Partnerships
Ohio Department of Development

**PHA Certifications of Compliance with the PHA Plans and Related Regulations:
Board Resolution to Accompany the PHA 5-Year and Annual PHA Plan**

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the ___ 5-Year and/or Annual PHA Plan for the PHA fiscal year beginning 2011, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA certifies that there has been no change, significant or otherwise, to the Capital Fund Program (and Capital Fund Program/Replacement Housing Factor) Annual Statement(s), since submission of its last approved Annual Plan. The Capital Fund Program Annual Statement/Annual Statement/Performance and Evaluation Report must be submitted annually even if there is no change.
4. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
6. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
7. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
8. For PHA Plan that includes a policy for site based waiting lists:
 - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2006-24);
 - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
 - Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
 - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
 - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
10. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
11. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.

12. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
13. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
14. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
15. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
16. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
17. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
18. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
19. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
20. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
21. The PHA provides assurance as part of this certification that:
 - (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
 - (ii) The changes were duly approved by the PHA Board of Directors (or similar governing body); and
 - (iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.
22. The PHA certifies that it is in compliance with all applicable Federal statutory and regulatory requirements.

Fairfield MHA
PHA Name

04070
PHA Number/HA Code

____ 5-Year PHA Plan for Fiscal Years 20____ - 20____

X Annual PHA Plan for Fiscal Years 2011 - 2011

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official <u>Linda Sheridan</u>	Title <u>Chairman, Board of Commissioners</u>
Signature <u>Linda Sheridan</u>	Date <u>9/8/10</u>

Civil Rights Certification

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/2011

Civil Rights Certification

Annual Certification and Board Resolution

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioner, I approve the submission of the Plan for the PHA of which this document is a part and make the following certification and agreement with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990, and will affirmatively further fair housing.

FAIRFIELD METROPOLITAN HOUSING AUTHORITY

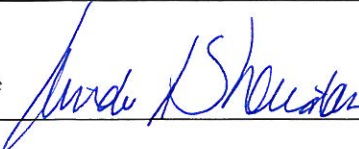
OH070

PHA Name

PHA Number/HA Code

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official **LINDA SHERIDAN** Title **CHAIRMAN, BOARD OF COMMISSIONERS**

Signature  Date **09/08/2010**

Certification for a Drug-Free Workplace

U.S. Department of Housing and Urban Development

Applicant Name

FAIRFIELD METROPOLITAN HOUSING AUTHORITY

Program/Activity Receiving Federal Grant Funding

SECTION 8 HOUSING CHOICE VOUCHER/PUBLIC HOUSING

Acting on behalf of the above named Applicant as its Authorized Official, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the sites listed below:

I certify that the above named Applicant will or will continue to provide a drug-free workplace by:

a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

b. Establishing an on-going drug-free awareness program to inform employees ---

(1) The dangers of drug abuse in the workplace;

(2) The Applicant's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph a.;

d. Notifying the employee in the statement required by paragraph a. that, as a condition of employment under the grant, the employee will ---

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

e. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph d.(2), with respect to any employee who is so convicted ---

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs a. thru f.

2. Sites for Work Performance. The Applicant shall list (on separate pages) the site(s) for the performance of work done in connection with the HUD funding of the program/activity shown above: Place of Performance shall include the street address, city, county, State, and zip code. Identify each sheet with the Applicant name and address and the program/activity receiving grant funding.)

315 NORTH COLUMBUS STREET
LANCASTER, OH 43130

Check here if there are workplaces on file that are not identified on the attached sheets.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.
(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

BRUCE BURNS

Title

EXECUTIVE DIRECTOR

Signature

X 

Date

9/8/2010

Certification of Payments to Influence Federal Transactions

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

Applicant Name

FAIRFIELD METROPOLITAN HOUSING AUTHORITY

Program/Activity Receiving Federal Grant Funding

SECTION 8 HOUSING CHOICE VOUCHER/PUBLIC HOUSING

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.
(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

BRUCE BURNS

Title

EXECUTIVE DIRECTOR

Signature

Date (mm/dd/yyyy)

9/8/2010

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

Approved by OMB

0348-0046

(See reverse for public burden disclosure.)

1. Type of Federal Action: <input checked="" type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	2. Status of Federal Action: <input type="checkbox"/> 31 a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. Report Type: <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: year _____ quarter _____ date of last report _____
4. Name and Address of Reporting Entity: <input checked="" type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known: Congressional District, if known: 0H70	5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: 315 NORTH COLUMBUS STREET, LANCASTER, OH 43130 Congressional District, if known:	
6. Federal Department/Agency: DEPT OF HOUSING AND URBAN DEVELOPMENT	7. Federal Program Name/Description: CFDA Number, if applicable: _____	
8. Federal Action Number, if known:	9. Award Amount, if known: \$	
10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI):	b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI):	
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature: <u></u> Print Name: <u>BRUCE BURNS</u> Title: <u>EXECUTIVE DIRECTOR</u> Telephone No.: <u>740-653-6618</u> Date: <u>9/8/2010</u>	
Federal Use Only:		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

**DISCLOSURE OF LOBBYING ACTIVITIES
CONTINUATION SHEET**

Approved by OMB
0348-0046

Reporting Entity: _____ Page _____ of _____

FMHA Policy 4-15

Name of Procedure: Rent Payment Policy

Resolution: 664-07

Revised 4-2010

CFR Reference Number: 966.4 (3) b

Approved by: _____

Effective Date: 4/1/2010

1. Rent is **due** by the fifth (5th) day of each month and **MUST BE PAID AT THE BANK**. The bank will not accept any rent mailed or dropped off at the bank after midnight on the 5th of the month, unless the 5th falls on a Saturday or Sunday, you will have until Sunday at midnight to make your payments at the bank in such cases. If the fifth (5th) falls on a Holiday, you may put your payment in the bank's night deposit box before midnight the holiday evening to ensure that the bank receipts your rent payment and processes it on time. They will not accept it the next day.
2. A statement will be mailed to you showing the total amount of the rent and other charges that must be paid. To avoid problems such as banking hours, holidays and weekends we urge you to pay your rent as soon as you get the statement. **Do not wait until the fifth.**
3. You must pay the TOTAL amount on the statement; **the bank will not accept partial payments under any circumstances, if you cannot pay the entire amount due as shown on your rental statement you must contact the FMHA office to request to pay late or make arrangements for complete payment.**
4. You must make your rental payment at one of the following **FAIRFIELD NATIONAL BANK** locations (you cannot pay at other branches) **1001 West Fair Avenue or 1001 East Main Street**
5. Bank hours may change. It is your responsibility to become familiar with the establishment's hours. A night deposit box or drop box is usually available for after-hours banking business. If you use the drop box, you will **not** get a stamped receipt. It may, however, come in handy from time to time. Should you make the decision to mail the rent payment to the bank, you must mail it early enough to see that it reaches the bank before the 5th day of the month. **FMHA strongly urges all residents to pay in person and get a receipt to keep for your records in case of bank or staff errors.**
6. You must present the rent statement with your payment for it to be accepted. The bank will receipt your payment and issue you a deposit slip which directly deposits your payment into the FMHA Public Housing account; again you are encouraged to keep this slip for your records of proof of payments.
7. If an extenuating circumstance arises and you cannot pay your rent on time, you **MUST** contact the FMHA Public Housing Department by phone (653-6618) or in writing no later than the fourth (4th) to see if other arrangements can be made.
8. If you do not call by the fourth (4th) to make other arrangements and your rent is not paid on the 5th, an eviction notice can be issued within the next 72 hours after the 6th.

