Section 8

Housing Choice Voucher Program

Briefing Packet

Greater Dayton Premier Management

400 Wayne Ave. Dayton, Ohio 45410

Phone: (937) 910-5400 Fax: (937) 222-3554

www.gdpm.org

GREATER DAYTON PREMIER MANAGEMENT BRIEFING PACKET

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Greater Dayton Premier Management

Enhancing Neighborhoods • Strengthening Communities • Changing Lives

Dear Participant,

Welcome to the Housing Choice Voucher Program!

We are delighted to have you join the Housing Choice Voucher (HCV) Program, which is designed to assist eligible low-income families, seniors, and individuals with disabilities in obtaining safe, decent, and affordable housing. This program, administered by Greater Dayton Premier Management, aims to provide rental assistance to those in need, offering flexibility and choice in housing options.

In this briefing packet, you will find essential information that will guide you through the initial steps of the program, including your rights and responsibilities as a participant, how to find suitable housing, and the process for inspecting and approving a unit for rent.

Please take the time to review this packet carefully. If you have any questions or need further assistance, our dedicated staff members are here to support you every step of the way. We understand that navigating the housing market can be challenging, and we are committed to ensuring that you have the resources and information needed to make informed decisions.

Once again, welcome to the Housing Choice Voucher Program. We look forward to working with you and helping you achieve your housing goals.

Sincerely,

Greater Dayton Premier Management Team

400 Wayne Avenue, Dayton, Ohio 45410
www.gdpm.org

ADMINISTRATIVE | ADMISSIONS
administration@gdpm.org
Main (937) 910-7500 • Fax (937) 222-3990
TDD 937-910-7570

EQUAL HOUSING OPPORTUNITY

HOUSING CHOICE VOUCHER
hcvprogram@gdpm.org
Main (937) 910-5400 • Fax (937) 910-5303
TDD 937-910-7570

Housing Choice Voucher Program

HCV	ADMINISTRATION	DIRECT LINE	EMAIL
HCV SR. Manager	Debbie Crawford	910-5488	dcrawford@gdpm.org
HCV Supervisor	Bobbi Bailey	910-5460	bbailey@gdpm.org
Compliance Specialist	VACANT		
Landlord Liaison	VACANT	910-5481	
HCV Coordinator	Eriqua Cook	910-5463	ecook@gdpm.org
HCV Receptionist	Kelly Coatoam	910-5400	kcoatoam@gdpm.org
504 Coordinator	DaRonda Woodley	910-7532	dwoodley@dmha.org
WAITLIST DOCUMENTS	Customer Service	910-5403	hcvadmin@dmha.org
LEASING GROUP			
A-I	Christa Lee	910-5487	christal@dmha.org
J K L M / N O P Q	VACANT		
R-Z	Cindy Esteban Pedro	910-5471	cpedro@dmha.org
RECERTIFICATION GROUP			
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VASH, Ecumenical Homes, Germantown Village, Windcliff, YWCA, Twin Towers & Port-Outs	Carrie-Anne Muhammad	910-5425	cmuhammad@dmha.org
FUP, Brandt Meadows, Hope Villa, River Commons II, Key Terrace, St Vincent, Homefull, Dayton Century Homes, MVHO Scattered Sites, Hope VI, Whitmore Arms & Port-Ins	Jennifer Miller	910-5430	jmiller@dmha.org
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FSS Coordinator	Ta'lisha Elliott	910-5333	telliott@gdpm.org
FSS Coordinator	Visa Lee	910-5413	llee@dmha.org
INSPECTORS			
SCHEDULER	Betty Robinson	910-5431	brobinson@gdpm.org
Inspector	Mark Freukes	910-5433	mfreukes@dmha.org
Inspector	Steven Westwood	910-5427	swestwood@dmha.org
Inspector	VACANT	910-5429	
Inspector	Sean Goodro	910-5437	sgoodro@gdpm.org

General Program Information

What is the Section 8 Housing Choice Voucher Program?

The Housing Choice Programs were created by Congress as part of the Housing and Community Development Act of 1974. The Department of Housing and Urban Development in Washington D.C. is responsible for providing program regulations and guidelines for allowing all HUD rules and regulations for the Housing Choice Programs.

The purpose of Housing Choice Programs is to provide rental assistance to eligible low-income families, the elderly and persons with special needs in decent, safe, and sanitary housing. Families have a variety of housing opportunities including apartments, single-family homes, duplexes and townhomes.

Housing Choice Programs

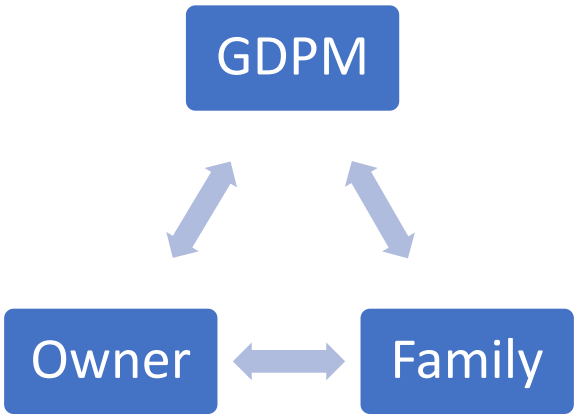
Previously, there were two Section 8 Programs tenant-based rental assistance programs; the Rental Certificate Program and the Housing Voucher Program. In 1988, these two programs merged into the Housing Choice Voucher Program. The Housing Choice Voucher Program enables participants to receive a subsidy while leasing from landlords in the private market. To qualify, an applicant must:

- Meet definition of “family”
- Meet HUD’s income guidelines
- Furnish Social Security numbers, Birth Certificates and Photo ID’s
- Furnish evidence of citizenship/eligible immigrant status
- Pass a criminal background check

Responsibilities Within The

Housing Choice Voucher Program

The Housing Choice Voucher Programs are a three-way partnership between Greater Dayton Premier Management (GDPM), the family (you) and the landlord.



Greater Dayton Premier Management Responsibilities

GDPM must do the following in order to ensure the program's success:

- Verify all applicant's income and household composition to determine eligibility.
- Explain all rules and regulations to eligible families.
- Issue a Housing Choice Voucher
- Approve the unit, the owner and the rent
- Ensure housing assistance payments to the owner timely.
- Make certain that both the family and the unit continues to qualify under the program on an annual basis.

GREATER DAYTON PREMIER MANAGEMENT
400 WAYNE AVENUE
DAYTON, OH 45410

FAMILY'S RESPONSIBILITIES UNDER THE HOUSING CHOICE VOUCHER PROGRAM

The following is a list of rules that you must abide by while participating in the Housing Choice Voucher Program. Failure will result in termination from the program.

INCOME
You are required to report all changes in family income within ten (10) working days to your Housing Specialist in writing at the above address. *Examples: obtaining or terminating employment, going on or off Public Assistance or unemployment compensation, obtaining or termination of child support or alimony or obtaining any other source of income that has not been reported to this office.* This applies to all family members in your household.

FAMILY SIZE
You are required to report, in writing, any birth, adoption, or court awarded custody of a child within ten (10) working days from the date of the change to your Specialist. You are required to request GDPM's written approval to add any other family member as an addition to your household. No additional occupant can be added to your household prior to GDPM's approval. You are required to notify GDPM within ten (10) working days, in writing, when a family member no longer lives in the unit.

SOCIAL SECURITY NUMBERS:
You are required to disclose and verify the social security numbers of all household members.

INSPECTION OF THE UNIT
You are required to allow GDPM to inspect the unit at reasonable times and after reasonable notice.

UTILITY MAINTENANCE
You are required to pay utility bills that you are responsible for paying according to the lease agreement and supply appliances that the owner is not required to supply under the lease agreement. Any disconnection of utilities could result in your termination from the program. Any failure of an appliance to function properly could result in your termination from the program.

EVICTION NOTICES
You are required to provide GDPM with a copy of any owner eviction notice that is served to you.

NOTICE OF INTENT TO VACATE THE PROPERTY
As a condition for continued participation in the *Housing Choice Voucher* program, it is your responsibility to provide this office and your present landlord with a written 30-day or 60-day notice of your intention to vacate the property at the anniversary date of your present lease. The notice must be for a period beginning the first of the month to the first of the following month (e.g., January 1 to February 1 if moving on February 1; or January 1 to March 1 if moving on March 1). A copy of this notice must be sent to your landlord as well as your Specialist.

UNPAID TENANT RENT
You are required to pay your portion of rental payments to the owner of the property each month. You are also required to maintain your payments to the water company if you are responsible for the water bill to the property. If you move from the unit leaving any unpaid rent and/or outstanding water bill to the owner, you could be terminated from the program.

UNPAID TENANT DAMAGES
The owner of the property has the right to request a move-out inspection of the property upon your vacating. If the move-out inspection shows tenant damages, this is considered a violation of your Housing Voucher and could result in your termination from the program. We request that you also be present during the move-out inspection with the owner.

KEYS TO THE OWNER

Upon vacating the unit, it is your responsibility to immediately return all keys to the owner. You must understand that while keys are in your possession, your household is liable for all costs regarding rent and all costs that may arise from vandalism or break-ins during this period. Leaving the keys in the unit, in the mailbox, or mailing the keys to the owner does not constitute turning in the keys to the owner.

SIDE PAYMENTS

You must report any side payments unauthorized by the Housing Choice Voucher program. This would be any amount over and above your portion of the rent indicated on the lease agreement. This would not include any charges for damages caused by your household that have been repaired by the landlord or any late payment charges for delinquent rent. You must immediately notify this office of any attempts by the owners to collect side payments from your household.

You as the Housing Choice Voucher holder must not allow and/or participate in the following:

- Own or have any interest in the unit (other than in a cooperative, or the owner of a manufactured home leasing a manufactured home space).
- Commit any serious or repeated lease violation. Some examples of this are nonpayment of rent, damages to the unit, nonpayment of utility bills in connection with the lease, unauthorized people living in the unit.
- Commit fraud, bribery or any other corrupt or criminal act in connection with the program.
- Participate in illegal drug or violent criminal activity.
- Sublease or sublet the unit or assign the lease or transfer the unit to another person.
- Receive Housing Choice Voucher tenant-based program housing assistance while receiving another housing subsidy for the same unit or a different unit under any other Federal, State or local housing assistance program.
- Damage the unit or premises (other than damage from ordinary wear and tear) or permit any guest to damage the unit or premises.

The Department of Housing and Urban Development is seriously concerned about fraud in the Housing Choice Voucher program. It is very important that you meet your responsibilities under your Statement of Family Responsibility/Housing Voucher. It is equally important that you meet your obligations under your lease agreement.

WARNING: Section 1001 of Title 18 of the U S Code makes it a criminal offense to make willful false statements or misrepresentation to any department or agency of the U S as to any matter within its jurisdiction.

BY SIGNING THIS FORM, YOU ARE STATING THAT YOU UNDERSTAND AND WILL ABIDE BY THE ABOVE INFORMATION PRESENTED.

_____ _____

Head of Household Date

_____ _____

Spouse of Household Date

HOUSING PROCEDURES

1. Once the participant submits a Request for Tenancy Approval (RFTA) to GDPM, it is time & date stamped.
2. The Specialist must third-party verify all the financial information and run the calculations to ensure that the program participant is financially able to afford the unit per HUD guidelines. The program participant may not pay more than 40% of the monthly adjusted income at admission or when a program participant moves to a new unit with a gross rent that exceeds the payment standard. NOTE: WHILE YOUR RENT ON THE SECTION 8 HOUSING CHOICE VOUCHER PROGRAM IS INCOME BASED, PLEASE REMEMBER THAT GDPM MINIMUM RENT IS $50. THAT MEANS EVEN IF YOU HAVE ZERO INCOME, YOU WILL BE REPONSOIBLE FOR A MINIMUM RENT OF $SO PER MONTH. DEPENDENT UPON YOUR INCOME, GROSS RENT AND PAYMENT STANDARD FOR THE UNIT YOU CHOOSE, YOU MAY BE ENTITLED TO A UTILITY REIMBURSEMENT WHICH MAY OFFSET THE $50 MINIMUM RENT.
3. The Specialist then sends the Request for Tenancy to the Inspection department. Every unit must be inspected to ensure that it meets HQS (Housing Quality Standards).
4. The Inspector has fifteen (15) days to complete the inspection from the date that they receive the RFTA. However, if there are documented delays due to the Inspector being unable to reach the landlord, that time frame may be extended for cause on a case-by-case basis.
5. If the unit does not pass HQS (Housing Quality Standards), the landlord must make the necessary repairs to the unit. The landlord is responsible for contacting the Inspector once the repairs are made to make another appointment for Inspector to re-inspect the unit.
6. Once the unit passes HQS, the Inspector completes the inspection book and it is passed on to the leasing department.
7. The Leasing Specialist then contacts the program participant and the landlord to schedule a time to come in to complete the paperwork; negotiate any changes in the rent requested; and sign the final documents including executing the HAP Contract.
8. The program participant should not move in to the unit until such time as all documents are signed by the landlord, program participant, and the Specialist.
9. The Specialist must then submit the file to Administration for Quality Assurance (QA). Once the file has been signed by Management personnel, the paperwork is submitted to Accounting for payment. If there are any errors in the processing of the case that are detected during the QA process, the Specialist will contact the landlord and program participant to make any necessary changes.
10. This entire process may take at least one (1) month or more for the initial payment to be received by the landlord. The payment may be retroactive to no earlier than the date of the "passed" inspection.
11. While the initial process may seem somewhat lengthy, after landlord receives the first HAP (Housing Assistance Payment), each subsequent HAP Payment will be mailed monthly on the second (2nd) working day of each month following our receipt of the financial allocation from HUD. Direct deposit is also available to the landlord.
12. With regard to the sale of properties or transfer of ownership from one landlord to another, a new contract and all the involved paperwork must be completed in each case.
13. If the Specialist has specifically requested the drop off of information to GDPM by the landlord or program participant, the Specialist will advise the front desk to accept those specific documents.
14. These procedures have been put into place to allow the most efficient use of time and ensure quality services. As always, we appreciate your patience and understanding as ewe complete all necessary paperwork.

Informal Hearing Procedures

C. INFORMAL HEARING PROCEDURES [24 CFR 982.555(a-f), 982.54(d)(13)]

When GDPM makes a decision regarding the eligibility and/or the amount of assistance, applicants and participants must be notified in writing. GDPM will give the family prompt notice of such determinations which will include:

The proposed action or decision of GDPM

The date the proposed action or decision will take place

The family's right to an explanation of the basis for GDPM's decision

The procedures for requesting a hearing if the family disputes the action or decision

The time limit for requesting the hearing

GDPM must provide participants with the opportunity for an explanation for decisions related to any of the following PHA determinations:

Determination of the family's annual or adjusted income and the computation of the housing assistance payment

Appropriate utility allowance used from schedule

Family unit size determination under PHA subsidy standards

Determination to terminate assistance for any reason

Determination to terminate a family's FSS contract, withhold supportive services, or propose forfeiture of the family's escrow account

If the participant does not agree with the explanation they may request an informal hearing on the decision.

GDPM must provide participants with the opportunity for an informal hearing for a determination to terminate assistance:

Because of the family's failure to act.

Because the participant family has been absent from the assisted unit for longer than allowed.

Because of family caused breach of HQS.

Informal hearings are not required for established policies and procedures and PHA determinations such as:

Discretionary administrative determinations by GDPM

General Policy issues or class grievances

Establishment of GDPM schedule of utility allowances for families in the program

GDPM determination not to approve an extension or suspension of a voucher term

GDPM determination not to approve a unit or lease

GDPM determination that an assisted unit is not in compliance with HQS (GDPM must provide hearing for family breach of HQS because that is a family obligation determination)

GDPM determination that the unit is not in accordance with HQS because of the family size

GDPM determination to exercise or not exercise any right or remedy against the owner under a HAP contract

Notification of Hearing

It is GDPM's objective to resolve disputes at the lowest level possible, and to make every effort to avoid the most severe remedies. However, if this is not possible, GDPM will ensure that applicants and participants will receive all of the protections and rights afforded by the law and the regulations.

When GDPM receives a request for an informal hearing, a hearing shall be scheduled. The notification of hearing will contain:

The date and time of the hearing

The location where the hearing will be held

The family's right to bring evidence, witnesses, legal or other representation at the family's expense

The right to view any documents or evidence in the possession of GDPM upon which GDPM based the proposed action and, at the family's expense, to obtain a copy of such documents prior to the hearing.

A notice to the family that GDPM will request a copy of any documents or evidence the family will use at the hearing.

GDPM's Hearing Procedures

After a hearing date is scheduled, the family may request to reschedule one time only upon showing "good cause" which is defined as an unavoidable conflict which seriously affects the health, safety and or welfare of the family. The hearing will be rescheduled within the same month as the original appointment.

Families have the right to:

Present written or oral objections to GDPM's determination.

Examine the documents in the file which are the basis for GDPM's action, and all documents submitted to the Hearing Officer;

Copy any relevant documents at their expense;

Present any information or witnesses pertinent to the issue of the hearing;

Request that PHA staff be available or present at the hearing to answer questions pertinent to the case; and

Be represented by legal counsel, advocate, or other designated representative at their own expense.

If the family requests copies of documents relevant to the hearing, GDPM will make the copies for the family and assess a charge of 35 cents per page. In no case will the family be allowed to remove the file from GDPM's office.

In addition to other rights contained in this Chapter, GDPM has a right to:

Present evidence and any information pertinent to the issue of the hearing;

Be notified if the family intends to be represented by legal counsel, advocate, or another party;

Examine and copy any documents to be used by the family prior to the hearing;

Have its attorney present; and

Have staff persons and other witnesses familiar with the case present

The informal hearing shall be conducted by the Hearing Officer appointed by GDPM who is neither the person who made or approved the decision, nor a subordinate of that person. GDPM appoints hearing officers who are GDPM management.

The hearing shall concern only the issues for which the family has received the opportunity for hearing. Evidence presented at the hearing may be considered without regard to admissibility under the rules of evidence applicable to judicial proceedings.

No documents may be presented which have not been provided to the other party before the hearing if requested by the other party. "Documents" includes records and regulations.

The family must request an audio recording of the hearing, if desired, two days prior to the hearing date.

The Hearing Officer may ask the family for additional information and/or might adjourn the hearing in order to reconvene at a later date, before reaching a decision.

If the family misses an appointment or deadline ordered by the Hearing Officer, the action of GDPM shall take effect and another hearing will not be granted.

The Hearing Officer will determine whether the action, inaction or decision of GDPM is legal in accordance with HUD regulations and this Administrative Plan based upon the evidence and testimony provided at the hearing. Factual determinations relating to the individual circumstances of the family will be based on a preponderance of the evidence presented at the hearing.

A notice of the hearing findings shall be provided in writing to GDPM and the family within 14 calendar days and shall include:

A clear summary of the decision and reasons for the decision;

If the decision involves money owed, the amount owed and documentation of the calculation of monies owed;

The date the decision goes into effect.

GDPM is not bound by hearing decisions:

Which concern matters in which GDPM is not required to provide an opportunity for a hearing

Which conflict with or contradict to HUD regulations or requirements;

Which conflict with or contradict Federal, State or local laws; or Which

Exceed the authority of the person conducting the hearing.

GDPM shall send a letter to the participant if it determines GDPM is not bound by the Hearing Officer's determination within 14 calendar days. The letter shall include GDPM's reasons for the decision.

All requests for a hearing, supporting documentation, and a copy of the final decision will be retained in the family's file for three years from the date of the hearing.

ENHANCING NEIGHBORHOODS
STRENGTHENING COMMUNITIES
CHANGING LIVES

GDPM's 2026 Payment Standards
Dayton-Kettering, OH SAFMR
Effective January 1, 2026

	Efficiency	1 BR	2 BR	3 BR	4 BR	5 BR
45309	$ 1,008	$ 1,087	$ 1,378	$ 1,749	$ 1,925	$ 2,214
45315	$ 1,044	$ 1,140	$ 1,440	$ 1,872	$ 2,052	$ 2,340
45322	$ 1,098	$ 1,188	$ 1,501	$ 1,914	$ 2,101	$ 2,416
45325	$ 1,132	$ 1,221	$ 1,546	$ 1,969	$ 2,167	$ 2,492
45327	$ 1,032	$ 1,116	$ 1,416	$ 1,836	$ 2,016	$ 2,300
45342	$ 1,255	$ 1,367	$ 1,725	$ 2,200	$ 2,420	$ 2,783
45343	$ 1,020	$ 1,109	$ 1,400	$ 1,782	$ 1,958	$ 2,252
45345	$ 874	$ 952	$ 1,199	$ 1,529	$ 1,683	$ 1,935
45354	$ 1,188	$ 1,288	$ 1,636	$ 2,079	$ 2,288	$ 2,632
45377	$ 896	$ 1,018	$ 1,287	$ 1,674	$ 1,727	$ 1,968
45401	$ 1,020	$ 1,109	$ 1,400	$ 1,782	$ 1,958	$ 2,252
45402	$ 1,098	$ 1,188	$ 1,501	$ 1,914	$ 2,101	$ 2,416
45403	$ 864	$ 948	$ 1,188	$ 1,536	$ 1,692	$ 1,929
45404	$ 986	$ 1,076	$ 1,356	$ 1,727	$ 1,903	$ 2,188
45405	$ 936	$ 1,020	$ 1,284	$ 1,668	$ 1,836	$ 2,094
45406	$ 1,020	$ 1,104	$ 1,392	$ 1,800	$ 1,992	$ 2,272
45409	$ 1,176	$ 1,277	$ 1,613	$ 2,057	$ 2,266	$ 2,606
45410	$ 1,020	$ 1,109	$ 1,400	$ 1,782	$ 1,958	$ 2,252
45413	$ 1,020	$ 1,109	$ 1,400	$ 1,782	$ 1,958	$ 2,252
45414	$ 1,020	$ 1,116	$ 1,404	$ 1,824	$ 2,004	$ 2,304
45415	$ 1,044	$ 1,128	$ 1,428	$ 1,848	$ 2,040	$ 2,346
45416	$ 1,210	$ 1,311	$ 1,658	$ 2,112	$ 2,321	$ 2,669
45417	$ 1,003	$ 1,098	$ 1,381	$ 1,764	$ 1,938	$ 2,228
45419	$ 986	$ 1,076	$ 1,356	$ 1,727	$ 1,903	$ 2,188
45420	$ 1,042	$ 1,152	$ 1,448	$ 1,881	$ 2,064	$ 2,289
45422	$ 1,020	$ 1,109	$ 1,400	$ 1,782	$ 1,958	$ 2,252
45423	$ 1,020	$ 1,109	$ 1,400	$ 1,782	$ 1,958	$ 2,252
45424	$ 1,143	$ 1,244	$ 1,568	$ 2,002	$ 2,200	$ 2,530
45426	$ 989	$ 1,081	$ 1,357	$ 1,760	$ 1,932	$ 2,222
45428	$ 1,020	$ 1,116	$ 1,404	$ 1,824	$ 2,004	$ 2,304
45429	$ 1,053	$ 1,143	$ 1,445	$ 1,837	$ 2,024	$ 2,328
45431	$ 1,311	$ 1,423	$ 1,792	$ 2,288	$ 2,508	$ 2,885
45432	$ 952	$ 1,031	$ 1,300	$ 1,650	$ 1,826	$ 2,100
45437	$ 1,020	$ 1,109	$ 1,400	$ 1,782	$ 1,958	$ 2,252
45439	$ 1,031	$ 1,140	$ 1,437	$ 1,859	$ 2,052	$ 2,277
45440	$ 1,132	$ 1,232	$ 1,557	$ 1,980	$ 2,178	$ 2,505
45441	$ 1,020	$ 1,109	$ 1,400	$ 1,782	$ 1,958	$ 2,252
45449	$ 1,064	$ 1,154	$ 1,456	$ 1,859	$ 2,046	$ 2,353
45458	$ 1,311	$ 1,423	$ 1,804	$ 2,299	$ 2,530	$ 2,910
45459	$ 1,221	$ 1,322	$ 1,669	$ 2,123	$ 2,343	$ 2,694
45469	$ 1,176	$ 1,277	$ 1,613	$ 2,057	$ 2,266	$ 2,606
45470	$ 1,020	$ 1,109	$ 1,400	$ 1,782	$ 1,958	$ 2,252
45475	$ 1,020	$ 1,109	$ 1,400	$ 1,782	$ 1,958	$ 2,252
45481	$ 1,132	$ 1,221	$ 1,546	$ 1,969	$ 2,167	$ 2,492
45490	$ 1,020	$ 1,109	$ 1,400	$ 1,782	$ 1,958	$ 2,252

Effective January 1, 2026
GDPM's 2026

Utility Allowance Schedule

See Public Reporting and Instructions on back.

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

OMB Approval No. 2577-0169
(exp. 04/30/2026)

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.

Locality/PHA **Greater Dayton Premier Management, OH**		Unit Type: **Apartment**					Date (mm/dd/yyyy)
Utility of Service	**Fuel Type**	**0 BR**	**1 BR**	**2 BR**	**3 BR**	**4 BR**	**5 BR**
Heating	Natural Gas	$14.00	$17.00	$19.00	$22.00	$25.00	$27.00
	Bottle Gas	$58.00	$67.00	$79.00	$91.00	$103.00	$113.00
	Electric	$22.00	$26.00	$35.00	$44.00	$53.00	$62.00
	Electric Heat Pump	$20.00	$23.00	$28.00	$31.00	$34.00	$38.00
	Fuel Oil						
Cooking	Natural Gas	$2.00	$2.00	$3.00	$4.00	$5.00	$6.00
	Bottle Gas	$7.00	$7.00	$12.00	$17.00	$22.00	$24.00
	Electric	$6.00	$7.00	$10.00	$13.00	$16.00	$19.00
Other Electric		$22.00	$26.00	$37.00	$47.00	$57.00	$67.00
Air Conditioning		$7.00	$9.00	$12.00	$15.00	$19.00	$22.00
Water Heating	Natural Gas	$4.00	$5.00	$7.00	$10.00	$11.00	$14.00
	Bottle Gas	$19.00	$22.00	$29.00	$38.00	$48.00	$58.00
	Electric	$15.00	$18.00	$23.00	$28.00	$32.00	$37.00
	Fuel Oil						
Water	***(avg)***	$32.00	$33.00	$42.00	$50.00	$59.00	$68.00
Sewer	***(avg)***	$27.00	$28.00	$34.00	$41.00	$48.00	$55.00
Trash Collection	***(avg)***	$16.00	$16.00	$16.00	$16.00	$16.00	$16.00
Other specify: Electric Charge $18.24		$18.00	$18.00	$18.00	$18.00	$18.00	$18.00
Other specify: Natural Gas Charge $48.01		$48.00	$48.00	$48.00	$48.00	$48.00	$48.00
Range/Microwave		$11.00	$11.00	$11.00	$11.00	$11.00	$11.00
Refrigerator		$12.00	$12.00	$12.00	$12.00	$12.00	$12.00

Actual Family Allowances- May be used by the family to compute allowance while searching for a unit.

Head of Household Name

Unit Address

Number of Bedrooms

Utility/Service/Appliance	Allowance
Heating	
Cooking	
Other Electric	
Air Conditioning	
Water Heating	
Water	
Sewer	
Trash Collection	
Other	
Range/Microwave	
Refrigerator	
Total	

adapted from form HUD-52667
(04/2023)

Effective January 1, 2026
GDPM's 2026

Utility Allowance Schedule

See Public Reporting and Instructions on back.

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

OMB Approval No. 2577-0169
(exp. 04/30/2026)

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.

Locality/PHA **Greater Dayton Premier Management, OH**		Unit Type: **Row House/Townhouse/ Semi-Detached/Duplex**				Date (mm/dd/yyyy)	
Utility of Service	**Fuel Type**	**0 BR**	**1 BR**	**2 BR**	**3 BR**	**4 BR**	**5 BR**
Heating	Natural Gas	$18.00	$22.00	$25.00	$28.00	$31.00	$34.00
	Bottle Gas	$77.00	$89.00	$103.00	$115.00	$127.00	$142.00
	Electric	$32.00	$38.00	$49.00	$60.00	$71.00	$82.00
	Electric Heat Pump	$24.00	$28.00	$33.00	$38.00	$42.00	$46.00
	Fuel Oil	$11.00	$12.00	$12.00	$12.00	$13.00	$13.00
Cooking	Natural Gas	$2.00	$2.00	$3.00	$4.00	$5.00	$6.00
	Bottle Gas	$7.00	$7.00	$12.00	$17.00	$22.00	$24.00
	Electric	$6.00	$7.00	$10.00	$13.00	$16.00	$19.00
Other Electric		$28.00	$33.00	$46.00	$59.00	$72.00	$85.00
Air Conditioning		$7.00	$8.00	$14.00	$21.00	$26.00	$33.00
Water Heating	Natural Gas	$5.00	$6.00	$9.00	$11.00	$15.00	$17.00
	Bottle Gas	$22.00	$26.00	$36.00	$48.00	$60.00	$70.00
	Electric	$19.00	$22.00	$28.00	$34.00	$41.00	$47.00
	Fuel Oil	$6.00	$7.00	$11.00	$14.00	$17.00	$21.00
Water	***(avg)***	$32.00	$33.00	$42.00	$50.00	$59.00	$68.00
Sewer	***(avg)***	$27.00	$28.00	$34.00	$41.00	$48.00	$55.00
Trash Collection	***(avg)***	$16.00	$16.00	$16.00	$16.00	$16.00	$16.00
Other specify: Electric Charge $18.24		$18.00	$18.00	$18.00	$18.00	$18.00	$18.00
Other specify: Natural Gas Charge $48.01		$48.00	$48.00	$48.00	$48.00	$48.00	$48.00
Range/Microwave		$11.00	$11.00	$11.00	$11.00	$11.00	$11.00
Refrigerator		$12.00	$12.00	$12.00	$12.00	$12.00	$12.00

Actual Family Allowances- May be used by the family to compute allowance while searching for a unit.

Head of Household Name

Unit Address

Number of Bedrooms

Utility/Service/Appliance	Allowance
Heating	
Cooking	
Other Electric	
Air Conditioning	
Water Heating	
Water	
Sewer	
Trash Collection	
Other	
Range/Microwave	
Refrigerator	
Total	

adapted from form HUD-52667
(04/2023)

Effective January 1, 2026
GDPM's 2026

Utility Allowance Schedule

See Public Reporting and Instructions on back.

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

OMB Approval No. 2577-0169
(exp. 04/30/2026)

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.

Locality/PHA **Greater Dayton Premier Management, OH**		Unit Type **Detached House**				Date (mm/dd/yyyy)	
Utility of Service	**Fuel Type**	**0 BR**	**1 BR**	**2 BR**	**3 BR**	**4 BR**	**5 BR**
Heating	Natural Gas	$20.00	$24.00	$28.00	$32.00	$35.00	$39.00
	Bottle Gas	$84.00	$98.00	$115.00	$132.00	$144.00	$161.00
	Electric	$52.00	$61.00	$71.00	$81.00	$91.00	$101.00
	Electric Heat Pump	$28.00	$33.00	$39.00	$44.00	$49.00	$54.00
	Fuel Oil	$9.00	$11.00	$12.00	$12.00	$12.00	$12.00
Cooking	Natural Gas	$2.00	$2.00	$3.00	$4.00	$5.00	$6.00
	Bottle Gas	$7.00	$7.00	$12.00	$17.00	$22.00	$24.00
	Electric	$6.00	$7.00	$10.00	$13.00	$16.00	$19.00
Other Electric		$33.00	$39.00	$54.00	$69.00	$84.00	$99.00
Air Conditioning		$6.00	$7.00	$15.00	$23.00	$31.00	$40.00
Water Heating	Natural Gas	$5.00	$6.00	$9.00	$11.00	$15.00	$17.00
	Bottle Gas	$22.00	$26.00	$36.00	$48.00	$60.00	$70.00
	Electric	$19.00	$22.00	$28.00	$34.00	$41.00	$47.00
	Fuel Oil	$6.00	$7.00	$11.00	$14.00	$17.00	$21.00
Water	***(avg)***	$32.00	$33.00	$42.00	$50.00	$59.00	$68.00
Sewer	***(avg)***	$27.00	$28.00	$34.00	$41.00	$48.00	$55.00
Trash Collection	***(avg)***	$16.00	$16.00	$16.00	$16.00	$16.00	$16.00
Other specify: Electric Charge $18.24		$18.00	$18.00	$18.00	$18.00	$18.00	$18.00
Other specify: Natural Gas Charge $48.01		$48.00	$48.00	$48.00	$48.00	$48.00	$48.00
Range/Microwave		$11.00	$11.00	$11.00	$11.00	$11.00	$11.00
Refrigerator		$12.00	$12.00	$12.00	$12.00	$12.00	$12.00

Actual Family Allowances- May be used by the family to compute allowance while searching for a unit.

