

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**

1.0	PHA Information PHA Name: <u>Fairfield Metropolitan Housing Authority</u> PHA Code: <u>OH070</u> PHA Type: <input type="checkbox"/> Small <input checked="" type="checkbox"/> High Performing <input type="checkbox"/> Standard <input type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): <u>01/2014</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>979</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
	PHA 1:				PH HCV
	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 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: 1. Financial Resources. A statement of financial resources, including a listing by general categories, of the PHA's anticipated resources, such as PHA Operating, Capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources.				
	Financial Resources: Planned Sources and Uses				
	Sources	Planned \$	Planned Uses		
	1. Federal Grants (FY 20__ grants)				
	a) Public Housing Operating Fund	299,000			
	a) Public Housing Capital Fund	135,000			
	a) HOPE VI Revitalization				
	a) HOPE VI Demolition				
	b) Annual Contributions for Section 8 Tenant-Based Assistance	5,303,000			
	c) Resident Opportunity and Self-Sufficiency Grants	114,000			
	d) Community Development Block Grant	10,500			

**Financial Resources:
Planned Sources and Uses**

Sources	Planned \$	Planned Uses
e) HOME		
Other Federal Grants (list below)		
Shelter Plus Care	211,000	
2. Prior Year Federal Grants (unobligated funds only) (list below)		
501-12	137,000	
3. Public Housing Dwelling Rental Income	138,000	
4. Other income (list below)		
Other Business Activity	107,000	
Fraud Recovery, Interest & Misc.	94,000	
4. Non-federal sources (list below)		
Other Business Activity	4,000	
Total resources	6,588,000	

2. **Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures.** The PHA describes its policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV and unit assignment policies for public housing; and procedures for maintaining waiting lists for admission to public housing and address any site-based waiting lists.

NO REVISIONS

3. **Rent Determination.** The PHA describes its basic policies and the discretionary choices it has made regarding rent setting for assisted families. SEE ATTACHMENT oh070k01

- 879-12 Public Housing Utility Allowances – REVISION
- 891-12 HCV Payment Standards – REVISION
- 903-13 SOP 2-16 Reasonable Child Care Costs – REVISION
- 904-13 SOP 2-17 Medical Expense Allowance - REVISION

4. **Operation and Management.** The PHA describes its management and operational structure. SEE ATTACHMENT oh070i01

- SOP 2-11 Quality Control /SEMAP Requirements for the HCV Program – REVISION
- 833-12 2013 Operating Budget
- 900-12 2013 Cost Allocation Plan – REVISION
- 901-13 Admissions and Continued Occupancy Policy - REVISION

5. **Grievance Procedures.** A description of the grievance and informal hearing and review procedures that the PHA makes available to its residents and applicants.

NO REVISIONS

6. **Designation of Public Housing.** The PHA identifies any public housing developments or any portion of these developments that are designated for occupancy by only elderly families, only families with disabilities, etc.

NO REVISIONS

7. **Community Service and Self-Sufficiency.** The PHA describes the self-sufficiency services and programs offered to residents by the PHA.

884-12 Permission to Administer ROSS Grant
888-12 PH FSS Action Plan – REVISION
889-12 HCV FSS Action Plan – REVISION
890-12 HCV HOP Action Plan – REVISION
902-13 ROSS Action Plan - REVISION

8. **PHA Safety and Crime Prevention.** The PHA describes its plan for safety and crime prevention to promote the safety of the residents it serves.
NO REVISIONS

9. **Pet Policy.** The PHA provides a statement of their policy regarding pet ownership in public housing.

NO REVISIONS

10. **Other Plan Elements that have been revised by the PHA since its last Annual Plan submission:** SEE ATTACHMENT oh070m01

910-13 Permission to Administer VASH Vouchers

(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.

7.0 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 voucher-holders to transition from rental assistance to homeownership using their voucher assistance. Our Family Self-Sufficiency/Homeownership Coordinator is currently serving 49 families.

Services offered are:

- Budgeting
- Savings Plans
- Credit Counseling
- Homeownership
- Job Searches
- Job Retention
- Education Assistance
- Daily Life Skills
- Transportation Assistance
- Other Supportive Services as determined on a case-by-case basis

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 27 participants.