9. Should a circumstance arise beyond your control that will require you to request to pay your rent late, there will be a \$25 fee assessed to your account. More than three (3) late payments in a year constitute a pattern of late payments. If you receive permission to pay your rent late it will need to be paid at the office. A letter will be mailed to you confirming the permission to pay at the office with the date when rent will be paid. The letter will state that the payment must be made DURING REGULAR BUSINESS HOURS, which are 9 a.m.-4 p.m. Monday through Friday; the FMHA office will NOT accept cash; your payment must be by check or money order; and you must see that money is accompanied by the statement.
10. There is no guarantee that a request for late payment will be approved. The FMHA is under no obligation to accept a late payment no matter what the renter's extenuating circumstances are. The FMHA reserves the right to deny any request for late rent payment. A request is only considered approved once you speak to the Public Housing Manager (or other staff during Managers absence) and permission has been given.
11. You will be charged a processing fee **ANYTIME** a payment is permitted at the office per your request, unless the Housing Authorities is at fault for your payment being made in the office.
12. Payments will always be applied to the oldest amount due.
13. **Returned checks will incur the NSF charge (\$20) as well as a \$25 late fee as payment is considered late until deposit and approval from the bank has been given to the FMHA.**
14. Any client attempting to pay their rental amount after the extension date (if one is requested) may be denied and the FMHA will proceed with the eviction. Nor shall acceptance by management of a late tender of rent for any month be deemed to be a waiver of the right to evict a tenant for untimely payment in any succeeding months.
15. **Not paying rent on time is a lease violation and eviction action may be brought against you.**

Standard Operating Procedure 4-35

Name: Annual Flower Sale for PH Residents

Reference: RAB Activity

Approved by: _____

Effective Date: revised: 4/1/10

To help the Public Housing residents follow the terms in their lease for the beautification of their homes, the Public Housing Department may hold an annual flower sale.

This sale will be held during the spring months (April or May) depending if there is a store willing to cooperate with our agency. The process for the flower sale will depend on the store procedures.

Each qualified resident may participate in the purchasing of items for the beautification of their home. The qualified resident will have the option to pay for the flower sale in one lump sum or divide the cost of the items over three months (June, July and August) that will be added to their rent statements for those months. The payment will be added to the residents rental statement each month, residents will be expected to pay the complete balance on their rent statements by the 5th of month (per Rent Payment policy), failure to pay may result in eviction.

Qualified residents are those who do not currently owe the Housing Authority a debt. If the debt is paid off before the flower sale date, the resident then may participate in the sale. All residents that have a zero income and participate in the flower sale by purchasing items during the sale will be expected to complete a budget appointment to determine how they are paying their expenses. Residents are encouraged to carefully determine a budget amount they can afford.

The Housing Authority has also determined a "cap" (how much you may spend) for the annual flower sale. No one may have a total purchase over the amount of \$300 during the entire sale.

Fairfield Metropolitan Housing Authority
Personnel Policy Manual

4-2009 Version

- E. Overtime Exempt Employees: Salaried employees determined to be exempt from the overtime provisions of the Fair Labor Standard Act, shall not be eligible for overtime or compensatory time. Such a salaried employee shall suffer no loss of pay for absences of less than one (1) day; however, any absence of one (1) full day shall be deducted from the employee's accumulated leave (sick leave, vacation, or other paid leave). Hourly exempt employees shall not be so compensated.

Revised Version

Board of Commissioners Approved 2-24-10
(Suggested language from Downes, Hurst, Fishel)

- E. Overtime Exempt Employees: Salaried employees determined to be exempt from the overtime provisions of the Fair Labor Standard Act, shall not be eligible for overtime or compensatory time. Such a salaried employee shall suffer no loss of pay for absences of less than one (1) regular work day; however, any applicable period absence shall be deducted from the employee's accumulated leave (sick leave, vacation, or other paid leave).

Fairfield Metropolitan Housing Authority Cost Allocation Plan 2010

Methods for Allocating Costs to Benefiting Programs
Administrative Expense, Salaries & Benefits
Board Approved: Resolution 798-10 05/12/10

Salary & Benefit Basis

The salary & benefit cost is allocated as a direct cost to the specific program where the position is clearly assigned for that program. Those not specifically assigned will use the allocation as listed in the following table.

Method	Title	HCV	PH	PUBLIC HOUSING		
				5(h) HOPE	McK	Afford Hsg
Direct	HCV Occupancy Specialist	100%				
Direct	HCV Occupancy Specialist	100%				
Direct	HCV Occupancy Specialist	100%				
Direct	Eligibility Specialist	100%				
Direct	HCV Coordinator	100%				
Direct	HQS Inspector	100%				
Direct	HCV FSS Grant	100%				
Direct	PH FSS Grant		100%			
Direct/PH Units	PH Coordinator		91.5%		2%	6.5%
Direct/PH Units	PH Manager		91.5%		2%	6.5%
FTE-Direct	Receptionist	60%	40%			
FTE	Chief Financial Officer	60.5%	35%	.25%. .75%	1%	2.5%
FTE	Financial Assistant	60.5%	35%	.25%. .75%	1%	2.5%
FTE	Deputy Director	60.5%	35%	.25%. .75%	1%	2.5%
FTE	Executive Director	60.5%	35%	.25%. .75%	1%	2.5%
Direct/PH Units	Maintenance Supervisor		91.5%		2%	6.5%
Direct-PH Units	Maintenance Tech		91.5%		2%	6.5%
Direct	Hsg Counselor Hope 1 Funded			100%		

Other administrative expenses will be a direct cost to a specific program if it can be solely identified to that program. Those that cannot be clearly defined as a direct program cost will be allocated at the FTE-Direct Employees Method or as follows:

Item	Public Housing/AH	H.C. Voucher
Office Supplies	40%	60%
Telephone	40%	60%
Dues	40%	60%
Fees	40%	60%
Publications	40%	60%
Bank Charges	40%	60%
Office Equipment Repair	40%	60%
Cell Phones-Direct #	75%	25%
Postage-Admin-Unit	10%	90%
Office Utilities	40%	60%
Com. Bldg./Storage Utilities Sq ft	75%	25%
Audit & Accounting Exp	40%	60%
All other	40%	60%

See cost allocation detail for further explanation.

Cost Allocation Detail

Maintenance supplies, materials and vendor services will be charged to the specific program for which use is intended. If use is not clearly defined, it will be charged to public housing.

Accounting and Audit cost will be distributed according to the amount of time spent on the program based on Direct Full-time employees.