Head of Household Name

Unit Address

Number of Bedrooms

Utility/Service/Appliance	Allowance
Heating	
Cooking	
Other Electric	
Air Conditioning	
Water Heating	
Water	
Sewer	
Trash Collection	
Other	
Range / Microwave	
Refrigerator	
Total	

adapted from form HUD-52667
(04/2023)

Effective January 1, 2026
GDPM's 2026

Utility Allowance Schedule

See Public Reporting and Instructions on back.

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

OMB Approval No. 2577-0169
(exp. 04/30/2026)

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.

Locality/PHA **Greater Dayton Premier Management, OH**		Unit Type **Mobile Home**				Date (mm/dd/yyyy)	
Utility of Service	**Fuel Type**	**0 BR**	**1 BR**	**2 BR**	**3 BR**	**4 BR**	**5 BR**
Heating	Natural Gas	$17.00	$20.00	$24.00	$27.00	$30.00	$33.00
	Bottle Gas	$70.00	$84.00	$96.00	$110.00	$122.00	$137.00
	Electric	$54.00	$64.00	$66.00	$68.00	$70.00	$72.00
	Electric Heat Pump	$24.00	$28.00	$33.00	$38.00	$42.00	$46.00
	Fuel Oil	$8.00	$9.00	$9.00	$9.00	$9.00	$9.00
Cooking	Natural Gas	$2.00	$2.00	$3.00	$4.00	$5.00	$6.00
	Bottle Gas	$7.00	$7.00	$12.00	$17.00	$22.00	$24.00
	Electric	$6.00	$7.00	$10.00	$13.00	$16.00	$19.00
Other Electric		$33.00	$39.00	$54.00	$69.00	$84.00	$99.00
Air Conditioning		$7.00	$8.00	$14.00	$20.00	$25.00	$31.00
Water Heating	Natural Gas	$5.00	$6.00	$9.00	$11.00	$15.00	$17.00
	Bottle Gas	$22.00	$26.00	$36.00	$48.00	$60.00	$70.00
	Electric	$19.00	$22.00	$28.00	$34.00	$41.00	$47.00
	Fuel Oil	$6.00	$7.00	$11.00	$14.00	$17.00	$21.00
Water	***(avg)***	$32.00	$33.00	$42.00	$50.00	$59.00	$68.00
Sewer	***(avg)***	$27.00	$28.00	$34.00	$41.00	$48.00	$55.00
Trash Collection	***(avg)***	$16.00	$16.00	$16.00	$16.00	$16.00	$16.00
Other specify: Electric Charge $18.24		$18.00	$18.00	$18.00	$18.00	$18.00	$18.00
Other specify: Natural Gas Charge $48.01		$48.00	$48.00	$48.00	$48.00	$48.00	$48.00
Range/Microwave		$11.00	$11.00	$11.00	$11.00	$11.00	$11.00
Refrigerator		$12.00	$12.00	$12.00	$12.00	$12.00	$12.00

Actual Family Allowances- May be used by the family to compute allowance while searching for a unit.

Head of Household Name

Unit Address

Number of Bedrooms

Utility/Service/Appliance	Allowance
Heating	
Cooking	
Other Electric	
Air Conditioning	
Water Heating	
Water	
Sewer	
Trash Collection	
Other	
Range / Microwave	
Refrigerator	
Total	

adapted from form HUD-52667
(04/2023)

Occupancy Standards

Occupancy standards are used to ensure that assisted families do not live-in overcrowded units. The follow charts show the maximum number of persons that would be permitted to live in a particular size unit.

The family may choose to use a living room, den or recreation room as a sleeping room if they desire. HUD Housing Quality Standards (HQS) allows two persons per sleeping room.

Voucher Size	Max # Persons in Household
0 Bedroom	1
1 Bedroom	2
2 Bedroom	4
3 Bedroom	6
4 Bedrooms	8
5 Bedrooms	10
6 Bedrooms	12

What Is Rent Reasonableness?

As you may know, the Housing Choice Voucher (HCV) program, also known as Section 8, is a federal program that helps low-income families, seniors, and people with disabilities afford de- cent, safe, and sanitary housing. One important aspect of this program is the rent reasonableness rule, which determines the maximum amount of rent that can be charged to a tenant with a voucher.

The rent reasonableness rule is essential because it ensures that the HCV program is using taxpayer dollars effectively and efficiently. It also protects tenants from being charged excessively high rents, which can lead to financial hardship and even homelessness.

The Department of Housing and Urban Development (HUD) determine what a reasonable rent is for a certain area. HUD uses a process called rent reasonableness determination, which takes into account several factors, including:

- **Location:** HUD considers the local rental market in the area where the property is located, as well as any local laws or regulations that affect rental prices.
- **Size and type of unit:** The size and type of the unit (e.g., one bedroom, two bedrooms, apartment, and single-family home) are also taken into account, as larger units generally have higher rents.
- **Condition of the unit:** The condition of the unit is evaluated to ensure that it meets certain standards for safety and habitability.
- **Amenities:** HUD also considers any amenities that the property offers, such as on-site laundry facilities, parking, and other features.

In summary, based on these factors, HUD determines the maximum amount of rent that can be charged for a particular unit. Landlords can then choose to accept or reject this amount. The rent reasonableness rule is a critical component of the HCV program that protects both tenants and taxpayers. HUD uses a thorough process to determine what a reasonable rent is for a particular area, taking into account local rental markets, unit size and type, unit condition, and amenities. As a landlord participating in the HCV program, it is important to understand and comply with this rule to ensure the success of the program.

Thank you for your cooperation and support.

Rent Calculation

The Housing Choice Voucher Program (commonly known as Section 8) assists low-income families by subsidizing their rent. Here's a simplified overview of how rent calculation works, including the 40% rule:

1. **Income Calculation**: Your public housing agency (PHA) will first determine your family's total annual income. This includes wages, benefits, and other sources of income.

2. **Adjusted Income**: Certain deductions can be subtracted from your total income to arrive at your adjusted income. These deductions might include dependents, disability, expenses for childcare, medical costs, or other allowable deductions.

3. **Payment Standard**: Your PHA will establish a payment standard based on the local rental market. This is the maximum amount they are willing to pay for housing, which is often set at a percentage of the Fair Market Rent (FMR) for your area.

4. **Tenant Contribution**: Under the program, you will typically pay 30% of your adjusted monthly income toward rent and utilities. However, there's a cap: you won't pay more than 40% of your monthly adjusted income if the rent is higher than the payment standard.

5. **Rent Calculation**:
   - If the rent is below the payment standard: You pay 30% of your adjusted income towards rent and utilities.
   - If the rent is above the payment standard: You can be required to pay up to 40% of your adjusted income. The PHA will cover the difference between your payment and the actual rent.

Here's an example:
- Adjusted Income: $1,500 per month
- 30% of Adjusted Income: $1,500 x 30% = $450
- 40% of Adjusted Income: $1,500 x 40% = $600
- Payment Standard is $960
- Utilities are $100

Rent Calculation:
- If the landlords rent for the unit is $700
- Housing Voucher Subsidy is $510 (Payment Standard $960 – 30% Adjusted Monthly Income $450)
- Tenant's rent is $190
  - Because tenant rent of $190 plus utlites of $100 is less than 40% of the adjusted monthly income.

Always check with your local PHA for specific details, as rules and calculations can vary by location.

Voucher

Housing Choice Voucher Program

U.S. Department of Housing and Urban Development

OMB No. 2577-0169
(exp. 04/30/2026)

Office of Public and Indian Housing

OMB Burden Statement: The public reporting burden for this information collection is estimated to be up to 0.05 hours, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This collection of information is required for participation in the housing choice voucher program. Assurances of confidentiality are not provided under this collection. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions to reduce this burden, to the Office of Public and Indian Housing, US. Department of Housing and Urban Development, Washington, DC 20410. HUD may not conduct and sponsor, and a person is not required to respond to, a collection of information unless the collection displays a valid control number.

Privacy Act Statement. The Department of Housing and Urban Development (HUD) is authorized to collect the information on this form by 24 CFR § 982.302. The information is used to authorize a family to look for an eligible unit and specifies the size of the unit. The information also sets forth the family's obligations under the Housing Choice Voucher Program. The Personally Identifiable Information (PII) data collected on this form are not stored or retrieved within a system of record.

Please read **entire** document before completing form Fill in all blanks below. Type or print clearly.	Voucher Number
1. Insert **unit size** in number of bedrooms. (This is the number of bedrooms for which the Family qualifies, and is used in determining the amount of assistance to be paid on behalf of the Family to the owner.)	1. Unit Size
2. **Date Voucher Issued (mm/dd/yyyy)** Insert actual date the Voucher is issued to the Family.	2. Issue Date (mm/dd/yyyy)
3. **Date Voucher Expires (mm/dd/yyyy)** must be at least sixty days after date Voucher is issued. (See Section 6 of this form.)	3. Expiration Date (mm/dd/yyyy)
4. **Date Extension Expires** (if applicable)(mm/dd/yyyy) (See Section 6. of this form)	4. Date Extension Expires (mm/dd/yyyy)

5.Name of Family Representative	6. Signature of Family Representative	Date Signed (mm/dd/yyyy)

7.Name of Public Housing Agency (PHA)		
8.Name and Title of PHA Official	9. Signature of PHA Official	Date Signed (mm/dd/yyyy)

DRAFT

1. Housing Choice Voucher Program

A. The public housing agency (PHA) has determined that the above named family (item 5) is eligible to participate in the housing choice voucher program. Under this program, the family chooses a decent, safe and sanitary unit to live in. If the owner agrees to lease the unit to the family under the housing choice voucher program, and if the PHA approves the unit, the PHA will enter into a housing assistance payments (HAP) contract with the owner to make monthly payments to the owner to help the family pay the rent.

B. The PHA determines the amount of the monthly housing assistance payment to be paid to the owner. Generally, the monthly housing assistance payment by the PHA is the difference between the applicable payment standard and 30 percent of monthly adjusted family income. In determine the maximum initial housing assistance payment for the family, the PHA will use the payment standard in effect on the date the tenancy is approved by the PHA. The family may choose to rent a unit for more than the payment standard, but this choice does not change the amount of the PHA's assistance payment. The actual amount of the PHA's assistance payment will be determined using the gross rent for the unit selected by the family.

2. Voucher

A. When issuing this voucher the PHA expects that if the family finds an approval unit, the PHA will have the money available to enter into a HAP contract with the owner. However, the PHA is under no obligation to the family, to any owner, or to any other person, to approve a tenancy. The PHA does not have any liability to any party by the issuance of this voucher.

B. The voucher does not give the family any right to participate in the PHA's housing choice voucher program. The family becomes participant in the PHA's housing choice voucher program when the HAP contract between the PHA and the owner takes effect.

C. During the initial or any extended term of this voucher, the PHA may require the family to report progress in leasing a unit at such intervals and times as determined by the PHA.

3. PHA Approval or Disapproval of Unit or Lease

A. When the family finds a suitable unit where the owner is willing to participate in the program, the family must give the PHA the request for tenancy approval (of the form supplied by the PHA), signed by the owner and the family, and a copy of the lease, including the HUD-prescribed tenancy addendum. **Note: Both documents must be given to the PHA no later than the expiration date stated in item 3 or 4 on top of page one of this voucher.**

B. The family must submit these documents in the manner that is required by the PHA. PHA policy may prohibit the family from submitting more than one request for tenancy approval at a time.

C. The lease must include, word-for-word, all provisions of the tenancy addendum required by HUD and supplied by the PHA. This is done by adding the HUD tenancy addendum to the lease used by the owner. If there is a difference between any provisions of the HUD tenancy addendum and any provisions of the owner's lease, the provision of the HUD tenancy addendum shall control.

D. After receiving the request for tenancy approval and a copy of the lease, the PHA will inspect the unit. The PHA may not give approval for the family to lease the unit or execute the HAP contract until the PHA has determined that all the following program requirements are met: the unit is eligible; the unit has been inspected by the PHA and passes the housing quality standards (HQS); the rent is reasonable; and the landlord and tenant have executed the lease including the HUD-prescribed tenancy addendum.

E. If the PHA approves the unit, the PHA will notify the family and the owner, and will furnish two copies of the HAP contract to the owner.
   1. The owner and the family must execute the lease.
   2. The owner must sign both copies of the HAP contract and must furnish to the PHA a copy of the executed lease and both copies of the executed HAP contract.
   3. The PHA will execute the HAP contract and return an executed copy to the owner.

F. If the PHA determined that the unit or lease cannot be approved for any reason, the PHA will notify the owner and the family that:
   1. The proposed unit or lease is disapproved for specified reasons, and
   2. If the conditions requiring disapproval are remedied to the satisfaction of the PHA on or before the date specified by the PHA, the unit or lease will be approved.

4. Obligations of the Family

A. When the family's unit is approved and the HAP contract is executed, the family must follow the rules listed below in order to continue participating in the housing choice voucher program.

B. The family must:
   1. Supply any information that the PHA or HUD determined to be necessary including evidence of citizenship or eligible immigration status, and information for use in a regularly schedule reexamination or interim reexamination of family income and composition.

2. Disclose and verify social security numbers and sign and submit consent forms for obtaining information.
3. Supply any information requested by the PHA to verify that the family is living in the unit or information related to family absence from the unit.
4. Promptly notify the PHA in writing when the family is away from the unit for an extended period of time in accordance with PHA policies.
5. Allow the PHA to inspect the unit at reasonable times and after reasonable notice.
6. Notify the PHA and the owner in writing before moving out of the unit or terminating the lease.
7. Use the assisted unit for residence by the family. The unit must be the family's only residence.
8. Promptly notify the PHA in writing of the birth, adopting, or court-awarded custody of a child.
9. Request PHA written approval to add any other family member as an occupant of the unit.
10. Promptly notify the PHA in writing if any family member no longer lives in the unit. Give the PHA a copy of any owner eviction notice.
11. Pay utility bills and provide and maintain any appliances that the owner is not required to provide under the lease.

C. Any information the family supplies must be true and complete.

D. The family (including each family member) must not:
1. Own or have any interest in the unit (other than in a cooperative, or the owner of a manufactured home leasing a manufactured home space).
2. Commit any serious or repeated violation of the lease.
3. Commit fraud, bribery or any other corrupt or criminal act in connection with the program.
4. Engage in drug-related criminal activity or violent criminal activity or other criminal activity that threatens the health, safety or right to peaceful enjoyment of other residents and persons residing in the immediate vicinity of the premises.
5. Sublease or let the unit or assign the lease or transfer the unit.
6. Receive housing choice voucher program housing assistance while receiving another housing subsidy, for the same unit or a different unit under any other Federal, State, or local housing assistance program.
7. Damage the unit or premises (other than damage from ordinary wear and tear) or permit any guest to damage the unit or premises.
8. Receive housing choice voucher program housing assistance while residing in a unit owned by a parent, child, grandparent, grandchild, sister, or brother of any member of the family, unless the PHA has determined (and has notified the owner and the family of such determination) that approving rental of the unit, notwithstanding such relationship, would provide reasonable accommodation for a family member who is a person with disabilities.
9. Engage in abuse of alcohol in a way that threatens the health, safety or right to peaceful enjoyment of the other residents and persons residing in the immediate vicinity of the premises.

5. Illegal Discrimination

If the family has reason to believe that, in its search for suitable housing, it has been discriminated against on the basis of age, race, color, religion, sex (including sexual orientation and gender identity), disability, national origin, or familial status, the family may file a housing discrimination complaint with any HUD Field Office in person, by mail, or by telephone. The PHA will give the family information on how to fill out and file a complaint.

6. Expiration and Extension of Voucher

The voucher will expire on the date stated in item 3 on the top of page one of the voucher unless the family requests an extension in writing and the PHA grants a written extension of the voucher in which case the voucher will expire on the date stated in item 4. At its discretion, the PHA may grant a family's request for one or more extensions of the initial term.

If the family needs and requests an extension of the initial voucher term as a reasonable accommodation, in accordance with part 8 of this title, to make the program accessible to a family member who is a person with disabilities, the PHA must extend the voucher term up to the term reasonably required for that purpose.

Housing Assistance Payments (HAP) Contract
Section 8 Tenant-Based Assistance
Housing Choice Voucher Program

OMB Approval No. 2577-0169
exp. 4/30/2026

OMB Burden Statement. The public reporting burden for this information collection is estimated to be up to 0.5 hours, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This collection of information is required to establish the terms between a private market owner and a PHA for participating in the program, including whether the tenant or owner pays for utilities and services. Assurances of confidentiality are not provided under this collection. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions to reduce this burden, to the Office of Public and Indian Housing, US. Department of Housing and Urban Development, Washington, DC 20410. HUD may not conduct and sponsor, and a person is not required to respond to, a collection of information unless the collection displays a valid control number.

Privacy Notice. The Department of Housing and Urban Development (HUD) is authorized to collect the information on this form by 24 CFR § 982.451. The information is used to provide Section 8 tenant-based assistance under the Housing Choice Voucher program in the form of housing assistance payments. The Personally Identifiable Information (PII) data collected on this form are not stored or retrieved within a system of record.

Instructions for use of HAP Contract

This form of Housing Assistance Payments Contract (HAP contract) is used to provide Section 8 tenant-based assistance under the housing choice voucher program (voucher program) of the U.S. Department of Housing and Urban Development (HUD). The main regulation for this program is 24 Code of Federal Regulations Part 982.

The local voucher program is administered by a public housing agency (PHA). The HAP contract is an agreement between the PHA and the owner of a unit occupied by an assisted family. The HAP contract has three parts:
Part A Contract information (fill-ins).
See section by section instructions.
Part B Body of contract
Part C Tenancy addendum

Use of this form

Use of this HAP contract is required by HUD. Modification of the HAP contract is not permitted. The HAP contract must be word-for-word in the form prescribed by HUD.
However, the PHA may choose to add the following:

Language that prohibits the owner from collecting a security deposit in excess of private market practice, or in excess of amounts charged by the owner to unassisted tenants. Such a prohibition must be added to Part A of the HAP contract.

Language that defines when the housing assistance payment by the PHA is deemed received by the owner (e.g., upon mailing by the PHA or actual receipt by the owner). Such language must be added to Part A of the HAP contract.
To prepare the HAP contract, fill in all contract information in Part A of the contract. Part A must then be executed by the owner and the PHA.

Use for special housing types

In addition to use for the basic Section 8 voucher program, this form must also be used for the following "special housing types" which are voucher program variants for special needs (see 24 CFR Part 982, Subpart M): (1) single room occupancy (SRO) housing; (2) congregate housing; (3) group home; (4) shared housing; and (5) manufactured home rental by a family that leases the manufactured home and space. When this form is used for a special housing type, the special housing type shall be specified in Part A of the HAP contract, as follows: "This HAP contract is used for the following special housing type under HUD regulations for the Section 8 voucher program: (Insert Name of Special Housing type)."
However, this form may not be used for the following special housing types: (1) manufactured home space rental by a family that owns the manufactured home and leases only the space; (2) cooperative housing; and (3) the homeownership option under Section 8(y) of the United States Housing Act of 1937 (42 U.S.C. 1437f(y)).

How to fill in Part A
Section by Section Instructions

Section 2: **Tenant**
Enter full name of tenant.

Section 3. **Contract Unit**
Enter address of unit, including apartment number, if any.

Section 4. **Household Members**
Enter full names of all PHA-approved household members. Specify if any such person is a live-in aide, which is a person approved by the PHA to reside in the unit to provide supportive services for a family member who is a person with disabilities

Section 5. **Initial Lease Term**

Enter first date and last date of initial lease term.

The initial lease term must be for at least one year. However, the PHA may approve a shorter initial lease term if the PHA determines that:

- Such shorter term would improve housing opportunities for the tenant, and
- Such shorter term is the prevailing local market practice.

Section 6. **Initial Rent to Owner**

Enter the amount of the monthly rent to owner during the initial lease term. The PHA must determine that the rent to owner is reasonable in comparison to rent for other comparable unassisted units. During the initial lease term, the owner may not raise the rent to owner.

Section 7. **Housing Assistance Payment**

Enter the initial amount of the monthly housing assistance payment.

Section 8. **Utilities and Appliances**.
The lease and the HAP contract must specify what utilities and appliances are to be supplied by the owner, and what utilities and appliances are to be supplied by the tenant. Fill in section 8 to show who is responsible to provide or pay for utilities and appliances.

Part A of the HAP Contract: Contract Information

(To prepare the contract, fill out all contract information in Part A.)

1. **Contents of Contract**
   This HAP contract has three parts:
   - Part A: Contract Information
   - Part B: Body of Contract
   - Part C: Tenancy Addendum

2. **Tenant**

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3. **Contract Unit**

4. **Household**

   The following persons may reside in the unit. Other persons may not be added to the household without prior written approval of the owner and the PHA.

5. **Initial Lease Term**

   The initial lease term begins on (mm/dd/yyyy): _____

   The initial lease term ends on (mm/dd/yyyy): _____

6. **Initial Rent to Owner**
   The initial rent to owner is: $ _____
   During the initial lease term, the owner may not raise the rent to owner.

7. **Initial Housing Assistance Payment**

The HAP contract term commences on the first day of the initial lease term. At the beginning of the HAP contract term, the amount of the housing assistance payment by the PHA to the owner is $ _____ per month.
The amount of the monthly housing assistance payment by the PHA to the owner is subject to change during the HAP contract term in accordance with HUD requirements.

8. Utilities and Appliances

The owner shall provide or pay for the utilities/appliances indicated below by an "**O**". The tenant shall provide or pay for the utilities/appliances indicated below by a "**T**". Unless otherwise specified below, the owner shall pay for all utilities and provide the refrigerator and range/microwave.

Item	Specify fuel type	Paid by
Heating	☐ Natural gas ☐ Bottled gas ☐ Electric ☐ Heat Pump ☐ Oil ☐ Other	
Cooking	☐ Natural gas ☐ Bottled gas ☐ Electric ☐ Other	
Water Heating	☐ Natural gas ☐ Bottled gas ☐ Electric ☐ Oil ☐ Other	
Other Electric		
Water		
Sewer		
Trash Collection		
Air Conditioning		
Other (specify)		
		Provided by
Refrigerator		
Range/Microwave		

Signatures

I/We, the undersigned, certify under penalty of perjury that the information provided above is true and correct. WARNING: Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties. (18 U.S.C. § 287, 1001, 1010, 1012; U.S.C. § 3729, 3802).

Public Housing Agency

Print or Type Name of PHA

Signature

Print or Type Name and Title of Signatory

Date (mm/dd/yyyy)

Owner

Print or Type Name of Owner

Signature

Print or Type Name and Title of Signatory

Date (mm/dd/yyyy)

Mail payments to:

Name

Address (street, city, state, zip code)

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Part B of HAP Contract: Body of Contract

1. Purpose

a. This is a HAP contract between the PHA and the owner. The HAP contract is entered to provide assistance for the family under the Section 8 voucher program (see HUD program regulations at 24 Code of Federal Regulations Part 982).

b. The HAP contract only applies to the household and contract unit specified in Part A of the HAP contract.

c. During the HAP contract term, the PHA will pay housing assistance payments to the owner in accordance with the HAP contract.

d. The family will reside in the contract unit with assistance under the Section 8 voucher program. The housing assistance payments by the PHA assist the tenant to lease the contract unit from the owner for occupancy by the family.

2. Lease of Contract Unit

a. The owner has leased the contract unit to the tenant for occupancy by the family with assistance under the Section 8 voucher program.

b. The PHA has approved leasing of the unit in accordance with requirements of the Section 8 voucher program.

c. The lease for the contract unit must include word-for-word all provisions of the tenancy addendum required by HUD (Part C of the HAP contract).

d. The owner certifies that:

(1) The owner and the tenant have entered into a lease of the contract unit that includes all provisions of the tenancy addendum.

(2) The lease is in a standard form that is used in the locality by the owner and that is generally used for other unassisted tenants in the premises.

(3) The lease is consistent with State and local law.

e. The owner is responsible for screening the family's behavior or suitability for tenancy. The PHA is not responsible for such screening. The PHA has no liability or responsibility to the owner or other persons for the family's behavior or the family's conduct in tenancy.

3. Maintenance, Utilities, and Other Services

a. The owner must maintain the contract unit and premises in accordance with the housing quality standards (HQS).

b. The owner must provide all utilities needed to comply with the HQS.

c. If the owner does not maintain the contract unit in accordance with the HQS, or fails to provide all utilities needed to comply with the HQS, the PHA may exercise any available remedies. PHA remedies for such breach include recovery of overpayments, suspension of housing assistance payments, abatement or other reduction of housing assistance payments, termination of housing assistance payments, and termination of the HAP contract. The PHA may not exercise such remedies against the owner because of an HQS breach for which the family is responsible, and that is not caused by the owner.

d. The PHA shall not make any housing assistance payments if the contract unit does not meet the HQS, unless the owner corrects the defect within the period specified by the PHA and the PHA verifies the correction. If a defect is life threatening, the owner must correct the defect within no more than 24 hours. For other defects, the owner must correct the defect within the period specified by the PHA.

e. The PHA may inspect the contract unit and premises at such times as the PHA determines necessary, to ensure that the unit is in accordance with the HQS.

f. The PHA must notify the owner of any HQS defects shown by the inspection.

g. The owner must provide all housing services as agreed to in the lease.

4. Term of HAP Contract

a. Relation to lease term. The term of the HAP contract begins on the first day of the initial term of the lease, and terminates on the last day of the term of the lease (including the initial lease term and any extensions).

b. When HAP contract terminates.

(1) The HAP contract terminates automatically if the lease is terminated by the owner or the tenant.

(2) The PHA may terminate program assistance for the family for any grounds authorized in accordance with HUD requirements. If the PHA terminates program assistance for the family, the HAP contract terminates automatically.

(3) If the family moves from the contract unit, the HAP contract terminates automatically.

(4) The HAP contract terminates automatically 180 calendar days after the last housing assistance payment to the owner.

(5) The PHA may terminate the HAP contract if the PHA determines, in accordance with HUD requirements, that available program funding is not sufficient to support continued assistance for families in the program.

(6) The HAP contract terminates automatically upon the death of a single member household, including single member households with a live-in aide.

(7) The PHA may terminate the HAP contract if the PHA determines that the contract unit does not provide adequate space in accordance with the HQS because of an increase in family size or a change in family composition.

(8) If the family breaks up, the PHA may terminate the HAP contract, or may continue housing assistance payments on behalf of family members who remain in the contract unit.

(9) The PHA may terminate the HAP contract if the PHA determines that the unit does not meet all requirements of the HQS, or determines that the owner has otherwise breached the HAP contract.

5. Provision and Payment for Utilities and Appliances

a. The lease must specify what utilities are to be provided or paid by the owner or the tenant.

b. The lease must specify what appliances are to be provided or paid by the owner or the tenant.

c. Part A of the HAP contract specifies what utilities and appliances are to be provided or paid by the owner or the tenant. The lease shall be consistent with the HAP contract.

6. Rent to Owner: Reasonable Rent

a. During the HAP contract term, the rent to owner may at no time exceed the reasonable rent for the contract unit as most recently determined or redetermined by the PHA in accordance with HUD requirements.

b. The PHA must determine whether the rent to owner is reasonable in comparison to rent for other comparable unassisted units. To make this determination, the PHA must consider:

(1) The location, quality, size, unit type, and age of the contract unit; and

(2) Any amenities, housing services, maintenance and utilities provided and paid by the owner.

c. The PHA must redetermine the reasonable rent when required in accordance with HUD requirements. The PHA may redetermine the reasonable rent at any time.

d. During the HAP contract term, the rent to owner may not exceed rent charged by the owner for comparable unassisted units in the premises. The owner must give the PHA any information requested by the PHA on rents charged by the owner for other units in the premises or elsewhere.

7. PHA Payment to Owner

a. When paid

(1) During the term of the HAP contract, the PHA must make monthly housing assistance payments to the owner on behalf of the family at the beginning of each month.

(2) The PHA must pay housing assistance payments promptly when due to the owner.

(3) If housing assistance payments are not paid promptly when due after the first two calendar months of the HAP contract term, the PHA shall pay the owner penalties if all of the following circumstances apply: (i) Such penalties are in accordance with generally accepted practices and law, as applicable in the local housing market, governing penalties for late payment of rent by a tenant; (ii) It is the owner's practice to charge such penalties for assisted and unassisted tenants; and (iii) The owner also charges such penalties against the tenant for late payment of family rent to owner. However, the PHA shall not be obligated to pay any late payment penalty if HUD determines that late payment by the PHA is due to factors beyond the PHA's control. Moreover, the PHA shall not be obligated to pay any late payment penalty if housing assistance payments by the PHA are delayed or denied as a remedy for owner breach of the HAP contract (including any of the following PHA remedies: recovery of overpayments, suspension of housing assistance payments, abatement or reduction of housing assistance payments, termination of housing assistance payments and termination of the contract).

(4) Housing assistance payments shall only be paid to the owner while the family is residing in the contract unit during the term of the HAP contract. The PHA shall not pay a housing assistance payment to the owner for any month after the month when the family moves out.

b. **Owner compliance with HAP contract** Unless the owner has complied with all provisions of the HAP contract, the owner does not have a right to receive housing assistance payments under the HAP contract.

c. Amount of PHA payment to owner

(1) The amount of the monthly PHA housing assistance payment to the owner shall be determined by the PHA in accordance with HUD requirements for a tenancy under the voucher program.

(2) The amount of the PHA housing assistance payment is subject to change during the HAP contract term in accordance with HUD requirements. The PHA must notify the family and the owner of any changes in the amount of the housing assistance payment.

(3) The housing assistance payment for the first month of the HAP contract term shall be prorated for a partial month.

d. **Application of payment** The monthly housing assistance payment shall be credited against the monthly rent to owner for the contract unit.

e. **Limit of PHA responsibility**

(1) The PHA is only responsible for making housing assistance payments to the owner in accordance with the HAP contract and HUD requirements for a tenancy under the voucher program.

(2) The PHA shall not pay any portion of the rent to owner in excess of the housing assistance payment. The PHA shall not pay any other claim by the owner against the family.

f. **Overpayment to owner** If the PHA determines that the owner is not entitled to the housing assistance payment or any part of it, the PHA, in addition to other remedies, may deduct the amount of the overpayment from any amounts due the owner (including amounts due under any other Section 8 assistance contract).

8. Owner Certification

During the term of this contract, the owner certifies that:

a. The owner is maintaining the contract unit and premises in accordance with the HQS.

b. The contract unit is leased to the tenant. The lease includes the tenancy addendum (Part C of the HAP contract), and is in accordance with the HAP contract and program requirements. The owner has provided the lease to the PHA, including any revisions of the lease.

c. The rent to owner does not exceed rents charged by the owner for rental of comparable unassisted units in the premises.

d. Except for the rent to owner, the owner has not received and will not receive any payments or other consideration (from the family, the PHA, HUD, or any other public or private source) for rental of the contract unit during the HAP contract term.

e. The family does not own or have any interest in the contract unit.

f. To the best of the owner's knowledge, the members of the family reside in the contract unit, and the unit is the family's only residence.

g. The owner (including a principal or other interested party) is not the parent, child, grandparent, grandchild, sister, or brother of any member of the family, unless the PHA has determined (and has notified the owner and the family of such determination) that approving rental of the unit, notwithstanding such relationship, would provide reasonable accommodation for a family member who is a person with disabilities.

9. Prohibition of Discrimination. In accordance with applicable nondiscrimination and equal opportunity laws, statutes, Executive Orders, and regulations.

a. The owner must not discriminate against any person because of race, color, religion, sex(including sexual orientation and gender identity), national origin, age, familial status, or disability in connection with the HAP contract. Eligibility for HUD's programs must be made without regard to actual or perceived sexual orientation, gender identity, or marital status.

b. The owner must cooperate with the PHA and HUD in conducting equal opportunity compliance reviews and complaint investigations in connection with the HAP contract.

c. Violence Against Women Act. The owner must comply with the Violence Against Women Act, as amended, and HUD's implementing regulation at 24 CFR part 5, Subpart L, and program regulations.

10. Owner's Breach of HAP Contract

a. Any of the following actions by the owner (including a principal or other interested party) is a breach of the HAP contract by the owner:

(1) If the owner has violated any obligation under the HAP contract, including the owner's obligation to maintain the unit in accordance with the HQS.

(2) If the owner has violated any obligation under any other housing assistance payments contract under Section 8.

(3) If the owner has committed fraud, bribery or any other corrupt or criminal act in connection with any Federal housing assistance program.

(4) For projects with mortgages insured by HUD or loans made by HUD, if the owner has failed to comply with the regulations for the applicable mortgage insurance or loan program, with the mortgage or mortgage note, or with the regulatory agreement; or if the owner has committed fraud, bribery or any other corrupt or criminal act in connection with the mortgage or loan.

