



<b>B.</b>	<b>5-Year Plan.</b> Required for <u>all</u> PHAs completing this form.					
<b>B.1</b>	<p><b>Mission.</b> 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. <b>The SMHA is dedicated to serving families, individuals, and seniors. We strive to provide quality housing opportunities, improve neighborhoods by diversifying housing options and promoting economic self-sufficiency. We will create and maintain partnerships with our clients and appropriate community agencies. The SMHA promotes a courteous and respectful atmosphere for clients, partner agencies and employees.</b></p>					
<b>B.2</b>	<p><b>Goals and Objectives.</b> Identify the PHA’s quantifiable goals and objectives that will enable the PHA to serve the needs of low- income, very low- income, and extremely low- income families for the next five years. <b>Attachment A – Goals and Objectives</b></p>					
<b>B.3</b>	<p><b>Progress Report.</b> Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan. <b>Attachment – B Progress Report</b></p>					
<b>B.4</b>	<p><b>Violence Against Women Act (VAWA) Goals.</b> Provide a statement of the PHA’s goals, activities objectives, policies, or programs that will enable the PHA to serve the needs of child and adult victims of domestic violence, dating violence, sexual assault, or stalking. <b>Attachment – C VAWA</b></p>					
<b>B.5</b>	<p><b>Significant Amendment or Modification.</b> Provide a statement on the criteria used for determining a significant amendment or modification to the 5-Year Plan. <b>Attachment – D Significant amendment and substantial Deviation/Modification</b></p>					
<b>B.6</b>	<p><b>Resident Advisory Board (RAB) Comments.</b></p> <p>(a) Did the RAB(s) provide comments to the 5-Year PHA Plan?</p> <p>Y N  <input checked="" type="checkbox"/> <input type="checkbox"/> <b>Attachment – E Residents Advisory Board Comments</b></p> <p>(b) If yes, comments must be submitted by the PHA as an attachment to the 5-Year PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p>					
<b>B.7</b>	<p><b>Certification by State or Local Officials.</b></p> <p><a href="#">Form HUD 50077-SL</a>, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>					

# Instructions for Preparation of Form HUD-50075-5Y 5-Year PHA Plan for All PHAs

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## A. PHA Information [24 CFR §903.23\(4\)\(c\)](#)

A.1 Include the full PHA Name, PHA Code, PHA Fiscal Year Beginning (MM/YYYY), PHA Plan Submission Type, and the Availability of Information, specific location(s) of all information relevant to the hearing and proposed PHA Plan.

PHA Consortia: Check box if submitting a Joint PHA Plan and complete the table.

## B. 5-Year Plan.

B.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. ([24 CFR §903.6\(a\)\(1\)](#))

B.2 **Goals and Objectives.** Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low- income, very low- income, and extremely low- income families for the next five years. ([24 CFR §903.6\(b\)\(1\)](#)) For Qualified PHAs only, if at any time a PHA proposes to take units offline for modernization, then that action requires a significant amendment to the PHA's 5-Year Plan.

B.3 **Progress Report.** Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan. ([24 CFR §903.6\(b\)\(2\)](#))

B.4 **Violence Against Women Act (VAWA) Goals.** Provide a statement of the PHA's goals, activities objectives, policies, or programs that will enable the PHA to serve the needs of child and adult victims of domestic violence, dating violence, sexual assault, or stalking. ([24 CFR §903.6\(a\)\(3\)](#))

B.5 **Significant Amendment or Modification.** Provide a statement on the criteria used for determining a significant amendment or modification to the 5-Year Plan.

### B.6 Resident Advisory Board (RAB) comments.

(a) Did the public or RAB provide comments?

(b) If yes, submit comments as an attachment to the Plan and describe the analysis of the comments and the PHA's decision made on these recommendations. ([24 CFR §903.17\(a\)](#), [24 CFR §903.19](#))

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This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced the 5-Year PHA Plan. The 5-Year PHA Plan provides the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families and the progress made in meeting the goals and objectives described in the previous 5-Year Plan.

Public reporting burden for this information collection is estimated to average .76 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

**Privacy Act Notice.** The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.

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**Civil Rights Certification**  
**(Qualified PHAs)**

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
OMB Approval No. 2577-0226  
Expires 02/29/2016

**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, I approve the submission of the 5-Year PHA Plan for the PHA of which this document is a part, and make the following certification and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the public housing program of the agency 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 by examining their programs or proposed programs, identifying any impediments to fair housing choice within those program, addressing those impediments in a reasonable fashion in view of the resources available and working with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and by maintaining records reflecting these analyses and actions.

**Shelby Metropolitan Housing Authority**

PHA Name

**OH061**

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

**James Frye**

Title

**Chairman**

Signature



Date **10-01-19**

Shelby Metropolitan Housing Authority  
706 N. Wagner Avenue  
Sidney, OH 45365  
Judith J. Wells, Executive Director  
(937)498-9898 Fax (937)498-4946

Public Hearing

A public hearing has been conducted and taken into consideration annually.

For the Five year and Annual Plan 2020 the Public Hearings were conducted on Tuesday, October 1, 2019 at 10:00 a.m. and 2:00 p.m. and in Jackson Center on Monday October 7, 2019 at 11:00 a.m..