Postage will be split based on Direct Costs charged to programs. Administrative charges will be based on the number of units of assistance operated by each program.

Public Housing Program @ 10%
H.C. Voucher Program @ 90%

Training and mileage expenses will be allocated if identified to a direct program or if not then according to who incurred the expense and charged using the same percentage as indicated in the salary and benefits table.

SHARP Insurance covers several different liability risks including professional liability, property including buildings, vehicles, boiler and equipment. PH carries the heaviest liability since it owns most of the property. Therefore a percentage of the property insurance will be allocated based on approximate square footage. The units will count as follows: (approx 1000 sq. ft. will equal 1)

# of Buildings	Owned by:	Square foot	Count as	Total	% to PH	% to S8	% to Aff.Hsg & McK
96 PH units	FMHA PH	1000 ea	1 each	96	76%	0	0
1	FMHA-CB 1648	2800	3	3	2%	.5%	0
9 (10units)	Affordable Housing Program	varies	1	10	0	0	8%
1	Office @ 315 N. Col. St.	7000	7	7	2.5	3	0
Other coverage	For FMHA	liability		10	3.5%	4.5%	0
			Weighted Total	126	84%	8%	8%
						100%	

Methods of Allocation

Several methods of allocating costs were reviewed to determine which method best reflected the actual cost distribution. The methods follow:

Revised HCV Utility Allowances

Effective October 1, 2010

The Fairfield Metropolitan Housing Authority is required to report to the Department of Housing and Urban Development activities to support compliance by way of the Section 8 Management Assessment Program (SEMAP) Certifications.

The Housing Authority maintains an up-to-date utility allowance schedule. The utility rate data obtained within the last twelve months was reviewed. If there was a change of 10% or more in a utility rate, FMHA is required to adjust the utility allowance schedule accordingly.

The Housing Authority made such adjustments to the utility allowances schedules for Fairfield County, according to the size, style, and age of units as well as utility provider.

TENANT-FURNISHED UTILITIES AND OTHER SERVICES
LANCASTER (INCORPORATED AND UNINCORPORATED)

ONE STORY ROW HOUSE, GARDEN OR OTHER APARTMENT

EFFECTIVE 10/1/2010

<i>HEATING</i>	0 bed	1 bed	2 bed	3 bed	4 bed	5 bed
Gas	37	46	59	68	81	95
Electric	39	50	66	83	100	116
Bottle Gas	72	100	129	158	200	229
Fuel Oil	61	86	110	135	171	196
<i>COOKING</i>						
Gas	4	5	6	6	7	8
Electric	5	7	9	10	11	12
Bottle Gas	11	13	15	17	19	21
<i>OTHER ELECTRIC</i>	17	22	27	30	32	35
<i>AIR CONDITIONING</i>	9	13	16	20	25	29
<i>WATER HEATING</i>						
Gas	7	8	10	12	14	16
Electric	14	19	24	28	33	38
Bottle Gas	13	15	19	26	30	34
<i>WATER</i>						
<i>Inside Corporation</i>	18	21	27	43	49	55
<i>Outside corporation</i>	28	32	40	65	74	82
<i>SEWER</i>	26	29	35	52	58	63
<i>TRASH</i>	14	14	14	14	14	14
<i>RANGE</i>	3	3	3	3	4	4
<i>REFRIGERATOR</i>	4	4	4	5	6	6

TOTAL _____

TENANT-FURNISHED UTILITIES AND OTHER SERVICES
LANCASTER (INCORPORATED AND UNINCORPORATED)

ONE STORY DETACHED HOUSE; MOBILE HOME

EFFECTIVE 10/1/2010

<i>HEATING</i>	0 bed	1 bed	2 bed	3 bed	4 bed	5 bed
Gas	37	46	59	68	81	95
Electric	39	50	66	83	100	116
Bottle Gas	72	100	129	158	200	229
Fuel Oil	61	86	110	135	171	196
<i>COOKING</i>						
Gas	4	5	6	6	7	8
Electric	5	7	9	10	11	12
Bottle Gas	11	13	15	17	19	21
<i>OTHER ELECTRIC</i>	17	22	27	30	32	35
<i>AIR CONDITIONING</i>	9	13	16	20	25	29
<i>WATER HEATING</i>						
Gas	7	8	10	12	14	16
Electric	14	19	24	28	33	38
Bottle Gas	13	15	19	26	30	34
<i>WATER</i>						
<i>Inside Corporation</i>	18	21	27	43	49	55
<i>Outside corporation</i>	28	32	40	65	74	82
<i>SEWER</i>	26	29	35	52	58	63
<i>TRASH</i>	14	14	14	14	14	14
<i>RANGE</i>	3	3	3	3	4	4
<i>REFRIGERATOR</i>	4	4	4	5	6	6

TOTAL _____

TENANT-FURNISHED UTILITIES AND OTHER SERVICES
LANCASTER (INCORPORATED AND UNINCORPORATED)

TWO STORY ROW HOUSE, GARDEN OR OTHER APARTMENT

EFFECTIVE 10/1/2010

<i>HEATING</i>	0 bed	1 bed	2 bed	3 bed	4 bed	5 bed
Gas	33	41	52	60	71	81
Electric	34	43	58	72	86	101
Bottle Gas	61	85	109	133	170	194
Fuel Oil	52	72	93	114	148	165
<i>COOKING</i>						
Gas	4	5	6	6	7	8
Electric	5	7	9	10	11	12
Bottle Gas	11	13	15	17	19	21
<i>OTHER ELECTRIC</i>	17	22	27	30	32	35
<i>AIR CONDITIONING</i>	9	13	16	20	25	29
<i>WATER HEATING</i>						
Gas	7	8	10	12	14	16
Electric	14	19	24	28	33	38
Bottle Gas	11	13	15	17	19	21
<i>WATER</i>						
<i>Inside Corporation</i>	18	21	27	43	49	55
<i>Outside corporation</i>	28	32	40	65	74	82
<i>SEWER</i>	26	29	35	52	58	63
<i>TRASH</i>	14	14	14	14	14	14
<i>RANGE</i>	3	3	3	3	4	4
<i>REFRIGERATOR</i>	4	4	4	5	6	6

TOTAL _____

TENANT-FURNISHED UTILITIES AND OTHER SERVICES
ALL COMMUNITIES AND TOWNSHIPS (EXCLUDING LANCASTER)