(5) If the owner has engaged in any drug-related criminal activity or any violent criminal activity.

b. If the PHA determines that a breach has occurred, the PHA may exercise any of its rights and remedies under the HAP contract, or any other available rights and remedies for such breach. The PHA shall notify the owner of such determination, including a brief statement of the reasons for the determination. The notice by the PHA to the owner may require the owner to take corrective action, as verified or determined by the PHA, by a deadline prescribed in the notice.

c. The PHA's rights and remedies for owner breach of the HAP contract include recovery of overpayments, suspension of housing assistance payments, abatement or other reduction of housing assistance payments, termination of housing assistance payments, and termination of the HAP contract.

d. The PHA may seek and obtain additional relief by judicial order or action, including specific performance, other injunctive relief or order for damages.

e. Even if the family continues to live in the contract unit, the PHA may exercise any rights and remedies for owner breach of the HAP contract.

f. The PHA's exercise or non-exercise of any right or remedy for owner breach of the HAP contract is not a

waiver of the right to exercise that or any other right or remedy at any time.

11. PHA and HUD Access to Premises and Owner's Records

a. The owner must provide any information pertinent to the HAP contract that the PHA or HUD may reasonably require.

b. The PHA, HUD and the Comptroller General of the United States shall have full and free access to the contract unit and the premises, and to all accounts and other records of the owner that are relevant to the HAP contract, including the right to examine or audit the records and to make copies.

c. The owner must grant such access to computerized or other electronic records, and to any computers, equipment or facilities containing such records, and must provide any information or assistance needed to access the records.

12. Exclusion of Third Party Rights

a. The family is not a party to or third party beneficiary of Part B of the HAP contract. The family may not enforce any provision of Part B, and may not exercise any right or remedy against the owner or PHA under Part B.

b. The tenant or the PHA may enforce the tenancy addendum (Part C of the HAP contract) against the owner, and may exercise any right or remedy against the owner under the tenancy addendum.

c. The PHA does not assume any responsibility for injury to, or any liability to, any person injured as a result of the owner's action or failure to act in connection with management of the contract unit or the premises or with implementation of the HAP contract, or as a result of any other action or failure to act by the owner.

d. The owner is not the agent of the PHA, and the HAP contract does not create or affect any relationship between the PHA and any lender to the owner or any suppliers, employees, contractors or subcontractors used by the owner in connection with management of the contract unit or the premises or with implementation of the HAP contract.

13. Conflict of Interest

a. "Covered individual" means a person or entity who is a member of any of the following classes:

(1) Any present or former member or officer of the PHA (except a PHA commissioner who is a participant in the program);

(2) Any employee of the PHA, or any contractor, sub-contractor or agent of the PHA, who formulates policy or who influences decisions with respect to the program;

(3) Any public official, member of a governing body, or State or local legislator, who exercises functions or responsibilities with respect to the program; or

(4) Any member of the Congress of the United States.

b. A covered individual may not have any direct or indirect interest in the HAP contract or in any benefits or payments under the contract (including the interest of an immediate family member of such covered individual) while such person is a covered individual or during one year thereafter.

c. "Immediate family member" means the spouse, parent (including a stepparent), child (including a stepchild), grandparent, grandchild, sister or brother (including a stepsister or stepbrother) of any covered individual.

d. The owner certifies and is responsible for assuring that no person or entity has or will have a prohibited interest, at execution of the HAP contract, or at any time during the HAP contract term.

e. If a prohibited interest occurs, the owner shall promptly and fully disclose such interest to the PHA and HUD.

f. The conflict of interest prohibition under this section may be waived by the HUD field office for good cause.

g. No member of or delegate to the Congress of the United States or resident commissioner shall be admitted to any share or part of the HAP contract or to any benefits which may arise from it.

14. Assignment of the HAP Contract

a. The owner may not assign the HAP contract to a new owner without the prior written consent of the PHA.

b. If the owner requests PHA consent to assign the HAP contract to a new owner, the owner shall supply any information as required by the PHA pertinent to the proposed assignment.

c. The HAP contract may not be assigned to a new owner that is debarred, suspended or subject to a limited denial of participation under HUD regulations (see 24 Code of Federal Regulations Part 24).

d. The HAP contract may not be assigned to a new owner if HUD has prohibited such assignment because:

(1) The Federal government has instituted an administrative or judicial action against the owner or proposed new owner for violation of the Fair Housing Act or other Federal equal opportunity requirements, and such action is pending; or

(2) A court or administrative agency has determined that the owner or proposed new owner violated the Fair Housing Act or other Federal equal opportunity requirements.

e. The HAP contract may not be assigned to a new owner if the new owner (including a principal or other interested party) is the parent, child, grandparent, grandchild, sister or brother of any member of the family, unless the PHA has determined (and has notified the family of such determination) that approving the assignment, notwithstanding such relationship, would provide reasonable accommodation for a family member who is a person with disabilities.

f. The PHA may deny approval to assign the HAP contract if the owner or proposed new owner (including a principal or other interested party):

(1) Has violated obligations under a housing assistance payments contract under Section 8;

(2) Has committed fraud, bribery or any other corrupt or criminal act in connection with any Federal housing program;

(3) Has engaged in any drug-related criminal activity or any violent criminal activity;

(4) Has a history or practice of non-compliance with the HQS for units leased under the Section 8 tenant-based programs, or non-compliance with applicable housing standards for units leased with project-based Section 8 assistance or for units leased under any other Federal housing program;

(5) Has a history or practice of failing to terminate tenancy of tenants assisted under any Federally assisted housing program for activity engaged in by the tenant, any member of the household, a guest or another person under the control of any member of the household that:

(a) Threatens the right to peaceful enjoyment of the premises by other residents;

(b) Threatens the health or safety of other residents, of employees of the PHA, or of owner employees or other persons engaged in management of the housing;

(c) Threatens the health or safety of, or the right to peaceful enjoyment of their residents by, persons residing in the immediate vicinity of the premises; or

(d) Is drug-related criminal activity or violent criminal activity;

(6) Has a history or practice of renting units that fail to meet State or local housing codes; or

(7) Has not paid State or local real estate taxes, fines or assessments.

g. The new owner must agree to be bound by and comply with the HAP contract. The agreement must be in writing, and in a form acceptable to the PHA. The new owner must give the PHA a copy of the executed agreement.

15. Foreclosure. In the case of any foreclosure, the immediate successor in interest in the property pursuant to the foreclosure shall assume such interest subject to the lease between the prior owner and the tenant and to the HAP contract between the prior owner and the PHA for the occupied unit. This provision does not affect any State or local law that provides longer time periods or other additional protections for tenants.

16. Written Notices Any notice by the PHA or the owner in connection with this contract must be in writing.

17. Entire Agreement: Interpretation

a. The HAP contract contains the entire agreement between the owner and the PHA.

b The HAP contract shall be interpreted and implemented in accordance with all statutory requirements, and with all HUD requirements, including the HUD program regulations at 24 Code of Federal Regulations Part 982.

Part C of HAP Contract: Tenancy Addendum

1. Section 8 Voucher Program

a. The owner is leasing the contract unit to the tenant for occupancy by the tenant's family with assistance for a tenancy under the Section 8 housing choice voucher program (voucher program) of the United States Department of Housing and Urban Development (HUD).

b. The owner has entered into a Housing Assistance Payments Contract (HAP contract) with the PHA under the voucher program. Under the HAP contract, the PHA will make housing assistance payments to the owner to assist the tenant in leasing the unit from the owner.

2. Lease

a. The owner has given the PHA a copy of the lease, including any revisions agreed by the owner and the tenant. The owner certifies that the terms of the lease are in accordance with all provisions of the HAP contract and that the lease includes the tenancy addendum.

b. The tenant shall have the right to enforce the tenancy addendum against the owner. If there is any conflict between the tenancy addendum and any other provisions of the lease, the language of the tenancy addendum shall control.

3. Use of Contract Unit

a. During the lease term, the family will reside in the contract unit with assistance under the voucher program.

b. The composition of the household must be approved by the PHA. The family must promptly inform the PHA of the birth, adoption or court-awarded custody of a child. Other persons may not be added to the household without prior written approval of the owner and the PHA.

c. The contract unit may only be used for residence by the PHA-approved household members. The unit must be the family's only residence. Members of the household may engage in legal profit making activities incidental to primary use of the unit for residence by members of the family.

d. The tenant may not sublease or let the unit.

e. The tenant may not assign the lease or transfer the unit.

4. Rent to Owner

a. The initial rent to owner may not exceed the amount approved by the PHA in accordance with HUD requirements.

b. Changes in the rent to owner shall be determined by the provisions of the lease. However, the owner may not raise the rent during the initial term of the lease.

c. During the term of the lease (including the initial term of the lease and any extension term), the rent to owner may at no time exceed:

(1) The reasonable rent for the unit as most recently determined or redetermined by the PHA in accordance with HUD requirements, or

(2) Rent charged by the owner for comparable unassisted units in the premises.

5. Family Payment to Owner

a. The family is responsible for paying the owner any portion of the rent to owner that is not covered by the PHA housing assistance payment.

b. Each month, the PHA will make a housing assistance payment to the owner on behalf of the family in accordance with the HAP contract. The amount of the monthly housing assistance payment will be determined by the PHA in accordance with HUD requirements for a tenancy under the Section 8 voucher program.

c. The monthly housing assistance payment shall be credited against the monthly rent to owner for the contract unit.

d. The tenant is not responsible for paying the portion of rent to owner covered by the PHA housing assistance payment under the HAP contract between the owner and the PHA. A PHA failure to pay the housing assistance payment to the owner is not a violation of the lease. The owner may not terminate the tenancy for nonpayment of the PHA housing assistance payment.

e. The owner may not charge or accept, from the family or from any other source, any payment for rent of the unit in addition to the rent to owner. Rent to owner includes all housing services, maintenance, utilities and appliances to be provided and paid by the owner in accordance with the lease.

f. The owner must immediately return any excess rent payment to the tenant.

6. Other Fees and Charges

a. Rent to owner does not include cost of any meals or supportive services or furniture which may be provided by the owner.

b. The owner may not require the tenant or family members to pay charges for any meals or supportive services or furniture which may be provided by the owner. Nonpayment of any such charges is not grounds for termination of tenancy.

c. The owner may not charge the tenant extra amounts for items customarily included in rent to owner in the locality, or provided at no additional cost to unsubsidized tenants in the premises.

7. Maintenance, Utilities, and Other Services

a. **Maintenance**

(1) The owner must maintain the unit and premises in accordance with the HQS.

(2) Maintenance and replacement (including redecoration) must be in accordance with the

standard practice for the building concerned as established by the owner.

b. **Utilities and appliances**

(1) The owner must provide all utilities needed to comply with the HQS.

(2) The owner is not responsible for a breach of the HQS caused by the tenant's failure to:

(a) Pay for any utilities that are to be paid by the tenant.

(b) Provide and maintain any appliances that are to be provided by the tenant.

c. **Family damage**. The owner is not responsible for a breach of the HQS because of damages beyond normal wear and tear caused by any member of the household or by a guest.

d. **Housing services**. The owner must provide all housing services as agreed to in the lease.

8. Termination of Tenancy by Owner

a. **Requirements**. The owner may only terminate the tenancy in accordance with the lease and HUD requirements.

b. **Grounds**. During the term of the lease (the initial term of the lease or any extension term), the owner may only terminate the tenancy because of:

(1) Serious or repeated violation of the lease;

(2) Violation of Federal, State, or local law that imposes obligations on the tenant in connection with the occupancy or use of the unit and the premises;

(3) Criminal activity or alcohol abuse (as provided in paragraph c); or

(4) Other good cause (as provided in paragraph d).

c. **Criminal activity or alcohol abuse.**

(1) The owner may terminate the tenancy during the term of the lease if any member of the household, a guest or another person under a esident's control commits any of the following types of criminal activity:

(a) Any criminal activity that threatens the health or safety of, or the right to peaceful enjoyment of the premises by, other residents (including property management staff residing on the premises);

(b) Any criminal activity that threatens the health, or safety of, or the right to peaceful enjoyment of their residences by, persons residing in the immediate vicinity of the premises;

(c) Any violent criminal activity on or near the premises; or

(d) Any drug-related criminal activity on or near the premises.

(2) The owner may terminate the tenancy during the term of the lease if any member of the household is:

(a) Fleeing to avoid prosecution, or custody or confinement after conviction, for a crime, or attempt to commit a crime, that is a felony under the laws of the place from which the individual flees, or that, in the case of the State of New Jersey, is a high misdemeanor; or

(b) Violating a condition of probation or parole under Federal or State law.

(3) The owner may terminate the tenancy for criminal activity by a household member in accordance with this section if the owner determines that the household member has committed the criminal activity, regardless of whether the household member has been arrested or convicted for such activity.

(4) The owner may terminate the tenancy during the term of the lease if any member of the household has engaged in abuse of alcohol that threatens the health, safety or right to peaceful enjoyment of the premises by other residents.

d. **Other good cause for termination of tenancy**

(1) During the initial lease term, other good cause for termination of tenancy must be something the family did or failed to do.

(2) During the initial lease term or during any extension term, other good cause may include:

(a) Disturbance of neighbors,

(b) Destruction of property, or

(c) Living or housekeeping habits that cause damage to the unit or premises.

(3) After the initial lease term, such good cause may include:

(a) The tenant's failure to accept the owner's offer of a new lease or revision;

(b) The owner's desire to use the unit for personal or family use or for a purpose other than use as a residential rental unit; or

(c) A business or economic reason for termination of the tenancy (such as sale of the property, renovation of the unit, the owner's desire to rent the unit for a higher rent).

(4) The examples of other good cause in this paragraph do not preempt any State or local laws to the contrary.

(5) In the case of an owner who is an immediate successor in interest pursuant to foreclosure during the term of the lease, requiring the tenant to vacate the property prior to sale shall not constitute other good cause, except that the owner may terminate the tenancy effective on the date of transfer of the unit to the owner if the owner:

(a) Will occupy the unit as a primary residence; and

(b) Has provided the tenant a notice to vacate at least 90 days before the effective date of such notice. This provision shall not affect any State or local law that provides for longer time periods or addition protections for tenants.

9. Protections for Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking.

a. Purpose: This section incorporates the protections for victims of domestic violence, dating violence, sexual assault, or stalking in accordance with subtitle N of the Violence Against Women Act of 1994, as amended (codified as amended at 42 U.S.C. 14043e et seq.) (VAWA) and implementing regulations at 24 CFR part 5, subpart L.

b. Conflict with other Provisions: In the event of any conflict between this provision and any other provisions included in Part C of the HAP contract, this provision shall prevail.

c. **Effect on Other Protections**: Nothing in this section shall be construed to supersede any provision of any Federal, State, or local law that provides greater protection than this section for victims of domestic violence, dating violence, sexual assault, or stalking.

d. **Definition:** As used in this Section, the terms "actual and imminent threat," "affiliated individual", "bifurcate", "dating violence," "domestic violence," "sexual assault," and "stalking" are defined in HUD's regulations at 24 CFR part 5, subpart L. The terms "Household" and "Other Person Under the Tenant's Control" are defined at 24 CFR part 5, subpart A.

e. **VAWA Notice and Certification Form:** The PHA shall provide the tenant with the "Notice of Occupancy Rights under VAWA and the certification form described under 24 CFR 5.2005(a)(1) and (2).

f. **Protection for victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking:**

(1) The landlord or the PHA will not deny admission to, deny assistance under, terminate from participation in, or evict the Tenant on the basis of or as a direct result of the fact that the Tenant is or has been a victim of domestic violence, dating violence, sexual assault, or stalking, if the Tenant otherwise qualifies for admission, assistance, participation, or occupancy. 24 CFR 5.2005(b)(1).

(2) The tenant shall not be denied tenancy or occupancy rights solely on the basis of criminal activity engaged in by a member of the Tenant's Household or any guest or Other Person Under the Tenant's Control, if the criminal activity is directly related to domestic violence, dating violence, sexual assault, or stalking, and the Tenant or an Affiliated Individual of the Tenant is the victim or the threatened victim of domestic violence, dating violence, sexual assault, or stalking. 24 CFR 5.2005(b)(2).

(3) An incident or incidents of actual or threatened domestic violence, dating violence, sexual assault or stalking will not be construed as serious or repeated violations of the lease by the victim or threatened victim of the incident. Nor shall it not be construed as other "good cause" for termination of the lease, tenancy, or occupancy rights of such a victim or threatened victim. 24 CFR 5.2005(c)(1) and (c)(2).

g. **Compliance with Court Orders:** Nothing in this Addendum will limit the authority of the landlord, when notified by a court order, to comply with the court order with respect to the rights of access or control of property (including civil protection orders issued to protect a victim of domestic violence, dating violence, sexual assault, or stalking) or with respect to the distribution or possession of property among members of the Tenant's Household. 24 CFR 5.2005(d)(1).

h. **Violations Not Premised on Domestic Violence, Dating Violence, Sexual Assault, or Stalking:** Nothing in this section shall be construed to limit any otherwise available authority of the Landlord to evict or the public housing authority to terminate the assistance of a Tenant for any violation not premised on an act of domestic violence, dating violence, sexual assault, or stalking that is in question against the Tenant or an Affiliated Individual of the Tenant. However, the Landlord or the PHA will not subject the tenant, who is or has been a victim of domestic violence, dating violence, sexual assault, or stalking, to a more demanding standard than other tenants in determining whether to evict or terminate assistance. 24 CFR 5.2005(d)(2).

i. **Actual and Imminent Threats:**

(1) Nothing in this section will be construed to limit the authority of the Landlord to evict the Tenant if the Landlord can demonstrate that an "actual and imminent threat" to other tenants or those employed at or providing service to the property would be present if the Tenant or lawful occupant is not evicted. In this context, words, gestures, actions, or other indicators will be construed as an actual and imminent threat if they meet the following standards for an actual and imminent threat: "Actual and imminent threat" refers to a physical danger that is real, would occur within an immediate time frame, and could result in death or serious bodily harm. In determining whether an individual would pose an actual and imminent threat, the factors to be considered include: the duration of the risk, the nature and severity of the potential harm, the likelihood that the potential harm will occur, and the length of time before the potential harm would occur. 24 CFR 5.2005(d)(3).

(2) If an actual and imminent threat is demonstrated, eviction should be used only when there are no other actions that could be taken to reduce or eliminate the threat, including, but not limited to, transferring the victim to a different unit, barring the perpetrator from the property, contacting law enforcement to increase police presence, developing other plans to keep the property safe, or seeking other legal remedies to prevent the perpetrator from acting on a threat. Restrictions predicated on public safety cannot be based on stereotypes, but must be tailored to particularized concerns about individual residents. 24 CFR 5.2005(d)(4).

j. **Emergency Transfer:** A tenant who is a victim of domestic violence, dating violence, sexual assault, or stalking may request an emergency transfer in accordance with the PHA's emergency transfer plan. 24 CFR 5.2005(e). The PHA's emergency transfer plan must be made available upon request, and incorporate strict confidentiality measures to ensure that the PHA does not disclose a tenant's dwelling unit location to a person who committed or threatened to commit an act of domestic violence, dating violence, sexual assault, or stalking against the tenant;

For transfers in which the tenant would not be considered a new applicant, the PHA must ensure that a request for an emergency transfer receives, at a minimum, any applicable additional priority that is already provided to other types of emergency transfer requests. For transfers in which the tenant would be considered a new applicant, the plan must include policies for assisting a tenant with this transfer.

k. **Bifurcation**: Subject to any lease termination requirements or procedures prescribed by Federal, State, or local law, if any member of the Tenant's Household engages in criminal activity directly relating to domestic violence, dating violence, sexual assault, or stalking, the Landlord may "bifurcate" the Lease, or remove that Household member from the Lease, without regard to whether that Household member is a signatory to the Lease, in order to evict, remove, or terminate the occupancy rights of that Household member without evicting, removing, or otherwise penalizing the victim of the criminal activity who is also a tenant or lawful occupant. Such eviction, removal, termination of occupancy rights, or termination of assistance shall be effected in accordance with the procedures prescribed by Federal, State, and local law for the termination of leases or assistance under the housing choice voucher program. 24 CFR 5.2009(a).

   If the Landlord bifurcates the Lease to evict, remove, or terminate assistance to a household member, and that household member is the sole tenant eligible to receive assistance, the landlord shall provide any remaining tenants or residents a period of 30 calendar days from the date of bifurcation of the lease to:

   (1) Establish eligibility for the same covered housing program under which the evicted or terminated tenant was the recipient of assistance at the time of bifurcation of the lease;

   (2) Establish eligibility under another covered housing program; or

   (3) Find alternative housing.

l. **Family Break-up:** If the family break-up results from an occurrence of domestic violence, dating violence, sexual assault, or stalking, the PHA must ensure that the victim retains assistance. 24 CFR 982.315.

m. **Move with Continued Assistance:** The public housing agency may not terminate assistance to a family or member of the family that moves out of a unit in violation of the lease, with or without prior notification to the public housing agency if such a move occurred to protect the health or safety of a family member who is or has been a victim of domestic violence, dating violence, sexual assault, or stalking; and who reasonably believed they were imminently threatened by harm from further violence if they remained in the dwelling unit, or if any family member has been the victim of sexual assault that occurred on the premises during the 90-calendar-day period preceding the family's request to move.

   (1) The move is needed to protect the health or safety of the family or family member who is or has been a victim of domestic violence dating violence, sexual assault or stalking; and

   (2) The family or member of the family reasonably believes that he or she was threatened with imminent harm from further violence if he or she remained in the dwelling unit. However, any family member that has been the victim of a sexual assault that occurred on the premises during the 90-calendar day period preceding the family's move or request to move is not required to believe that he or she was threatened with imminent harm from further violence if he or she remained in the dwelling unit. 24 CFR 982.354

n. **Confidentiality.**

   (1) The Landlord shall maintain in strict confidence any information the Tenant (or someone acting on behalf of the Tenant) submits to the Landlord concerning incidents of domestic violence, dating violence, sexual assault or stalking, including the fact that the tenant is a victim of domestic violence, dating violence, sexual assault, or stalking.

   (2) The Landlord shall not allow any individual administering assistance on its behalf, or any persons within its employ, to have access to confidential information unless explicitly authorized by the Landlord for reasons that specifically call for these individuals to have access to the information pursuant to applicable Federal, State, or local law.

   (3) The Landlord shall not enter confidential information into any shared database or disclose such information to any other entity or individual, except to the extent that the disclosure is requested or consented to in writing by the individual in a time-limited release; required for use in an eviction proceeding; or is required by applicable law.

10. Eviction by court action

The owner may only evict the tenant by a court action.

11. Owner notice of grounds

(1) At or before the beginning of a court action to evict the tenant, the owner must give the tenant a notice that specifies the grounds for termination of tenancy. The notice may be included in or combined with any owner eviction notice.

(2) The owner must give the PHA a copy of any owner eviction notice at the same time the owner notifies the tenant.

(3) Eviction notice means a notice to vacate, or a complaint or other initial pleading used to begin an eviction action under State or local law.

12. Lease: Relation to HAP Contract

If the HAP contract terminates for any reason, the lease terminates automatically.

13. PHA Termination of Assistance

The PHA may terminate program assistance for the family for any grounds authorized in accordance with HUD requirements. If the PHA terminates program assistance for the family, the lease terminates automatically.

14. Family Move Out

The tenant must notify the PHA and the owner before the family moves out of the unit.

15. Security Deposit

a. The owner may collect a security deposit from the tenant. (However, the PHA may prohibit the owner from collecting a security deposit in excess of private market practice, or in excess of amounts charged by the owner to unassisted tenants. Any such PHA-required restriction must be specified in the HAP contract.)

b. When the family moves out of the contract unit, the owner, subject to State and local law, may use the security deposit, including any interest on the deposit, as reimbursement for any unpaid rent payable by the tenant, any damages to the unit or any other amounts that the tenant owes under the lease.

c. The owner must give the tenant a list of all items charged against the security deposit, and the amount of each item. After deducting the amount, if any, used to reimburse the owner, the owner must promptly refund the full amount of the unused balance to the tenant.

d. If the security deposit is not sufficient to cover amounts the tenant owes under the lease, the owner may collect the balance from the tenant.

16. Prohibition of Discrimination

In accordance with applicable nondiscrimination and equal opportunity laws, statutes, Executive Orders, and regulations, the owner must not discriminate against any person because of race, color, religion, sex (including sexual orientation and gender identity), national origin, age, familial status or disability in connection with the lease. Eligibility for HUD's programs must be made without regard to actual or perceived sexual orientation, gender identity, or marital status.

17. Conflict with Other Provisions of Lease

a. The terms of the tenancy addendum are prescribed by HUD in accordance with Federal law and regulation, as a condition for Federal assistance to the tenant and tenant's family under the Section 8 voucher program.

b. In case of any conflict between the provisions of the tenancy addendum as required by HUD, and any other provisions of the lease or any other agreement between the owner and the tenant, the requirements of the HUD-required tenancy addendum shall control.

18. Changes in Lease or Rent

a. The tenant and the owner may not make any change in the tenancy addendum. However, if the tenant and the owner agree to any other changes in the lease, such changes must be in writing, and the owner must immediately give the PHA a copy of such changes. The lease, including any changes, must be in accordance with the requirements of the tenancy addendum.

b. In the following cases, tenant-based assistance shall not be continued unless the PHA has approved a new tenancy in accordance with program requirements and has executed a new HAP contract with the owner:

(1) If there are any changes in lease requirements governing tenant or owner responsibilities for utilities or appliances;

(2) If there are any changes in lease provisions governing the term of the lease;

(3) If the family moves to a new unit, even if the unit is in the same building or complex.

c. PHA approval of the tenancy, and execution of a new HAP contract, are not required for agreed changes in the lease other than as specified in paragraph b.

d. The owner must notify the PHA of any changes in the amount of the rent to owner at least sixty days before any such changes go into effect, and the amount of the rent to owner following any such agreed change may not exceed the reasonable rent for the unit as most recently determined or redetermined by the PHA in accordance with HUD requirements.

19. Notices

Any notice under the lease by the tenant to the owner or by the owner to the tenant must be in writing.

20. Definitions

Contract unit. The housing unit rented by the tenant with assistance under the program.

Family. The persons who may reside in the unit with assistance under the program.

HAP contract. The housing assistance payments contract between the PHA and the owner. The PHA pays housing assistance payments to the owner in accordance with the HAP contract.

Household. The persons who may reside in the contract unit. The household consists of the family and any PHA-approved live-in aide. (A live-in aide is a person who resides in the unit to provide necessary supportive services for a member of the family who is a person with disabilities.)

Housing quality standards (HQS). The HUD minimum quality standards for housing assisted under the Section 8 tenant-based programs.

HUD. The U.S. Department of Housing and Urban Development.

HUD requirements. HUD requirements for the Section 8 program. HUD requirements are issued by HUD headquarters, as regulations, Federal Register notices or other binding program directives.

Lease. The written agreement between the owner and the tenant for the lease of the contract unit to the tenant. The lease includes the tenancy addendum prescribed by HUD.

PHA. Public Housing Agency.

Premises. The building or complex in which the contract unit is located, including common areas and grounds.

Program. The Section 8 housing choice voucher program.

Rent to owner. The total monthly rent payable to the owner for the contract unit. The rent to owner is the sum of the portion of rent payable by the tenant plus the PHA housing assistance payment to the owner.

Section 8. Section 8 of the United States Housing Act of 1937 (42 United States Code 1437f).

Tenant. The family member (or members) who leases the unit from the owner.

Voucher program. The Section 8 housing choice voucher program. Under this program, HUD provides funds to a PHA for rent subsidy on behalf of eligible families. The tenancy under the lease will be assisted with rent subsidy for a tenancy under the voucher program.

Voucher Term & Extensions

TERM OF VOUCHER [24 CFR 982.303, 982.54(d) (11)]

During the briefing session, each household will be issued a voucher that represents a contractual agreement between DMHA and the Family specifying the rights and responsibilities of each party. It does not constitute admission to the program that occurs when the lease and contract become effective.

Expirations

The voucher is valid for a period of at least sixty calendar days from the date of issuance. The family must submit a Request for Approval of the Tenancy and Lease within the sixty-day period unless an extension has been granted by DMHA.

If the voucher has expired, and has not been extended by DMHA or expires after an extension, the family will be denied assistance.

Suspensions

When a Request for Approval of Tenancy is received, DMHA will deduct the number of days required to process the request from the 60-day term of the voucher.

Extensions

Extensions are permissible at the discretion of DMHA up to a maximum of an additional 60 days for the following reason:

1. Extenuating circumstances such as hospitalization for an extended period of time that has affected the family's ability to find a unit within the initial sixty-day period. Written verification is required.
2. Families can either walk in and submit the request in writing or email request to dcrawford@gdpm.org

The initial search period for VASH and non-elderly disabled vouchers will consist of 120 days with an extension being granted up to a maximum of 60 days at the discretion of DMHA.

No other extensions will be granted to a family.

Assistance to Voucher Holders

Voucher holders will be notified at their briefing session that DMHA periodically updates the listing of available units and how the updated list may be obtained.

DMHA will assist families with negotiations with owners and provide other assistance related to the families' search for housing.

ALL OF THE ATTACHED FORMS MUST BE COMPLETED BY THE FAMILY AND THE HOMEOWNER IN ORDER TO BEGIN THE PROCESS FOR HCV PROGRAM

Clients Name: _____

Application Number: _____

Bedroom Size: _____

Estimated

Housing Voucher Subsidy (HVS): _____

40% Amount: _____

Deadline Date: _____

This packet must be submitted no later than the deadline date above. IF your RTA packet has not been received, no extensions will be granted and your assistance will be terminated.

GDPM SAMPLE DOCUMENT

Greater Dayton Premier Management
400 Wayne Ave
Dayton, OH 45410-1106
(937)910-5400

DO NOT COPY OR FAX THESE FORMS- ONLY ORIGINALS WILL BE ACCEPTED. THESE FORMS CANNOT BE DUPLICATED/ONLY THE ORIGINAL FORMS ISSUED WILL BE ACCEPTED.

I _____ understand that it is my responsibility as a voucher recipient to return this paperwork to the HCV Office.

_____
Initial

Request for Tenancy Approval

Housing Choice Voucher Program

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

OMB Approval No. 2577-0169
exp. 04/30/2026

When the participant selects a unit, the owner of the unit completes this form to provide the PHA with information about the unit. The information is used to determine if the unit is eligible for rental assistance.

DRAFT

1. Name of Public Housing Agency (PHA)			2. Address of Unit (street address, unit #, city, state, zip code)		
3. Requested Lease Start Date	4. Number of Bedrooms	5. Year Constructed	6. Proposed Rent	7. Security Deposit Amt	8. Date Unit Available for Inspection

9. Structure Type

- ☐ Single Family Detached (one family under one roof)
- ☐ Semi-Detached (duplex, attached on one side)
- ☐ Rowhouse/Townhouse (attached on two sides)
- ☐ Low-rise apartment building (4 stories or fewer)
- ☐ High-rise apartment building (5+ stories)
- ☐ Manufactured Home (mobile home)

10. If this unit is subsidized, indicate type of subsidy:

- ☐ Section 202
- ☐ Section 221(d)(3)(BMIR)
- ☐ Tax Credit
- ☐ HOME
- ☐ Section 236 (insured or uninsured)
- ☐ Section 515 Rural Development
- ☐ Other (Describe Other Subsidy, including any state or local subsidy) _____

11. Utilities and Appliances

The owner shall provide or pay for the utilities/appliances indicated below by an "O". The tenant shall provide or pay for the utilities/appliances indicated below by a "T". Unless otherwise specified below, the owner shall pay for all utilities and provide the refrigerator and range/microwave.

Item	Specify fuel type	Paid by
Heating	☐ Natural gas ☐ Bottled gas ☐ Electric ☐ Heat Pump ☐ Oil ☐ Other	
Cooking	☐ Natural gas ☐ Bottled gas ☐ Electric ☐ Other	
Water Heating	☐ Natural gas ☐ Bottled gas ☐ Electric ☐ Oil ☐ Other	
Other Electric		
Water		
Sewer		
Trash Collection		
Air Conditioning		
Other (specify)		
		Provided by
Refrigerator		
Range/Microwave		

12. Owner's Certifications

a. The program regulation requires the PHA to certify that the rent charged to the housing choice voucher tenant is not more than the rent charged for other unassisted comparable units. Owners of projects with more than 4 units must complete the following section for most recently leased comparable unassisted units within the premises.

Address and unit number	Date Rented	Rental Amount
1.		
2.		
3.		

b. The owner (including a principal or other interested party) is not the parent, child, grandparent, grandchild, sister or brother of any member of the family, unless the PHA has determined (and has notified the owner and the family of such determination) that approving leasing of the unit, notwithstanding such relationship, would provide reasonable accommodation for a family member who is a person with disabilities.

c. Check one of the following:

☐ Lead-based paint disclosure requirements do not apply because this property was built on or after January 1, 1978.

☐ The unit, common areas servicing the unit, and exterior painted surfaces associated with such unit or common areas have been found to be lead-based paint free by a lead-based paint inspector certified under the Federal certification program or under a federally accredited State certification program.

☐ A completed statement is attached containing disclosure of known information on lead-based paint and/or lead-based paint hazards in the unit, common areas or exterior painted surfaces, including a statement that the owner has provided the lead hazard information pamphlet to the family.

13. The PHA has not screened the family's behavior or suitability for tenancy. Such screening is the owner's responsibility.