  
\_\_\_\_\_  
Judith J. Wells  
Executive Director

  
\_\_\_\_\_  
Date

**Certification by State or Local  
Official of PHA Plans Consistency  
with the Consolidated Plan or  
State Consolidated Plan  
(All PHAs)**

U. S Department of Housing and Urban Development  
Office of Public and Indian Housing  
OMB No. 2577-0226  
Expires 2/29/2016

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

I, Julie Ehemann, the Shelby County Commissioner  
*Official's Name* *Official's Title*

certify that the 5-Year PHA Plan and/or Annual PHA Plan of the

Shelby Metropolitan Housing Authority  
*PHA Name*

is consistent with the Consolidated Plan or State Consolidated Plan and the Analysis of  
Impediments (AI) to Fair Housing Choice of the

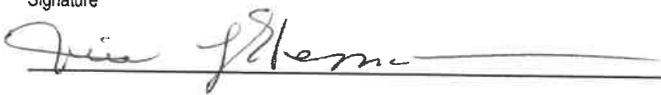
Shelby County

*Local Jurisdiction Name*

pursuant to 24 CFR Part 91.

Provide a description of how the PHA Plan is consistent with the Consolidated Plan or State  
Consolidated Plan and the AI.

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

Name of Authorized Official	Title
<b>Julie Ehemann</b>	<b>Commissioner</b>
Signature	Date
	<b>10-01-19</b>

## Attachment A

### FIVE YEAR PLAN 2020 GOALS AND OBJECTIVES

The Goals and Objectives for SMHA's Five Year and Annual Plan are divided into categories as follows:

1. Low Income Public Housing
2. Capital Fund Program
3. Housing Choice Voucher Program
4. Other Business Activities

#### 1.) **Low Income Public Housing**

Goal: Strive to achieve status as a High Performer.

##### Objective #1

Continue to improve appearance and market appeal of Mount Vernon Place, Jackson Towers, Hilltop Manor, Hewitt Villa, and Shelby Manor Apartments. Maintain current landscaping, trimming of trees, elimination of eroded areas. Elimination of abandoned or non-operational vehicles and regular trash removal will also be prioritized. Repair of damaged dumpster enclosures and cement pads.

##### Objective #2

Continue to provide security for all public housing residents. Elements of the SMHA security include coordination with the local Police and Sheriff's Departments, tracking of criminal activity, consultation with residents, maintenance of an adequate screening policy, maintenance of appropriate eviction policies, and security cameras and secured entrances at the Jackson Towers Complex.

##### Objective #3

Continue the unit inspections on 100% of SMHA's 175 public housing units annually.

##### Objective #4

Maintain computerized tracking system for all work orders to include tracking of tenant generated work orders.

##### Objective #5

Complete all routine work orders in a timely manner.

## Attachment A – Page 2

### Objective #6

Complete 100% of emergency work orders within twenty-four (24) hours. Procedures will be in place to assure that all emergency work orders are relayed to responsible personnel. Staff has been trained to recognize emergent situations.

### Objective #7

Maintain a preventive maintenance plan and document compliance with dates.

### Objective #8

Maintain and implement an energy action plan, and complete a thorough energy audit every five (5) years.

### Objective #9

Maintain a fiscal system to monitor accounts payable, percentage of rents collected, and status of Board approved budget.

### Objective #10

Maintain a procurement system consistent with HUD regulations 24 CFR 85.36 and March, 2007 Procurement Handbook 7460.8 Rev. 2.

### Objective #11

Maintain vacancy rate not to exceed 2%. SMHA's system will track total number of units, units available for occupancy, and units ready for occupancy that are vacant.

### Objective #12

Improve unit turnover time

### Objective #13

SMHA will maintain relationships with other agencies to provide services contributing to economic self-sufficiency. SMHA will work closely with the Bridges Community Action Center, Alpha Center, New Choices, and Jobs & Family Services of Shelby County to assure residents are aware of job training and educational opportunities.

### Objective #14

SMHA will conduct surveys to gauge tenant satisfaction with maintenance and administrative activities.

## Attachment A – Page 3

### 2.) **Capital Fund Program**

Goal: To maintain and conduct a high quality, compliant, modernization program in accordance with priorities identified in SMHA's current Physical Needs Assessment (PNA).

#### Objective #1

Update the Physical Needs Assessment.

#### Objective #2

Complete Annual and Five Year Capital Fund Program Annual Statement/Performance and Evaluation Report (form HUD 50075.1) for each current and open CFP grant. Documents will be prepared using tenant input and PNA guidance.

#### Objective #3

Assure that SMHA meets all obligations and expenditure deadlines on all CFP grants.

### 3.) **Housing Choice Voucher Program**

Goal: To work with the Dayton Veterans Administration and Local VA to maintain lease-up of our 12 VASH vouchers.

#### Objective #1

SMHA will promote the VASH vouchers and work with the Veterans Administration.

Goal: Maintain High Performer designation as determined by the Section 8 Management Assessment (SEMAP).

