

538 N Detroit St.
Xenia, Ohio
45385

GMHA's Homefront

Winter 2010

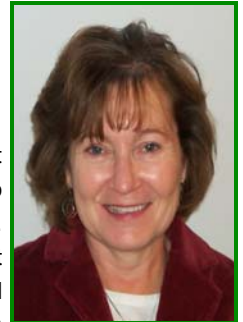
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Special points of interest:

- Director Highlights Departments
- Application Procedures
- Flu Season Reminders
- Public Housing Reminders
- Winter Maintenance
- Bed Bugs
- Section 8 Annual Recertification Changes
- Section 8 Questions and Answers
- Project TOTAL Program Changes

Director's Corner



Susan Stiles

This is the third year of GMHA's transition to the Asset Management Program (AMP) for Public Housing. Before AMPs, GMHA divided units into projects based upon funding and when the units were built or acquired. GMHA now has three AMPs based on geographic location. Asset Management required changes for the Public Housing, Maintenance, and Accounting Departments. This month I am spotlighting two departments: Public Housing and Maintenance. These two departments work very closely. Public Housing has the strong leadership of **Mary Jo Beatty**, Supervisor and Asset Manager. Rounding out our exceptional Asset Management team are **Jessica Carter** and **Zana Wheeler**, both of whom are doing a great job. Several major changes as a result of moving to AMPs include the Asset Managers driving past each property each week for a visual inspection and visiting each property once a year for a complete inspection. This increases the Asset Managers' involvement in the physical condition of the properties. **Danita Blessing** calmly, efficiently, and pleasantly takes all calls for work orders and works with both the Public Housing and Maintenance Departments. Resident **Isis Clayton** does a great job of providing clerical support to the Public Housing Department.

GMHA's outstanding Maintenance Department is led by **David Wilson**, a great leader. His team includes: **Jerry Allen**, **John Harbison**, **Joe Stacy**, **Shawn Troutman**, and **Greg VanHoose**. Neither rain, nor snow, nor sleet keeps the maintenance team from doing their work. They respond to emergencies at night, weekends, and even on holidays. They are out in blizzards trying to keep sidewalks and parking lots clear at our senior developments. They work extremely hard to keep our housing units in good condition. During this past summer and fall two very hard working residents provided additional assistance to the Maintenance Dept. – Jeremy Young and Scott Wright.

In our next issue of the "Homefront", we will spotlight more of GMHA departments and employees.

Public Housing Department



Isis Clayton, Zana Wheeler, MaryJo Beatty, Jessica Carter, & Danita Blessing

Maintenance Department



Greg VanHoose, Shawn Troutman, David Wilson, John Harbison, & Jerry Allen (absent, Joe Stacy)

Applications Department

The Application Department is currently accepting applications for Section 8, Public Housing and Village Greene programs. As part of our application process we have a short video for Applicants and/or their representatives to view. Our application video is shown on Tuesday, Wednesday and Thursday at 9:30 and 1:30. In order to be considered for the Public Housing and Village Greene units, GMHA must receive two good Landlord or Professional references. Please visit our web site at www.gmha.net and click on the "Application Process" for more information. You may call us directly at (937) 376-2908, or email us at applications@gmha.net.

We would like to welcome Esther Mills. Esther started

working with us in late July as the Application Department Resident Initiative Clerical Assistant. Esther is a great asset.

Effective Immediately, if you have a scheduled appointment with GMHA and you are sick with a cold, flu or have flu like symptoms, please call to reschedule your appointment. If you are sick, we would also like to encourage you to call the office with any questions you may have. If you need to bring in documentation as requested by GMHA, please mail it in rather than bring it to the office.

Please be advised that GMHA has a fire lane located along the main entrance of the building that may not be blocked by vehicles. Please utilize the parking spaces provided.

Public Housing Department

From the Asset Housing Managers

Public Housing would like to remind all residents to report any and all changes in income for all household members within 10 days from the occurrence. The amount of subsidy a resident receives from HUD is based upon family income and accurate reporting is essential. When a resident fails to report income, the rent is not calculated correctly and the subsidy amount received from HUD is not correct. This is considered fraud. Failure to report your income may result in termination of your housing. If you have questions regarding this practice, please contact us for clarification.

Community Service

Just a reminder: It is very important that you are fulfilling your Community Service requirements. Most of you have been contacted by your housing manager or have been reminded at your recertification appointment about this continuing requirement for Public Housing. It is your responsibility to track and verify the hours that you need to complete. This has been a very big concern with HUD and we will have no choice but to evict tenants who have not fulfilled this requirement. Please be sure you are in compliance. If you have any questions about this Community Service requirement, please contact your housing manager.

Resident Advisory Board (RAB)

We need your help! The Resident Advisory Board is looking for new members to be active on both the Family and Senior Advisory Boards. We encourage all residents to participate. Your concerns, ideas, and opinions are important to us and will assist us in planning for you. If you are interested in participating on the Advisory Board, please contact your housing manager.

Bed Bugs

We are continuing to address any issues we may have with bed bugs, and want to encourage our residents to continue to do their part. Please remember to notify us immediately if you

suspect you have an infestation. Do NOT use bug bombs, it will cause the bugs to scatter. Do NOT throw away furniture where it may be picked up by others which would spread the problem. If you have already reported an infestation, please be sure to follow up with your housing manager. If we work together, we can eliminate these pests once and for all!!!