14. The owner's lease must include word-for-word all provisions of the HUD tenancy addendum.

15. The PHA will arrange for inspection of the unit and will notify the owner and family if the unit is not approved.

OMB Burden Statement: The public reporting burden for this information collection is estimated to be 0.5 hours, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Collection of information about the unit features, owner name, and tenant name is voluntary. The information sets provides the PHA with information required to approve tenancy. Assurances of confidentiality are not provided under this collection. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions to reduce this burden, to the Office of Public and Indian Housing, US. Department of Housing and Urban Development, Washington, DC 20410. HUD may not conduct and sponsor, and a person is not required to respond to, a collection of information unless the collection displays a valid control number.

Privacy Notice: The Department of Housing and Urban Development (HUD) is authorized to collect the information required on this form by 24 CFR 982.302. The form provides the PHA with information required to approve tenancy. The Personally Identifiable Information (PII) data collected on this form are not stored or retrieved within a system of record.

I/We, the undersigned, certify under penalty of perjury that the information provided above is true and correct. WARNING: Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties. (18 U.S.C. §§ 287, 1001, 1010, 1012; 31 U.S.C. §3729, 3802).

Print or Type Name of Owner/Owner Representative		Print or Type Name of Household Head	
Owner/Owner Representative Signature		Head of Household Signature	
Business Address		Present Address	
Telephone Number	Date (mm/dd/yyyy)	Telephone Number	Date (mm/dd/yyyy)

DRAFT

Housing Choice Voucher (HCV) Program

GDPM SAMPLE DOCUMENT

Attention HCV Program Owners:

If, during the initial inspection, more than 15 HQS violations (Deficiencies) are found, the inspection will terminate and a re-inspection will not be scheduled for at least 15 days; this will be considered a first failed inspection. Please refer to our website (GDPM.org), where you can print an HQS checklist.

After an initial failed inspection, the owner will be given 15 days from the date of the notification letter to make all necessary repairs to the unit.

Disclosure of Information on Lead-Based Paint and/or Lead-Based Paint Hazards

Lead Warning Statement

Every purchaser of any interest in residential real property on which a residential dwelling was built prior to 1978 is notified that such property may present exposure to lead from lead-based paint that may place young children at risk of developing lead poisoning. Lead poisoning in young children may produce permanent neurological damage, including learning disabilities, reduced intelligence quotient, behavioral problems, and impaired memory. Lead poisoning also poses a particular risk to pregnant women. The seller of any interest in residential real property is required to provide the buyer with any information on lead-based paint hazards from risk assessments or inspections in the seller's possession and notify the buyer of any known lead-based paint hazards. A risk assessment or inspection for possible lead-based paint hazards is recommended prior to purchase.

GDPM SAMPLE DOCUMENT

Seller's Disclosure

(a) Presence of lead-based paint and/or lead-based paint hazards (check (i) or (ii) below):

(i) _____ Known lead-based paint and/or lead-based paint hazards are present in the housing (explain).

_____

(ii) _____ Seller has no knowledge of lead-based paint and/or lead-based paint hazards in the housing.

(b) Records and reports available to the seller (check (i) or (ii) below):

(i) _____ Seller has provided the purchaser with all available records and reports pertaining to lead-based paint and/or lead-based paint hazards in the housing (list documents below).

_____

(ii) _____ Seller has no reports or records pertaining to lead-based paint and/or lead-based paint hazards in the housing.

Purchaser's Acknowledgment (initial)

(c) _____ Purchaser has received copies of all information listed above.

(d) _____ Purchaser has received the pamphlet *Protect Your Family from Lead in Your Home.*

(e) Purchaser has (check (i) or (ii) below):

(i) _____ received a 10-day opportunity (or mutually agreed upon period) to conduct a risk assessment or inspection for the presence of lead-based paint and/or lead-based paint hazards; or

(ii) _____ waived the opportunity to conduct a risk assessment or inspection for the presence of lead-based paint and/or lead-based paint hazards.

Agent's Acknowledgment (initial)

(f) _____ Agent has informed the seller of the seller's obligations under 42 U.S.C. 4852(d) and is aware of his/her responsibility to ensure compliance.

Certification of Accuracy

The following parties have reviewed the information above and certify, to the best of their knowledge, that the information they have provided is true and accurate.

Seller	Date	Seller	Date
Purchaser	Date	Purchaser	Date
Agent	Date	Agent	Date

EFFECTIVE JUNE 17, 1998, The Housing Subsidy Program no longer permits Participants to rent from relatives.

This statement certifies that I _____
(Tenant)

Am not related to _____
(Landlord)

GDPM SAMPLE DOCUMENT

_____ _____
Signature (Tenant) Date

_____ _____
Signature (Landlord) Date

Section 1003 of the Personnel Policies and Procedures Handbook States:

No employee shall own or operate any property administered through the GDPM HCV Program. Current employees as of July 1, 2000, are grandfathered under this provision but are not permitted to purchase or enroll additional HCV Program property or to execute new agreements of any kind including but not limited to a change of resident. For the purpose of definition, "own" shall mean the employee has legal or equitable interest in real estate related to the Housing Voucher Program.

BY SINGING BELOW I AM STATING THAT I AM NOT IN BREACH OF THE SECTION 1003 PERSONNEL POLICY. (PLEASE CONTACT THE HCV PROGRAM OFFICE IF YOU NEED TO REVIEW THE COMPLETE POLICY ON ETHICS OF PUBLIC EMPLOYMENT.

_____ _____
Signature (Landlord) Date

OWNER'S LEGAL REPRESENTATIVE

Complete top section of page only if you have a rental agent

If you have another person or company handling the business of your rental property, please complete. The agent of the property may **NOT** complete this section unless there is a copy the management agreement attached showing that he/she is authorized to act on the owner's behalf regarding the property.

The following individual or individuals act as my/our agent for the property indicated attached to this packet and have authority to execute legal documents in my/our behalf.

GDPM SAMPLE DOCUMENT

_____

Print Agent's Name

_____

Company's Name

_____ _____

Owner's Signature Date

TAX INFORMATION SHEET

The information requested below is required for the processing of rental payments; therefore; It is extremely important that it be completed properly.

At the end of the year, you will receive a "1099" income tax from our office and the IRS will receive a copy from our office as well. This will indicate the total income you have received in rental payments from the Greater Dayton Premier Management. You are required by law to submit a "1099" with your income tax.

All property taxes must be current or you must be entered into a repayment agreement to participate.

Name(s) of Property Owner(s)	Corresponding Tax Identification or Social Security Number

Email Address: _____

☐ Check here if you are a new landlord to the HCV program.

Form **W-9**
(Rev. March 2024)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

GDPM SAMPLE DOCUMENT

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See ***Specific Instructions*** on page 3.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)

2 Business name/disregarded entity name, if different from above.

3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate

☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . . .

Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.

☐ Other (see instructions)

3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . . ☐

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any)

Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any)

(Applies to accounts maintained outside the United States.)

5 Address (number, street, and apt. or suite no.). See instructions.

Requester's name and address (optional)

6 City, state, and ZIP code

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

			–			–				

or

Employer identification number

		–							

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	**Signature of U.S. person**	**Date**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

VERIFICATION OF PROPERTY OWNERSHIP

It is imperative that federal dollars via Housing Assistance Payments (HAP) are paid to the owner or owners of the property as indicated on the tax information sheet.

If your property is under LLC or LTD you will need to provide a copy of the LLC or LTD documents along with the tax ID for the LLC or LTD.

Please note that proof of ownership and proof of paid taxes will be verified with each and every packet. If the HCV department is unable to verify ownership, we cannot process this packet for the HCV assistance. All property taxes must be current or have proof of a current repayment agreement to participate as a HCV Landlord.

GDPM SAMPLE DOCUMENT

- The HAP Contract will be prepared approximately ten (10) working days after the unit has passed our HQS inspection. You and your tenant will be notified as to the date and time of the leasing appointment.

- The family must provide current income and or sign a release for the HCV Program to obtain income verification.

- If the family currently resides in our Public Housing, the family must return the keys before you will receive your HAP payment.

- To participate, all owners must complete a direct deposit form.

- All owners can receive their monthly HAP stubs by accessing the owner's portal. Follow the steps below:
  - Go to www.gdpm-apply.org
  - Click "Landlord Login"
  - Click on the link that says "Click here to register"
  - Enter your registration code. Please contact the HCV office to obtain your code 937-910-5400.
  - Finish the registration process by entering in the rest of your information.

- In order for the HAP payment to be received by the first of any month, the original lease and HAP contract must be returned to our office no later than the 15th of the month. We cannot issue a HAP payment until all income has been verified.

_____ _____

Signature Date

PROGRAM ABUSE

The department of Housing and Urban Development (HUD) has conveyed to GDPM its serious concerns about violations of the HCV Program requirements. The HUD office of Inspector General has investigated cases of fraud by Public Housing Agencies including employees, owners, property managers, and tenants participating in the HCV Program.

All participants in this HUD sponsored program must properly utilize government funds and follow departmental policy requirements. Incidences of fraud, willful misrepresentation, or intent to deceive with regard to the HCV Program are criminal acts. We are required to refer anyone committing fraudulent acts to the proper authorities for investigation. This could lead to the at person or persons being accused of a Federal crime and being terminated from participation in the HCV Program.

Some examples of fraud involving property owners and managers who the HUD office of Inspector General has investigated include:

- Requiring extra "side" payments in excess of the family's share of rent.
- Collecting HAP payments for units not occupied by HCV tenants.
- Bribing HCV employees to certify substandard units as standards.
- Failure to inform HCV as to whether the unit is being subsidized by any of the types of Subsidy programs.
- Requiring tenants to pay utilities that are indicated as owner responsibility.

If you have any questions or if you know of any violations of fraud by others, including HCV employees, tenants, or owners, please contact Greater Dayton Premier Management at 937-910-7500.

- ***Please note,*** we are informing all tenants who receive assistance through HCV to report any incidences of possible fraud to this office. We will take any action warranted to ensure that acts of fraud are prevented and, at the same time, turn over any fraud cases to the HUD Office of Inspector General for Investigation and possible prosecution.

I have read and fully understand HCV Program concerns on program abuse.

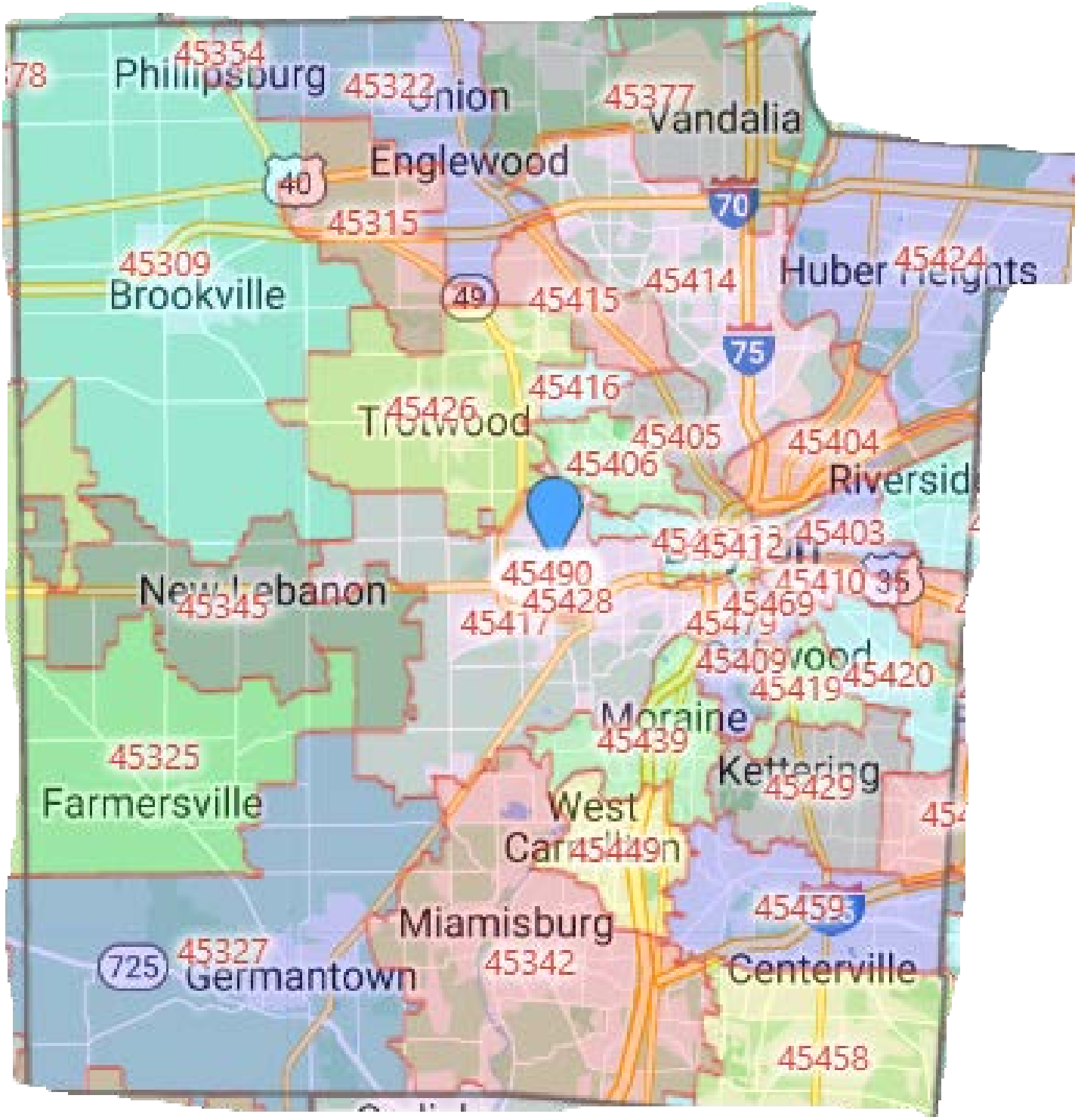
_____ _____

Signature of Owner/Agent Date

GDPM SAMPLE DOCUMENT

Montgomery County, Ohio

GDPM Voucher Jurisdiction



BENEFITS OF MOVING TO AREAS OF OPPORTUNITY

Dear Voucher Holder,

HUD (U.S. Department of Housing and Urban Development) and Greater Dayton Premier Management encourages you to explore new possibilities by moving to areas of opportunity. Here's why:

1. **Education Excellence**: Access high-performing schools that provide quality education and enhance your children's future prospects.

2. **Career Growth**: Explore job opportunities in diverse industries, advancing your career and financial stability.

3. **Safer Communities**: Live in neighborhoods with lower crime rates and better infrastructure, ensuring your family's safety and well-being.

4. **Healthier Living**: Access to healthcare facilities, parks and recreational spaces promotes a healthier lifestyle.

HUD and GDPM will help your move to areas of opportunity through:

Housing Choice Vouchers: Flexible options for affordable housing in preferred neighborhoods. This may include housing assistance payments up to 120% of Fair Market Rent up to Rent Reasonable.

Ask your Specialist how they can help.

Areas of opportunity include: Miami Township, Kettering, Huber Heights, Germantown, Vandalia, Englewood, Clayton, Centerville and Oakwood.

Take Action Today!

HUBER HEIGHTS, OHIO

Huber Heights, Ohio, offers a range of appealing amenities that make it a desirable place to live. Known as the "Music Center of the Midwest," Huber Heights features the Rose Music Center, a popular venue for concerts and events. The city boasts a robust park system, including Carriage Hill MetroPark, offering extensive trails, picnic areas, and historical farm activities. Huber Heights is also home to a variety of shopping and dining options, with easy access to the larger Dayton metropolitan area for additional urban amenities. The community places a strong emphasis on quality education with well-regarded schools, making it an attractive choice for families. Additionally, the affordable cost of living, coupled with a reputation for safety and community-oriented living, makes Huber Heights a compelling option for those considering a move.

Location

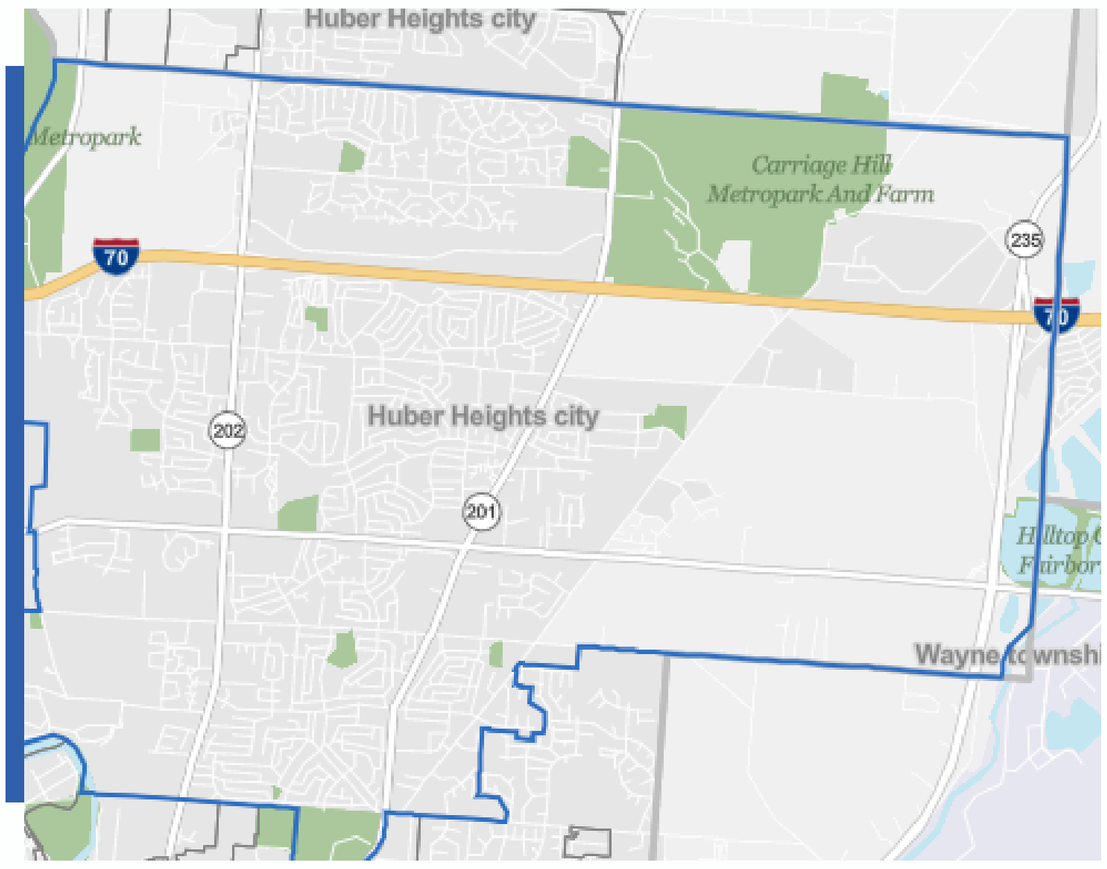
- Huber Heights is located in Northeast region of Montgomery County. Zipcode: 45424

Transportation

- Access to I70, I75, I675 & RT 4
- Access to R.T.A
- Acess to reginal bike trail
- 18 min drive to Cox International Airport

Top Employers

1. Premier Health www.premierhealth.com
2. Wright-Patterson Airforce Base - www.wpafb.af.mil
3. CareSourse - www.caresource.com
4. University Of Dayton - www.udayton.edu
5. Kettering Health Network - www.ketteringhealth.org
6. Dayton Childrens Hospital - www.childrensdayton.org
7. Reynolds & Reynolds - www.reyrey.com
8. Wright State University - www.wright.edu
9. Montgomery County - www.mcohio.org
10. The Kroger Company - www.kroger.com



HUBER HEIGHTS
Come Grow With Us!

6131 Taylorsville Rd, Huber Heights, OH 45424

Schools

Elementary Schools

- Monticello - 6523 Alter Rd. Huber Heights, Ohio 45424
- Wright Brothers - 5758 Harshmanville Rd. Huber Height, Ohio 45424
- Rushmore - 7701 Berchman Dr. Huber Heights, Ohio 45424
- Charles Huber - 8895 Emeraldgate Dr. Huber Height Ohio
- Valley Forge - 7191 Troy-Manor Rd Huber Heights Ohio 45424

Middle Schools

- Weinsenborn Junior High - 6061 Old Troy Pike Huber Heights, Ohio 45424

High Schools

- Wayne High - 5400 Chambersburg Rd. Huber Heights, Ohio 45424

Voucher Accepting Landlords

- Visionary Ohio LLC - 330-245-7644
- Miami Valley Housing - 937-263-4449
- BLK Umbrella LLC - 773-558-0949
- The Royalty Group LLC - 937-477-0824
- Blue Line Capital LLC - 937-889-9097
- Laura Earl IRA - 937-776-5866

VANDALIA, OHIO

Vandalia, Ohio, offers a range of amenities that make it an attractive place to live. As a key suburb of Dayton, Vandalia is known for its excellent transportation links, including close proximity to the Dayton International Airport and major highways, making it a convenient location for commuters and frequent travelers. The city features a vibrant community atmosphere with numerous parks, recreational facilities, and the Vandalia Recreation Center, which provides a variety of fitness and leisure activities. Vandalia also boasts a strong educational system, with highly-rated schools that cater to families. The town's lively local events, such as the annual Vandalia-Butler Air Show and Oktoberfest, foster a strong sense of community. With its affordable housing market, safe neighborhoods, and a mix of dining and shopping options, Vandalia presents a well-rounded living experience for individuals and families alike.

Location

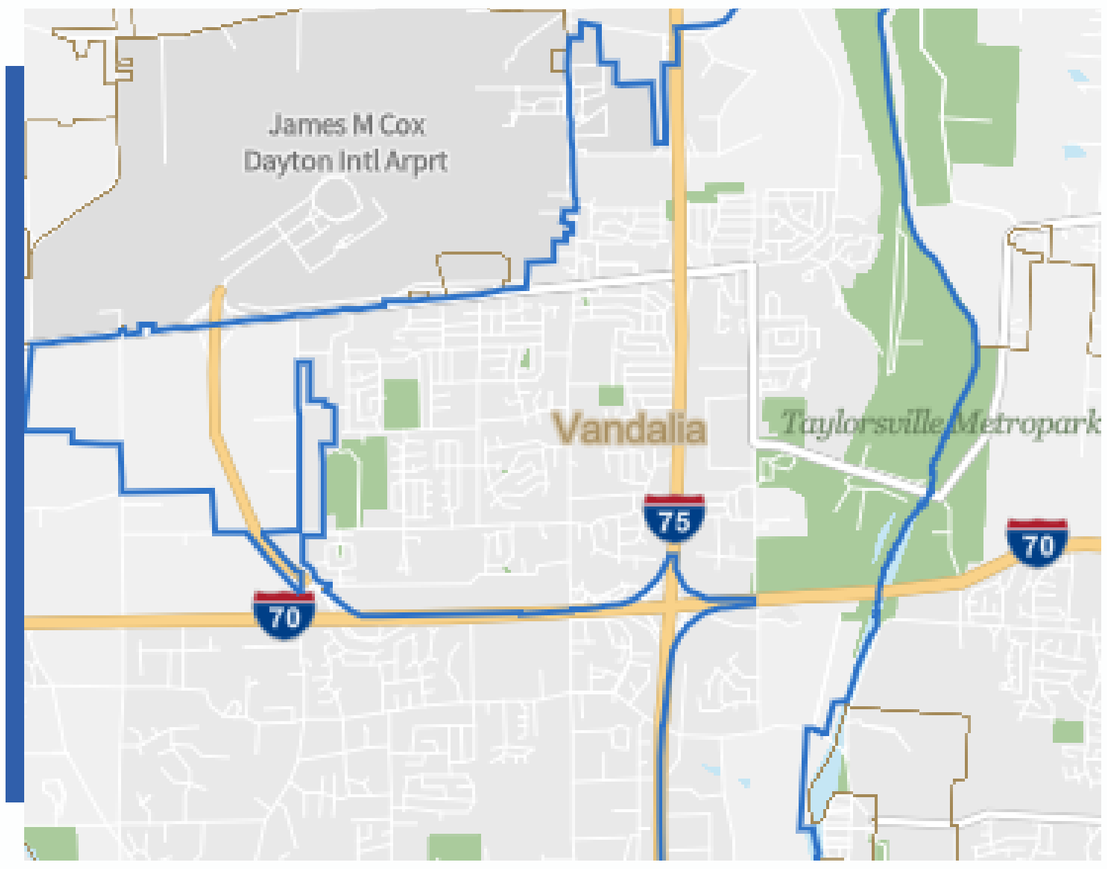
- Vandalia is located in the northern region of Montgomery County. Zipcode: 45377

Transportation

- Access to I70, I75, I675 & RT 4
- Access to R.T.A
- Access to reginal bike trail
- 7 min drive to Cox International Airport

Top Employers

1. Premier Health www.premierhealth.com
2. Wright-Patterson Airforce Base - www.wpafb.af.mil
3. CareSourse - www.caresource.com
4. University Of Dayton - www.udayton.edu
5. Kettering Health Network - www.ketteringhealth.org
6. Dayton Childrens Hospital - www.childrensdayton.org
7. Reynolds & Reynolds - www.reyrey.com
8. Wright State University - www.wright.edu
9. Montgomery County - www.mcohio.org
10. The Kroger Company - www.kroger.com



ohio Vandalia
small city. big opportunity.

333 James Bohanan Dr Ste 3, Vandalia, OH 45377

Schools

Elementary Schools

- Demmit Elementary - 1010 E National Road, Vandalia Ohio 45377

Middle Schools

- Smith Middle School - 3625 Little York Road, Vandalia Ohio 45414
- Morton Middle School 8555 Peters Pike, Vandalia Ohio 45377

High Schools

- Butler High School - 600 S. Dixie Drive Vandalia Ohio, 45377

Voucher Accepting Landlords

- Thurman Leggs Jr - 513--314-0340
- Tammy Lynn Collinsworth - 619-861-0570
- CJUD LLC - 937-890-3340
- Timberlake Apartments LLC - 937-918-6152

ENGLEWOOD/CLAYTON, OHIO

Englewood, Ohio, is a charming city known for its appealing amenities and high quality of life. Located just north of Dayton, Englewood offers residents a perfect blend of suburban tranquility and convenient access to urban amenities. The city is home to the beautiful Englewood MetroPark, featuring scenic trails, picnic areas, and opportunities for fishing and bird-watching, making it a haven for outdoor enthusiasts. Englewood's vibrant community life is highlighted by annual events like the Englewood Art Festival, fostering a strong sense of community. The city boasts excellent schools, contributing to its family-friendly reputation. With a low cost of living, a variety of housing options, and safe neighborhoods, Englewood stands out as an attractive choice for those looking to relocate.

Location

- Englewood/Clayton is located in the northwest region of Montgomery County.
- Zipcodes: 45315,45322

City of Englewood Ohio

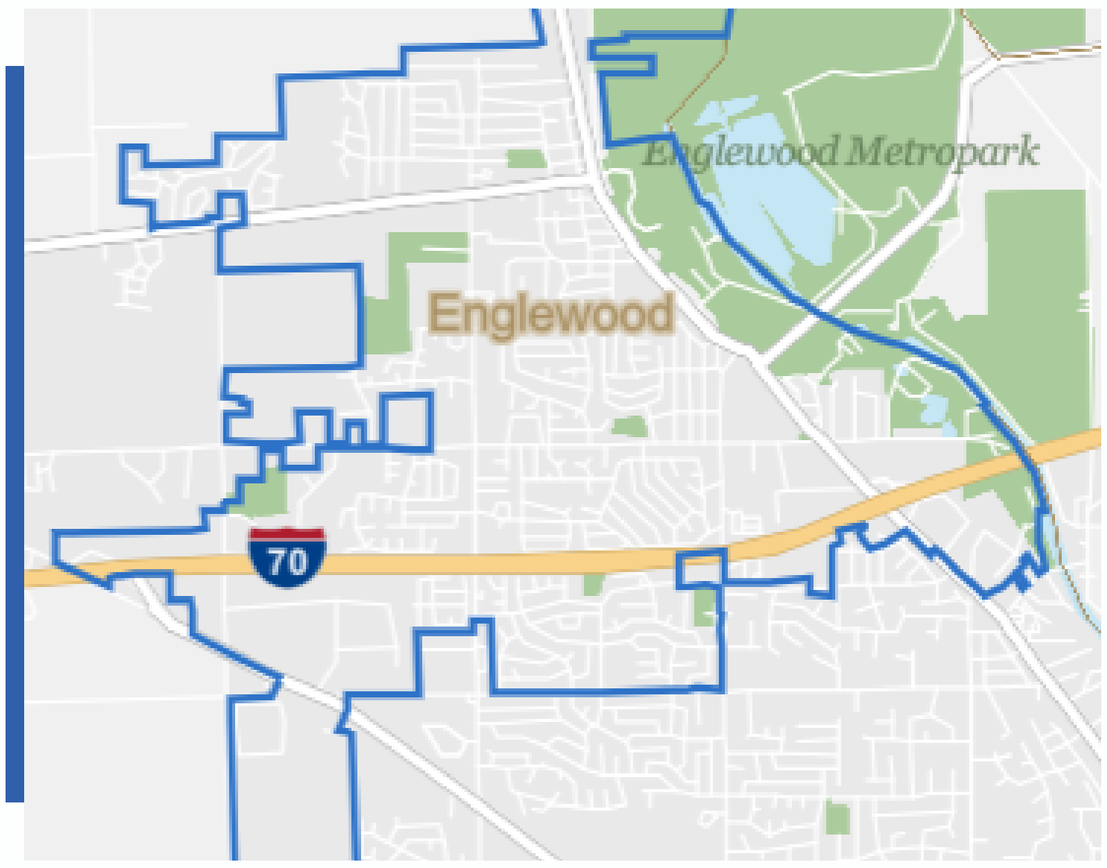
Transportation

- Access to I70, I75,
- Access to R.T.A
- Access to reginal bike trail
- 14 min drive to Cox International Airport

333 W National Rd,
Englewood, OH 45322

Top Employers

1. Premier Health www.premierhealth.com
2. Wright-Patterson Airforce Base - www.wpafb.af.mil
3. CareSourse - www.caresource.com
4. University Of Dayton - www.udayton.edu
5. Kettering Health Network - www.ketteringhealth.org
6. Dayton Childrens Hospital - www.childrensdayton.org
7. Reynolds & Reynolds - www.reyrey.com
8. Wright State University - www.wright.edu
9. Montgomery County - www.mcohio.org
10. The Kroger Company - www.kroger.com



Schools

Elementary Schools

- Englewood Hill - 508 Durst Drive, Englewood Ohio 45322
- Northmoor Elementary - 4421 Old Salem Road, Englewood Ohio 45322
- Northwood Elementary - 6200 Noranda Drive Englewood Ohio 45415
- Union Elementary -418 West Martindale Road Union, Ohio 45322

Middle Schools

- Northmont Middle - 4810 West National Road Clayton, Ohio 45315

High Schools

- Miami Valley Career Technology Center 6800 Hoke Road Clayton, Ohio 45315
- Northmont High - 4916 National Road Clayton, Ohio 45315

Voucher Accepting Landlords

- Cedargate Apartments - 937-832-2884
- Meadows of Martindale Union LLC - 937-540-8095
- Greenglen Gardens - 937-718-8347

OAKWOOD, OHIO

Oakwood, Ohio, is a highly desirable suburb of Dayton, renowned for its exceptional amenities and community-oriented atmosphere. The city is known for its top-rated school system, Oakwood City Schools, which consistently ranks among the best in the state, making it an ideal place for families. Oakwood features beautiful, tree-lined streets and a variety of well-maintained parks, such as Orchardly Park and Shafor Park, offering residents ample opportunities for outdoor recreation and relaxation. The community prides itself on its historic charm, with many well-preserved homes and buildings. Oakwood's close-knit community vibe is enhanced by local events and active civic organizations. With its low crime rate, attractive housing options, and proximity to the cultural and economic amenities of Dayton, Oakwood provides a high quality of life, making it a great choice for those looking to move to the area.