#### Objective #1

SMHA will select applicants from the waiting list in accordance with the Section 8 Administrative Plan and HUD requirements. SMHA will purge the waiting list on an annual basis. SMHA will maintain a separation of duties relevant to selection from the waiting list.

#### Objective #2

Rent Reasonableness data base will be updated annually.

#### Objective #3

SMHA will utilize appropriate methodology to determine reasonable rent for each leased unit.

## Attachment A – Page 4

### Objective #4

SMHA will establish payment standards within the required range of the HUD Fair Market Rent (FMR).

### Objective #5

SMHA will contract with a qualified company to determine Section 8 utility allowance on an annual basis, and will correctly utilize these allowances in an accurate, consistent manner.

### Objective #6

SMHA's Section 8 Inspector will conduct and document HQS quality control inspections in accordance with SMHA policies and HUD requirements.

### Objective #7

SMHA will conduct all HQS inspections. The Executive Director/Assistant Director will oversee the process to assure that inspections are completed in a professional and timely manner.

### Objective #8

SMHA will assure that verification of family income is accurate and timely.

### Objective #9

SMHA will continue to do annual reexamination of family income are completed.

### Objective #10

SMHA will assure correct calculations of the tenant share of rent and the housing assistance payment.

### Objective #11

SMHA will assure that landlords and tenants promptly correct HQS deficiencies.

### Objective #12

SMHA will maximize the number of vouchers leased within budgetary limits.

### Objective #13

SMHA will assure housing choices are available outside of high poverty, high minority areas.

## Attachment A – Page 5

### Objective #14

SMHA will assure that all Section 8 staff participates in training applicable to income verification, utility allowances, rent reasonableness, waiting list procedures, payment standards, and other Section 8 eligibility data.

### Objective #15

SMHA will apply for additional Section 8 vouchers if available.

### Objective #16

SMHA will investigate all fraud allegations and take appropriate action.

### Objective #19

SMHA will continue to educate landlords relevant to their responsibilities and requirements relevant to the Section 8 Program.

## 4.) **Other Business Activities**

Goal: To develop housing opportunities for the low income population of Shelby County. The target population includes homeless, victims of domestic violence, and persons with disabilities.

### Objective #1

Continue to Partner with the City and County to administer the tenant based rental assistance (TBRA) Programs.

### Objective #2

SMHA will continue to work with other community agencies that provide housing needs and/or services. Some of these include Shelby County Homeless Coalition and Human Trafficking Coalition.

Goal: Partner with other agencies to establish a homeless shelter in Shelby County

### Objective #1

Attend meetings with the Homeless Coalition and Human/Labor trafficking Coalition to collaborate on solutions to these issues

## Attachment B

### PROGRESS REPORT ON 2015 FIVE YEAR PLAN GOALS AND OBJECTIVES

The Goals and Objectives for SMHA's 2015 Five Year and Annual Plan are divided into categories as follows:

1. Low Income Public Housing
2. Capital Fund Program
3. Housing Choice Voucher Program
4. Other Business Activities

#### 1.) **Low Income Public Housing**

Goal: Maintain SMHA's current status as a High Performer.

##### Objective #1

Improve appearance and market appeal of Mount Vernon Place, Jackson Towers, Hilltop Manor, Hewitt Villa, and Shelby Manor Apartments. Improvements will include landscaping, replacement of cracked and broken concrete, trimming of trees, elimination of eroded areas. Elimination of abandoned or non-operational vehicles and regular trash removal will also be prioritized. Repair of damaged dumpster enclosures will be completed.

##### Objective #2

Continue to provide security for all public housing residents. Elements of the SMHA security include coordination with the local Police and Sheriff's Departments, tracking of criminal activity, consultation with residents, maintenance of an adequate screening policy, maintenance of appropriate eviction policies, and security cameras and secured entrances at the Jackson Towers Complex.

##### Objective #3

Continue the unit inspections on 100% of SMHA's 175 public housing units.

##### Objective #4

Maintain computerized tracking system for all work orders to include tracking of tenant generated work orders.

##### Objective #5

Complete all routine work orders within five (5) days. Maintain documentation of average response times.

## Attachment B – Page 2

### Objective #6

Complete 100% of emergency work orders within twenty-four (24) hours. Procedures will be in place to assure that all emergency work orders are relayed to responsible personnel. Staff has been trained to recognize emergent situations.

### Objective #7

Maintain a preventive maintenance plan and document compliance with dates.

### Objective #8

Maintain and implement an energy action plan, and complete a thorough energy audit every five (5) years.

### Objective #9

Maintain a fiscal system to monitor accounts payable, percentage of rents collected, and status of Board approved budget.

### Objective #10

Maintain a procurement system consistent with HUD regulations 24 CFR 85.36 and March, 2007 Procurement Handbook 7460.8 Rev. 2.

### Objective #11

Maintain vacancy rate not to exceed 2%. SMHA's system will track total number of units, units available for occupancy, and units ready for occupancy that are vacant.

### Objective #12

Unit turnover time will not exceed an average of fourteen (14) days.

### Objective #13

SMHA will maintain relationships with other agencies to provide services contributing to economic self-sufficiency. SMHA will work closely with the Community Action Center, Alpha Center, New Choices, and Jobs & Family Services of Shelby County to assure residents are aware of job training and educational opportunities.