TWO STORY HOUSE

EFFECTIVE 10/1/2010

HEATING	0 bed	1 bed	2 bed	3 bed	4 bed	5 bed
Gas	44	50	60	67	77	85
Electric	34	43	58	72	86	101
Bottle Gas	61	85	109	133	170	194
Fuel Oil	52	72	93	114	148	165
COOKING						
Gas	3	4	5	6	6	7
Electric	5	6	7	8	9	10
Bottle Gas	11	13	15	17	19	21
OTHER ELECTRIC	35	41	46	48	51	53
AIR CONDITIONING	9	13	16	20	25	29
WATER HEATING						
Gas	6	7	8	10	12	14
Electric	14	19	24	28	33	38
Bottle Gas	13	15	19	26	30	34
WATER/SEWER						
<i>Amanda</i>	45	45	54	80	88	95
<i>Baltimore</i>	66	69	74	96	105	114
<i>Bremen</i>	66	69	74	96	105	114
<i>Buckeye Lake</i>	75	75	80	96	101	107
<i>Canal Winchester</i>	17	22	33	65	76	86
<i>Carroll</i>	34	38	53	96	111	125
<i>Lithopolis</i>	66	69	74	96	105	114
<i>Millersport</i>	41	41	48	87	97	107
<i>Pickerington</i>	66	69	74	96	105	114
<i>Pleasantville</i>	42	44	53	82	98	101
<i>Reynoldsburg</i>	66	69	74	96	105	114
<i>Rushville</i>	87	87	90	99	102	105
<i>Stoutsville</i>	66	68	74	94	103	112
<i>Sugar Grove</i>	33	33	43	75	85	96
<i>Tarlton</i>	66	68	74	94	103	112
<i>Thornville</i>	73	73	80	102	110	117
<i>Thurston</i>	48	50	62	96	108	119
TRASH	18	18	18	18	18	18
RANGE	3	3	3	3	4	4
REFRIGERATOR	4	4	4	5	6	6

TOTAL: _____

TENANT-FURNISHED UTILITIES AND OTHER SERVICES
ALL COMMUNITIES AND TOWNSHIPS (EXCLUDING LANCASTER)

ONE STORY ROW HOUSE, GARDEN, OR OTHER APARTMENT

EFFECTIVE 10/1/2010

HEATING	0 bed	1 bed	2 bed	3 bed	4 bed	5 bed
Gas	47	55	66	74	85	97
Electric	39	50	66	83	100	116
Bottle Gas	72	100	129	158	201	229
Fuel Oil	61	86	110	135	171	196
COOKING						
Gas	3	4	5	6	6	7
Electric	5	6	7	8	9	10
Bottle Gas	11	13	15	17	19	21
OTHER ELECTRIC	35	41	46	48	51	53
AIR CONDITIONING	9	13	16	20	25	29
WATER HEATING						
Gas	6	7	8	10	12	14
Electric	14	19	24	28	33	38
Bottle Gas	13	15	19	26	30	34
WATER/SEWER						
<i>Amanda</i>	45	45	54	80	88	95
<i>Baltimore</i>	66	69	74	96	105	114
<i>Bremen</i>	66	69	74	96	105	114
<i>Buckeye Lake</i>	75	75	80	96	101	107
<i>Canal Winchester</i>	17	22	33	65	76	86
<i>Carroll</i>	34	38	53	96	111	125
<i>Lithopolis</i>	66	69	74	96	105	114
<i>Millersport</i>	41	41	48	87	97	107
<i>Pickerington</i>	66	69	74	96	105	114
<i>Pleasantville</i>	42	44	53	82	98	101
<i>Reynoldsburg</i>	66	69	74	96	105	114
<i>Rushville</i>	87	87	90	99	102	105
<i>Stoutsville</i>	66	68	74	94	103	112
<i>Sugar Grove</i>	33	33	43	75	85	96
<i>Tarlton</i>	66	68	74	94	103	112
<i>Thornville</i>	73	73	80	102	110	117
<i>Thurston</i>	48	50	62	96	108	119
TRASH	18	18	18	18	18	18
RANGE	3	3	3	3	4	4
REFRIGERATOR	4	4	4	5	6	6

TOTAL: _____

TENANT-FURNISHED UTILITIES AND OTHER SERVICES
ALL COMMUNITIES AND TOWNSHIPS (EXCLUDING LANCASTER)

ONE STORY HOUSE

EFFECTIVE 10/1/2010

HEATING	0 bed	1 bed	2 bed	3 bed	4 bed	5 bed
Gas	47	55	66	74	85	97
Electric	39	50	66	83	100	116
Bottle Gas	72	100	129	158	201	229
Fuel Oil	61	86	110	135	171	196
COOKING						
Gas	3	4	5	6	6	7
Electric	5	6	7	8	9	10
Bottle Gas	11	13	15	17	19	21
OTHER ELECTRIC	35	41	46	48	51	53
AIR CONDITIONING	9	13	16	20	25	29
WATER HEATING						
Gas	6	7	8	10	12	14
Electric	14	19	24	28	33	38
Bottle Gas	13	15	19	26	30	34
WATER/SEWER						
<i>Amanda</i>	45	45	54	80	88	95
<i>Baltimore</i>	66	69	74	96	105	114
<i>Bremen</i>	66	69	74	96	105	114
<i>Buckeye Lake</i>	75	75	80	96	101	107
<i>Canal Winchester</i>	17	22	33	65	76	86
<i>Carroll</i>	34	38	53	96	111	125
<i>Lithopolis</i>	66	69	74	96	105	114
<i>Millersport</i>	41	41	48	87	97	107
<i>Pickerington</i>	66	69	74	96	105	114
<i>Pleasantville</i>	42	44	53	82	98	101
<i>Reynoldsburg</i>	66	69	74	96	105	114
<i>Rushville</i>	87	87	90	99	102	105
<i>Stoutsville</i>	66	68	74	94	103	112
<i>Sugar Grove</i>	33	33	43	75	85	96
<i>Tarlton</i>	66	68	74	94	103	112
<i>Thornville</i>	73	73	80	102	110	117
<i>Thurston</i>	48	50	62	96	108	119
TRASH	18	18	18	18	18	18
RANGE	3	3	3	3	4	4
REFRIGERATOR	4	4	4	5	6	6

TOTAL: _____

TENANT-FURNISHED UTILITIES AND OTHER SERVICES
LANCASTER (INCORPORATED AND UNINCORPORATED)

TWO STORY DETACHED HOUSE; MOBILE HOME

EFFECTIVE 10/1/2010

<i>HEATING</i>	0 bed	1 bed	2 bed	3 bed	4 bed	5 bed
Gas	33	41	52	60	71	81
Electric	34	43	58	72	86	101
Bottle Gas	61	85	109	133	170	194
Fuel Oil	52	72	93	114	148	165
<i>COOKING</i>						
Gas	4	5	6	6	7	8
Electric	5	7	9	10	11	12
Bottle Gas	11	13	15	17	19	21
<i>OTHER ELECTRIC</i>	17	22	27	30	32	35
<i>AIR CONDITIONING</i>	9	13	16	20	25	29
<i>WATER HEATING</i>						
Gas	7	8	10	12	14	16
Electric	14	19	24	28	33	38
Bottle Gas	13	15	19	26	30	34
<i>WATER</i>						
<i>Inside Corporation</i>	18	21	27	43	49	55
<i>Outside corporation</i>	28	32	40	65	74	82
<i>SEWER</i>	26	29	35	52	58	63
<i>TRASH</i>	14	14	14	14	14	14
<i>RANGE</i>	3	3	3	3	4	4
<i>REFRIGERATOR</i>	4	4	4	5	6	6

TOTAL _____

TENANT-FURNISHED UTILITIES AND OTHER SERVICES
ALL COMMUNITIES AND TOWNSHIPS (EXCLUDING LANCASTER)