Location

- Oakwood is located in central Montgomery County.
- Zipcodes: 45409, 45419

Transportation

- Access to I75, I675 & RT 35
- Access to R.T.A
- Access to reginal bike trail
- 21 min drive to Cox International Airport

Top Employers

1. Premier Health www.premierhealth.com
2. Wright-Patterson Airforce Base - www.wpafb.af.mil
3. CareSourse - www.caresource.com
4. University Of Dayton - www.udayton.edu
5. Kettering Health Network - www.ketteringhealth.org
6. Dayton Childrens Hospital - www.childrensdayton.org
7. Reynolds & Reynolds - www.reyrey.com
8. Wright State University - www.wright.edu
9. Montgomery County - www.mcohio.org
10. The Kroger Company - www.kroger.com

30 Park Ave, Oakwood, OH 45419

Schools

Elementary Schools

- Holy Angels Elementary - 223 L St. Oakwood, Ohio 45409
- Hillel Academy - 305 Sugar Camp Circle Oakwood, Ohio 45409
- Harman Elementary - 735 Harman Ave. Oakwood, Ohio 45419

Middle Schools

- Oakwood Junior - 1200 Far Hills Ave. Oakwood, Ohio 45419

High Schools

- Oakwood High - 1200 Far Hills Ave. Oakwood, Ohio 45419

Voucher Accepting Landlords

- Not Applicable

KETTERING, OHIO

Kettering, Ohio, is a vibrant suburb of Dayton known for its extensive amenities and strong community appeal. The city boasts an array of parks and recreational facilities, including the popular Delco Park and the expansive Kettering Recreation Complex, which offers activities for all ages. Kettering is home to the Fraze Pavilion, a renowned outdoor entertainment venue hosting concerts and events throughout the year. The city's education system is well-regarded, with Kettering City Schools providing excellent academic opportunities. Residents enjoy a variety of shopping, dining, and cultural experiences, particularly around the Town & Country Shopping Center. With a commitment to safety, a diverse housing market, and convenient access to Dayton's metropolitan amenities, Kettering offers a high quality of life, making it an attractive choice for potential movers.

Location

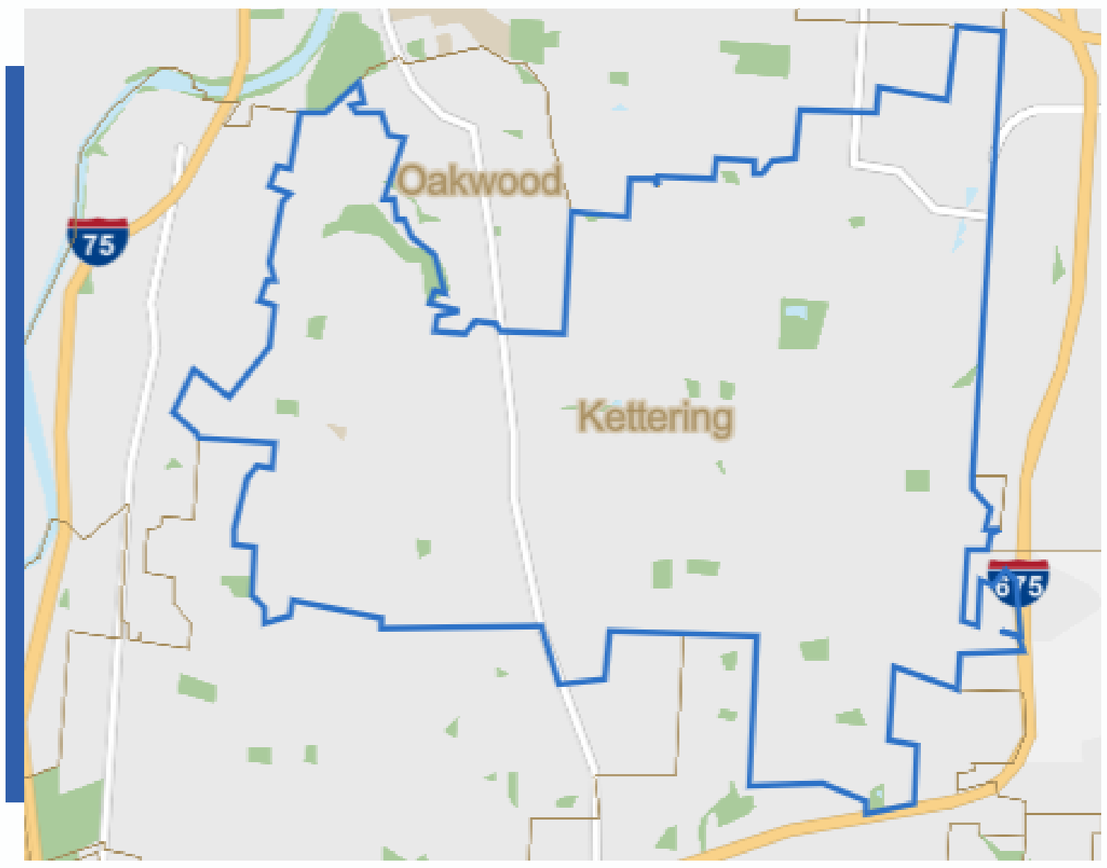
- Kettering is located in central Montgomery County.
- Zipcodes: 45420, 45429, 45430, 45432, 45439, 45440

Transportation

- Access to I75, I675 & RT 35
- Access to R.T.A
- Access to reginal bike trail
- 24 min drive to Cox International Airport

Top Employers

1. Premier Health www.premierhealth.com
2. Wright-Patterson Airforce Base - www.wpafb.af.mil
3. CareSourse - www.caresource.com
4. University Of Dayton - www.udayton.edu
5. Kettering Health Network - www.ketteringhealth.org
6. Dayton Childrens Hospital - www.childrensdayton.org
7. Reynolds & Reynolds - www.reyrey.com
8. Wright State University - www.wright.edu
9. Montgomery County - www.mcohio.org
10. The Kroger Company - www.kroger.com



CITY OF KETTERING

3600 Shroyer Road
Kettering, Ohio 45429
(937) 296-2412

Schools

Elementary Schools

- Beavertown Elementary - 2700 Wilmington Pike, Kettering, Ohio 45419
- Greenmont Elementary - 1 E. Wren Circle, Kettering, Ohio 45420
- Prass Elementary - 2601 Parlawn Drive, Kettering, Ohio 45440
- Oakview Elementary - 4001 Ackerman Blvd. Kettering, Ohio 45429
- JF Kennedy Elementary - 5030 Polen Drive, Kettering, Ohio 45440

Middle Schools

- Van Buren - 3775 Shroyer Road, Kettering, Ohio 45429
- Kettering Middle - 3000 Glengarry Drive, Kettering, Ohio 45420

High Schools

- Fairmont High - 3301 Shroyer Road, Kettering, Ohio 45429
- The Miami Valley School - 5151 Denise Drive, Kettering, Ohio 45429

Voucher Accepting Landlords

- Greenglen Gardens - 937-718-8347
- Miami Valley Housing - 937-263-4449
- Shroyer Estates Rental LLC - 937-760-0057
- MVIO - 937-245-1099
- Jet Homes LLC - 937-684-2323

CENTERVILLE, OHIO

Centerville, Ohio, is a welcoming suburb of Dayton that offers a wealth of amenities and a strong sense of community, making it an excellent choice for relocation. Known for its top-rated Centerville City Schools, the area is particularly attractive to families seeking quality education. Centerville boasts a variety of parks and recreational facilities, such as Stubbs Park, which features walking trails, a large amphitheater for concerts, and scenic picnic areas. The historic downtown area, known as Uptown, adds charm with its unique shops, dining options, and regular community events. The city's low crime rate, diverse housing options, and proximity to major highways provide convenience and security. With its blend of suburban comfort and easy access to Dayton's cultural and economic resources, Centerville offers a high quality of life for residents.

Location

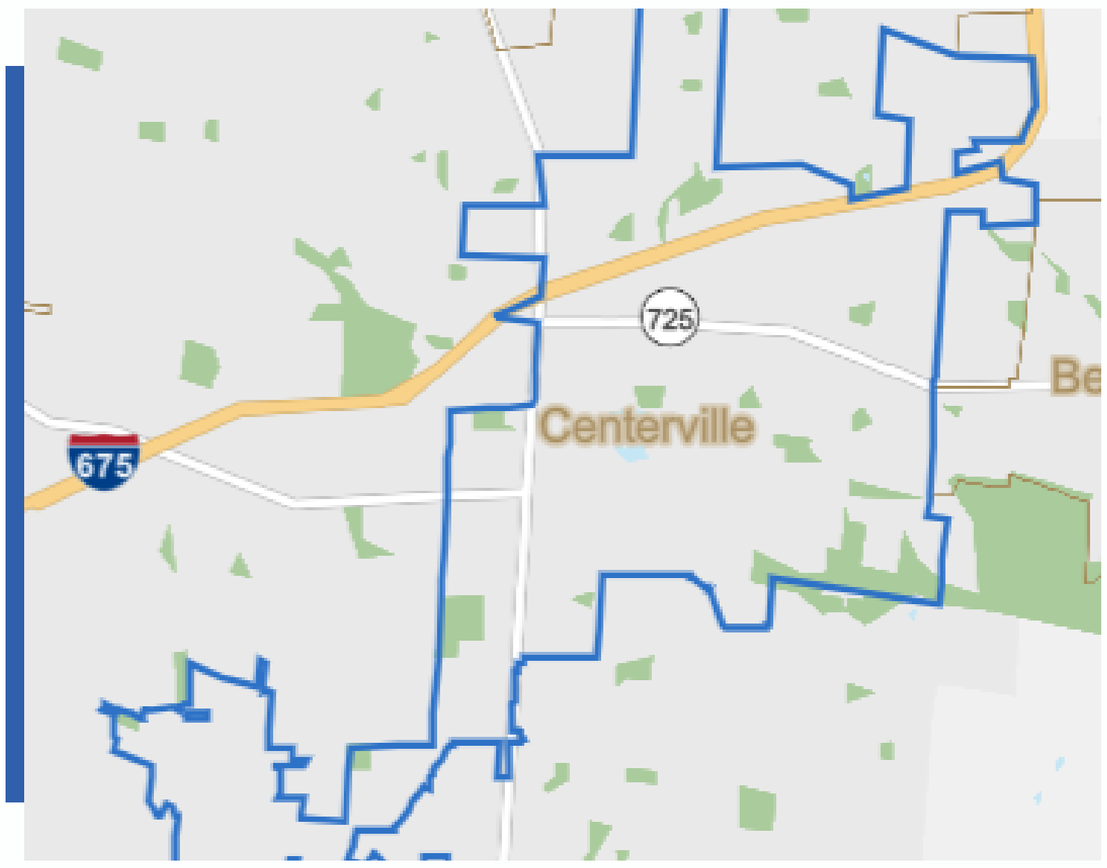
- Centerville is located south of Dayton in Montgomery County.
- Zipcode: 45440, 45458, 45459

Transportation

- Access to I75, I675
- Access to R.T.A
- Access to reginal bike trail
- 30 min drive to Cox International Airport

Top Employers

1. Premier Health www.premierhealth.com
2. Wright-Patterson Airforce Base - www.wpafb.af.mil
3. CareSourse - www.caresource.com
4. University Of Dayton - www.udayton.edu
5. Kettering Health Network - www.ketteringhealth.org
6. Dayton Childrens Hospital - www.childrensdayton.org
7. Reynolds & Reynolds - www.reyrey.com
8. Wright State University - www.wright.edu
9. Montgomery County - www.mcohio.org
10. The Kroger Company - www.kroger.com



CITY OF Centerville OHIO

100 W Spring Valley Pike, Dayton, OH 45458

Schools

Elementary Schools

- Dr. John Hole - 180 W. Whipp Road Centerville, Ohio 45459
- Centerville Primary Village South - 8388 Paragon Road Centerville, Ohio 45458
- Weller Elementary - 9600 Sheehan Road, Centerville, Ohio 45458
- Spring Valley Academy - 1461 E. Spring Valley Pike, Centerville , Ohio 45458

Middle Schools

- Hadley E Watts - 7056 McEwen Road. Dayton, Ohio 45459
- Magsi Middle - 192 W. Franklin Street Centerville, Ohio 45459
- Tower Heights Middle - 195 N. Johanna Drive Centerville, Ohio 45459

High Schools

- Centerville High - 500 E Franklin Street Centerville, Ohio 45459
- School of Possibilities - 105 Virginia Avenue Centerville, Ohio 45458

Voucher Accepting Landlords

- MVHO PBV - 937-263-4449
- Emunah Realty LLC - 513-846-0546

MIAMISBURG, OHIO

Miamisburg, Ohio, is a charming city that offers an array of amenities and a warm, community-focused atmosphere, making it an appealing choice for new residents. Known for its rich history and well-preserved downtown area, Miamisburg features unique shops, local eateries, and cultural events that foster a vibrant community spirit. The city is home to the scenic Riverfront Park, which hosts concerts, festivals, and provides access to the Great Miami River for kayaking and fishing. Miamisburg's highly regarded school system and family-friendly environment make it particularly attractive to families. Additionally, the area offers affordable housing options and a safe, welcoming neighborhood. With its blend of historic charm, modern amenities, and convenient proximity to the larger Dayton area, Miamisburg presents an excellent living experience for individuals and families alike.

Location

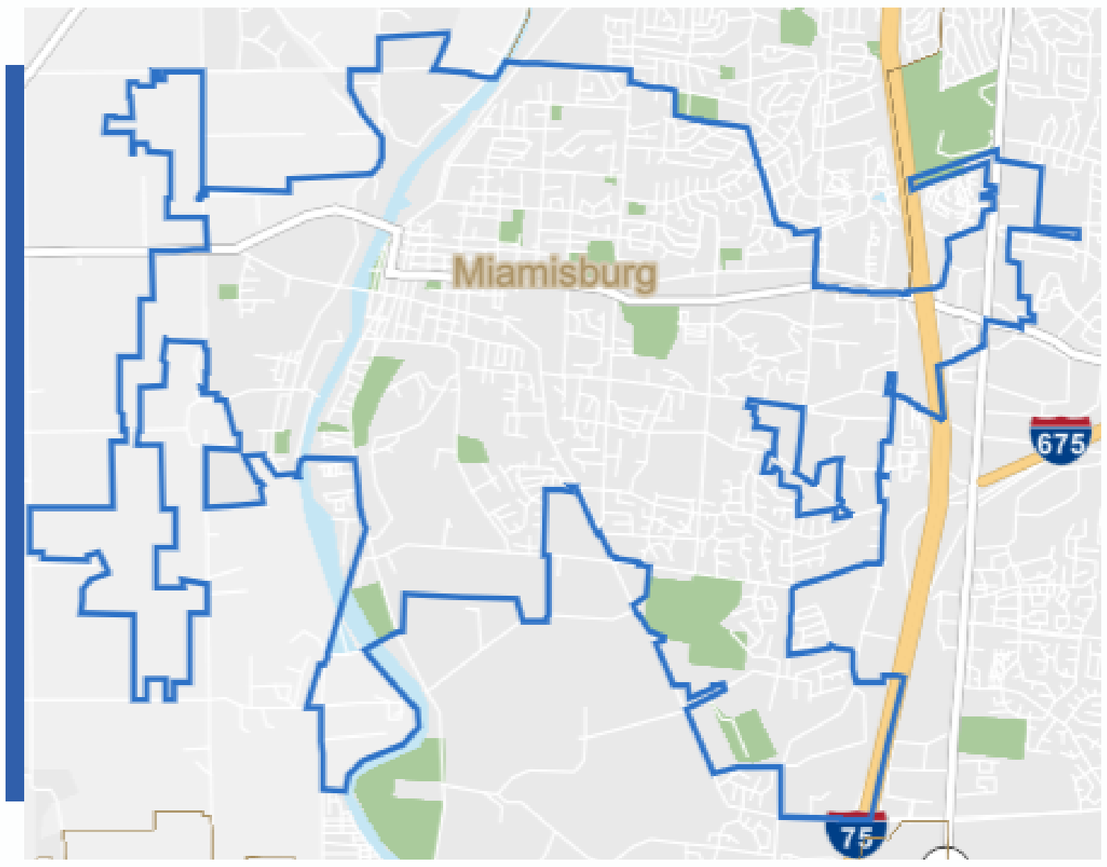
- Miamisburg is located southwest of Dayton in Montgomery County.
- Zipcodes: 45342, 45343

Transportation

- Access to I75, I675
- Access to R.T.A
- Access to reginal bike trail
- 28 min drive to Cox International Airport

Top Employers

1. Premier Health www.premierhealth.com
2. Wright-Patterson Airforce Base - www.wpafb.af.mil
3. CareSourse - www.caresource.com
4. University Of Dayton - www.udayton.edu
5. Kettering Health Network - www.ketteringhealth.org
6. Dayton Childrens Hospital - www.childrensdayton.org
7. Reynolds & Reynolds - www.reyrey.com
8. Wright State University - www.wright.edu
9. Montgomery County - www.mcohio.org
10. The Kroger Company - www.kroger.com



CITY OF MIAMISBURG
OHIO'S STAR CITY

10 N. First Street
Miamisburg, OH 45342

Schools

Elementary Schools

- Mark Twain Elementary - 1860 Belvo Road, Miamisburg, Ohio 45342
- Mound Elementary - 1108 Range Avenue Miamisburg, Ohio 45342
- Bear Elementary - 545 School Street Miamisburg, Ohio 45342
- Kinder Elementary - 536 E Central Avenue Miamisburg, Ohio 45342

Middle Schools

- Miamisburg Middle - 8668 Miamisburg Springboro Road Miamisburg, Ohio 45342

High Schools

- Miamisburg High - 1860 Belvo Road Miamisburg, Ohio 45342

Voucher Accepting Landlords

- Joseph W. Walker - 937-434-2885
- Pedcor Investments - 937-866-0160
- Agora Realty - 937-218-1900

GERMANTOWN, OHIO

Germantown, Ohio, is a picturesque village that offers a blend of historical charm and modern amenities, making it an inviting place to call home. The town is known for its well-preserved historic district, featuring quaint shops, local eateries, and beautifully maintained 19th-century architecture. Germantown MetroPark, one of the area's standout attractions, provides extensive trails, picnic areas, and opportunities for wildlife observation, appealing to outdoor enthusiasts. The community prides itself on its strong, close-knit atmosphere, with local events such as the Pretzel Festival fostering a sense of togetherness. Germantown's schools are well-regarded, offering quality education in a supportive environment. With its affordable cost of living, safe neighborhoods, and convenient access to the amenities of the larger Dayton metropolitan area, Germantown presents a compelling choice for those seeking a serene yet connected lifestyle.

Location

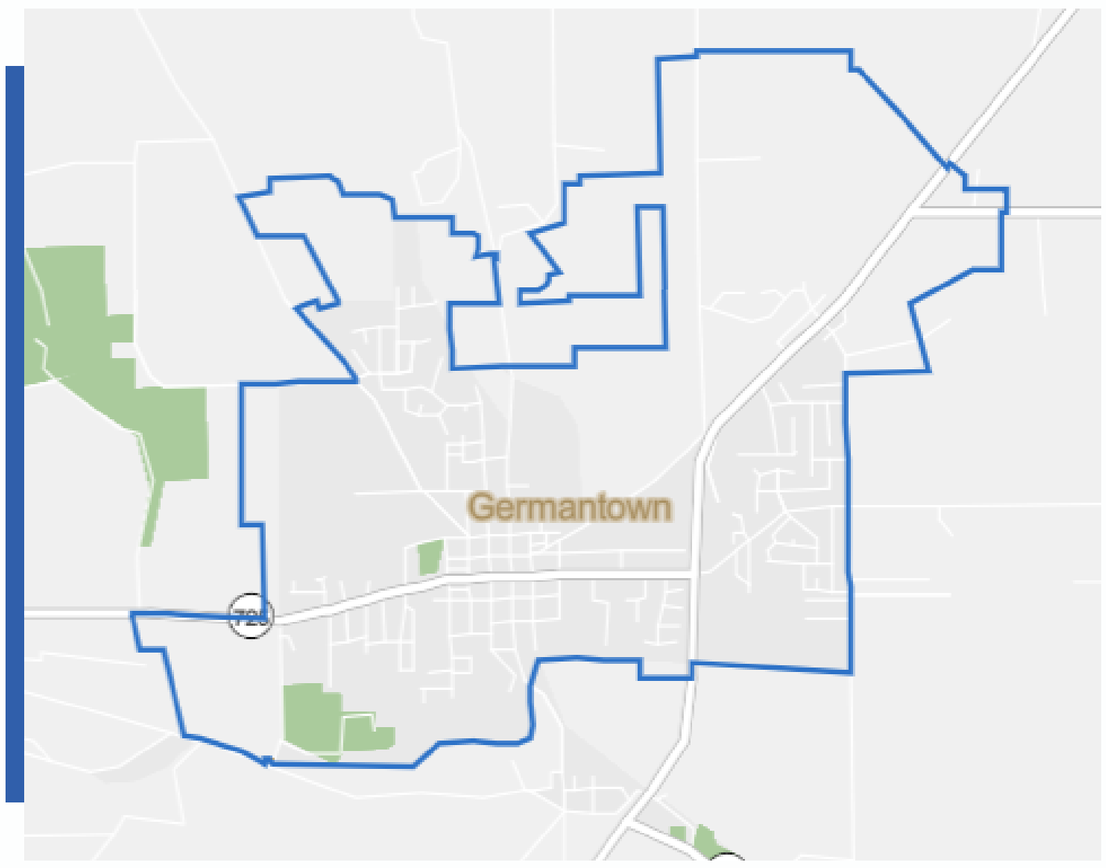
- Germantown is located southwest of Dayton in Montgomery County.
- Zipcodes: 45327

Transportation

- Access St. Rt. 4
- No direct access to R.T.A
- Access to Reginal Bike Trail
- 32 min drive to Cox International Airport

Top Employers

1. Premier Health www.premierhealth.com
2. Wright-Patterson Airforce Base - www.wpafb.af.mil
3. CareSourse - www.caresource.com
4. University Of Dayton - www.udayton.edu
5. Kettering Health Network - www.ketteringhealth.org
6. Dayton Childrens Hospital - www.childrensdayton.org
7. Reynolds & Reynolds - www.reyrey.com
8. Wright State University - www.wright.edu
9. Montgomery County - www.mcohio.org
10. The Kroger Company - www.kroger.com



1 North Plum Street
Germantown, Ohio 45327

Schools

Elementary Schools

- Valley View Primary - 110 Comstock Street Germantown, Ohio 45327

Middle Schools

- Valley View Intermediate - 64 Comstock Street Germantown, Ohio 45327

High Schools

- Valley View High - 6027 Farmersville Germantown Pike Germantown, Ohio 45327

Voucher Accepting Landlords

- Arlington Apartments LLC - 937-327-5233

UNION, OHIO

Union, Ohio, is a welcoming small city nestled in Montgomery County, offering a perfect balance of suburban comfort and easy access to the broader Dayton region. Home to around 6,400 residents, Union is known for its safe neighborhoods, strong sense of community, and family-friendly atmosphere. The city boasts well-maintained parks like Union Community Park, quality public services, and a highly rated school system within the Northmont City School District. With a median home value of approximately $160,000 and a cost of living below the national average, Union provides an affordable and appealing environment for families, retirees, and young professionals alike. Community events, local sports, and civic engagement contribute to Union's tight-knit charm, making it an ideal place to call home.

Location

- Union is located northwest of Dayton in Montgomery County.
- Zipcodes: 45322

Transportation

- Access St. Rt. 47 & Interstate 70
- Direct access to R.T.A
- No access to Reginal Bike Trail
- 12 min drive to Cox International Airport

Top Employers

1. Premier Health www.premierhealth.com
2. Wright-Patterson Airforce Base - www.wpafb.af.mil
3. CareSourse - www.caresource.com
4. University Of Dayton - www.udayton.edu
5. Kettering Health Network - www.ketteringhealth.org
6. Dayton Childrens Hospital - www.childrensdayton.org
7. Reynolds & Reynolds - www.reyrey.com
8. Wright State University - www.wright.edu
9. Montgomery County - www.mcohio.org
10. The Kroger Company - www.kroger.com

118 North Main Street
Union, OH 45322

Schools

Elementary Schools

- Kleptz Early Learning Center
- 1100 National Road, Clayton, OH 45315
- Serves Pre-K to 1st grade

- Union Elementary School
- 418 W. Martindale Road, Union, OH 45322
- Serves grades 2-6

Middle Schools

- Northmont Middle School
- 4810 W. National Road, Clayton, OH 45315
- Serves grades 7-8

High Schools

- Northmont High School
- 4916 W. National Road, Clayton, OH 45315
- Serves grades 9-12

Voucher Accepting Landlords

N/A

BROOKVILLE, OHIO

Brookville, Ohio, is a charming and close-knit city located just 15 miles northwest of Dayton, offering a welcoming small-town atmosphere with the conveniences of nearby urban amenities. Home to approximately 5,800 residents, Brookville is known for its well-maintained neighborhoods, top-rated schools within the Brookville Local School District, and a strong sense of community. The city features a vibrant downtown area with local shops and dining, as well as beautiful green spaces like Golden Gate Park and the nearby Sycamore State Park–ideal for hiking, fishing, and family outings. With a median home value around $175,000 and a cost of living below the national average, Brookville provides an affordable, safe, and family-friendly environment. Community events, active civic organizations, and easy access to I-70 make Brookville a desirable place to live for those seeking a peaceful yet well-connected lifestyle.

Location

- Brookville is located northwest of Dayton in Montgomery County.
- Zipcodes: 45309

Transportation

- Access St. Rt. 47 & Interstate 70
- Direct access to R.T.A
- Access to Reginal Bike Trail
- 20 min drive to Cox International Airport

Top Employers

1. Premier Health www.premierhealth.com
2. Wright-Patterson Airforce Base - www.wpafb.af.mil
3. CareSourse - www.caresource.com
4. University Of Dayton - www.udayton.edu
5. Kettering Health Network - www.ketteringhealth.org
6. Dayton Childrens Hospital - www.childrensdayton.org
7. Reynolds & Reynolds - www.reyrey.com
8. Wright State University - www.wright.edu
9. Montgomery County - www.mcohio.org
10. The Kroger Company - www.kroger.com

THE MUNICIPALITY OF BROOKVILLE, OHIO
INCORPORATED 1874 A.D.

301 Sycamore St, Brookville, OH 45309 ·

Schools

Elementary Schools

- Brookville Elementary School
- 2 Blue Pride Drive, Brookville, OH 45309
- (937) 833-6796
- Grades: Pre-K through 3rd

Middle Schools

- Brookville Intermediate School
- 3 Blue Pride Drive, Brookville, OH 45309
- (937) 833-6731
- Grades: 4th through 8th

High Schools

- Brookville High School
- 1 Blue Pride Drive, Brookville, OH 45309
- (937) 833-6761
- Grades: 9th through 12th

Voucher Accepting Landlords

N/A

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

A Good Place to Live!

Introduction

Having a good place to live is important. Through your Public Housing Agency (or PHA) the Section 8 Certificate Program and the Housing Voucher Program help you to rent a good place. You are free to choose any house or apartment you like, as long as it meets certain requirements for quality. Under the Section 8 Certificate Program, the housing cannot cost more than the Fair Market Rent. However, under the Housing Voucher Program, a family may choose to rent an expensive house or apartment and pay the extra amount. Your PHA will give you other information about both programs and the way your part of the rent is determined.

Housing Quality Standards

Housing quality standards help to insure that your home will be safe, healthy, and comfortable. In the Section 8 Certificate Program and the Housing Voucher Program there are two kinds of housing quality standards.
Things that a home must have in order approved by the PHA, and
Additional things that you should think about for the special needs of your own family. These are items that you can decide.

The Section 8 Certificate Program and Housing Voucher Program

The Section 8 Certificate Program and Housing Voucher Program allow you to *choose* a house or apartment that you like. It may be where you are living now or somewhere else. The *must have* standards are very basic items that every apartment must have. But a home that has all of the *must have* standards may still not have everything you need or would like. With the help of Section 8 Certificate Program or Housing Voucher Program, you *should* be able to afford a good home, so you should think about what you would like your home to have. You may want a big kitchen or a lot of windows or a first floor apartment. Worn wallpaper or paint may bother you. Think of these things as you are looking for a home. Please take the time to read A Good Place to Live. If you would like to stay in your present home, use this booklet to see if your home meets the housing quality standards. If you want to move, use it each time you go to look for a new house or apartment, and good luck in finding your good place to live.
Read each section carefully. After you find a place to live, you can start the *Request for Lease Approval* process. You may find a place you like that has some problems with it. Check with your PHA about what to do, since it may be possible to correct the problems.

The Requirements

Every house or apartment must have at least a living room, kitchen, and bathroom. A one-room efficiency apartment with a kitchen area is all right. However, there must be a separate bathroom for the private use of your family. Generally there must be one living/sleeping room for every two family members.

1. Living Room

The Living Room must have:

Ceiling
A ceiling that is in good condition.

- Not acceptable are large cracks or holes that allow drafts, severe bulging, large amounts of loose or falling surface material such as plaster.

Walls
Walls that are in good condition.

- Not acceptable are large cracks or holes that allow drafts, severe bulging or leaning, large amounts of loose or falling surface material such as plaster.

Electricity
At least two electric outlets, or one outlet and one permanent overhead light fixture.
Do not count table or floor lamps, ceiling lamps plugged into a socket, and extension cords: they are not permanent.

- Not acceptable are broken or frayed wiring, light fixtures hanging from wires with no other firm support (such as a chain), missing cover plates on switches or outlets, badly cracked outlets.

Floor
A floor that is in good condition.

- Not acceptable are large cracks or holes, missing or warped floorboards or covering that could cause someone to trip.

Window
At least one window. Every window must be in good condition.

- Not acceptable are windows with badly cracked, broken or missing panes, and windows that do not shut or, when shut, do not keep out the weather.

Lock
A lock that works on all windows and doors that can be reached from the outside, a common public hallway, a fire escape, porch or other outside place that cannot be reached from the ground. A window that cannot be opened is acceptable.

Paint

- No peeling or chipping paint if you have children under the age of seven and the house or apartment was built before 1978.

You should also think about:

- The types of locks on windows and doors
  -- Are they safe and secure?
  -- Have windows that you might like to open been nailed shut?

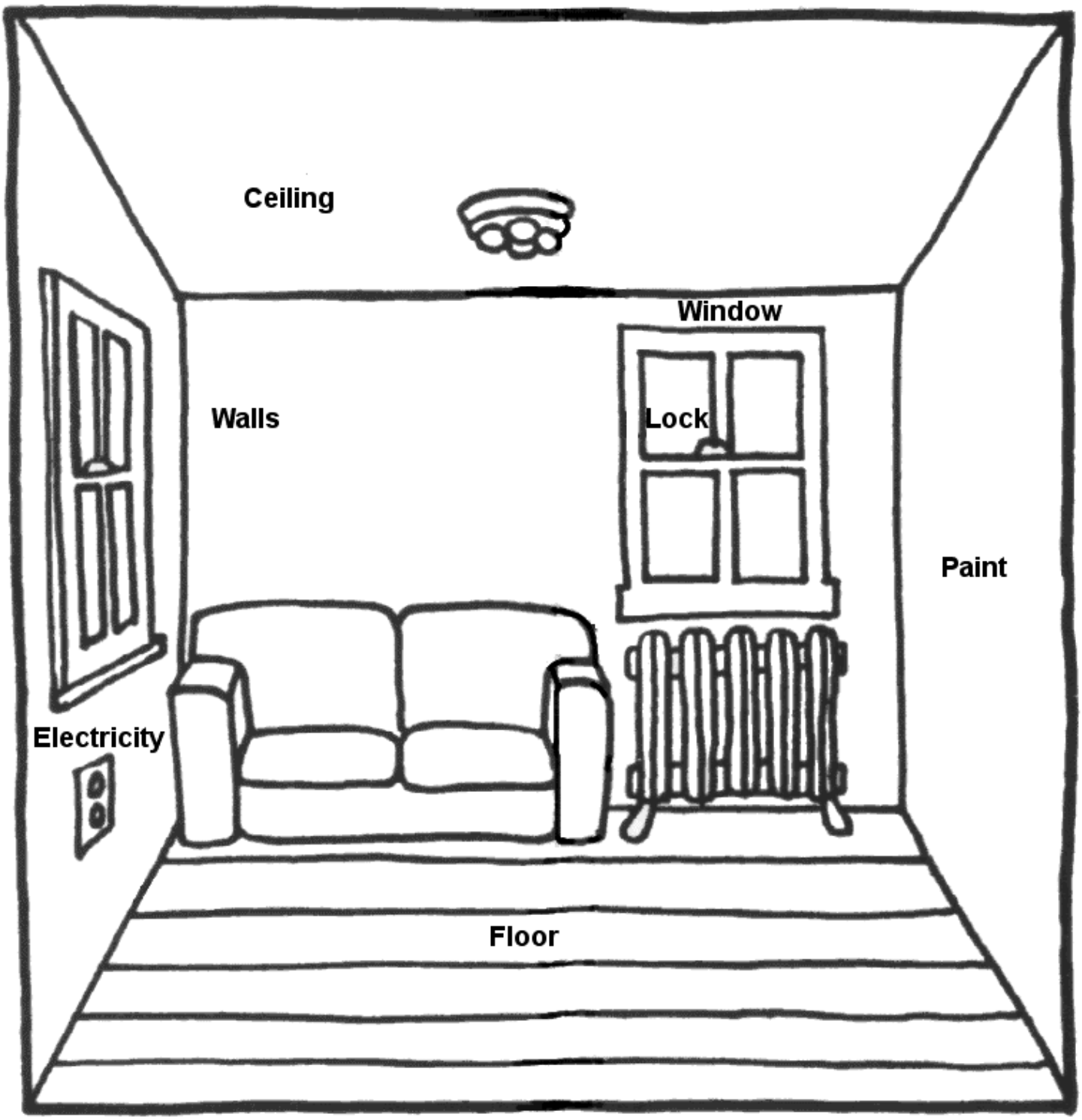
- The condition of the windows.
  -- Are there small cracks in the panes?