FSS assists participants in:

- Obtaining a high school diploma /GED
- Career planning or obtaining a first job
- Securing finances for education
- Obtaining higher education degree/certifications
- Resume development
- Transportation
- Job search

- Budgeting skills
- Credit counseling
- Homeownership counseling and obtaining a mortgage through a bank / mortgage lender
- Accomplishing goals that will achieving economic independence

In 2011, FMHA received a grant for Public Housing Resident Opportunities Supportive Services. Our ROSS Coordinator is currently serving 42 clients.

ROSS provides referrals to supportive services such as:

- Job training/searches
- Job retention
- Obtaining services from other community agencies
- Employment counseling
- Education services
- Scholarship searches
- Child Care
- Transportation
- Completion of community service requirements

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

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

FMHA awarded Project-Based Vouchers to two development projects; 16 vouchers for Rutherford House and 21 vouchers for Pearl House. We would like to continue to offer Section 8 HCV vouchers as project-based vouchers in development projects.

We will continue to offer our Affordable Housing Program homes for sale or sell these homes through land contracts.

We will partner with Habitat for Humanity to renovate our Affordable Housing units which will be sold to families who have participated in our Homeownership program.

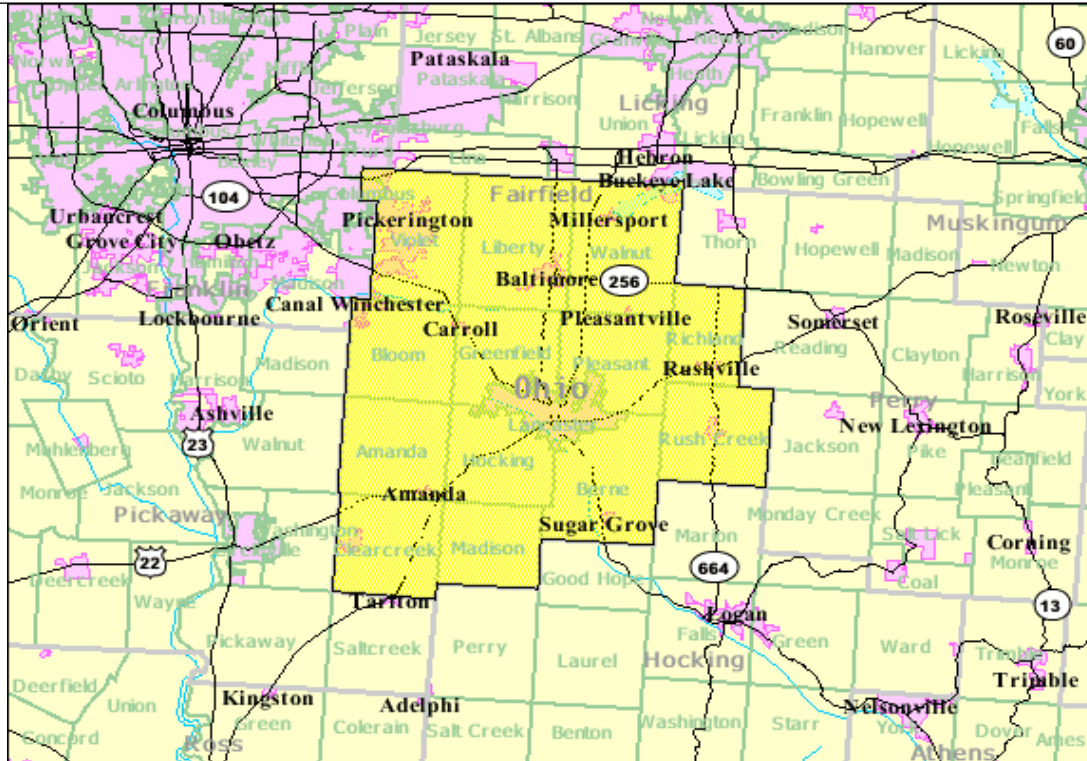
The Fairfield Metropolitan Housing Authority will submit to HUD an application to convert its Public Housing, under HUD's Rental Assistance Demonstration Program (RAD), to a Section 8-based funding model. The FMHA's intent is to convert all of its 96 3-bedroom, family units of its scattered-site Public Housing to this funding model.

Under RAD, the FMHA's Capital Funds and Operating Subsidies will be converted to Section Housing Assistance Payments starting on January 1, 2015. These two funding sources, combined with tenant rents will provide all of the financing FMHA will receive for the operation of these 96 units.