### Objective #14

SMHA will conduct surveys to gauge tenant satisfaction with maintenance and administrative activities.

**PROGRESS:** Landscaping improvements have been completed at Jackson Towers and Hewitt Villa. Cracked and broken concrete has been repaired or replaced at Hewitt Villa. The Jackson Towers common areas have been painted and new carpeting installed in vacant units as needed. The Shelby MHA continues to work with the Shelby County Sherriff's Department with routine patrols of all complexes along with the Sidney Police Department. Updates have been made to the security camera system. Installation of new security doors at the Jackson Towers High rise has also been completed. Any abandoned or non-operational vehicles are removed as needed at all complexes. The Shelby MHA continues to maintain operating objectives.

2.) **Capital Fund Program**

Goal: To maintain and conduct a high quality, compliant, modernization program in accordance with priorities identified in SMHA's current Physical Needs Assessment (PNA).

Objective #1

Update the Physical Needs Assessment.

Objective #2

Complete Annual and Five Year Capital Fund Program Annual Statement/Performance and Evaluation Report (form HUD 50075.1) for each current and open CFP grant. Documents will be prepared using tenant input and PNA guidance.

Objective #3

Assure that SMHA meets all obligations and expenditure deadlines on all CFP grants.

**PROGRESS:** Capital fund goals are being met with all obligations and expenditure deadlines.

3.) **Housing Choice Voucher Program**

Goal: Research the possibility of obtaining VASH Vouchers.

Objective #1

SMHA will research VASH Vouchers and work with the Veterans Administration.

Goal: Maintain High Performer designation as determined by the Section 8 Management Assessment (SEMAP).

## **Attachment B – Page 4**

### Objective #1

SMHA will select applicants from the waiting list in accordance with the Section 8 Administrative Plan and HUD requirements. SMHA will purge the waiting list on an annual basis. SMHA will maintain a separation of duties relevant to selection from the waiting list.

### Objective #2

Rent Reasonableness data base will be updated annually.

### Objective #3

SMHA will utilize appropriate methodology to determine reasonable rent for each leased unit.

### Objective #4

SMHA will establish payment standards within the required range of the HUD Fair Market Rent (FMR).

### Objective #5

SMHA will contract with a qualified company to determine Section 8 utility allowance on an annual basis, and will correctly utilize these allowances in an accurate, consistent manner.

### Objective #6

SMHA's Section 8 Inspector will conduct and document HQS quality control inspections in accordance with SMHA policies and HUD requirements.

### Objective #7

SMHA will conduct all HQS inspections. The Executive Director will oversee the process to assure that inspections are completed in a professional and timely manner.

### Objective #8

SMHA will assure that verification of family income is accurate and timely.

### Objective #9

SMHA will assure that timely annual reexamination of family income are completed.

### Objective #10

SMHA will assure correct calculations of the tenant share of rent and the housing assistance payment.

## Attachment B – Page 5

### Objective #11

SMHA will assure that landlords and tenants promptly correct HQS deficiencies.

### Objective #12

SMHA will maximize the number of vouchers leased within budgetary limits.

### Objective #13

SMHA will assure housing choices are available outside of high poverty, high minority areas.

### Objective #14

SMHA will assure that all Section 8 staff participates in training applicable to income verification, utility allowances, rent reasonableness, waiting list procedures, payment standards, and other Section 8 eligibility data.

### Objective #15

SMHA will apply for additional Section 8 vouchers if available.

### Objective #16

SMHA will investigate all fraud allegations and take appropriate action.

### Objective #19

SMHA will continue to educate landlords relevant to their responsibilities and requirements relevant to the Section 8 Program.

**PROGRESS: The Shelby MHA has funded 12 VASH Vouchers. The Shelby MHA is working with the Dayton VA to achieve full occupancy. The Shelby MHA continues to maintain high performer status as determined by the Section 8 Management Assessment Program by meeting objectives #1 through #17.**

**Attachment B – Page 6**

4.) **Other Business Activities**

Goal: To develop housing opportunities for the low income population of Shelby County. The target population includes homeless, victims of domestic violence, and persons with disabilities.

Objective #1

Partner with the City and County Tenant Based Rental Assistance (TBRA) Programs.

Objective #2

SMHA will continue to work with other community agencies that provide housing needs and/or services.

**PROGRESS: The Shelby MHA continues to collaborate with both the City and County to provide and implement a successful Tenant Based Rental Assistance (TBRA) Program. This provides housing assistance to more families.**

## THE VIOLENCE AGAINST WOMEN ACT

**GOALS AND OBJECTIVES:** It is the intent of the Shelby Metropolitan Housing Authority to maintain compliance with all applicable requirements imposed by VAWA and thus assist in possibly reducing domestic violence, dating violence, sexual assault or stalking. Shelby Metropolitan Housing Authority will provide all tenants with notification of their protections and rights under VAWA at the time of admission and at annual reexamination. The Shelby Metropolitan Housing Authority supports the goals of the VAWA Amendments and will comply with its requirements.