TWO STORY HOUSE

EFFECTIVE 10/1/2010

<i>HEATING</i>	0 bed	1 bed	2 bed	3 bed	4 bed	5 bed
Gas	44	50	60	67	77	85
Electric	34	43	58	72	86	101
Bottle Gas	61	85	109	133	170	194
Fuel Oil	52	72	93	114	148	165
<i>COOKING</i>						
Gas	3	4	5	6	6	7
Electric	5	6	7	8	9	10
Bottle Gas	11	13	15	17	19	21
<i>OTHER ELECTRIC</i>	35	41	46	48	51	53
<i>AIR CONDITIONING</i>	9	13	16	20	25	29
<i>WATER HEATING</i>						
Gas	6	7	8	10	12	14
Electric	14	19	24	28	33	38
Bottle Gas	13	15	19	26	30	34
<i>WATER/SEWER</i>						
<i>Amanda</i>	45	45	54	80	88	95
<i>Baltimore</i>	66	69	74	96	105	114
<i>Bremen</i>	66	69	74	96	105	114
<i>Buckeye Lake</i>	75	75	80	96	101	107
<i>Canal Winchester</i>	17	22	33	65	76	86
<i>Carroll</i>	34	38	53	96	111	125
<i>Lithopolis</i>	66	69	74	96	105	114
<i>Millersport</i>	41	41	48	87	97	107
<i>Pickerington</i>	66	69	74	96	105	114
<i>Pleasantville</i>	42	44	53	82	98	101
<i>Reynoldsburg</i>	66	69	74	96	105	114
<i>Rushville</i>	87	87	90	99	102	105
<i>Stoutsville</i>	66	68	74	94	103	112
<i>Sugar Grove</i>	33	33	43	75	85	96
<i>Tarlton</i>	66	68	74	94	103	112
<i>Thornville</i>	73	73	80	102	110	117
<i>Thurston</i>	48	50	62	96	108	119
<i>TRASH</i>	18	18	18	18	18	18
<i>RANGE</i>	3	3	3	3	4	4
<i>REFRIGERATOR</i>	4	4	4	5	6	6

TOTAL: _____

Standard Operating Policy 2-26

Name: Violent, Drug, Alcohol, or Other Criminal Activity Related Disturbances for Applicants and Participants

CFR Number: 982.551, 982.552 & 982.553

Approved by

Board Resolution:

Effective Date: February 1, 2010

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

Violent Criminal Activity includes any criminal activity that contains, at minimum, one of the following elements: the use, attempted use, or threatened use of physical force, substantial enough to cause, or be reasonably likely to cause serious body injury against a person or property.

Reasonable Time is 3 years* from the date of the conviction.

Applicants:

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

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

Participants:

The Federal Regulations require that the Housing Authority establish standards that allow the PHA to terminate assistance under the program for a family if the PHA determines that any family member has violated the family's obligations under Section 982.551:

- a.) not to engage in any drug-related criminal activity
- b.) not to engage in any violent criminal activity
- c.) not to engage in any other criminal activity which may threaten the health or safety or right to peaceful enjoyment of the premises by other residents or persons residing in the immediate vicinity.

The regulations also require that the authority establish standards that allow the PHA to terminate assistance for a family if the PHA determines that a household member's abuse, or pattern of abuse, of alcohol may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents.

FMHA has established such standards as defined by the following:
Section 8 Applicants and Participants **MUST** be denied rental assistance, have their application terminated or their rental assistance terminated if:

- A. The PHA determines that any member of the household is currently engaging in illegal use of a drug.
- B. The PHA determines that it has reasonable cause to believe that a household member's illegal drug use or a pattern of illegal drug use may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents.
- C. Any household member is convicted of drug-related activity for manufacture or production of methamphetamine on the premises of federally subsidized housing.
- D. Any member of the household is subject to a permanent/lifetime or Tier III registration under a State sex offender registration program.
- E. Persons have been evicted from federally assisted housing for drug-related activity less than 3 years ago.

Procedures: The history of all applicants and participants will be verified prior to voucher issuance, during the family's recertification of benefits, any requested moves to a new unit, when completing an add-on application or upon receipt of information that the family has committed any of the violations which may render them ineligible.

The following procedures will be used:

- A. FMHA will obtain police/sheriff records of all adult members of the household.
- B. FMHA will obtain, or require the family to obtain if FMHA is unable, police/sheriff reports of all adult members who have indicated that they have previously resided outside the parameters of FMHA's jurisdiction, including adult members being added to a participant family's household.
- C. FMHA will in no way pass on any cost of such records.
- D. If the Housing Authority becomes aware of unreported criminal violations, prior to participation, the Authority will obtain, or require the family to obtain such record. If this violation occurred during a time period in which the family would have been deemed ineligible as applicants, termination will occur.
- E. FMHA will continually check local resources for arrests during voucher issuance, as well as throughout the family's program participation.

Denials: If any of the police/sheriff or other law enforcement reports show any of the following, the family's application for rental assistance or the family's current rental assistance shall be denied or terminated, unless otherwise noted:

- A. One conviction for drug-related or violent criminal activity during the past 3 years for applicants and during the prior year for participants. If a case has been "pled down" to a lesser charge the FMHA will make the determination of ineligibility based on the lesser charge definition, and may examine other court evidence if available, including the incident report(s). If the lesser charge definition does not include acts of violence or evidence of drug use, distribution, possession, etc, this conviction will follow under the disorderly conduct requirement.
- B. For Applicants, two or more police verified incidents or disturbances caused by the use of alcohol in the past 3 years*. For Participants, two or more police verified incidents or disturbances caused by the use of alcohol that threatens the health, safety or right to peaceful enjoyment of other residents and persons residing in the near vicinity, while participating on the program.

- C. One conviction requiring an applicant or participant is required to register as a Tier II sex offender under Federal or State law. Tier II sex offenders will be ineligible while being required to register.
- D. Conviction(s) for any other criminal activity which may threaten the health, safety or right to peaceful enjoyment of the premises by other residents or persons residing in the immediate vicinity which may include:

For Housing Choice Voucher Program Applicants within the past 3 years* and For Housing Choice Voucher Family Unification Program Applicants within the past 1 year**

1. 1 or more convictions of theft;
2. 1 or more convictions for Sex Crimes
3. 2 or more convictions for disorderly conduct (this doesn't apply to cases in which have been pled down that the Housing Authority deems violent or drug related based on the court findings);
4. 1 or more convictions for stalking

For Housing Choice Voucher Family Unification Program Applicants within the past 1 year**

For Participants within the prior year, unless otherwise noted:

1. 1 conviction for theft;
2. 1 conviction of a sex crime;
3. 2 or more convictions of disorderly conduct (this doesn't apply to cases in which have been pled down that the Housing Authority deems violent or drug related based on the court findings and/or evidence);
4. Stalking;
5. Aiding and abetting a criminal(s).