During the application process, the FMHA will elect to operate the project as either a Project-Based Voucher project or with Project-Based Rental Assistance, probably the former. There will be no changes in the number of units, bedroom distribution, policies, waiting list preferences, or no transfer of assistance.

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 Attachment oh070a01)</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 Attachment oh070b01)</p>																																																																																								
8.3	<p>Capital Fund Financing Program (CFFP).</p> <p><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="180 653 1365 1417"> <thead> <tr> <th colspan="8" style="background-color: #4F81BD; color: white; text-align: center;">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>Accessability</th> <th>Size</th> <th>Location</th> </tr> </thead> <tbody> <tr> <td>Income <= 30% of AMI</td> <td>2745</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>2185</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>3160</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>1620</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>1334</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>7025</td> <td>5</td> <td>3</td> <td>3</td> <td>4</td> <td>3</td> <td>3</td> </tr> <tr> <td>Race/Ethnicity Black</td> <td>710</td> <td>5</td> <td>4</td> <td>3</td> <td>4</td> <td>3</td> <td>3</td> </tr> <tr> <td>Race/Ethnicity Hispanic</td> <td>110</td> <td>5</td> <td>4</td> <td>3</td> <td>4</td> <td>3</td> <td>3</td> </tr> <tr> <td>Race/Ethnicity Asian</td> <td>90</td> <td>5</td> <td>4</td> <td>3</td> <td>4</td> <td>3</td> <td>3</td> </tr> </tbody> </table> <p>1. General Jurisdiction Statement</p> <p>The 2012 estimated population for Fairfield County is 147,474 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>	Housing Needs of Families in the Jurisdiction by Family Type/Renters								Family Type	Overall	Affordability	Supply	Quality	Accessability	Size	Location	Income <= 30% of AMI	2745	5	3	4	4	3	3	Income >30% but <=50% of AMI	2185	5	3	3	4	3	3	Income >50% but <80% of AMI	3160	5	3	3	4	3	3	Elderly	1620	5	3	3	4	3	3	Families with Disabilities	1334	5	5	3	4	3	3	Race/Ethnicity White	7025	5	3	3	4	3	3	Race/Ethnicity Black	710	5	4	3	4	3	3	Race/Ethnicity Hispanic	110	5	4	3	4	3	3	Race/Ethnicity Asian	90	5	4	3	4	3	3
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II. State, County and Waiting List Population by Ethnicity (2009)

Race	Ohio %	Fairfield %	Waiting List %
White	83.6	89.2	50.8
Black	12.4	5.9	40.4
Hispanic	3.2	1.7	1.1
Asian	1.7	1.1	1.0
Other	0.9	2.1	6.7

III. Income and Poverty (2012)

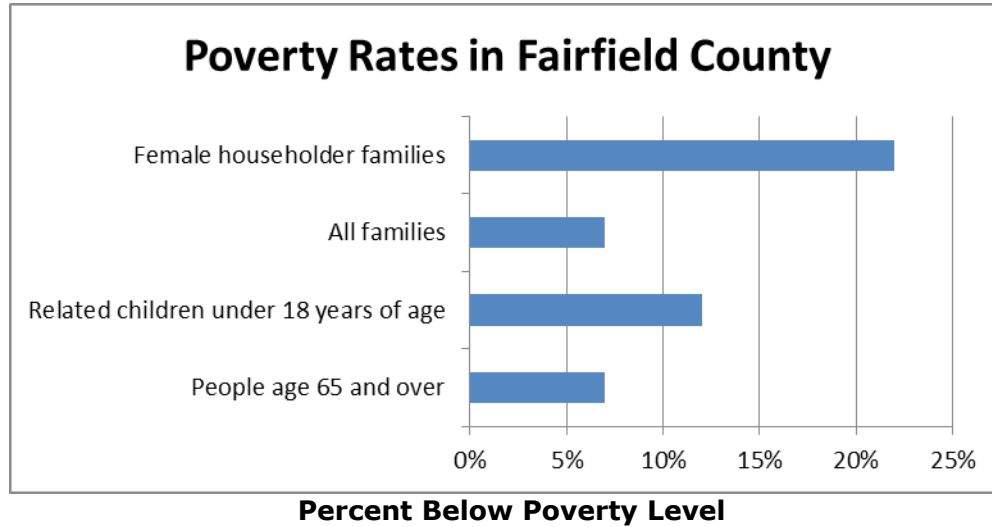
The median income of households in Fairfield County was \$51,426. Eighty-two percent of the households received earnings and 21 percent received retirement income other than Social Security. Twenty-six percent of the households received Social Security. The average income from Social Security was \$15,173. These income sources are not mutually exclusive; that is, some households received income from more than one source.