These goals and objectives shall include, notwithstanding its title, this policy offers protections and the following goals and objectives for women or men, as well as people in same-sex relationships, Native Americans, and illegal immigrant victims of domestic violence, dating violence, sexual assault or stalking:

- Providing and maintain housing opportunities for victims of domestic violence, dating violence, sexual assault or stalking;
- The objective of the Shelby Metropolitan Housing Authority is to promote awareness about domestic violence and related issues so that clients have the proper knowledge about their rights and can take positive action to make an informed decision. Creating and maintain collaborative partnerships between the Shelby Metropolitan Housing Authority, Shelby County Victim Service, and New Choices Domestic Violence Shelter, law enforcement authorities, and other supportive groups, to promote the safety and well-being of victims of domestic violence, dating violence, sexual assault or staking (whether actual or imminent threat) who are assisted by the Shelby Metropolitan Housing Authority; to offer programs on domestic violence, dating violence, sexual assault and stalking. Shelby Metropolitan housing Authority is a member of CCRT Coordinated Community Response Team, which is the Domestic Violence Coalition for Shelby County. Once appropriate actions are determined, Shelby Metropolitan Housing Authority works with victim to protect and maintain housing needs. We participate in activities that promote awareness about domestic violence.
- Ensuring the physical safety of victims of domestic violence, dating violence, sexual assault or stalking;
- Maintaining compliance with all applicable requirements imposed by VAWA; and
- Taking appropriate action in response to an incident or incidents of domestic violence, dating violence, sexual assault or stalking, affecting families or individuals assisted by the Shelby Metropolitan Housing Authority.

**PROCEDURES:** It shall be the policy of Shelby Metropolitan Housing Authority to protect victims of domestic violence, sexual assault or stalking, and dating violence as defined below. Being a victim is not a basis for denial of assistance. The Shelby Metropolitan Housing Authority shall not deny admission to an applicant or participant who is or has been a victim of domestic violence, dating violence, sexual assault, or stalking, if the applicant otherwise qualifies for admission or assistance and if the applicant's household does not include a perpetrator of a previous incident or incidents of domestic violence, dating violence, sexual assault or stalking. Pursuant to VAWA, the Shelby Metropolitan Housing Authority must and shall deny admission or assistance to any member of the applicant household who is a perpetrator of domestic violence, dating violence, sexual assault or stalking. Law provisions provides that criminal activity directly relating to domestic violence, dating violence, sexual assault, or stalking, engaged in by a member of an applicant or tenant's household or any guest or persons under the tenants control, shall not necessarily be cause for admission denial or eviction, or occupancy rights if the tenant or an affiliated individual is the victim or threatened victim of the abuse. Shelby MHA will not deny or terminate assistance or subject residents to eviction action provided:

- 1) Victim status is confirmed. A signed statement, certified by HUD, by the victim that states that applicant or tenant is a victim of domestic violence, dating violence, sexual assault, or stalking, the incident of domestic violence, dating violence, sexual assault, or stalking, that requires protection that provides the name of the perpetrator (only if safe to provide and name is known to victim) and certifies that the incidents in question are bona fide incidents of actual or threatened domestic violence, dating violence, or stalking. The person signing the documentation must attest under penalty of perjury to the person's belief that the incidents in question are bona fide incidents of abuse. The victim must also sign the documentation.
- 2) The perpetrator is barred from the family and premises. (Upon housing or relocation of the household member who is the victim of domestic violence, dating violence, sexual assault or stalking, the Shelby Metropolitan Housing Authority shall terminate tenancy or assistance of the remaining family if the perpetrator of the violence remains in the household.)
- 3) The Victim complies with all other terms and conditions of the lease and/or family responsibilities.
- 4) A police or court record documenting the actual or threatened abuse or a statement signed by an employee, agent, or volunteer of a victim service provider; an attorney; a medical professional; mental health professional or another knowledgeable professional from whom the victim has sought assistance in addressing the actual or threatened abuse or the effects of such actions, and states, under penalty of perjury, that mental health professionals believes that the domestic violence, dating violence, sexual assault, or stalking meets the requirements found in VAWA 2013.. The professional must attest under penalty of perjury that the incidents in question are bona fide incidents of abuse, and the victim must sign or attest to the statement. Shelby Metropolitan Housing Authority also reserves the right to waive these victim verification requirements and accept only a self-certification from the victim if Shelby Metropolitan Housing Authority deems the victim's life to be in imminent danger. The required certification and supporting documentation must be submitted to Shelby Metropolitan Housing Authority within 14 business days after Shelby Metropolitan Housing Authority issues a written notice to deny admission or terminate assistance. If the victim does not return within 14 days, none of the protections under the law will apply.