- E. The family has brought weapons, concealed or not, onto the premises of the Housing Authority.
- F. The family has engaged in violent behavior, as defined by Addendum 15-3 of the Administrative Plan, towards Housing Authority personnel.
- G. One conviction for a probation or parole violation in the past 3 years* for applicants and within the past year for participants. In this case, the Housing Authority will make a decision regarding denial or termination based on the conviction of the actual violation or original charge. Based on the Housing Authority's experience, the individual is found guilty of the original charge as a result of the probation or parole violation.
- H. If an applicant or participant is fleeing to avoid prosecution, custody, or confinement after conviction, under the laws of the place from which the individual flees, for a crime, or attempt to commit a crime, which is a felony under the laws of the place from which the individual flees (See NOTES below for the definition of a "Fleeing Felon.")

*The past 3 years is defined as the past 36 months from receipt of a full application or receipt of information regarding the violation(s).

** The past 1 year is defined as the past 12 months from receipt of a full application or receipt of information regarding the violation(s).

Pending Prosecution: If a household member is pending prosecution, for an offense that would render the family ineligible and require denial of their application for rental assistance or termination of rental assistance, the family will be given written deadlines to notify the Housing Authority concerning the outcome of the court case.

The family's application for assistance will continue to be processed or rental assistance paid on behalf of a participant until a decision is made by the court.

Appeal Process: Applicants or participants denied assistance or terminated from the Housing Choice Voucher Program will receive a letter giving them 10 days to dispute the decision. The letter will include notification of the reason for denial or termination, a copy of the termination policy, and instructions on how to request an "INFORMAL REVIEW."

Waivers: FMHA may waive denial or termination of assistance if the family member(s) involved in the prohibited activity:

1. No longer resides with the family. The remaining family member(s) will be required to provide acceptable verification and to certify that the family member who committed the prohibited activity is no longer living in the assisted rental unit and will not return to the household while the remaining family member(s) are participating in the Housing Choice Voucher Program. Acceptable verification(s) may include but are not limited to:
 - a. The family member's new address;
 - b. A copy of the family member's lease at the new address;
 - c. The family member(s) landlord's name and address;
 - d. Notarized affidavit from the person with whom the family member will reside;
 - e. Verification that the remaining parent, or guardian, has filed for child support;
 - f. Divorce/separation documents.
 - g. Protection Order.

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

Notes: A fleeing felon is an individual who is avoiding prosecution or custody (jail or prison) for a crime, or an attempt to commit a crime, that is classified by state law as a felony.

The existence of an outstanding felony warrant for a person's arrest does not automatically establish the person is fleeing for purposes of the HCV program. A person wanted for a felony may not have fled their home or the local area. They may not have initiated actions to conceal themselves or to avoid arrest. The police may know where the person is but choose to not arrest them at this time.

Staff must determine what actions have been taken to rectify the situation and verify the agency which issued the warrant has elected to avoid any further prosecution in the matter. This will resolve any outstanding questions in determining whether or not the individual is fleeing and determine the individual's eligibility for the program. In any case, the person must not have been convicted of a crime involving violence, the manufacture or sale of drugs, or crimes of a sexual nature.

Examples of fleeing felon:

Example 1: There is a felony warrant for a client's arrest. The police know where the client is living and have chosen not to pick them up. Absent other facts, this person is not a fleeing felon.

Example 2: A client is wanted in another state for a felony conviction. The former state knows where they reside and has not decided if they want to extradite the client. Absent other facts, this person is not a fleeing felon.

Example 3: A client applied for housing assistance. She left another state less than 10 years ago. FMHA staff learns after calling the other state to verify the client's income there, that the client had felony arrest

warrants and was due to be in court within that 10 year time frame to answer the charges. She is a fleeing felon and is ineligible for FMHA housing assistance.

Example 4: A client moved to Ohio and later learned there is a felony warrant. He contacted the other state and told them where he is. He offered to return to the other state if they will pay his travel costs, as he cannot afford the trip. The state declined to arrange to transport him to that state through arrest and extradition or any other means. This person is not a fleeing felon.

Example 5: A client learns of the arrest warrant but due to mental health issues is unable to pursue the steps needed to resolve the issue. This person is not a fleeing felon.

Example 6: A client is informed of the felony warrant and declined to turn herself in or make attempt to resolve the warrant. Absent other facts, this person is a fleeing felon.

Example 7: A client was convicted of a felony and moved away prior to confinement. He is a fleeing felon.

Example 8: The police report a person is a fleeing felon on October 16. On October 20, the first fleeing felon letter is sent to the client notifying them of the problem and giving them 20 days to resolve the issue. No response is received by November 10. Notice of termination of benefits is immediately sent effective immediately.

Example 9: The person was convicted of a felony and was sentenced to probation. He moved to Ohio from the state where he was serving his probation thinking he had permission. He learned after 10 years that there was a warrant for his arrest for failure to complete his probation. He informs that state of his current address and asks for forbearance such as quashing the warrant. He is not a fleeing felon. If he learned of such a warrant under these circumstances but before 10 years, the FMHA will continue his assistance for 90 days to give him an opportunity to clear the matter with the other state. If he is unsuccessful, his assistance will be terminated at the end of the 90-day period.

Standard Operating Policy 2-27

Page 1 of 2

Name: SERIOUS OR REPEATED VIOLATIONS OF THE LEASE RESULTING IN TERMINATION OF BENEFITS IN THE HCV PROGRAM

Policy Reference; 24 CFR 982.552 b(2) & 982.551

Approved by

Board Resolution:

Effective: 7/1/07, revised 3/1/10

The following criteria will be used to determine if a serious or repeated violation of the lease will result in termination of assistance (including but not limited to):

The following will result in termination of rental assistance:

- ❖ Vacating the unit in violation of lease and Voucher requirements.
- ❖ Not giving proper written notice, per the Housing Choice Voucher, to the Housing Authority PRIOR to moving (*except in cases covered under VAWA.*)
- ❖ Moving without proper notice to the landlord and/or obtaining a mutual rescission of the lease or court termination of the lease authorizing the participant to break the lease (*except in cases covered under VAWA.*)
- ❖ Participant sublets the unit, signs or transfers the unit to another or provides accommodations to borders/lodgers.
- ❖ Participant permits persons, other than those listed on the lease or approved by the landlord and PHA, to reside in the unit (except additional minor children born to, adopted by, or where legal custody has been awarded to participant). **The PHA will terminate assistance, however, a Hearing Officer may allow the participant to add the unauthorized person(s) and repay the Authority monies based upon the repayment policy of the FMHA.*
- ❖ Use of the unit for other than participant residence, unless incidental.

Participants will be given an opportunity to correct* the following; however failure to correct the lease violation must result in termination of rental assistance.

- ❖ Participant's refusal to abide by reasonable rules and regulations for occupancy as established by the landlord including those listed in the lease.
- ❖ Participant does not maintain utilities, and have utilities in their name, for utilities in which the lease deems the participant responsible.
- ❖ Participant installs large appliances, not approved in the lease that would increase energy consumption for any utility the landlord is required to pay without express written permission from the landlord (*excluding washer and dryer if washer and dryer hookups are provided, unless prohibited in the lease.*)
- ❖ Participant has pets, not approved in the lease, without express written permission from the landlord.