INCOME FROM SUPPLEMENTAL SECURITY INCOME (SSI) - \$674/MO (2006)

Aged recipients	1,950
Blind/disabled recipients	110
Under the age of 18	300
Between the age of 18 and 64	1,402
Older than 64	248
Number of recipients also receiving OASDI	648
Total number of recipients	1,950
Amount of payments	\$1,314,300

POVERTY AND PARTICIPATION IN GOVERNMENT PROGRAMS

In 2009, 13.1 percent of households were living in poverty. Twelve percent of related children under 18 were below the poverty level, compared with seven percent of people 65 years old and over. Seven percent of all families and 22 percent of families with a female householder and no husband present had incomes below the poverty level.



Out of 38,688 families, 2,626 are living below poverty level. One thousand, two hundred, ninety six households received cash public assistance income and 4,310 received food stamp/SNAP benefits in the past 12 months.

IV. People in group quarters in Fairfield County (2010)

- **1,540 people** in state prisons
- **731 people** in nursing homes
- **183 people** in local jails and other confinement facilities (including police lockups)
- **124 people** in group homes intended for adults
- **77 people** in correctional residential facilities
- **75 people** in emergency and transitional shelters (with sleeping facilities) for people experiencing homelessness
- **58 people** in other non-institutional facilities
- **49 people** in correctional facilities intended for juveniles
- **16 people** in group homes for juveniles (non-correctional)
- **14 people** in workers' group living quarters and job corps centers
- **5 people** in residential treatment centers for adults

IV. General Housing Unit Inventory/Households and Families (2007-2011)

According to the U.S. Census Bureau, there were 54,388 households in Fairfield County. The average household size is 2.70 people.

Families made up 75 percent of the households. This figure includes both married couple families (60%) and other families (16%). The remaining 24 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 54,388 occupied housing units – 40,420 (74%) owner occupied and 13,968 (26%) renter occupied. The monthly housing costs for renters was \$724, furthermore 44% percent of renters spent 30 percent or more of household income on

housing.

Tenant Rental Cost

Rent Amount	Fairfield County	HCV Program	PH Program
Less than \$200	262	455	70
\$200 - \$299	337	150	7
\$300 - \$499	1,044	118	4
\$500 - \$749	4,910	41	14
\$750 - \$999	4,459	1	0
\$1000 - \$1,499	1,745	0	0
\$1500 or more	558	0	0
No cash rent	653	164	0

Per the U.S. Census Bureau American Factfinder 2009 – Housing Unit Types

- 78.8% of the total housing units available in the County are 1-unit detached
- 2.7% are 1 unit attached
- Mobile homes make up 2.4% of the County’s available units
- 3 or 4 units in a structure provide 4% of the available units
- 5 to 9 units in a structure provide 4.6% of the available units
- 20 or more units in a structure provide 2.4% of the available units

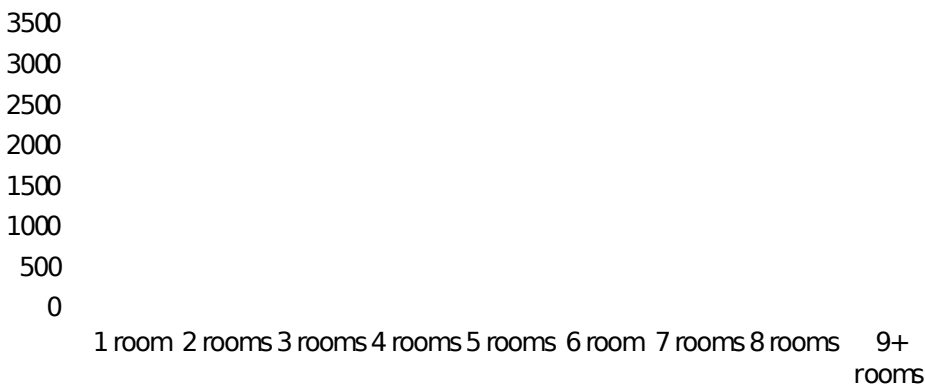
V. Quality of Units

Based on the available data (2007-2011 American FactFinder), 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.