#### **PROTECTION FOR RESIDENTS:**

- It shall be the policy of the Shelby Metropolitan Housing Authority not to release information regarding the victim that would lead to the identification of the victim or whereabouts of the victim. The Shelby Metropolitan Housing Authority staff shall retain in strictest of confidence all information pursuant to VAWA, including the fact that an individual is a victim of domestic violence, dating violence, sexual assault or stalking. The VAWA data shall neither be entered into any shared database nor be provided to any related entity, except:
  - a) To the extent that disclosure is requested or consented in writing by the individual who is the victim; or
  - b) As required for use in an eviction proceeding of an abuser, stalker, or perpetrator of domestic violence, dating violence, sexual assault or stalking; or
  - c) As otherwise required by applicable law.
- Incidents or threats of domestic violence, dating violence, sexual assault or stalking will not be considered a "serious or repeated lease violation" by the victim, or "good cause" to terminate the tenancy rights of the victim.
- If a family breaks up because of VAWA related violence, the housing assistance stays with the eligible victim.
- Some types of criminal activity are also grounds for terminating a participant's assistance. If any member of the household (or guest, or any other person under the participant's control) engages in criminal activity directly related to domestic violence, dating violence, sexual assault or stalking, and the participant or affiliated individual is a victim of this criminal activity, the PHA cannot terminate the victim's assistance because of this criminal activity.

## LIMITATIONS OF VAWA PROTECTIONS

- If the victim’s presence poses an actual and imminent threat to other tenants or employees, the PHA may terminate the victim’s assistance. The PHA must show that it has taken reasonable actions to reduce or eliminate the threat prior to seeking eviction.
- A PHA is allowed to terminate a victim’s assistance for lease violations that are not related to domestic violence, dating violence, sexual assault or stalking.

## DEFINITIONS:

- Domestic Violence – Crime of Violence (felony or misdemeanor) against a person protected under domestic or family violence laws. Domestic Violence includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.
- Dating Violence – To violate a person who is or has been in a social or intimate relationship with a victim or immediate family member. Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and the existence of such a relationship is determined based on the following factors: length of the relationship, type of relationship, and frequency of interaction between the persons involved in the relationship.
- Sexual Assault – Any nonconsensual act proscribed by Federal, tribal, or State law, including when the victim lacks capacity to consent. Conduct against a person described in 18U.S.C. 109A.
- Stalking – Engaging in a course of conduct directed at a specific person causing a reasonable person to fear for his or her safety or others or suffer substantial emotional distress.
- Criminal Activity –VAWA 2013 also expands protections relating to the prohibition of terminating assistance because of criminal activity directly relating to domestic violence, sexual assault, or stalking by replacing the term “Immediate Family Member” with “Affiliated Individual”. VAWA 2013 provides that criminal activity directly relating to domestic violence, dating violence, sexual assault or stalking that is engaged in by a member of a tenants 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 affiliated individual of the tenant is the victim or threatened victim of the domestic violence, dating violence, sexual assault, or stalking.
- Affiliated Individual (replacing the term immediate family) – With respect to an individual, as spouse, parent, brother, sister, or child of that individual, or an individual to whom that individual stands in loco parentis, or and individual tenant or lawful occupant living in the household of that individual.
  - a) A spouse, parent, brother or sister, or child of that person, or an individual to whom that person stands in the position or place of a parent; or
  - b) Any other person living in the household of that person and related to that person by blood and marriage.
- Other person under the tenant's control, for the purposes of this policy means that the person, although not staying as a guest in the unit, is, or was at the time of the activity in question, on the premises because of an invitation from the tenant or other member of the household who has express or implied authority to so consent on behalf of the tenant. Absent evidence to the contrary, a person temporarily and infrequently on the premises solely for legitimate commercial purposes is not under the tenant's control.
- Perpetrator means a person who commits an act of domestic violence, dating violence, sexual assault or stalking against a victim.

- Bifurcate -With respect to a public housing or a Section 8 lease, bifurcate means to divide a lease as a matter of law such that certain tenants can be evicted, terminate occupancy rights, or removed while the remaining affiliated member or family members' lease and occupancy rights are allowed to remain intact. If the person removed as a result of bifurcation was the sole eligible tenant, remaining tenants must have the opportunity to establish their eligibility for the program, or, if not eligible, be given a reasonable amount of time to find new housing.
- Actual and Imminent Threat- HUD regulations define actual and imminent threat to mean words, gestures, actions, or other indicators of a physical threat that (a) is real, (b) would occur within an immediate time frame, and (c) could result in death or serious bodily harm {24 CFR 5.2005(d)(2) and (e)}. (An incident of actual threatened domestic violence, dating violence, sexual assault or stalking will not be construed as serious or repeated violations of the lease or “other good cause” for termination of the assistance, tenancy, or occupancy rights of a victim of abuse.) In determining whether an individual would pose an actual and imminent threat the factor(s) to be considered include:
  - a) The duration of the risk.
  - b) The nature and severity of the potential harm.
  - c) The likelihood that the potential harm will occur.
  - d) The length of time before the potential harm would occur.

The VAWA information has been added to the Section 8 Housing Choice Voucher Program and Public Housing Briefings. The Briefing Packets now include the brochure Tenants rights, ‘The Violence Against Women & Department of Justice Act’.

The Shelby Metropolitan Housing Authority ACOP and Section 8 Administrative Plan victims are given preference points to enable the families to be housed faster. Our policies state that the families must be working with law enforcement agencies, mental health facilities, victim services or domestic violence programs to receive the preference.