- The amount of weatherization around doors and windows.
  -- Are there storm windows?
  -- Is there weather stripping? If you pay your own utilities, this may be important.

- The location of electric outlets and light fixtures.

- The condition of the paint and wallpaper
  -- Are they worn, faded, or dirty?

- The condition of the floor.
  -- Is it scratched and worn?


Ceiling
Window
Walls
Lock
Paint
Electricity
Floor

2. Kitchen

The Kitchen must have:

Ceiling
A ceiling that is in good condition.

- Not acceptable are large cracks or holes that allow drafts, severe bulging, large amounts of loose or falling surface material such as plaster.

Storage
Some space to store food.

Electricity
At least one electric outlet and one permanent light fixture.
Do not count table or floor lamps, ceiling lamps plugged into a socket, and extension cards; they are not permanent.

- Not acceptable are broken or frayed wiring, light fixtures hanging from wires with no other firm support (such as a chain), missing cover plates on switches or outlets, badly cracked outlets.

Stove and Oven
A stove (or range) and oven that works (This can be supplied by the tenant)

Floor
A floor that is in good condition.
Not acceptable are large cracks or holes, missing or warped floorboards or covering that could cause someone to trip.

Preparation Area
Some space to prepare food.

Paint
No peeling or chipping paint if you have children under the age of seven and the house or apartment was built before 1978.

Window
If there is a window, it must be in good condition.

Lock
A lock that works on all windows and doors that can be reached from the outside, a common public hallway, a fire escape, porch or other outside place that can be reached from the ground. A window that cannot be opened is acceptable.

Walls
Walls that are in good condition.

- Not acceptable are large cracks or holes that allow drafts, severe bulging or leaning, large amounts of loose or falling surface material such as plaster.

Serving Area
Some space to serve food.

- A separate dining room or dining area in the living room is all right.

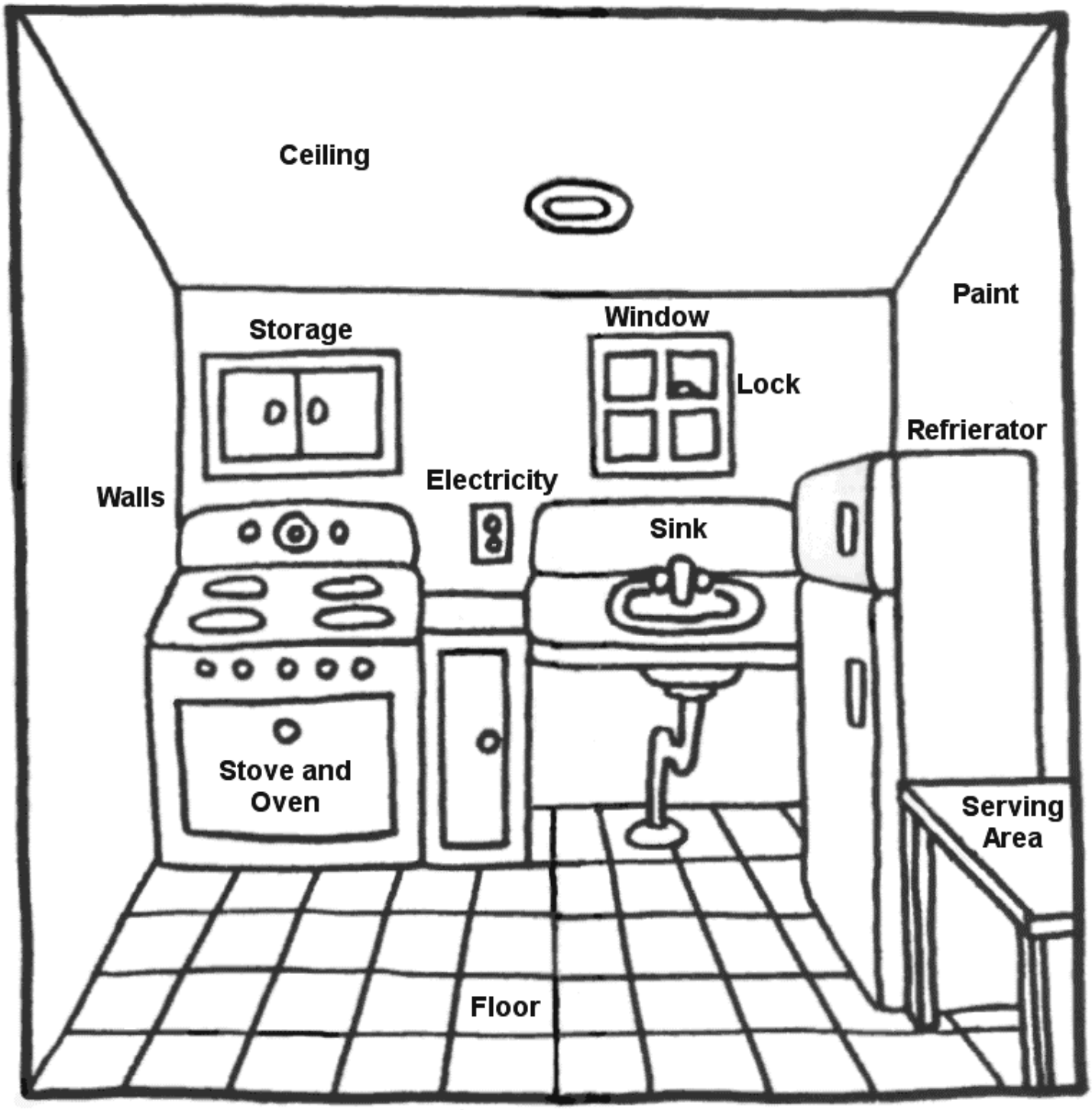
Refrigerator
A refrigerator that keeps temperatures low enough so that food does not spoil. (This can be supplied by the tenant.)

Sink
A sink with hot and cold running water.

- A bathroom sink will not satisfy this requirement.

You should also think about:

- The size of the kitchen.
- The amount, location, and condition of space to store, prepare, and serve food. Is it adequate for the size of your family?
- The size, condition, and location of the refrigerator. Is it adequate for the size of your family?
- The size, condition, and location of your sink.
- Other appliances you would like provided.
- Extra outlets.


Ceiling
Paint
Storage
Window
Lock
Refrierator
Walls
Electricity
Sink
Stove and
Oven
Serving
Area
Floor

3. Bathroom

The Bathroom must have:

Ceiling
A ceiling that is in good condition.

- Not acceptable are large cracks or holes that allow drafts, severe bulging, large amounts of loose or falling surface material such as plaster.

Window
A window that opens or a working exhaust fan.

Lock
A lock that works on all windows and doors that can be reached from the outside, a common public hallway, a fire escape, porch or other outside place that can be reached from the ground.

Toilet
A flush toilet that works.

Tub or Shower
A tub or shower with hot and cold running water.

Floor
A floor that is in good condition.

- Not acceptable are large cracks or holes, missing or warped floorboards or covering that could cause someone to trip.

Paint

- No chipping or peeling paint if you have children under the age of seven and the house or apartment was built before 1978.

Walls
Walls that are in good condition.

- Not acceptable are large cracks or holes that allow drafts, severe bulging or leaning, large amounts of loose or falling surface such as plaster.

Electricity
At least one permanent overhead or wall light fixture.

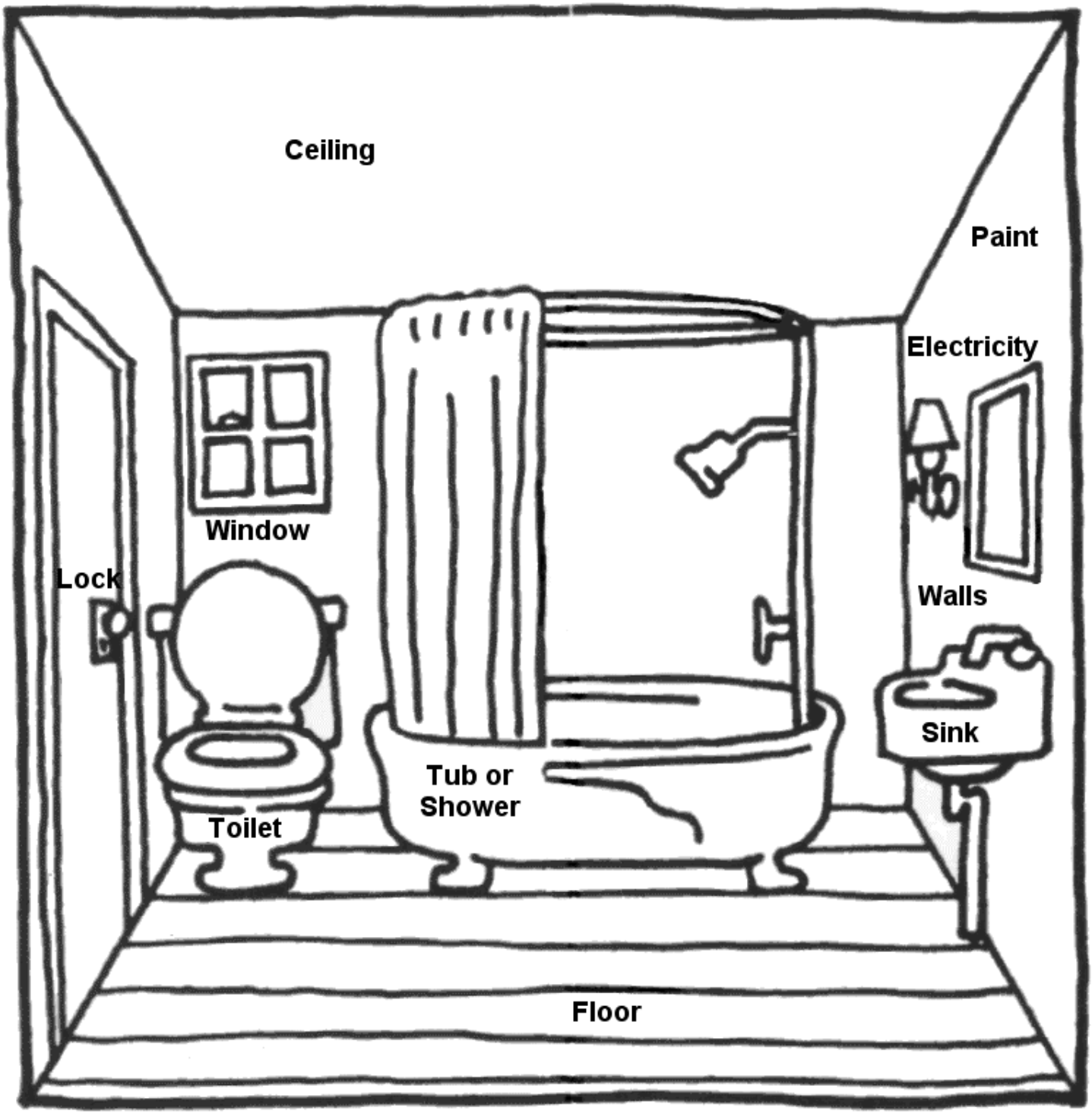
- Not acceptable are broken or frayed wiring, light fixtures hanging from wires with no other firm support (such as a chain), missing cover plates on switches or outlets, badly cracked outlets.

Sink
A sink with hot and cold running water.

- A kitchen sink will not satisfy this requirement.

You should also think about:

- The size of the bathroom and the amount of privacy.
- The appearances of the toilet, sink, and shower or tub.
- The appearance of the grout and seal along the floor and where the tub meets the wall.
- The appearance of the floor and walls.
- The size of the hot water heater.
- A cabinet with a mirror.


Ceiling
Paint
Electricity
Window
Lock
Walls
Sink
Tub or
Shower
Toilet
Floor

4. Other Rooms

Other rooms that are lived in include: bedrooms, dens, halls, and finished basements or enclosed, heated porches. The requirements for other rooms that are lived in are similar to the requirements for the living room as explained below.

Other Rooms Used for Living must have:

Ceiling
A ceiling that is in good condition.

- Not acceptable are large cracks or holes that allow drafts, severe bulging, large amounts of loose or falling surface material such as plaster,

Walls
Walls that are in good condition.

- Not acceptable are large cracks or holes that allow drafts, severe bulging or leaning, large amounts of loose or falling surface material such as plaster.

Paint

- No chipping or peeling paint if you have children under the age of seven and the house or apartment was built before 1978.

Electricity in Bedrooms
Same requirement as for living room.

In All Other Rooms Used for Living: There is no specific standard for electricity, but there must be either natural illumination (a window) or an electric light fixture or outlet.

Floor
A floor that is in good condition.

- Not acceptable are large cracks or holes, missing or warped floorboards or covering that could cause someone to trip.

Lock
A lock that works on all windows and doors that can be reached from the outside, a common public hallway, a fire escape, porch or other outside place that can be reached from the ground.

Window
At least one window, which must be openable if it was designed to be opened, in every rooms used for sleeping. Every window must be in good condition.

- Not acceptable are windows with badly cracked, broken or missing panes, and windows that do not shut or, when shut, do not keep out the weather.

Other rooms that are not lived in may be: a utility room for washer and dryer, basement or porch. These must be checked for security and electrical hazards and other possible dangers (such as walls or ceilings in danger of falling), since these items are important for the safety of your entire apartment. You should also look for other possible dangers such as large holes in the walls, floors, or ceilings, and unsafe stairways. Make sure to look for these things in all other rooms not lived in.

You should also think about:

- What you would like to do with the other rooms.
  -- Can you use them the way you want to?

- The type of locks on windows and doors.
  -- Are they safe and secure?
  -- Have windows that you might like to open been nailed shut?

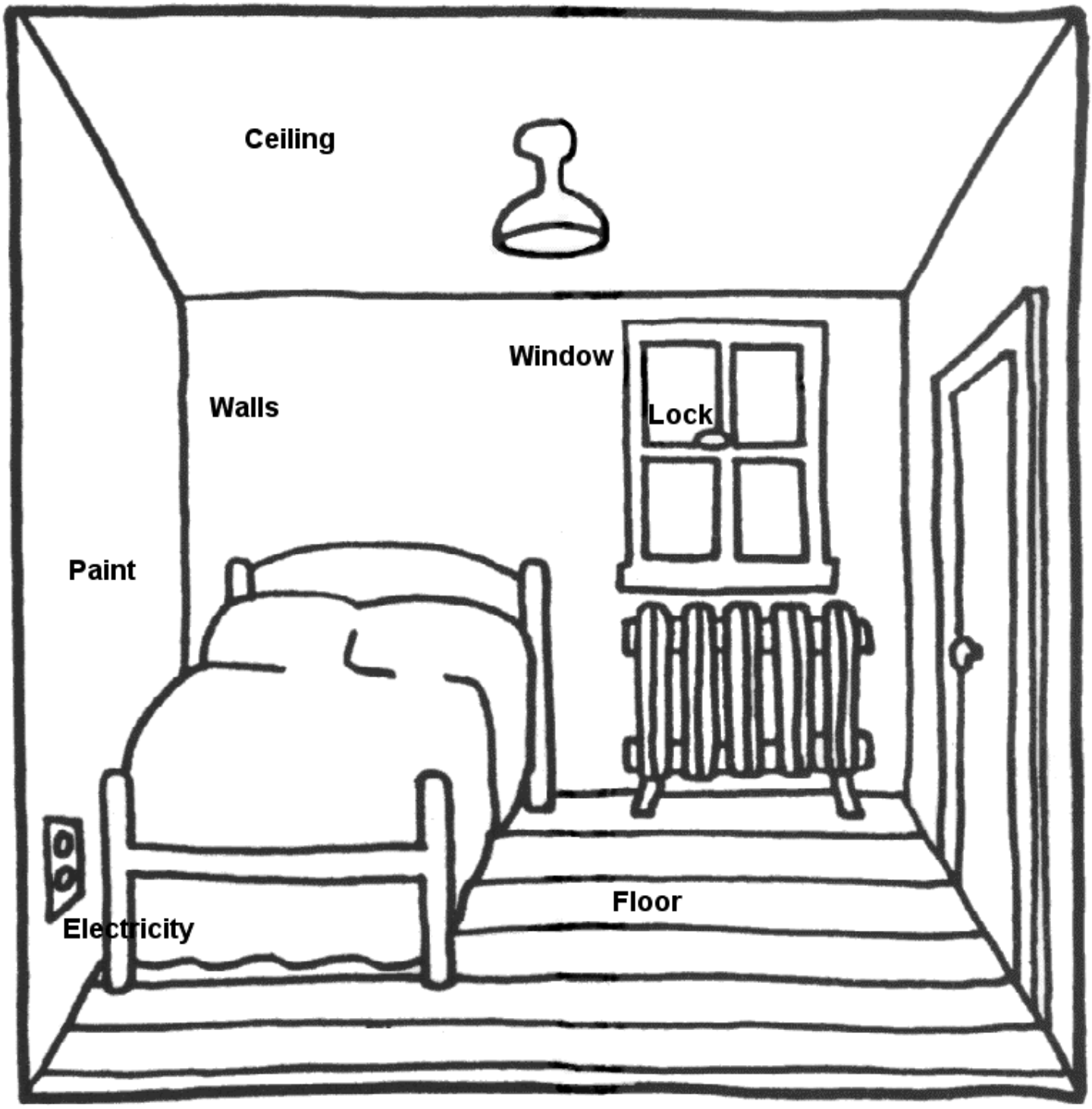
- The condition of the windows.
  -- Are there small cracks in the panes?

- The amount of weatherization windows.
  -- Are there storm windows?
  -- Is there weather-stripping? If you pay your own utilities, this may be important.

- The location of electric outlets and light fixtures.

- The condition of the paint and wallpaper
  -- Are they worn, faded, or dirty?

- The condition of the floors.
  -- Are they scratched and worn?


Ceiling
Window
Walls
Lock
Paint
Floor
Electricity

5. Building Exterior, Plumbing, and Heating

The Building must have:

Roof
A roof in good condition that does not leak, with gutters and downspouts, if present, in good condition and securely attached to the building.

- Evidence of leaks can usually be seen from stains on the ceiling inside the building.

Outside Handrails
Secure handrails on any extended length of stairs (e.g. generally four or more steps) and any porches, balconies, or decks that are 30 inches or more above the ground.

Walls
Exterior walls that are in good condition, with no large holes or cracks that would let a great amount of air get inside.

Foundation
A foundation in good condition that has no serious leaks.

Water Supply
A plumbing system that is served by an approvable public or private water supply system. Ask the manager or owner.

Sewage
A plumbing system that in connected to an approvable public or private sewage disposal system. Ask the manager or owner.

Chimneys
No serious leaning or defects (such as big cracks or many missing bricks) in any chimneys.

Paint
No cracking, peeling, or chipping paint if you have children under the age of seven and the house or apartment was built before 1978.

- This includes exterior walls, stairs, decks, porches, railings, windows, and doors.

Cooling
Some windows that open, or some working ventilation or cooling equipment that can provide air circulation during warm months.

Plumbing
Pipes that are in good condition, with no leaks and no serious rust that causes the water to be discolored.

Water Heater
A water heater located, equipped, and installed in a safe manner. Ask the manager.

Heat
Enough heating equipment so that the unit can be made comfortably warm during cold months.

- Not acceptable are space heaters (or room heaters) that burn oil or gas and are not vented to a chimney. Space heaters that are vented may be acceptable if they can provide enough heat.

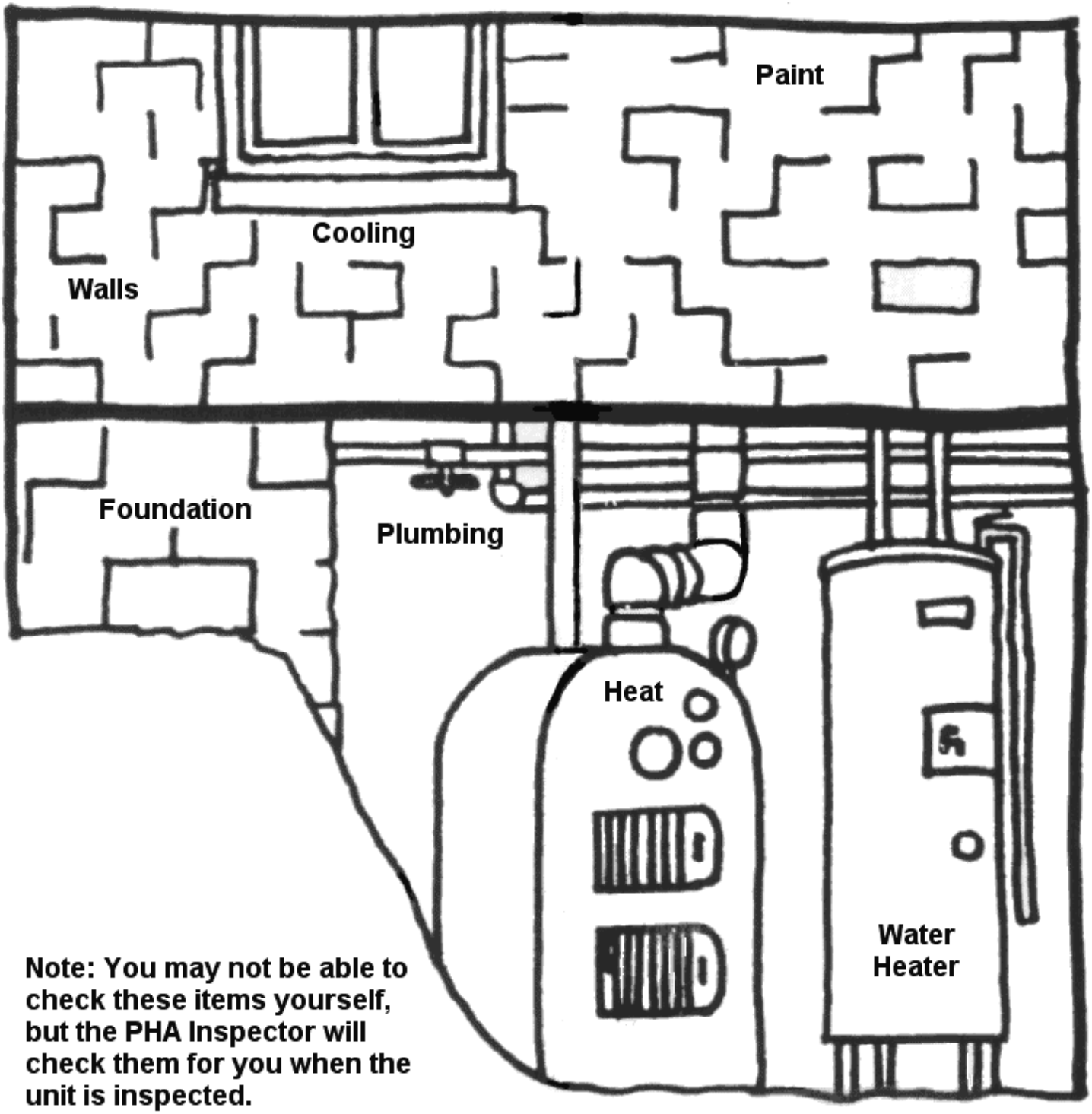
You should also think about:

- How well maintained the apartment is.

- The type of heating equipment.
  --Will it be able to supply enough heat for you in the winter, to all rooms used for living?

- The amount and type of weatherization and its affect on utility costs.
  -- Is there insulation?
  -- Are there storm windows?
  -- Is there weather-stripping around the windows and doors?

- Air circulation or type of cooling equipment (if any).
  -- Will the unit be cool enough for you in the summer?



Note: You may not be able to check these items yourself, but the PHA Inspector will check them for you when the unit is inspected.

6. Health and Safety

The Building and Site must have:

Smoke Detectors
At least one working smoke detector on each level of the unit, including the basement. If any member of your family is hearing-impaired, the smoke detector must have an alarm designed for hearing-impaired persons.

Fire Exits
The building must provide an alternate means of exit in care of fire (such as fire stairs or exit through windows, with the use of a ladder if windows are above the second floor).

Elevators
Make sure the elevators are safe and work properly.

Entrance
An entrance from the outside or from a public hall, so that it is not necessary to go through anyone else's private apartment to get into the unit.

Neighborhood
No dangerous places, spaces, or things in the neighborhood such as:

- Nearby buildings that are falling down
- Unprotected cliffs or quarries
- Fire hazards
- Evidence of flooding

Garbage
No large piles of trash and garbage inside or outside the unit, or in common areas such as hallways. There must be a space to store garbage (until pickup) that is covered tightly so that rats and other animals cannot get into it. Trash should be picked up regularly.

Lights
Lights that work in all common hallways and interior stairs.

Stairs and Hallways
Interior stairs with railings, and common hallways that are safe and in good condition. Minimal cracking, peeling or chipping in these areas.

Pollution
No serious air pollution, such as exhaust fumes or sewer gas.

Rodents and Vermin
No sign of rats or large numbers of mice or vermin (like roaches).

For Manufactured Homes: Tie Downs
Manufactured homes must be place on the site in a stable manner and be free from hazards such as sliding or wind damage.

You should also think about:

- The type of fire exit.
  --Is it suitable for your family?

- How safe the house or apartment is for your family.

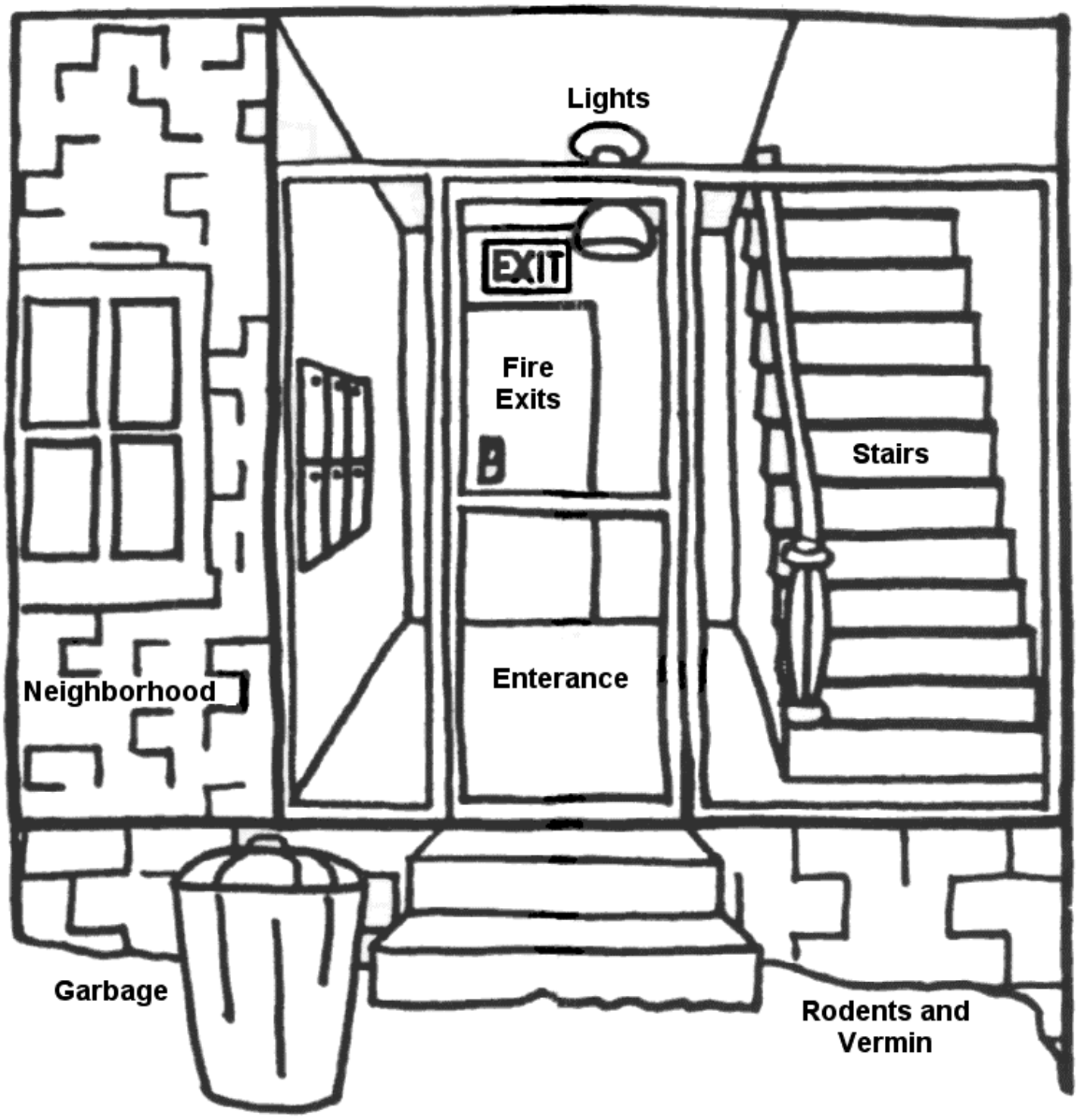
- The presence of screens and storm windows.

- Services in the neighborhood.
  --Are there stores nearby?
  --Are there schools nearby?
  --Are there hospitals nearby?
  --Is there transportation nearby?

- Are there job opportunities nearby?

- Will the cost of tenant-paid utilizes be affordable and is the unit energy-efficient?

- Be sure to read the lead-based paint brochure give to you by the PHA or owner, especially if the housing or apartment is older (built before 1978).



Note: You may not be able to check these items listed here yourself, but the PHA Inspector will check them for you when the unit is inspected.

Now that you have finished this booklet, you know that for a house or apartment to be a good place to live, it must meet two kinds of housing quality standards:

- Things it must have in order to be approved for the Section 8 Rental Certificate Program and the Rental Voucher Program.

- Additional things that you should think about for the special needs of your family.

You know that these standards apply in six areas of a house or apartment.

1. Living Room
2. Kitchen
3. Bathroom
4. Other Rooms
5. Building Exterior, Plumbing and Heating
6. Health and Safety

You know that when a house or apartment meets the housing quality standards, it will be safe, healthy, and comfortable home for your family. It will be a good place to live.

After you find a good place to live, you can begin the *Request for Lease Approval* process. When both you and the owner have signed the R*equest for Lease Approval* and the PHA has received it, an official inspection will take place. The PHA will inform both you and the owner of the inspection results.

If the house or apartment passed, a lease can be signed. There may still be some items that you or the PHA would like improved. If so, you and your PHA may be able to bargain for the improvements when you sign the lease. If the owner is not willing to do the work, perhaps you can get him or her to pay for the materials and do if yourself.

It the house or apartment fails, you and/or your PHA may try to convince the owner to make the repairs so it will pass. The likelihood of the owner making the repairs may depend on how serious or costly they are.

If it fails, all repairs must be made, and the house or apartment must be re-inspected before any lease is signed. If the owner cannot or will not repair the house or apartment, even if the repairs are minor, you must look for another home. Make sure you understand why the house or apartment failed, so that you will be more successful in your next search.

Responsibilities of the Public Housing Authority:

- Ensure that all units in the Section 8 Certificate Program and the Housing Voucher Program meet the housing quality standards.
- Inspect unit in response to Request for Lease Approval. Inform potential tenant and owner of results and necessary actions.
- Encourage tenants and owners to maintain units up to standards.
- Make inspection in response to tenant or owner complaint or request. Inform the tenant and owner of the results, necessary actions, and time period for compliance.
- Make annual inspection of the unit to ensure that it still meets the housing quality standards. Inform the tenant and owner of the results, necessary actions, and time period for compliance.

Responsibilities of the tenant:

- Live up to the terms of your lease.
- Do your part to keep the unit safe and sanitary.
- Cooperate with the owner by informing him or her of any necessary repairs.
- Cooperate with the PHA for initial, annual, and complaint inspections.

Responsibilities of the owner:

- Comply with the terms of the lease.
- Generally maintain the unit and keep it up to the housing quality standards outlined in this booklet.
- Cooperate with the tenant by responding promptly to requests for needed repairs.
- Cooperate with the PHA on initial, annual, and complaint inspections, including making necessary repairs.

BECOME A HOUSING CHOICE VOUCHER LANDLORD

Help us to combat the rising housing crisis in Montgomery County, your support is very influential for the quality of life in our community.

Benefits of Being a HCV Landlord

- Guaranteed Rent Payments
- Free Advertising
- Assistance with tenant screening
- Increased tenant retention
- Access to support services
- Access to landlord portal

CALL TODAY TO SPEAK TO OUR LANDLORD LIAISON ANDREW DIAMOND

Contact Us
937-910-5481

HOUSING CHOICE VOUCHER (HCV) MYTH-BUSTING AND BENEFITS FACT SHEET

MYTH-BUSTING FOR HCV LANDLORDS

> “Landlords can’t charge HCV participants the same rent as their non-HCV tenants.”

***FALSE*- Landlords can charge the full rent no matter who the tenant is. The housing authority must determine that the proposed rent is reasonable and is not higher than units in that area with similar amenities.[1]**

> “HCV Voucher tenants are problem tenants.”