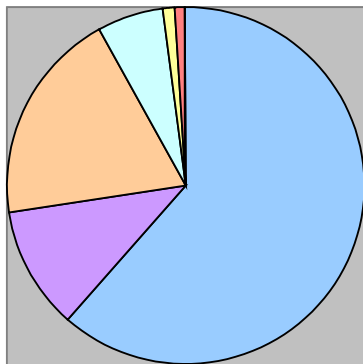
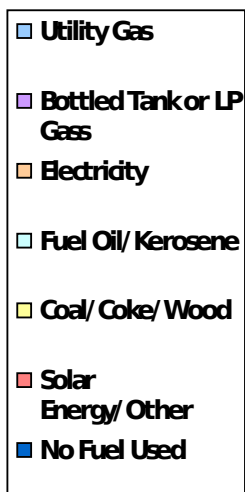
- .4% of the occupied units lacked complete plumbing facilities
- .8% lacked complete kitchen facilities
- 2.4% lacked telephone service

(2009) American FactFinder

Renter-Occupied Rooms in Houses/Apartments



Renter-Occupied Bedrooms in Houses/Apartments



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

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.”*

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)*
- *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 HCV Waiting List

	# of families	% of total families	Annual Turnover
Waiting list total	817		148
Extremely low income <=30% AMI	625	76.50%	
Very low income (>30% but <=50% AMI)	146	17.87%	
Low income (>50% but <80% AMI)	1	.12%	
Families with children	516	63.16%	
Elderly families	35	4.28%	
Families with Disabilities	213	26.07%	
Race/ethnicity- White	415	50.80%	
Race/ethnicity- Black	330	40.39%	
Race/ethnicity- Hispanic	9	1.10%	
Race/ethnicity- Other	9	1.10%	

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

If yes:

HOW LONG HAS IT BEEN CLOSED? SEPTEMBER 30,2012

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 Public Housing Waiting List

	# of families	% of total families	Annual Turnover
Waiting list total	1543		17
Extremely low	1249	80.95%	

Housing Needs of Families on the HCV Waiting List			
income <=30% AMI			
Very low income (>30% but <=50% AMI)	243	15.75%	
Low income (>50% but <80% AMI)	8	.52%	
Families with children	1403	90.93%	
Elderly families	12	.01%	
Families with Disabilities	200	1.30%	
Race/ethnicity-White	865	56.06%	
Race/ethnicity-Black	520	33.70%	
Race/ethnicity-Hispanic	46	2.98%	
Race/ethnicity-Other	112	7.26%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	3	.001%	
2 BR	1078	69.86%	
3 BR	436	28.26%	
4 BR	5	.003%	
5 BR	0	0%	
5+ BR	0	0%	
<p>Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>If yes:</p> <p>HOW LONG HAS IT BEEN CLOSED?</p> <p>Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes</p>			

9.1	<p style="text-align: center;">Strategies for Addressing Housing Needs</p> <p>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</p>
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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 (979) annually, the number of vouchers available does not meet the need in Fairfield County. The HCV Waiting List opened September 1 and closed in September 30, 2012 with over 1000 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

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 minimal 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 Non-Elderly Disabled vouchers should they become available
 - E. Apply for additional Shelter Plus Care vouchers for disabled, homeless
 - 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. FMHA will be partnering with Habitat for Humanity to rehabilitate the Affordable Housing properties. Once completed, these home will be sold to low-income families.
 - 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)
 - K. Explore land bank creation with the Fairfield County Commissioners.

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

10.0 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 its jurisdiction by:

Expanding the supply of assisted affordable housing

In April 2012, FMHA received 15 Veterans Administration Supportive Housing (VASH) vouchers. On June 14, 2013, FMHA received an additional 15 VASH vouchers.

In reaching occupancy goals, Public Housing continues to meet its turnover rate in vacant units.

By pulling names monthly from the HCV Waiting List, we continue to maximize every unit month available in our Voucher program.