The PHA will continue to develop policies and procedures as needed to implement the requirements of VAWA and has provided VAWA training to its staff. Shelby Metropolitan Housing Authorities goals are to educate clients about domestic violence and help families that are in domestic violence situations find a safe affordable place to live. We will continue to collaborate with agencies to provide programs, education, and services for families and affiliated individuals of domestic violence and to prevent and respond to domestic violence, dating violence, sexual assault or stalking, as those criminal activities may affect applicants for and participants in the PHA’s housing programs.

Neither the Violence Against Women Act nor this policy adopted by the SMHA implementing the provisions of the VAWA, shall preempt or supersede any provision of Federal, State or local law that provides greater protection than that provided under VAWA for victims of domestic violence, dating violence, sexual assault or stalking.

## Attachment D

### 10. B

#### A. Substantial Deviation from the 5-year plan

Any change that would affect the Mission of the Housing Authority, would significantly reduce the number of clients served or would significantly reduce the funds available to serve clients would be considered a substantial deviation from the 5-year plan.

#### B. Significant Amendment or Modification to the Annual Plan

Any addition or deletion of a Major Federal award program that would have a drastic affect on the number of clients served or how the Housing Authority serves its clients or any budget revision to a Capital Fund Program that exceeds 30 percent of the total award would be considered a significant amendment or modification to the annual plan.

## **Attachment "E" Page 1**

### **Resident Advisory Board (RAB) Comments**

The Shelby Metropolitan Housing Authority uses every opportunity to obtain client input into the Annual Plan Process. In addition to the Annual Plan meetings held at each complex we also include any recommendations of the residents association along with a resident survey that is asked to be completed at every recertification.

### **RECOMMENDATIONS OF THE RESIDENTS ASSOCIATION:**

New Carpet.  
New Laundry Room Equipment.  
New Kitchen Cabinets.  
New Kitchen Countertops.  
Walk-In Showers and Tubs.  
Updated Intercom System.

### **THE SURVEY CONSISTS OF THREE COMPONENTS:**

#### **1. LIST THREE IMPROVEMENTS YOU WOULD LIKE TO SEE COMPLETED AT THE SMHA COMPLEX SITES:**

Honestly, there better than regular apartments that cost \$600.  
A lot of trash comes out of the dumpsters because no one shuts the lids.  
Inside screen doors (sliding) on inside of rear exit door/back entrance.  
Parents watch/control their children.  
Kids throwing away trash.  
New Playground Equipment. In need of a lot of repairs.  
Better Maintenance.  
Kids stop riding their bikes through the mud.  
Quieter Neighbors.  
People to Park in their owned assigned parking spot. Parking issues enforced.  
People to keep animals on a leash, sometimes dogs come over to my house and my car.  
Better snow removal in the parking lots.  
Cleaner parking lots (less trash/broken glass)  
Better enforced speed limit in parking lot.  
Playground mulch be replaced. Something to break a fall.  
Designated spots for smokers.  
Door flyer notifications of inspections.  
New tiles in bathroom floors.  
Recycle bins.  
Be nice to plant flowers in flower beds-we choose flowers. Get rid of green bushes.  
Nicer and newer baby swings.  
Storage areas in Jackson Center.

## Attachment "E" Page 2

### #1 Continued

Clean Mt. Vernon Park.

At the park across the street have the gate opening face Mt. Vernon Place street instead of facing Sidney Village. Those kids from the Village trash out the park.

Neighbors picking up their own trash.

Let people know where their company can park.

Outdoor lighting for entrance to unit.

Drug addicts gone.

Locks on dumpster gates so kids don't climb in bins

Less cats, my daughter always wants to keep them.

More parking.

Laundry room.

Better parking, new lot letters.

Parking spaces need to be sent out to everyone-neighbors arguing over spots.

Inside stairwell.

Better lawn care.

Dividers on back porch.

Carpet. (Black suggested.)

Bees.

Walk-in Bathtubs/Showers.

Have apartment carpets cleaned. Clean carpets in building; lobby, hallways, and apartments.

New kitchen floors (tiles). Flooring is cracking.

Air conditioning in hallways.

More heat in the apartments during the winter.

I would still like to see when a completed job/work, sticker on door handle that would list what was done.

Do something about the parking lot during football season.

Close off the opening on the second floor that looks into the lobby so that people cannot eaves drop.

Higher toilets.

Check heat lamp witch – it sticks.

Drug Prevention, Drug Screens.

Closer Handicapped Parking.

Twice Yearly Inspections.

On-Site Storage Units and possibly Garages.

Look at the Expenses with Vehicles.

Look at Expenses with Laundry.

Homeless Advocates.

Keep Yards and Porches Clean.

New Balcony Doors. Sliding doors are needed-french doors would take up space.

Update apartments. Update kitchen cabinets. New tile in bathroom.

Glad the rif-raf is being addressed.

Some trees (maple) trees cut down.

## Attachment "E" Page 3

### #1 Continued

Newer Washers and Dryers Needed.  
Cameras for Security. Security needs improvement.  
Updated Electric Boxes.  
Bench out front knocked loose needs repaired.  
Put railing by dumpsters.  
Better Lighting on Fifth Floor.  
Different Chairs for Community Room.  
At least one more Washer and Dryer in Laundry Room.  
Back lawn needs improvement.  
New cabinets and countertops.  
Exercise Class.  
People would keep their yards and porches clean, outside appearance.