From the Maintenance Staff

- If you have an outside water faucet, please remove hoses to prevent the freezing of your water line.
- Check your smoke detectors. They must work properly at all times.
- All light fixtures must be in working order. Keep the energy saving bulbs supplied by GMHA in the fixtures.
- All outlets and switches must have cover plates that are not cracked or chipped.
- Do not install locks on interior doors.
- Do not paint rooms a different color.
- Check gutters to see that they are connected to a down spout and that a splash guard is in place.
- Clean your gutters if you are able.
- If you have bed bugs, please call ASAP.
- Please let the maintenance staff know if someone in the household is sick.
- Allow maintenance to first complete the repairs that brought them to your unit before asking them to look at other issues.

If you have a maintenance problem, please call in a work order. Delays on your part may make the problem worse. When calling in a work order, give a complete description of the problem and it's location. Be sure to leave your name, address, and a current phone number. Weekdays between 7:30 a.m. and 4:00 p.m., call 352-0265. After hours and weekends, call 352-0284.

Section 8 Department

NEW “Face to Face” Annual Recertification Process

Annual recertification's occur on or around the same date each year. Section 8 Voucher Program participants will receive a letter from their housing manager providing an appointment date and time as well as information about required documentation. Appointments will be at GMHA with a “face to face” with your housing manager.

One of the most essential duties of every voucher holder is to complete the annual recertification process. This means verifying household income and reconfirming the household composition. Failure to complete this process will result in the family being terminated from the program.

In order for a family to avoid placing their voucher in jeopardy, all household members ages 18 and over, must arrive on time for their recertification appointment. Each person must bring the following documentation:

- A current State issued identification card, driver's license, or U.S. passport
- Documentation of all income, assets, deductions, and allowances

The head of household must also complete the Annual Recertification packet that was delivered or mailed to the home. While annual recertification's are required to maintain program eligibility, changes in employment or household composition must also be reported by the voucher holder throughout the year. These changes include gaining or losing employment and adding or losing a household member. All changes should be reported within 14 days of the change so that an interim recertification may be processed. However, this process does not replace the need for the regularly scheduled annual recertification.

Questions and Answers

1. **May cousins, friends or others be added to the household after the voucher is issued?** Changes in family composition may affect the family's eligibility and/or share of the rental payment. To be added, family members must be related by birth, marriage or court awarded custody. All changes in family composition must be reported before they move into the unit. The landlord must also be informed and approve additions to the household.
2. **Is there a rule about renting from family?** The owner (including a principal) may not be the parent, child, grandparent, grandchild, sister, brother or spouse of any member of the assisted family. Renting from a family member may be approved as a reasonable accommodation for a family member who is a person with disabilities. If approved, the owner and family will be notified in writing.
3. **How much rent will be paid by the Voucher for the home?** The owner should determine what rent they would charge for an unassisted tenant and request that amount. Section 8 will compare the rent requested for other similar units. This comparison, the inspection results, the tenant's income, and the payment standard will determine what rent Section 8 can offer.
4. **Can the tenant pay extra rent to make up the difference requested for the unit?** No. Section 8 determines the tenant's portion of the contract rent. The tenant is not allowed to pay more than the amount determined.
5. **May the landlord maintain the garage for their own use?** Yes, but only for a detached garage. If the landlord is to maintain possession of the detached garage, it needs to be clearly stated in the lease and cannot be on the tenant's electric service.

Project TOTAL

Project TOTAL (Teaching Our Tenants and Landlords) has continued to work with individuals and families who are experiencing homelessness in Greene County. After receiving a referral from Community Action Partnership (CAP), Project TOTAL begins working with clients who are either waiting to get into one of the homeless shelters in the county or who are currently in a shelter. Project TOTAL is a supportive case management program that seeks to assist homeless individuals and families obtain and stabilize in permanent housing, which could include subsidized housing, fair market rent, or Rapid Re-Housing. Once a Project TOTAL client is in permanent housing, Project TOTAL Case Managers can continue to work with the client to help the individual or family to stabilize in their housing for up to a year after being enrolled in the program. Project TOTAL clients must be Greene County residents, and be at or

below 35% of the Area Median Income.

Project TOTAL has continued to hold Landlord Meetings at GMHA and recent speakers have included: the OSU Extension regarding current classes and programs that are available, Community Action Partnership (CAP) regarding the changes occurring to the PIPP Program, and Fair Housing regarding damage and repair issues with renting.

In October, Project TOTAL welcomed Samantha Hunter to its staff. Samantha graduated from Wright State University with a degree in Rehabilitation Services. Prior to joining Project TOTAL, Samantha worked with homeless individuals in Montgomery County.

If you need more information, please contact Sheri at
937-352-0270.



**“Housing That Works to Enhance
Life in Greene County”**

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US Postage
Paid
Xenia, Ohio
permit #22

Visit us at gmha.net

Or Current Resident

Individual Development Account

The IDA Program is actively recruiting Greene County residents who are looking to fulfill their American Dream by owning their first home, starting a small business, or attending college. If you earn your income, the IDA Program will:

1. match your savings at a 2:1 rate (up to \$4,000) with no payback
2. provide specific education to help you better your finances
3. assist you in raising your credit score

**CALL JESSICA DORN OF THE IDA
PROGRAM TO FIND OUT MORE!
937-352-0259**

Scholarship Opportunity for 2011

Mark Your Calendar Now!

The Ohio Housing Authority Conference (OHAC) will again be awarding up to five annual scholarships in the amount of \$750 each throughout the State. This is to aid students residing in assisted housing attend an institution of higher learning or to further their education. Eligible applicants must be either a graduating high school senior, a continuing student, or a re-entry adult. The recommended minimum grade point is a 3.0 grade point average. Applications will be available at GMHA by the first of February. The deadline will be the first week of March. Two letters of recommendation, school transcript, and an essay (topic to be announced) will be required.

Over the years, several scholarship recipients have been from GMHA. **Contact GMHA on February 1, 2011 at 937-376-2908 to request an application.**