***FALSE*- Actually, HCV tenants are typically long-term tenants, living in a unit for 7-8 years on average. There are no documented statistics showing that HCV participants are any more likely to damage units or not pay rent than are non-HCV tenants. Landlords use their own screening criteria and should screen HCV tenants as they would screen any other tenant to avoid problem tenants.[2]**

> “It is almost impossible to evict a HCV tenant when they violate the lease.”

***FALSE*- HCV tenants are bound by the terms of their rental agreements and are subject to eviction as is any non-HCV tenant.[3]**

> “If you accept one HCV Program tenant, then all of your units must be rented to HCV Program tenants.”

***FALSE*- Renting unit(s) to HCV tenants does not in itself further obligate you to rent to other HCV tenants. For each vacancy, you should follow your established policies for screening prospective tenants.**

BENEFITS OF HOUSING CHOICE VOUCHER PROGRAM FOR LANDLORDS

- **You will get timely and dependable payments from the public housing authority (PHA).** Participating, compliant landlords will receive timely and dependable housing assistance payments (HAP) each month once the HAP contract and lease are signed.[4]

- **You will get your full rental payment.** When a HCV tenant's income permanently changes, the portion of rent paid by the PHA and the tenant is adjusted to reflect this change. This provides financial protection to landlords in that if a HCV tenant's income decreases, there is a process for the PHA to pay a larger portion of the rent to the landlord so the landlord continues to receive a full rental payment.[5]

- **You will receive regular inspections.** Some landlords appreciate the routine inspections because they provide an opportunity to check on the condition of the unit. This can result in identifying maintenance needs that may have otherwise gone unnoticed for some time. Landlords that own or manage properties across wide geographies in particular tend to appreciate the value in having a routine, objective inspection of their rental units.

- **You may request annual reasonable rent increases.** Compliant landlords may request a rent increase at the annual anniversary of the HAP contract by written notice to the PHA.[6]

- **You have the opportunity to help low-income elderly, disabled, and veteran households, as well as families with children by providing affordable housing.** More than 50 percent of vouchers serve elderly or non-elderly disabled families. About 45 percent of vouchers assist single-parent families.

Resources

[1] 24 CFR § Part 982.507

[2] 24 CFR § Part 982.307

[3] 24 CFR § Part 982.310

[4] HAP: is the monthly assistance payment by a PHA, which is defined in 24 CFR 982.4 to include:
(1) A payment to the owner for rent to the owner under the family's lease; and
(2) An additional payment to the family if the total assistance payment exceeds the rent to owner. The HAP contract is the housing assistance payments contract between the owner and the PHA (Also see: 24 CFR § Part 982.451)

[5] 24 CFR § Part 982.505

[6] 24 CFR § Part 983.302

Landlords!

Would you like:

- ☑ Timely, reliable rent payments with the opportunity to request regular rent increases?
- ☑ The potential for long-term tenants?
- ☑ The opportunity to help low-income elderly, disabled, and veteran households, as well as families with children by providing affordable housing?

What Is the Housing Choice Voucher Program?

The Housing Choice Voucher program (sometimes called "Section 8") is the federal government's primary program for assisting very low-income families, the elderly, and persons with disabilities to afford decent, safe, and sanitary housing in the private market.

Public housing agencies receive funds from the U.S. Department of Housing and Urban Development to administer the program locally. Voucher participants find their own housing, including single-family homes, townhouses, and apartments.

Join Us!

The Housing Choice Voucher program can play an important role in fighting the affordable housing crisis, but only when landlords participate.

If you already house voucher holders, thank you. If you do not, please take this opportunity to learn more about the benefits of working with voucher tenants.

Also check with your lender about any special program-related loan products.

Learn More About the Program:

SCAN ME

Note: in many jurisdictions it is against the law to discriminate against tenants based on source of income.

This material is based upon work supported by funding under an award with the U.S. Department of Housing and Urban Development. The substance and findings of the work are dedicated to the public. Neither the United States Government, nor any of its employees, makes any warranty, express or implied, or assumes any legal liability or responsibility for the accuracy, completeness, or usefulness of any information, apparatus, product, or process disclosed, or represents that its use would not infringe privately-owned rights. Reference herein to any specific commercial product, process, or service by trade name, trademark, manufacturer, or otherwise does not necessarily constitute or imply its endorsement, recommendation, or favoring by the U.S. Government or any agency thereof. Opinions expressed in this document are those of the authors and do not necessarily reflect the official position of, or a position that is endorsed by, HUD or by any HUD program.

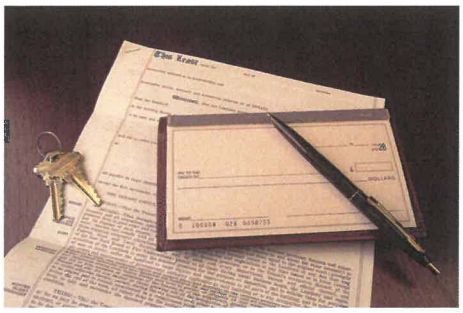
FAQs

(Frequently Asked Questions)

Landlord Participation in the Housing Choice Voucher Program

Q: Is there a pre-approval process to become a Landlord in the Housing Choice Voucher Program?

Answer: No. A potential tenant who has a Voucher from the Housing Authority simply needs to advise you of their status; any Landlord can participate in the program. There are no applications, no fees, and no commitment beyond the term of the lease.



Q: Do I have to use a special form of lease?

Answer: No. You can use your typical form of lease. All that the lease needs to do is outline the term of the lease being one year, note the agreed upon rent, and identify who is responsible for utilities and maintenance.

Q: What type of inspection does the property have to undergo?

Answer: The inspection looks at basic health, safety, and building items. A list of typical fail items includes non-working smoke detectors, non-working appliances, utilities not turned on, or a leaking plumbing fixture.

Q: Who selects the tenant?

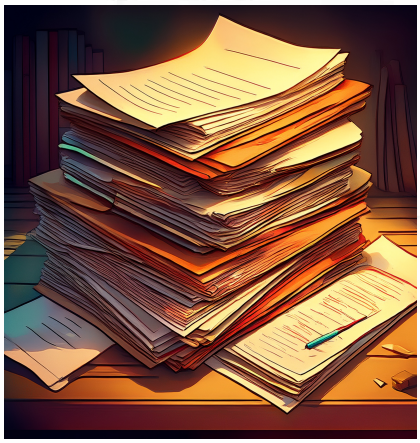
Answer: The landlord selects the tenant based on the same criteria they select other tenants. The screening process should be consistent with other applicants who do not have a Voucher.

Q: Can I evict the tenant?

Answer: Yes. If the tenant materially violates the terms of the lease (e.g., fails to pay their share of the rent, damages the property, etc.), the terms of the lease can be enforced just like any other lease.

Q: Isn't there a lot of paperwork associated with the program?

Answer: No. Landlords enter into a lease with the tenant and a contract for assistance payments from the Housing Authority. The Housing Authority only requires two other items. One is IRS form W-9 and the other is a form allowing the Authority to remit its payment to the Landlord electronically (that is, the Housing Authority payment is sent directly to the Landlord's bank around the fifth of each month)



Q: Can't I charge more rent for a non-Housing Choice Voucher renter?

Answer: Perhaps. Approved rent amounts are based on the type of unit (e.g., a house), the size of the unit (number of bedrooms and/or square footage), its condition, and any amenities offered (e.g., air conditioning).

Even if a non-Housing Choice Voucher renter does rent your unit, it's likely the Housing Choice Voucher tenant will reside in the unit, on average, far longer. In

(Continued on other side)

FAQs –

Continued

some of the units the Housing Authority manages, Voucher holders tenancy lasts longer than non-Voucher holders. This leads to lower unit turnover, lower operating costs, and a better bottom line for the landlord.

Q: Can I still get a rent increase each year?

Answer: Yes; rent increases must be approved by the Housing Authority and must be reasonable. Small annual increases are typically not a problem.

Q: Are there any other reasons to participate in the Program?

Answer: Yes, there are many. Perhaps the most important is the value of the Voucher itself to the tenant. If the tenant violates the terms of the lease with the landlord, the tenant could lose the Voucher. This is very significant. Oftentimes Housing Authority staff will contact a tenant when a Landlord advises the tenant is violating the lease. This often leads to the tenant correcting the issue.

Q: How long does a Voucher holder typically stay in a particular rental unit?

Answer: The average tenancy of Voucher holders is 6.57 years; this is ***more than double*** the industry average – lower turnover rates typically equate to better economic outcomes for the landlord making the Voucher Program's bottom line more attractive in the long run.

EQUAL HOUSING OPPORTUNITY

Our goal is to both assist you with finding qualified renters and to help those individuals and families looking for housing find and secure a safe place to live.

In addition, the Housing Authority conducts criminal background checks on each Voucher recipient. While no guarantees are provided, this process reasonably assures a Landlord an applicant without a violent criminal background or serious drug offense. We do recommend that landlords conduct their own background checks as well.

While we have provided answers to several questions on this sheet, you may have additional questions other than those posed here. Housing Authority staff are available to help answer any additional questions from Landlords to help clients find decent, safe, and affordable housing. Questions can be directed to any one of the Authority's Housing Choice Voucher staff members at any of the telephone numbers listed below.

Thank you for considering participating as a Landlord in the Housing Authority's Housing Choice Voucher Program!

Greater Dayton Premier Management

400 Wayne Ave
Dayton, Ohio 45410

www.gdpm.org
e-mail: *adiamond@gdpm.org*

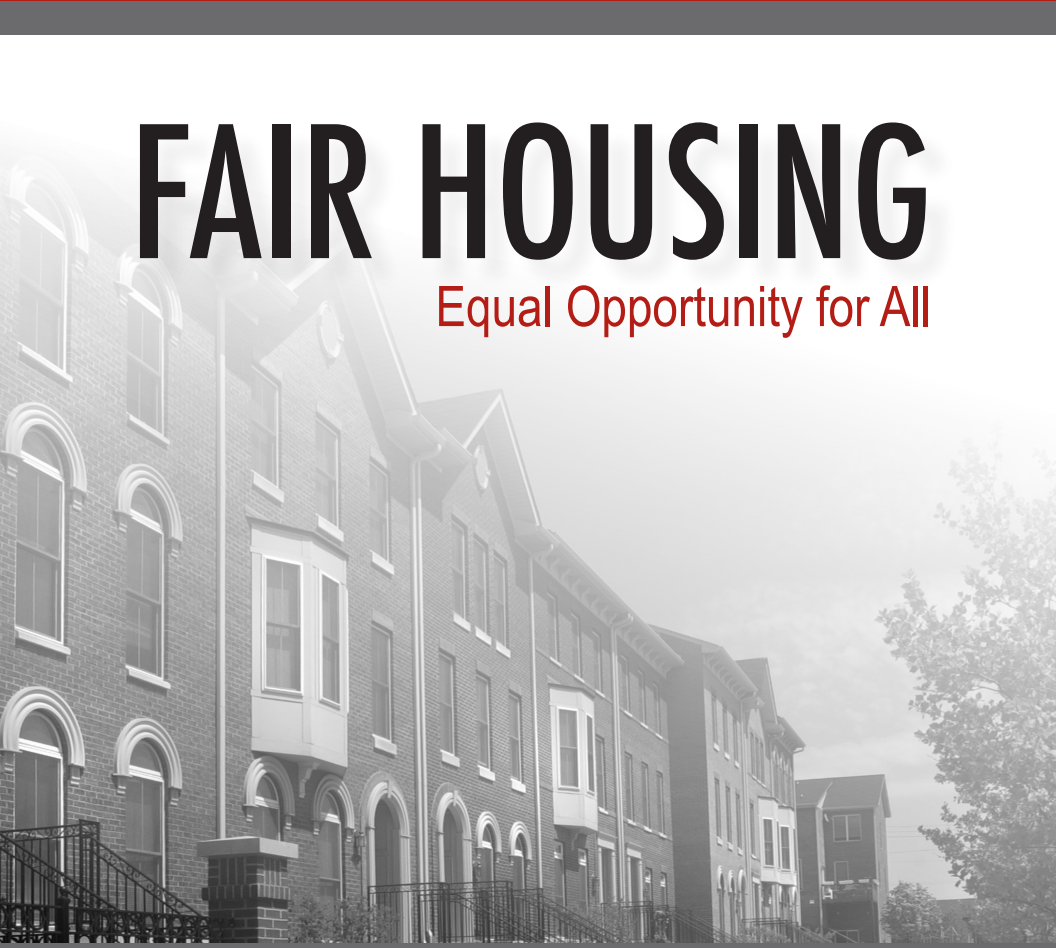
937.910.5400 – Main
937-910.5481 – Direct
937.581.5219 – Cell

Privacy Statement

"Greater Dayton Premier Management is committed to maintaining the privacy and confidentiality of tenant information in accordance with federal and state laws. Tenant information, including personal and financial details, will only be shared with landlords or other parties as required by law or with the explicit consent of the tenant. We prioritize tenant privacy and strive to ensure that all disclosures are conducted responsibly and in compliance with legal requirements."

FAIR HOUSING

Equal Opportunity for All



U.S. Department of Housing and Urban Development
Office of Fair Housing and Equal Opportunity

Please visit our website: www.hud.gov/fairhousing

EQUAL HOUSING OPPORTUNITY

Fair Housing – Equal Opportunity for All

America, in every way, represents equality of opportunity for all persons. The rich diversity of its citizens and the spirit of unity that binds us all symbolize the principles of freedom and justice upon which this nation was founded. That is why it is extremely disturbing when new immigrants, minorities, families with children, and persons with disabilities are denied the housing of their choice because of illegal discrimination.

The Department of Housing and Urban Development (HUD) enforces the Fair Housing Act, which prohibits discrimination and the intimidation of people in their homes, apartment buildings, and condominium developments – in nearly all housing transactions, including the rental and sale of housing and the provision of mortgage loans.

Equal access to rental housing and homeownership opportunities is the cornerstone of this nation's federal housing policy. Housing providers who refuse to rent or sell homes to people based on race, color, national origin, religion, sex, familial status, or disability are violating federal law, and HUD will vigorously pursue enforcement actions against them.

Housing discrimination is not only illegal, it contradicts in every way the principles of freedom and opportunity we treasure as Americans. HUD is committed to ensuring that everyone is treated equally when searching for a place to call home.

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U.S. Department of Housing and Urban Development (HUD)
451 7th Street, S.W., Washington, D.C. 20410-2000

FAIR HOUSING Equal Opportunity for All

The Fair Housing Act

The Fair Housing Act prohibits discrimination in housing because of:

- Race or color
- National Origin
- Religion
- Sex
- Familial status (including children under the age of 18 living with parents or legal custodians; pregnant women and people securing custody of children under 18)
- Disability

What Housing is Covered?

The Fair Housing Act covers most housing. In some circumstances, the Act exempts owner-occupied buildings with no more than four units, single-family housing sold or rented without the use of a broker and housing operated by organizations and private clubs that limit occupancy to members.

What is Prohibited?

In the Sale and Rental of Housing: No one may take any of the following actions based on race, color, religion, sex, disability, familial status, or national origin:

- Refuse to rent or sell housing
- Refuse to negotiate for housing
- Make housing unavailable
- Otherwise deny a dwelling
- Set different terms, conditions or privileges for sale or rental of a dwelling
- Provide different housing services or facilities
- Falsely deny that housing is available for inspection, sale or rental

- For profit, persuade, or try to persuade homeowners to sell or rent dwellings by suggesting that people of a particular race, etc. have moved, or are about to move into the neighborhood (blockbusting) or
- Deny any person access to, membership or participation in, any organization, facility or service (such as a multiple listing service) related to the sale or rental of dwellings, or discriminate against any person in the terms or conditions of such access, membership or participation.

In Mortgage Lending: No one may take any of the following actions based on race, color, religion, sex, disability, familial status, or national origin:

- Refuse to make a mortgage loan
- Refuse to provide information regarding loans
- Impose different terms or conditions on a loan, such as different interest rates, points, or fees
- Discriminate in appraising property
- Refuse to purchase a loan or
- Set different terms or conditions for purchasing a loan.
- In addition, it is a violation of the Fair Housing Act to:
- Threaten, coerce, intimidate or interfere with anyone exercising a fair housing right or assisting others who exercise the right
- Make, print, or publish any statement, in connection with the sale or rental of a dwelling, which indicates a preference, limitation, or discrimination based on race, color, religion, sex, disability, familial status, or national origin. This prohibition against discriminatory advertising applies to single-family and owner-occupied housing that is otherwise exempt from the Fair Housing Act
- Refuse to provide homeowners insurance coverage for a dwelling because of the race, color, religion, sex, disability, familial status, or national origin of the owner and/or occupants of a dwelling
- Discriminate in the terms or conditions of homeowners insurance coverage because of the race, color, religion, sex, disability, familial status, or national origin of the owner and/or occupants of a dwelling

- Refuse to provide available information on the full range of homeowners insurance coverage options available because of the race, etc. of the owner and/or occupants of a dwelling
- Make print or publish any statement, in connection with the provision of homeowners insurance coverage, that indicates a preference, limitation or discrimination based on race, color, religion, sex, disability, familial status or national origin.

Additional Protection If You Have a Disability

If you or someone associated with you:

- Have a physical or mental disability (including hearing, mobility and visual impairments, cancer, chronic mental illness, HIV/AIDS, or mental retardation) that substantially limits one or more major life activities
- Have a record of such a disability or
- Are regarded as having such a disability, a housing provider may not:

  - Refuse to let you make reasonable modifications to your dwelling or common use areas, at your expense, if it may be necessary for you to fully use the housing. (Where reasonable, a landlord may permit changes only if you agree to restore the property to its original condition when you move.)
  - Refuse to make reasonable accommodations in rules, policies, practices or services if it may be necessary for you to use the housing on an equal basis with nondisabled persons.

Example: A building with a “no pets” policy must allow a visually impaired tenant to keep a guide dog.

Example: An apartment complex that offers tenants ample, unassigned parking must honor a request from a mobility-impaired tenant for a reserved space near her apartment if it may be necessary to assure that she can have access to her apartment.

However, the Fair Housing Act does not protect a person who is a direct threat to the health or safety of others or who currently uses illegal drugs.

Accessibility Requirements for New Multifamily Buildings: In buildings with four or more units that were first occupied after March 13, 1991, and that have an elevator:

- Public and common use areas must be accessible to persons with disabilities
- All doors and hallways must be wide enough for wheelchairs
- All units must have:
  - An accessible route into and through the unit
  - Accessible light switches, electrical outlets, thermostats and other environmental controls
  - Reinforced bathroom walls to allow later installation of grab bars and
  - Kitchens and bathrooms that can be used by people in wheelchairs.

If a building with four or more units has no elevator and was first occupied after March 13, 1991, these standards apply to ground floor units only.

These accessibility requirements for new multifamily buildings do not replace more stringent accessibility standards required under State or local law.

The Fair Housing Act makes it unlawful to discriminate against a person whose household includes one or more children who are under 18 years of age (familial status). Familial status protection covers households in which one or more minor children live with:

- A parent;
- A person who has legal custody (including guardianship) of a minor child or children; or
- The designee of a parent or legal custodian, with the written permission of the parent or legal custodian.

Familial status protection also extends to pregnant women and any person in the process of securing legal custody of a minor child (including adoptive or foster parents).

The "Housing for Older Persons" Exemption: The Fair Housing Act specifically exempts some senior housing facilities and communities from liability for familial status discrimination. Exempt senior housing facilities or communities can lawfully refuse to sell or rent dwellings to families with minor children. In order to qualify for the "housing for older persons" exemption, a facility or community must prove that its housing is:

- Provided under any State or Federal program that HUD has determined to be specifically designed and operated to assist elderly persons (as defined in the State or Federal program); or
- Intended for, and solely occupied by persons 62 years of age or older; or
- Intended and operated for occupancy by persons 55 years of age or older.

In order to qualify for the "55 or older" housing exemption, a facility or community must satisfy each of the following requirements:

- at least 80 percent of the units must have at least one occupant who is 55 years of age or older; and

- the facility or community must publish and adhere to policies and procedures that demonstrate the intent to operate as "55 or older" housing; and
- the facility or community must comply with HUD's regulatory requirements for age verification of residents.

The "housing for older persons" exemption does not protect senior housing facilities or communities from liability for housing discrimination based on race, color, religion, sex, disability, or national origin.

HUD is ready to help with any problem of housing discrimination. If you think your rights have been violated, you may file a complaint online, write a letter or telephone the HUD office nearest you. You have one year after the alleged discrimination occurred or ended to file a complaint with HUD, but you should file it as soon as possible.

If You Think your Rights Have Been Violated

What to Tell HUD:

- Your name and address
- The name and address of the person your complaint is against (the respondent)
- The address or other identification of the housing involved
- A short description of the alleged violation (the event that caused you to believe your rights were violated)
- The date(s) of the alleged violation.

Where to Write or Call: File a complaint online, send a letter to the HUD office nearest you, or if you wish, you may call that office directly. Persons who are deaf or hard of hearing and use a TTY, may call those offices through the toll-free Federal Information Relay Service at 1-800-877-8339.

For Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island and Vermont:

BOSTON REGIONAL OFFICE
(Complaints_office_01@hud.gov)
U.S. Department of Housing and Urban Development
Thomas P. O'Neill Jr. Federal Building
10 Causeway Street, Room 321
Boston, MA 02222-1092
Telephone (617) 994-8300 or 1-800-827-5005
Fax (617) 565-7313 * TTY (617) 565-5453

For New Jersey, New York, Puerto Rico and the U.S. Virgin Islands:
NEW YORK REGIONAL OFFICE
(Complaints_office_02@hud.gov)
U.S. Department of Housing and Urban Development
26 Federal Plaza, Room 3532
New York, NY 10278-0068
Telephone (212) 542-7519 or 1-800-496-4294
*Fax (212) 264-9829 * TTY (212) 264-0927*

For Delaware, District of Columbia, Maryland, Pennsylvania, Virginia and West Virginia:
PHILADELPHIA REGIONAL OFFICE
(Complaints_office_03@hud.gov)
U.S. Department of Housing and Urban Development
The Wanamaker Building
100 Penn Square East
Philadelphia, PA 19107-9344
Telephone (215) 861-7646 or 1-888-799-2085
Fax (215) 656-3449 * TTY (215) 656-3450

For Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, and Tennessee:

ATLANTA REGIONAL OFFICE
(Complaints_office_04@hud.gov)
U.S. Department of Housing and Urban Development
Five Points Plaza
40 Marietta Street, 16th Floor
Atlanta, GA 30303-2808
Telephone (404) 331-5140 or 1-800-440-8091 x2493
Fax (404) 331-1021 * TTY (404) 730-2654

For Illinois, Indiana, Michigan, Minnesota, Ohio and Wisconsin:
CHICAGO REGIONAL OFFICE
(Complaints_office_05@hud.gov)
U.S. Department of Housing and Urban Development
Ralph H. Metcalfe Federal Building
77 West Jackson Boulevard, Room 2101
Chicago, IL 60604-3507
Telephone 1-800-765-9372
Fax (312) 886-2837 * TTY (312) 353-7143

For Arkansas, Louisiana, New Mexico, Oklahoma and Texas:
FORT WORTH REGIONAL OFFICE
(Complaints_office_06@hud.gov)
U.S. Department of Housing and Urban Development
801 Cherry Street
Suite 2500, Unit #45
Fort Worth, TX 76102-6803
Telephone (817) 978-5900 or 1-888-560-8913
Fax (817) 978-5876/5851 * TTY (817) 978-5595

For Iowa, Kansas, Missouri and Nebraska:
KANSAS CITY REGIONAL OFFICE

(Complaints_office_07@hud.gov)
U.S. Department of Housing and Urban Development
Gateway Tower II
400 State Avenue, Room 200, 4th Floor
Kansas City, KS 66101-2406
Telephone (913) 551-6958 or 1-800-743-5323
*Fax (913) 551-6856 * TTY (913) 551-6972*

For Colorado, Montana, North Dakota, South Dakota, Utah and Wyoming:
DENVER REGIONAL OFFICE
(Complaints_office_08@hud.gov)
U.S. Department of Housing and Urban Development
1670 Broadway
Denver, CO 80202-4801
Telephone (303) 672-5437 or 1-800-877-7353
Fax (303) 672-5026 * TTY (303) 672-5248

For Arizona, California, Hawaii and Nevada:
SAN FRANCISCO REGIONAL OFFICE
(Complaints_office_09@hud.gov)
U.S. Department of Housing and Urban Development
600 Harrison Street, Third Floor
San Francisco, CA 94107-1387
Telephone 1-800-347-3739
Fax (415) 489-6558 * TTY (415) 489-6564

For Alaska, Idaho, Oregon and Washington:
SEATTLE REGIONAL OFFICE
(Complaints_office_10@hud.gov)
U.S. Department of Housing and Urban Development
Seattle Federal Office Building
909 First Avenue, Room 205
Seattle, WA 98104-1000
Telephone (206) 220-5170 or 1-800-877-0246
Fax (206) 220-5447 * TTY (206) 220-5185

If after contacting the local office nearest you, you still have questions – you may contact HUD further at:

U.S. Department of Housing and Urban Development
Office of Fair Housing and Equal Opportunity
451 7th Street, S.W., Room 5204
Washington, DC 20410-2000
Telephone 1-800-669-9777
Fax (202) 708-1425 * TTY 1-800-927-9275
www.hud.gov/fairhousing

If You Are Disabled: HUD also provides:

- A TTY phone for the deaf/hard of hearing users (see above list for the nearest HUD office)
- Interpreters, Tapes and Braille materials
- Assistance in reading and completing forms

What Happens When You File A Complaint?

HUD will notify you in writing when your complaint is accepted for filing under the Fair Housing Act. HUD also will:

- Notify the alleged violator (respondent) of the filing of your complaint, and allow the respondent time to submit a written answer to the complaint.
- Investigate your complaint, and determine whether or not there is reasonable cause to believe that the respondent violated the Fair Housing Act.
- Notify you and the respondent if HUD cannot complete its investigation within 100 days of filing your complaint, and provide reason for the delay.

Fair Housing Act Conciliation: During the complaint investigation, HUD is required to offer you and the respondent the opportunity to voluntarily resolve your complaint with a Conciliation Agreement.

A Conciliation Agreement provides individual relief to you, and protects the public interest by deterring future discrimination by the respondent. Once you and the respondent sign a Conciliation Agreement, and HUD approves the Agreement, HUD will cease investigating your complaint. If you believe that the respondent has violated breached your Conciliation Agreement, you should promptly notify the HUD Office that investigated your complaint. If HUD determines that there is reasonable cause to believe that the respondent violated the Agreement, HUD will ask the U.S. Department of Justice to file suit against the respondent in Federal District Court to enforce the terms of the Agreement.

Complaint Referrals to State or Local Public Fair Housing Agencies:
If HUD has certified that your State or local public fair housing agency enforces a civil rights law or ordinance that provides rights, remedies and protections that are "substantially equivalent" to the Fair Housing Act, HUD must promptly refer your complaint to that agency for investigation, and must promptly notify you of the referral. The State or local agency will investigate your complaint under the "substantially equivalent" State or local civil rights law or ordinance. The State or local public fair housing agency must start investigating your complaint within 30 days of HUD's referral, or HUD may retrieve ("reactivate") the complaint for investigation under the Fair Housing Act.

What Happens If I'm Going to Lose My Housing Through Eviction or Sale?

If you need immediate help to stop or prevent a severe problem caused by a Fair Housing Act violation, HUD may be able to assist you as soon as you file a complaint. HUD may authorize the U.S. Department of Justice to file a Motion in Federal District Court for a Temporary Restraining Order (TRO) against the respondent, followed by a Preliminary Injunction pending the outcome of HUD's investigation. A Federal Judge may grant a TRO or a Preliminary Injunction against a respondent in cases where:

- Irreparable (irreversible) harm or injury to housing rights is likely to occur without HUD's intervention; and
- There is substantial evidence that the respondent has violated the Fair Housing Act.

Example: An owner agrees to sell a house, but, after discovering that the buyers are black, pulls the house off the market, then promptly lists it for sale again. The buyers file a discrimination complaint with HUD. HUD may authorize the U.S. Department of Justice to seek an injunction in Federal District Court to prevent the owner from selling the house to anyone else until HUD investigates the complaint.

What Happens After A Complaint Investigation?

Determination of Reasonable Cause, Charge of Discrimination, and Election: When your complaint investigation is complete, HUD will prepare a Final Investigative Report summarizing the evidence gathered during the investigation. If HUD determines that there is reasonable cause to believe that the respondent(s) discriminated against you, HUD will issue a Determination of Reasonable Cause and a Charge of Discrimination against the respondent(s). You and the respondent(s) have twenty (20) days after receiving notice of the Charge to decide whether to have your case heard by a HUD Administrative Law Judge (ALJ) or to have a civil trial in Federal District Court.

HUD Administrative Law Judge Hearing: If neither you nor the respondent elects to have a Federal civil trial before the 20-day Election Period expires, HUD will promptly schedule a Hearing for your case before a HUD ALJ. The ALJ Hearing will be conducted in the locality where the discrimination allegedly occurred. During the ALJ Hearing, you and the respondent(s) have the right to appear in person, to be represented by legal counsel, to present evidence, to cross-examine witnesses and to request subpoenas in aid of discovery of evidence. HUD attorneys will represent you during the ALJ Hearing at no cost to you; however, you may also

choose to intervene in the case and retain your own attorney. At the conclusion of the Hearing, the HUD ALJ will issue a Decision based on findings of fact and conclusions of law. If the HUD ALJ concludes that the respondent(s) violated the Fair Housing Act, the respondent(s) can be ordered to:

- Compensate you for actual damages, including out-of-pocket expenses and emotional distress damages
- Provide permanent injunctive relief.
- Provide appropriate equitable relief (for example, make the housing available to you).
- Pay your reasonable attorney's fees.
- Pay a civil penalty to HUD to vindicate the public interest. The maximum civil penalties are: $16,000, for a first violation of the Act; $37,500 if a previous violation has occurred within the preceding five-year period; and $65,000 if two or more previous violations have occurred within the preceding seven-year period.

Civil Trial in Federal District Court: If either you or the respondent elects to have a Federal civil trial for your complaint, HUD must refer your case to the U.S. Department of Justice for enforcement. The U.S. Department of Justice will file a civil lawsuit on your behalf in the U.S. District Court in the district in which the discrimination allegedly occurred. You also may choose to intervene in the case and retain your own attorney. Either you or the respondent may request a jury trial, and you each have the right to appear in person, to be represented by legal counsel, to present evidence, to cross-examine witnesses, and to request subpoenas in aid of discovery of evidence. If the Federal Court decides in your favor, a Judge or jury may order the respondent(s) to:

- Compensate you for actual damages, including out-of-pocket expenses and emotional distress damages
- Provide permanent injunctive relief.
- Provide appropriate equitable relief (for example, make the housing available to you).
- Pay your reasonable attorney's fees.
- Pay punitive damages to you.

Determination of No Reasonable Cause and Dismissal: If HUD finds that there is no reasonable cause to believe that the respondent(s) violated the Act, HUD will dismiss your complaint with a Determination of No Reasonable Cause. HUD will notify you and the respondent(s) of the dismissal by mail, and you may request a copy of the Final Investigative Report.

Reconsiderations of No Reasonable Cause Determinations: The Fair Housing Act provides no formal appeal process for complaints dismissed by HUD. However, if your complaint is dismissed with a Determination of No Reasonable Cause, you may submit a written request for a reconsideration review to: Director, FHEO Office of Enforcement, U.S. Department of Housing and Urban Development, 451 7th Street, SW, Room 5206, Washington, DC 20410-2000.

In Addition

You May File a Private Lawsuit: You may file a private civil lawsuit without first filing a complaint with HUD. You must file your lawsuit within two (2) years of the most recent date of alleged discriminatory action.

If you do file a complaint with HUD and even if HUD dismisses your complaint, the Fair Housing Act gives you the right to file a private civil lawsuit against the respondent(s) in Federal District Court. The time during which HUD was processing your complaint is not counted in the 2-year filing period. You must file your lawsuit at your own expense; however, if you cannot afford an attorney, the Court may appoint one for you.

Even if HUD is still processing your complaint, you may file a private civil lawsuit against the respondent, unless (1) you have already signed a HUD Conciliation Agreement to resolve your HUD complaint; or (2) a HUD Administrative Law Judge has commenced an Administrative Hearing for your complaint.

Other Tools to Combat Housing Discrimination:

- If there is noncompliance with the order of an Administrative Law Judge, HUD may seek temporary relief, enforcement of the order or a restraining order in a United States Court of Appeals.
- The Attorney General may file a suit in Federal District Court if there is reasonable cause to believe a pattern or practice of housing discrimination is occurring.

Notes

Notes
FAIR HOUSING Equal Opportunity for All

Notes

For Further Information

The purpose of this brochure is to summarize your right to fair housing. The Fair Housing Act and HUD's regulations contain more detail and technical information. If you need a copy of the law or regulations, contact the HUD Fair Housing Office nearest you. See the list of HUD Fair Housing Offices on pages 7-10.