- ❖ Participant does not keep the premises and other assigned areas in clean & safe condition, disposing of garbage and other waste and does not prevent health and sanitation problems.
- ❖ Participant makes alterations, changes, repaints or redecorates any part of the unit, interior or exterior without written permission from the landlord
- ❖ Non-Payment of rent or late rent payment.
- ❖ Participant, or participant's guests, violation of the neighbor's rights to peaceful enjoyment.

*The following Steps will be taken giving the participant an opportunity to correct the violation(s).

- **First Offense**-Deadline will be given indicating what steps need to be taken to correct the violation(s). Violations will be marked in the file.
- **Second Offense**-Final Warning Letter sent notifying the participant of the severity of the violation as well as a non-extendable deadline to correct the violation. The Final Warning Letter must be signed and returned. Failure to meet the deadline and/or sign and return the Final Warning Letter must result in termination of rental assistance. A copy of the letter and the lease violation policy will be sent for the participant's record.
- **Third Offense**- Termination of rental assistance must occur.

The following violation will be verified by the Housing Quality Standard Inspector

- ❖ Participant or participant's guests damage the rental unit

If the participant has vacated the unit and the landlord wishes to submit a claim the PHA will:

- a.) *Schedule an inspection with the landlord and the HQS inspector, the HQS inspection will document all damage in the rental unit.*
 - *documentation will include the initial inspection book, pictures with the rooms and damage noted and the inspection book from the damage inspection completed for all rooms and exterior.*
- b.) *advise the landlord to submit bills/receipts for those damages (no further action will be taken without this documentation);*
- c.) *The Housing Choice Voucher Manager or Coordinator will review all documentation and send a bill to the participant for damaging their rental unit if the HQS inspector's documentation (damage inspection & original inspection) show that damages did occur and the cost of the repairs is more than the deposit that should have been collected by the landlord (lease agreed amount);*
- d.) *If the participant should dispute this bill a meeting will be scheduled with the Manager or Coordinator to review all documentation used in determining the amount owed.*
- e.) *In the event the participant disputes the decision made by the above, the landlord will be notified that the Authority was unable to reach agreeable amount and will advise the landlord that they will have to take the participant to court to collect. Meanwhile the participant will notified that in the event a judgment is issued regardless of the amount against the participant termination must occur.*

FMHA Policy

2-30

Name: Subsidy Standards

Effective Date: 8/2/02 & 9/1/02

CFR Number: 982.402

Resolution # 424-02: revised 3/1/10

Re: Addendum to Admin Plan and ACOP 5-1

HUD guidelines require that the FMHA establish subsidy standards for the determination of Voucher bedroom size (number of bedrooms). These subsidy standards provide for a minimum commitment of subsidy while avoiding family overcrowding. The following subsidy standards are used to determine the Voucher size for various sized families when they are selected from the Section 8 waiting list, as well as the FMHA procedures when a family's size changes.

1. There shall be at least 1 bedroom or living/sleeping room for each **two persons** in the family.
2. A husband and wife, or single head of household shall occupy one bedroom.
3. Children of the opposite sex may occupy separate bedrooms.
4. Separate bedrooms shall be allocated to persons of the opposite sex except for persons living together in a relationship which they deem to be similar to that shared by husband and wife.
5. Separate bedrooms shall be allocated to family members of the same sex who are different generations (as grandmother, mother and daughter would each have a bedroom).
6. An unborn child that will not cause overcrowding will not be counted in determining bedroom size. The child will be counted if overcrowding will occur after birth. (Overcrowding is more than 2 persons to a bedroom or living/sleeping area). Once the child is born it shall be considered in determining bedroom size/subsidy standard.
7. The applicant or participant family must have legal custody* of a minor child at least 50% of the time in order for the child to be counted as a family member and used in determining bedroom size/subsidy standard.
8. A child who is temporarily away from the home because of placement in foster care is considered a member of the family.
9. Live in aides will generally be provided a separate bedroom No additional bedrooms are provided for live-in aid's family.
10. Foster children will be included in determining bedroom size/subside standard.
11. If a live-in aid or foster child joins a family with a Section 8 program participant, then bedroom size will be changed only if the family must move in order to house the new family member and actually moves into a unit with more bedrooms.
12. Space will not be provided for a family member who will be absent most of the time, such as a member who is away in the military.
13. Single person families will be allocated one bedroom.

*Legal Custody is defined as custody which has been ordered by a court.

Exception: The FMHA will made an exception to the subsidy standards when persons cannot share a bedroom because of medical or health reasons that has been verified by a doctor.

FMHA Policy

2-32

Name: Interim Re-determination Policy – HCV

CFR Number: 982.505

APPROVED BY: Board of Commissions
Effective Date: 5/03; revised: 12/05, 7/09, 3/10

1. The FMHA requires Section 8 Housing Choice Voucher Program participants to report, within 10 calendar days, in writing, any change in family composition, all changes in monthly income and expenses, therefore requiring an interim re-examination. The following will constitute an interim to be conducted:
 - a.) A person with income joins the family as approved by the FMHA. In this situation an interim re-determination will be completed by the family completing an application.
 - b.) A family member begins receiving regular payment (unearned income) from an outside source (OWF, Unemployment, Social Security, etc.).
 - c.) A family member begins employment or receives a raise in pay or hours at their current employer.
 - d.) If it is determined that the family has misrepresented the facts upon which their rental amount is based, causing rent the family is paying to be less than the rent that they should have paid, all family income will be counted and the family's rent raised accordingly. In addition, the family will be required to execute a repayment agreement with the Housing Authority for any retroactive rent that should have been paid by the family. Per HUD guidance, repayment agreements will be calculated based on the original reported information and the unreported information, as it is the family's responsibility to report all changes.
2. Changes which will result in an increased TTP and therefore a decreased HAP will be effective with the first HAP payment at least 30 days following the actual change in the income.
3. Changes which will result in a decreased TTP and therefore an increased HAP must be reported by the 21st of each month and will go into effect prior to the next month's rent, pending the family meets the original 10 day deadline to provide the necessary documentation. Failure to meet the original deadline will result in the change not going in effect until the first month following the receipt of the information. FMHA reserves the right to process changes after the 21st of the month, for the next month rent, pending the Housing Assistance Payment books have not been closed out and the family provides the necessary documentation. In the event, the original deadline is met, but the Housing Assistance Payment books have been closed, the family will be issued payment reimbursing them for any rent that they overpaid.
4. A family reports a change (increase or decrease) in income from a source deemed "seasonal employment" by the Housing Authority. A seasonal employee is defined as one who is paid wages by a seasonal employer for work performed only during the normal seasonal work period.
5. The FMHA reserves the right to terminate assistance for any participant who fails to report an income or family size change as stated in other FMHA approved policies.