Improving the quality of assisted affordable housing

FMHA is committed to assuring that the proper level of benefits are received by all participating families and that housing resources reach only income-eligible families so that program integrity can be maintained. The FMHA takes all steps necessary to prevent fraud, waste and mismanagement so that program resources are utilized judiciously. Methods and practices include, but are not limited to written materials designed for the participants to understand program rules; program briefing sessions prior to issuance of assistance, posting of instructive signs and brochures in our lobby, verification of participant income, employment, and other eligibility information. FMHA has a system in place to "Quality Control" tenant files in all programs.

Physical improvements to the Public Housing units this year include:

- Completely repainted 2 single family homes
- Replaced 2 Water Heaters
- Replaced Siding/Shutters on 58 units
- Replaced 2 Heat Pumps
- 4 Bath Rehabs

Increasing the assisted affordable housing choices

FMHA continues to inform participants about variety of options available to them when

selecting a unit to rent. FMHA provides Project HouseCall to all families who receive vouchers. This document lists all available rental units in Fairfield county.

Improving the living environment of assisted affordable housing

Our Resident Opportunities Supportive Service (ROSS) Coordinator has been working closely with families who live in our Public Housing units. She has served 47 families this year; building relationships, trust, and setting goals for those families who are trying to meet their basic needs.

The PH FSS Coordinator and the ROSS Coordinator issue a quarterly newsletter to residents.

Our PH FSS Coordinator and our ROSS Coordinator held several events this year for our residents. They include a Christmas party, a cookout, a swimming pool party, couponing classes, and making available a photographer who takes family photos as well as graduation pictures. We also partner with a local greenhouse and offer a "Flower Sale" to residents at a discount price and easy payment plan.

FMHA has initiated a neighborhood Block Watch program. We continue to communicate with residents regarding security and safety issues. The Lancaster Police Department continues to provide crime data to the FMHA staff for analysis and action. The LPD regularly patrol FMHA neighborhoods at our request.

Promoting self-sufficiency through increased income and asset development

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. We've expanded the number served from 20 to 60 (our goal is 75). The HCV FSS Coordinator issues a quarterly newsletter to participants.

We had one voucher participant purchase a home this year through our Homeownership Program.

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.

FMHA makes every effort to direct employment and other economic opportunities to the greatest extent possible toward low, very low, and extremely low income persons who are recipients of the Public Housing program. Employment opportunities are posted on the FMHA website as well as placed in our monthly newsletter which is distributed to all residents.

Ensure equal opportunity and further fair housing practices

We continue to train and inform staff about fair housing and equal opportunity issues. We made a booklet available to landlords at no cost regarding how to properly advertise rental units. We continue to offer materials in our lobby and in our Briefing Packets about Fair Housing and how to file a complaint if someone feels they have been a victim of discrimination.

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

Section 8 Housing Choice Voucher

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 2001-2012

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.

Public Housing

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".

Housing Solutions

Housing Solutions, headed by a HUD Certified Housing Counselor, continues to provide Foreclosure, Pre-Purchase, Budgeting and Credit Repair counseling to the public. FMHA applied for and received HUD approval as a Certified Housing Counseling Agency in 2010. We expanded the program by hiring an additional housing counselor.

Community Outreach

Outreach projects to the community include our annual Supply Our Students (SOS) for school supplies for our low-come families with children.

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.

(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 change in the direction pertaining to its goals and objectives or major shift in the operating of the Housing Authority that will have an adverse effect 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, such as:

- Addition of new work items (excluding emergency work) not included in the Capital Fund Program 5-Year Action Plan or Annual Statement, exceeding 30% of the current fiscal year's grant
- New program activities required or adopted to reflect changes in HUD regulations or as a result of a declared national or local emergency are exempted actions. In such cases, the administrative programmatic changes implemented will not be considered as a substantial Amendment or Modification to the Five-Year and Annual 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	<p>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.</p> <p>(a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights) SEE ATTACHMENT oh070a01</p> <p>(b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only) SEE ATTACHMENT oh070b01</p> <p>(c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> SEE ATTACHMENT oh070c01</p> <p>(d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only) SEE ATTACHMENT oh070d01</p> <p>(e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only) SEE ATTACHMENT oh070e01</p> <p>(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 ATTACHMENT oh070f01</p> <p>(g) Challenged Elements SEE ATTACHMENT Oh070g01</p> <p>(h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> SEE ATTACHMENT oh070h01</p> <p>(i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only) SEE ATTACHMENT oh070i01</p> <p>See Attachments for HUD forms</p>
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