### **2. LIST ANY OTHER PROGRAM YOU WOULD LIKE TO SEE THE SMHA PROVIDE:**

More Community Activities. Games & Crafts.  
More Kids Activities/Programs.  
G.E.D. Program.  
Summer activities.  
Possibly have a cookout or some kind of mixer for residents.  
Maybe help with payments each month to fix vehicle.  
Community garden.  
Have Bingo once in a while for us.  
Have cookouts in the summer.  
Don't know of anything. Glad Judy & Terri are offering more activities once again.  
Transportation.  
Speakers.  
Exercise Class.  
Educational Programs, such as nurses giving talks on health issues.  
Entertainment. Something to do with Music.  
Sports (Baseball/Football) people park in lots and where emergency vehicles park.  
How to Budget your Money better.  
Perhaps a Pick-Up, or help assistance, to get to and from AGAPE.  
Help for Homeless, Emergency Housing for Homeless.

### **3. LIST WAYS THE SMHA COULD BETTER SERVE THE RESIDENTS, HOUSING AUTHORITY, AND/OR THE COMMUNITY:**

Maybe interacting more.  
I think they do a good job.  
Everything great!  
More meetings with residents.

## Attachment "E" Page 4

### #3 Continued

More signs around the complex that the children understand.

I love the No Smoking!

More outside inspections.

Being available more. The Jackson Towers Office needs to be open every day. We need someone on staff. You can easily overlook things that go on.

Continue to work with JTTA to make some fun for the residents. But most of all, let's work together for the highest good for SMHA & JTTA, and the residents that live there, and other complexes.

Stop the kids & aids from playing with the elevator buttons. It is not a toy.

SMHA to work with JTTA.

Cameras to help with security.

Renting to better people, younger ones bringing drugs and causing problems. Background checks.

Keep halls & elevators, and inside of building clean.

Safer to put trash outside.

Stop people from letting other people in, even if they know them-I might not want company.

Make everyone that has housing work at least part-time unless disabled.

Monitor Drug Use from those who receive assistance.

Have someone work with CAC & Homeless Shelters. Bring programs to Sidney.

#### **4. ANY OTHER ISSUES OR CONVERNS:**

Random people trying to walk in my apartment.

I feel the residents could be better – some just let their kids run.

Parking issues. Neighbors arguing over spots.

Laundry room.

Residents and visitors throwing trash on ground.

Make the tenants take showers and wash clothes. Some of them really smell.

Please do not put French doors in. They take up space and these apartments are small.

Security.

Thanks to Judy for cleaning up messes; drugs, prostitutes.

Bedbugs.

People letting people in and then you get blamed for it. Person said going to me but went somewhere else.

I don't like to have to pay rent at the main office. Not sure what I will do in the winter. What would happen if I didn't drive?

I am having problems with my electric box. (Had Maint. Check it.)

Messed up cement by trash dumpsters.

Don't have any.

**Attachment "E" Page 5**

**THE SURVEY ALSO INDICATED THAT TENANTS FEEL VERY POSITIVE ABOUT OFFICE AND MAINTENANCE STAFF AND SERVICES. SOME RESPONSES INCLUDED:**

No complaints or suggestions. I think the complex site is very nice and well taken care of.

I think it's going good.

Everything great!

You guys have been great.

I have no issues with SMHA programs, they have always done a great job.

I have no improvements as SMHA have help me and my family in everything they can. SMHA improved a lot to help all the family that needs help.

Nothing, everyone has been good with me and very helpful.

Not sure, they all do a good job.

I think Judy, Terri, & Maintenance do a good job.

SMHA provides enough for those in need. I'm very thankful for SMHA Programs. I couldn't ask for much more.

SMHA works well with residents and maintenance does a good job.

You guys do a great job as is.

I believe they already serve to their highest standard for service with great dedication, regard and consideration in every area and need for each individual and family they serve. I have seen, felt and witnessed and testify to this after 3 years in this program and am very grateful.

No suggestions, very grateful for all this agency does.

Shelby Metropolitan workers are very thorough and professional.

Everything is fine the way it is.

All good.

Other than paying top rent, no complaints.

Metropolitan Housing works with the residents association very well.

The above mentioned issues and concerns have been reviewed and we will continue to work with our residents to address security and safety issues. Some of the concerns are already being handled through notices to tenants, informal conferences, and updated security cameras to address any program violations and reinforce the in-house rules and regulations. Some of the recommendations of the residents association are listed in the cap fund such as new carpeting and patio doors. Work orders are done in a timely manner in order of importance, and all concerns have been addressed. We have worked with local churches and other organizations to offer life skills classes and programs, but with very low attendance. New residents have expressed interest in life skills and general public health programs. The S.M.H.A. is in the process of working with agencies again to offer these type of programs. Some of the programs currently scheduled are blood pressure checks, well-being screenings, Coffee with a Cop, and the Christmas Clearinghouse. The local library also supplies books monthly to our Jackson Towers residents. We strive to continue these programs and encourage tenant participation. Vehicle decals have been issued with the goal of resolving the improper guest parking problems.