Standard Operating Policy

2-35

Name: Reasonable Child Care Costs

CFR: 5.603(b) 5.611(a)(4)

Approved by: Board of Commissioners

Policy Reference: Admin Plan & ACOP Effective Date: 9/1/2004; 1/1/2006
revised; 1/1/2009 revised, 3/1/2010 revised

HUD requires PHAs to determine "reasonable child care expenses". Reasonable child care expenses for the care of children, including foster children, age 12 and younger, may be deducted from annual income, according to HUD regulations. If the child care is necessary to enable a family member to work, look for work or go to school and the expenses are not reimbursed by another agency/individual outside the home and do not exceed the amount earned they are to be used as a deduction in determining rental amounts. Child care expenses for the care of disabled family members over the age of 12 cannot be deducted as a child care expense but can be used as a Disability Assistance Expenses.

HUD requires that, when more than one family member works, the PHA determine which family member is being enabled to work because child care is provided. The determination by the FMHA is that the child care expenses will be figured on the individual in the household who works the least amount of hours.

The assisted family has the right to choose the type of child care they wish, either "in-home" or a day care center. The FMHA reminds its staff that child care expenses cannot be disallowed if only one adult member of the household is working. It is the right of the assisted family to choose child care over care by another adult family member presently in the home. Child care expenses may not exceed the amount of income earned according to regulations.

Reasonable child care costs will be reviewed annually by the HCV Manager. This will consist of calling the Department of Jobs and Family Services to determine the "going rate" (as determined by the State of Ohio) for "in-home" child care. The new rates will be approved by the FMHA's Housing Board.

Reasonable child care costs are defined as follows:

- a.) "In-Home" child care expenses are allowable at \$2.88 ** per hour or no more than \$144 weekly per child.
- b.) Child Care Centers expenses are allowable for the actual cost of the center due to the fact that they vary in price. Excluded as a deduction would be any part of the Center's bill that is for Pre-School or any other type program that is not designated "Child Care".
- c.) Reasonable travel time to and from work is defined as ½ each morning and afternoon for child care in the town in which a participant resides, and 1 hour each morning and afternoon for travel outside of their town of residence.

In determining child care expenses for attending school any financial grants (not student loans) must be used in determining the eligibility of the child care expense deduction. If the grants are enough to pay school tuition, books, other school expenses with monies left for child care the costs will be disallowed.

In determining child care expenses for those "actively seeking employment" the FMHA has a form in which the participant must "track" his/her monthly seeking of employment to show the number of hours child care costs should be deducted. This form includes date seeking employment, where inquired and the amount of travel time. Participants will be required to turn in this form each month in order to claim child care expenses.

**In determining the Market Rate from the State of Ohio as to how much the Department of Jobs and Family Services can pay the rates varied from \$153.59, \$160.63, \$139.90, \$121.37 or \$144.29 weekly for 25 to 50 hours of child care. Since this would be an extreme hardship for our staff to determine which rate to use, an average was chosen. \$719.78 divided by 5, divided by 50 hours = \$2.88 per hour.

Strategies for Addressing Housing Needs

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

Although the Section 8 Housing Choice Voucher Program leases 100% of its allotted vouchers annually, the number of vouchers available does not meet the need in Fairfield County. The HCV Waiting List closed in January 2008 for the first time with over 3000 families waiting for housing.

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

Need: Shortage of affordable housing for all eligible populations

1. Maximize the number of affordable units available to FMHA within its current resources by:
 - A. Employ effective maintenance and management policies to minimize the number of public housing units off-line
 - B. Reduce turnover time for vacated Public Housing units
 - C. Reduce time to renovate Public Housing units
 - D. Undertake measures to ensure access to affordable housing among families assisted by FMHA
 - E. Continue to increase Section 8 lease up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
 - F. Maintain or increase Section 8 lease-up rates by effectively providing Landlord Packet information to Section 8 applicants to increase owner acceptance of program
 - G. Continue to participate in the Consolidated Plan development process to ensure coordination with broader community strategies
 - H. Market Public Housing units in the Lancaster community, particularly to working families using our Local Working Family preference.
 - I. Increase property monitoring by all staff to reduce damages and noncompliance
2. Increase the number of affordable housing units by:
 - A. Apply for additional Section 8 vouchers should they become available
 - B. Pursue housing resources other than public housing or Section 8 tenant-based assistance
 - C. Apply for additional Family Unification Vouchers should they become available
 - D. Apply for additional Mainstream Vouchers should they become available
 - E. Apply for additional Shelter Plus Care vouchers
 - F. Pursue partnerships for alternative housing programs for special subpopulations, i.e., persons with mental illness, persons with disabilities, victims of domestic violence, persons participating in drug recovery programs, and veterans

- G. Develop local homeownership opportunities utilizing HOME and CBDG funds, Federal Home Loan Bank funds
- H. Purchase and rehabilitate properties for rent and/or future homeownership
- I. Implement energy conservation programs to reduce utility expenses for low-income households
- J. Explore forming a Community Housing Development Organization (CHDO)

NEED: Specific Family Types: Families at or below 30% of AMI

- 1. Target available assistance to families at or below 30% of AMI
 - A. Adopt rent policies to support and encourage work, i.e. SOP 2-32 Interim Redetermination Policy – HCV
 - B. Develop an Individual Development Account (IDA) program to assist Public Housing and HCV families in building assets
 - C. Increase focus on Family Self-Sufficiency strategies

NEED: Specific Family Types: Families at or below 50% of AMI

- 1. Target available assistance to families at or below 50% of AMI
 - A. The Public Housing Program employs admissions preferences aimed at families who are working
 - B. Adopt rent policies and encourage work, i.e. SOP 2-32 Interim Redetermination Policy – HCV
 - C. Develop an Individual Development Account (IDA) program to assist Public Housing and HCV families in building assets
 - D. Increase focus on Family Self-Sufficiency strategies

NEED: Specific Family Types: the Elderly

- 1. Target Available Assistance to the Elderly
 - A. Apply for special purpose vouchers targeted to the elderly, should they become available
 - B. Seek out development opportunities for Elderly Housing

NEED: Specific Family Types: Families with Disabilities

- 1. Target available assistance to Families with Disabilities
 - A. Carry out the modifications needed in Public Housing based on the section 504 Needs Assessment for Public Housing
 - B. Apply for special-purpose vouchers targeted to families with disabilities, should they become available
 - C. Affirmatively market to local non-profit agencies that assist families with disabilities
 - D. Continue HCV Preference for families with Disabled Household member
 - E. Increase focus on Family Self-Sufficiency strategies

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

- 1. Increase awareness of FMHA resources among families of races and ethnicities with disproportionate needs
 - A. Affirmatively market to races/ethnicities shown to have disproportionate housing needs

2. Conduct activities to affirmatively further fair housing
 - A. Counsel Section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units.
 - B. Market the Section 8 program to owners outside of areas of poverty/minority concentrations

Reasons for Selecting Strategies

FMHA's strategies were determined by the following factors:

- Funding constraints
- Staffing constraints
- 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 FMHA
- Influence of the housing market on FMHA programs
- Community priorities regarding housing assistance
- Results of consultations with local government
- Results of consultations with residents and the Resident Advisory Board
- Results of consultations with advocacy groups
- Desire to assist low-income working families in building family assets and achieving family self-sufficiency