CONNECT WITH HUD

Department of Housing and Urban Development
Room 5204
Washington, DC 20410-2000

02305

HUD-1686-1-FHEO
2011

Please visit our website: www.hud.gov/fairhousing

HOUSING CHOICE VOUCHER PROGRAM

GUIDELINES FOR INSPECTION OF HOUSING QUALITY STANDARDS:

Housing units under the Housing Choice Voucher Program must be in safe, decent and sanitary condition. Each unit must pass our field representative's inspection before we approve the unit for Housing Choice Voucher assistance. You should review the requirements indicated below before you send a request for lease approval and the related papers. Make sure the unit conforms to these standards, or that the landlord can and will make the necessary repair or alterations. All plumbing, electrical and other mechanical systems must be in proper operating condition. All utilities must be on.

1)	ALL ROOMS	OK	Need Repairs
a)	Are there at least two working outlets? (Kitchen and bathroom must have permanent light fixture.)		
b)	Is there any exposed wiring?		
c)	Does each outlet and light switch have a cover plate and work properly?		
d)	Do all windows open and close properly?		
e)	Do any windows need putty? Are doors leading to exterior properly weather stripped?		
f)	Do all windows have secure locks?		
g)	Is the ceiling structurally sound?		
h)	Is there any evidence of leaks in ceiling, walls or windows?		
i)	Are there holes in ceiling or walls?		
j)	Is there crumbling plaster or peeling paint on window and door frames, walls or ceilings?		
k)	Is there peeling paint between interior and exterior windows?		
l)	Are the floors structurally sound?		
m)	Do the floors have any tripping hazards, such as torn linoleum or carpeting, any phone lines, cables or cords, etc?		
n)	Are all closet doors hung properly so that they do not fall including all hardware?		
o)	When repairing walls all final paint must blend with same color with quality workmanship.		
p)	New move-in units must be completely painted for new tenant with quality workmanship.		
q)	Annual inspections - on any wall, ceiling, window repairs; paint must blend with color and match as closely as possible with quality workmanship.		
r)	All doors must be fitted to openings for privacy.		
s)	All outlets within six feet of a water source must be GFCI protected.		

2)	KITCHEN	OK	Need Repairs
a)	Does the stove have all knobs intact and do all burners and the oven operate properly?		
b)	Is the refrigerator large enough for the family size?		
c)	Does the refrigerator and freezer cool properly and have proper seal with no tears?		
d)	Is there adequate space to store and prepare food?		
e)	Does the sink provide hot and cold running water? Are there any leaks? Does the water drain properly?		
f)	There must be a GFCI protected outlet - within six feet of water source **(except for refrigerator, it must be on a separate circuit from the GFCI).**		

3)	BATHROOM	OK	Need Repairs
a)	Does the toilet operate properly? Are there any leaks?		
b)	Does the sink provide hot and cold running water? Is there enough water pressure? Are there any leaks? Does the water drain properly?		
c)	Does the tub or shower provide hot and cold running water? Are there leaks?		
d)	Any bath area that includes a toilet must have a fan vented to the outside or an open able window with screen.		
e)	Properly sealed around all plumbing pipes to close any visible gaps with sealant or bib?		
f)	All mechanical plumbing parts including pop-up stoppers, diverters and strainers must be functional. Tub must have stopper and strainer.		
g)	All plumbing fixtures must be secured to the wall.		
h)	Initial inspections - must have a new toilet seat; Annual inspections - toilet seats must be free from damage to hardware and finish.		
i)	Toilet tank lids that are cracked must be replaced with a properly fitting lid.		
j)	If there is a toilet in the basement it must be vented to the outside. It must be enclosed with a privacy door or it can be removed and cap off all drains and lines.		

4)	BEDROOM	OK	Need Repairs
a)	Does it have a window located on an exterior wall?		
b)	Bedroom must have two properly wired working outlets.		
c)	Bedroom must have closet with door(s) or a closet in the vicinity of the bedroom.		

5)	HEATING EQUIPMENT/AIR CONDITIONING	OK	Need Repairs
a)	Is the heating equipment capable of providing adequate heat to all rooms used for living?		
b)	Is the unit free from unvented fuel-burning space heaters or any other unsafe heating conditions?		
c)	If the furnace is in a closet, are the doors vented? Also any gas hot water heater or furnace cannot be located in a bedroom closet.		
d)	Window/wall air conditioning units must be installed to prevent air infiltration and with proper slant to the outside walls.		
e)	All vents and ductwork must be in good condition, any wrapping must be in good condition, secure to the ductwork. Any tape used must be appropriate for that type of ductwork.		

6)	HOT WATER HEATER	OK	Need Repairs
a)	Does the hot water heater or pipes have leaks? Also the pipes must be free from corrosion.		
b)	The pressure relief valve must be free from leaks and the discharge pipe must extend to approximately six inches.		
c)	Flame shields (cover plates) must be in place and properly installed.		
d)	Vent hood must be in proper position for room ventilation.		
e)	All electrical wiring must be encased in conduit.		
f)	Hot water heater cannot have shut off valve on hot side.		

7)	LAUNDRY ROOM	OK	Need Repairs
a)	Must have single plug or GFCI outlet for washer.		
b)	Dryer needs to be vented to the outside with aluminum flex hose.		
c)	Must be free of lint or debris.		

8)	ADDITIONAL REQUIREMENTS (Other rooms, windows, exterior doors, electrical cover plates, plumbing, smoke detectors, interior air quality, entrance way, steps, food preparation and refuse disposal, utilities)	OK	Need Repairs
a)	Are all entrance and exit doors to unit made of solid material with dead bolt locks that are not doubled keyed? (Interior side of dead bolt lock must have thumb-turn latch). Do the entrance and exit doorknob have latching knob? Doors must have all working hardware (strike plates, plungers, etc.)		
b)	Is there a working smoke detector on each level of the dwelling?		
c)	Is the unit free of pests, insects, rodents and vermin? If evidence is present, professional extermination paperwork may be requested.		
d)	Is the unit free from heavy accumulation of garbage and debris inside and outside?		
e)	Are there adequate covered facilities for the disposal of garbage? (Dumpsters/trash cans)		
f)	Where there are four or more risers on the exterior and interior of the unit is there a handrail? Are all stairwells (interior and exterior) free from loose, broken or missing steps?		
g)	Is the unit free from air pollutants? (Mold, sewer, gas, etc)		
h)	Is the neighborhood free from hazards, which would seriously endanger the health and safety of residents? (Abandoned and exposed buildings nearby, etc)		
i)	Remove any inoperable appliances.		
j)	Have elevators been inspected on a regular basis? (current certification)		

9)	PORCHES	OK	Need Repairs
a)	Are enclosed porches free from exposed wiring?		
b)	On enclosed porches, do the windows lock and are permanent screens present?		
c)	All light fixtures must have a cover if they were made to have one.		
d)	Outside outlets must be GFCI with a weatherproof covering.		

10)	EXTERIOR OF UNIT	OK	Need Repairs
a)	Is there any peeling paint on the outside of the unit?		
b)	Is the foundation sound and free of hazard? (deterioration, peeling paint, cracking, etc.)		
c)	Are there any holes in the exterior?		
d)	Are the sidewalks, walkways and driveways free from ripping hazards? Make sure no sidewalks are uneven?		
e)	All carpeting must be clean with no stains, odors, tears, etc. If unable to clean, must be replaced.		
f)	No unregistered and/or uninspected motor vehicles shall be parked on the property and the tires must be inflated. No vehicle shall at any time be in a state of major disassembly, disrepair or in the process of being stripped or dismantled.		
g)	If the unit has a sprinkler system or fire extinguishers you must show current certification.		

h)	If present, exit signs and emergency flood lights in common area must be in working order.		
i)	Electric service cable to the house must be free from deterioration or else it must be replaced.		
j)	All utility lines must be free from tree branches.		
k)	Any outside electrical wiring to outlets or fixtures must be enclosed in conduit and GFCI protected.		
l)	Any exterior vents must have operable vent hood free from debris or damage.		
m)	All gutters & downspouts must be free of debris or damage. They must have a splash block, flex drain tile or go into the ground drain tile.		
n)	All trees & shrubs must be trimmed back from fence lines, roofs, and foundations of any structure on the property.		
o)	All structures on the property (garages, sheds etc) will also be inspected even if the tenant does not have access to them or is not renting them.		
p)	Any outlets in garages should be GFCI protected **(except for overhead outlet for garage door opener)**.		

NOTE: This list is not all inclusive

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HOUSING CHOICE VOUCHER PROGRAM

HOUSING QUALITY STANDARDS

INSPECTIONS

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Fax (937) 910-5303 or 910-5467

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EQUAL HOUSING OPPORTUNITY

December 2023

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We welcome you to Greater Dayton Premier Management's Housing Choice Voucher Program and appreciate your efforts in providing affordable housing for families. HUD regulations require all units occupied by families receiving Housing Choice Voucher (HCV) assistance meet HUD's Housing Quality Standards (HQS) and permit GDPM to establish additional requirements. The use of the term "HQS" in this plan refers to the combination of both HUD and GDPM established requirements. HQS inspections are required before the Housing Assistance Payments (HAP) Contract is signed and at least biennially during the term of the contract.

This chapter explains HUD and GDPM requirements related to housing quality as follows:

Physical Standards – Discusses the physical standards required of units occupied by HCV assisted families and identifies decisions about the acceptability of the unit that may be made by the family based upon the family's preference. It also identifies life-threatening conditions that must be addressed on an expedited basis.

The Inspection Process - Describes the types of inspections GDPM will make and the steps that will be taken when units do not meet HQS.

PHYSICAL STANDARDS

GENERAL HUD REQUIREMENTS

HUD Performance and Acceptability Standards [24 CFR 982.401]
These standards cover the following areas:

- Sanitary facilities
- Food preparation and refuse disposal
- Space and security
- Thermal Environment
- Illumination and electricity
- Structure and materials
- Interior air quality
- Water supply
- Lead-based paint
- Access
- Site and neighborhood
- Sanitary condition
- Smoke detectors

A summary of HUD performance criteria is also provided in the *Overview of HUD Housing Quality Standards* section of this document.

Tenant Preference Items
HUD requires GDPM to enforce minimum HQS, but also requires that certain judgments about acceptability be left to the family. For example, GDPM must ensure that the unit contains the required sanitary facilities, but the family decides whether the cosmetic condition of the facilities is acceptable. Refer to *Summary of Tenant Preferences Related to Housing Quality* section in this document.

Modifications to Provide Accessibility
Under the Fair Housing Act of 1988 an owner must not refuse the request of a family that contains a person with a disability to make necessary and reasonable modifications to the unit. Such modifications are at the family's expense. The owner may require restoration of the unit to its original condition if the modification would interfere with the owner or next occupant's full enjoyment of the premises. The owner may not increase a customarily required security deposit. However, the landlord may negotiate a restoration agreement that requires the family to restore the unit and, if necessary, to ensure the likelihood of restoration, may require the tenant to pay a reasonable amount into an interest bearing escrow account over a reasonable period of time. The interest in any such account accrues to the benefit of the tenant. The owner may also require reasonable assurances that the quality of the work will be acceptable and that any required building permits will be obtained. [24 CFR 100.203; Notice 2003-31].

Modifications to units to provide access for a person with a disability must meet all applicable HQS requirements and conform to the design, construction or alteration of facilities contained in the UFAS and the ADA Accessibility Guidelines (ADAAG) [28 CFR 35.151(c) and Notice 2003-31].

> **GDPM Policy:**
> An owner who intends to negotiate a restoration agreement or require an escrow account must submit the agreement to GDPM for review.

ADDITIONAL LOCAL REQUIREMENTS
GDPM may impose additional quality standards as long as the additional criteria is not likely to adversely affect the health or safety of participant families or severely restrict housing choice. HUD approval is required if more stringent standards are imposed. HUD approval is not required if GDPM additions are clarifications of HUD's acceptability criteria or performance standards [24 CFR 982.401(a)(4)].

Thermal Environment
GDPM must define a "healthy living environment" for the local climate.

> **GDPM Policy:**
> The heating system must be capable of maintaining an interior temperature of 68° Fahrenheit between October 1 and May 1.
>
> The air conditioning system must be capable of maintaining an interior temperature of 74° Fahrenheit between May 1 and October 1.

Clarification of HUD Requirements

GDPM Policy:
As permitted by HUD, GDPM has adopted the following specific requirements that elaborate on HUD standards.

Illumination and Electricity
Every bathroom, including half-baths, must be equipped with at least one electrical outlet and one permanently mounted ceiling or wall light fixture. All electrical outlets in bathrooms and half-baths, must be GFCI outlets. If no ground wire exists, the GFCI need not be grounded.

All regular (non-GFCI) three prong outlets must be grounded and wired to the correct polarity. If no ground wire exists functional two prong outlets are acceptable.

Kitchens must have a permanent ceiling or wall light fixture and one outlet.

Bedrooms and living rooms must have a permanent ceiling or wall light fixture and one outlet or two working outlets.

All optional equipment, such as garbage disposal, dishwasher, air conditioner, ceiling fan, etc., that is present in the unit, must be properly installed, have no missing parts, and must operate as designed.

A globe or cover must be present on all light fixtures designed to have a globe or cover.

Walls
In areas where plaster or drywall is sagging, severely cracked or otherwise damaged, it must be repaired or replaced.

All walls in a tub or shower area must be covered with waterproof materials, such as a tub wall or ceramic tile. All seams and edges must be properly sealed.

The unit must be free from holes larger than 2" in any interior wall, ceiling or door. No holes of any size that permit entry of insects, rodents or excessive air infiltration are permitted interiorly or exteriorly.

Interior painted surfaces in all units must be in good condition and not excessively soiled. All repairs completed on walls or ceilings due to moisture problems must be painted to seal the area.

Windows
All windows must lock. Window sashes must be in good condition, solid and intact, and properly fitted to the window frame. Damaged or deteriorated sashes must be replaced and windows must be weather-stripped to ensure a weather-tight seal. Window screens are not required, but must be in good condition if present.

Doors
All exterior doors must have a doorknob and a thumb turn deadbolt lock. They must be weather-tight to avoid any air or water infiltration, no holes, all trim intact and a threshold. Interior doors must have trim intact, no holes and open without the use of a key. Storm doors or screen doors are not required, but, if present, must be in safe, operable condition and be equipped with an operable closer mechanism. A spring alone is not acceptable as a closer mechanism.

Floors
All wood floors must be sanded to a smooth surface and sealed. Any loose or warped boards must be

resecured and level. If floors cannot be leveled, they must be replaced. Floors must be in a finished state; raw wood or unsealed concrete is not permitted. Floors should have base shoe (vinyl is permitted), trim or sealing for a finished look.

Sinks
All sinks and commode water lines must have shut off valves, unless faucets are wall mounted.

Toilets
All worn or cracked toilet seats and tank lids must be replaced and toilet tank lid must fit properly.

Plumbing and Heating
Water heaters must be equipped with a temperature/pressure relief valve, free from leaks, and the discharge pipe must extend 4" to 6" from the floor. No threaded edges to prevent capping.

Flexible gas supply lines must be attached to rigid pipe extending from furnaces, boilers and water heaters. No part of a flexible gas supply line may be located inside a furnace, boiler or water heater.

Owners may certify the safety of water heaters and heating systems that are not accessible to inspectors, such as water heaters and heating systems located in crawl spaces above or below dwelling units. This does not include installations in areas that are locked, but would be otherwise accessible. Such areas must be unlocked for inspection. Landlord certification must be on a form acceptable to GDPM.

Clothes dryers must be properly vented to the outside. The tenant is responsible for connection to the outside vent, while the landlord is responsible for the vent through the wall. Interior moisture collection boxes are not permitted.

Space and Security
A closet is required for each bedroom. Closets may be located in the bedroom, in a hallway near the bedroom, or a portable type. A clothes rod must be present in each bedroom closet. Unenclosed clothes racks are not acceptable as closets.

Bathrooms and bedrooms must have properly fitting doors that latch. Locks, such as key locks or bolt locks that restrict exit from any room, are not permitted. The family must not be required to go through one bedroom to get to another bedroom. Bedrooms in basements and attics are not allowed unless they meet HQS and local code requirements, including ventilation and emergency exit requirements.

If window security bars or security screens are present on emergency exit windows, they must be equipped with a quick release system. The owner is responsible for ensuring that the family is instructed on the use of the quick release system.

A simple bolt lock is not acceptable on an entry door if it is the only entry door to the unit. A bolt lock may be present, along with a key lock, on additional entry doors. All entry doors must open from the inside of the unit without the need for a key or tool. Double cylinder deadbolt locks are not acceptable. Entry doors must be weather-tight to avoid air or water infiltration [24 CFR 982.404(a)].

Smoke Detectors
Smoke detectors must be on all levels, in every bedroom and in basements. The basement smoke detector must be located on the ceiling near the stairs at least 4" from the nearest wall. For open joist ceilings, the smoke detector must be mounted on the bottom of the joist. If the dwelling unit is occupied by a person with a hearing impairment, a visual alarm must be located in that person's bedroom and a detector located outside of the bedroom must control the alarm. The owner is required to repair an

inoperable smoke detector unless the family has intentionally disconnected it (by removing the batteries or other means). In this case the family will be responsible for the repair of the smoke detector within 24 hours.

Building Exterior

Gutters and downspouts must be in good condition clear of debris and vegetation. Downspouts must have diverters to keep water from entering the unit.

Street number must be visible from the street and must be installed on the front of the unit or building.

Health and Safety

The unit, and any related common areas, must be free of excessive amounts of mold or mildew.

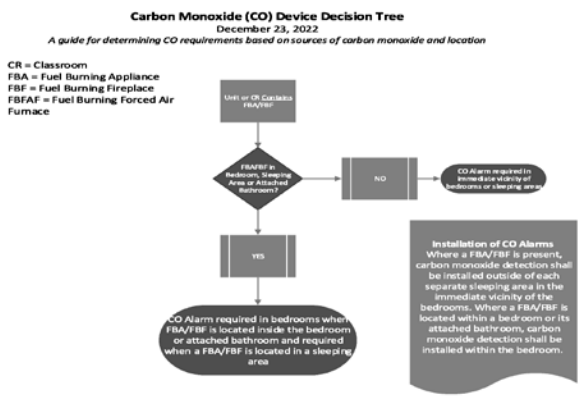
Severe infestation by insects or rodents must be eradicated by a licensed exterminator. All holes that could provide access by insects or rodents must be closed off. An inspector encountering infestations may cancel or terminate the inspection until such time that the owner provides written certification of eradication of the infestation.

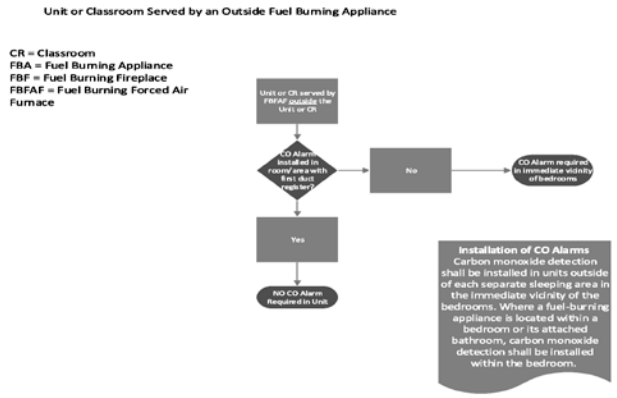
Units that have an excess of items or other possible hazards (i.e., animals, possibility of mold, extreme poor housekeeping) causing the inability to properly inspect the unit will be considered a health and safety deficiency and the inspector has the discretion to fail the inspection.

Access

The unit must provide an alternate means of exit from the building in case of fire or other emergency. The exits cannot be blocked or obstructed by debris, used as a storage area or secured by nails.

Carbon Monoxide





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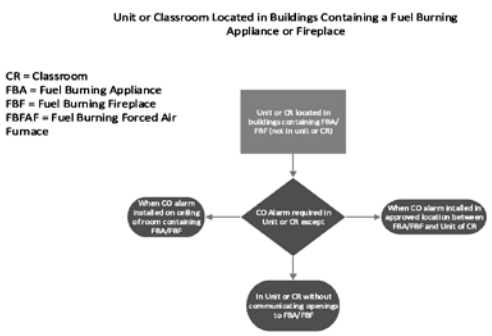
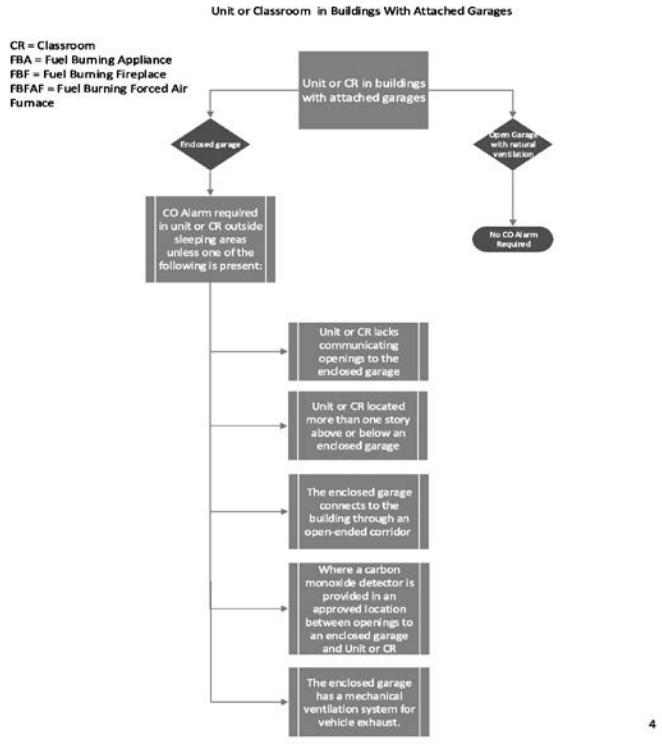




LIFE THREATENING CONDITIONS [24 CFR 982.404(a)]

HUD requires GDPM to define life threatening conditions and to notify the owner or the family (whomever is responsible) of the corrections required. The responsible party must correct life threatening conditions within 24 hours of GDPM notification.

GDPM Policy

The following are considered life threatening conditions:

Hazards that create an imminent threat to the health and safety of the occupants as determined by GDPM.

Any condition that jeopardizes the security of the unit.

Major plumbing leaks or flooding, waterlogged ceiling or floor in imminent danger of falling.

Natural or LP gas or fuel oil leaks.

Any electrical problem or condition that could result in shock or fire.

Absence of a working heating system when outside temperature is below 60 degrees Fahrenheit.

Utilities not in service, including no running hot water.

Conditions that present the imminent possibility of injury.

Obstacles that prevent safe entrance or exit from the unit.

Absence of a functioning toilet in the unit.

Inoperable smoke detectors.

If an owner fails to correct life threatening conditions as required by GDPM, the housing assistance payment will be abated and the HAP contract will be terminated.

If a family fails to correct a family-caused life threatening condition as required by GDPM, GDPM may terminate the family's assistance.

The owner will be required to repair an inoperable smoke detector unless GDPM determines that the family has intentionally disconnected it (by removing batteries or other means). In this case, the family will be required to repair the smoke detector within 24 hours.

OWNER AND FAMILY RESPONSIBILITIES [24 CFR 982.404]

Family Responsibilities
The family is responsible for correcting the following HQS deficiencies:

Tenant-paid utilities not in service.

Failure to provide or maintain family-supplied appliances.

Damage to the unit or premises caused by a household member or guest beyond normal wear and tear. "Normal wear and tear" is defined as items which could not be charged against the tenant's security deposit under state law or court practice.

Owner Responsibilities
The owner is responsible for all HQS violations not listed as a family responsibility above. However, if the family's actions constitute a serious or repeated lease violation, the owner may take legal action to evict the family.

If the owner threatens or is violent towards GDPM personnel, the HAP contract will be terminated and GDPM may debar the landlord from further participation in the HCV program.

SPECIAL REQUIREMENTS FOR CHILDREN WITH ENVIRONMENTAL INTERVENTION BLOOD LEAD LEVEL [24 CFR 35.1225]
If GDPM is notified by a public health department or other medical health care provider, or verifies information from a source other than a public health department or medical health care provider, that a child of less than 6 years of age, living in an HCV-assisted unit has been identified as having an environmental intervention blood lead level, GDPM must complete a risk assessment of the dwelling unit. The risk assessment must be completed in accordance with program requirements, and the result of the risk assessment must be immediately provided to the owner of the dwelling unit. In cases where the public health department has already completed an evaluation of the unit, this information must be provided to the owner.

Within 30 days after receiving the risk assessment report from GDPM, or the evaluation from the public health department, the owner is required to complete the reduction of identified lead-based paint hazards in accordance with the lead-based paint regulations [24 CFR 35.1325 and 35.1330]. If the owner does not complete the "hazard reduction" as required, the dwelling unit is in violation of HQS and GDPM will take action.

VIOLATION OF HQS SPACE STANDARDS [24 CFR 982.403]
If GDPM determines that a unit does not meet the HQS space standards because of an increase in family size or a change in family composition, GDPM must issue the family a new voucher, and the family

and GDPM must try to find an acceptable unit as soon as possible. If an acceptable unit is available for rental by the family, GDPM must terminate the HAP contract in accordance with its terms.

GDPM Policy:
A unit meets HQS space standard if the dwelling unit has at least one bedroom or living/sleeping room for each two persons. A living/sleeping room is any space other than a kitchen, bathroom or hallway that is equipped with at least one window that opens, if it was designed to open, and two electrical outlets or one electrical outlet and one permanently mounted light fixture.

THE INSPECTION PROCESS
[24 CFR 982.405]

Types of Inspections
GDPM conducts the following types of inspections as needed. Each type of inspection is discussed in the paragraphs that follow.

Initial Inspection. GDPM conducts initial inspections in response to a request from a family to approve a unit for participation in the HCV program. The unit must pass the HQS inspection before the effective date of the HAP contract.

Annual Inspection. HUD requires GDPM to inspect each unit under lease at least biennially to confirm that the unit still meets HQS. The inspection may be conducted in conjunction with the family's annual reexamination, but also may be conducted separately.

Special Inspection. A special inspection may be required by the owner or the family as a result of problems identified with a unit between annual inspections.

Quality Control Inspection. HUD requires that a sample of units be re-inspected by a supervisor or other qualified individual to ensure that HQS are being enforced correctly and uniformly by all inspectors.

Inspection of GDPM Owned Properties [24 CFR 982.352(b)]
GDPM must obtain the services of an independent entity to perform all HQS inspections in cases where an HCV family is receiving assistance in a GDPM owned property. GDPM administers the assistance under the consolidated ACC including a unit owned by an entity substantially controlled by GDPM. The independent agency must communicate the results of each inspection to the family and GDPM. The independent agency must be approved by HUD, and may be the unit of general local government for GDPM jurisdiction (unless GDPM is itself the unit of general local government or an agency of such government).

Inspection Costs
GDPM may not charge the family or owner for unit inspections [24 CFR 982.405(e)]. In the case of inspections of GDPM owned properties, GDPM may compensate the independent agency from ongoing administrative fee for inspections performed. GDPM and the independent agency may not charge the family any fee or charge for the inspection [24 CFR 982.352(b)].

Notice and Scheduling

The family must allow GDPM to inspect the unit at reasonable times with reasonable notice [24 CFR 982.551(d)].

GDPM Policy:
Both the family and the owner will be given reasonable notice of all inspections. Except in the case of a life-threatening emergency, reasonable notice is considered to be not less than 48 hours. Inspections may be scheduled between 8:30 am and 4:30 pm. Generally, inspections will be conducted on business days only. In the case of a life-threatening emergency, GDPM will give as much notice as possible.

Owner and Family Inspection Attendance
HUD permits GDPM to set policy regarding family and owner presence at the time of inspection.

GDPM Policy:
At initial inspection of a vacant unit, GDPM will inspect the unit in the presence of the owner or owner's representative. When a family occupies the unit at the time of inspection, an adult family member must be present for the inspection. Inspectors will not enter units alone with lock boxes.

INITIAL HQS INSPECTION [24 CFR 982.401(a)]

TIMING OF Initial Inspections
HUD requires the unit to pass HQS before the effective date of the lease and HAP contract. HUD requires PHAs to complete the initial inspection to determine whether the unit satisfies HQS, and notify the owner and the family within 15 days of submission of the Request for Tenancy Approval. The 15 day period is suspended when the unit is not available for inspection [24 CFR 982.305(b)(2)].

GDPM Policy:
GDPM will complete the initial inspection, determine whether the unit satisfies HQS and notify the owner and the family of the determination within 15 business days of submission of the Request for Tenancy Approval.

Inspection Results and Re-Inspections

GDPM Policy:
If any HQS violations are identified, the owner will be notified of the deficiencies and be given a timeframe to correct them. If requested by the owner, the timeframe for correcting the deficiencies may be extended by GDPM for good cause. GDPM will re-inspect the unit within 15 business days of the date the owner notifies GDPM that the required corrections have been made.

If the timeframe for correcting the deficiencies (or any GDPM approved extension) has elapsed, or the unit fails HQS at the time of the re-inspection, GDPM will notify the owner and the family that the unit has been rejected and that the family must search for another unit. GDPM may agree to conduct a second re-inspection, for good cause, at the request of the family and owner.

Following a failed re-inspection, the family may submit a new Request for Tenancy Approval for the unit if the family has not found another unit by the time the owner completes all repairs and the family continues to wish to live in the unit.

Utilities
Generally, at initial lease-up, the owner is responsible for demonstrating that all utilities are in working

order, including those utilities that the family will be responsible for paying.

GDPM Policy:
All utilities must be on to make a full and accurate inspection of the unit.

Appliances

GDPM Policy:
If the family is responsible for supplying the stove and/or refrigerator, GDPM will allow the stove and refrigerator to be placed in the unit after the unit has met all other HQS requirements. The required appliances must be in place before the HAP contract is executed by GDPM. GDPM may accept a signed affidavit from the family that the appliances are installed and are in good working order.

ANNUAL HQS INSPECTIONS [24 CF4 982.405(a); Section 220 of the 2014 Appropriation Act]

Scheduling the Inspection
Each unit under HAP contract must have an inspection not less than biennially.

GDPM Policy:
If an adult family member cannot be present on the scheduled date, the family should request that GDPM reschedule the inspection. GDPM and the family will agree on a new inspection date that generally should take place within 5 business days of the originally scheduled date. GDPM may schedule an inspection more than 5 business days after the original date for good cause.

If the family misses the first scheduled appointment without requesting a new inspection date, GDPM will automatically schedule a second inspection within 10 business days. If the family misses two scheduled inspections without GDPM approval, GDPM will consider the family to have violated its obligation to make the unit available for inspection. This may result in termination of the family's assistance.

In accordance with 24 CFR 982.202(a)(3), GDPM may elect not to do a re-inspection for minor deficiencies that can be verified by the property owner and/or tenant in the form of a receipt for repairs from a contractor, repair person or business that clearly provides evidence that the work was completed, or a photograph that is clearly time-stamped and can clearly illustrate the repair. Examples of minor repairs may include electrical outlet or switch covers, replacement of globes on light fixtures, replacement or repair of windows or screens, minor tripping hazards, missing door handles or knobs, installation of closet poles, repair of small holes and evidence of professional extermination.

GDPM will inspect each unit under a HAP contract annually. When a unit receives a passing HQS score on the first scheduled appointment date for two consecutive years, GDPM, at its sole discretion, may inspect the unit biennially. A unit will not move to biennial inspections if the pass score is received at a re-inspection appointment. Units moved to biennial inspections that subsequently receive a fail score will return to annual inspections.

SPECIAL INSPECTIONS
GDPM will conduct a special inspection if the owner or family reports HQS violations in the unit. If the reported condition is not life-threatening (i.e., GDPM would require the owner to make the repair within 30 calendar days), then GDPM will inspect the unit within 15 days of receipt of the complaint.

GDPM Policy:

During a special inspection, GDPM generally will inspect only those deficiencies that were reported. However, the inspector will record any additional HQS deficiencies that are observed and will require the responsible party to make the necessary repairs.

If the annual inspection has been scheduled or is due within 90 days of the date the special inspection is scheduled, GDPM may elect to conduct a full annual inspection.

QUALITY CONTROL INSPECTIONS [24 CFR 982.405(b)]
HUD requires a GDPM supervisor or other qualified person to conduct quality control inspections of a sample of units to ensure that each inspector is conducting accurate and complete inspections and that there is consistency in the application of the HQS. The unit sample must include only units that have been inspected within the preceding 3 months. The random sample will include: (1) each type of inspection (initial, annual and special); (2) inspections completed by each inspector; and (3) units from a cross-section of neighborhoods.

INSPECTION RESULTS AND RE-INSPECTIONS FOR UNITS UNDER HAP CONTRACT

Notification of Corrective Actions

The owner and the family will be notified in writing of the results of all inspections. When an inspection identifies HQS failures, GDPM will determine whether or not the failure is a life threatening condition and whether the family or owner is responsible.

GDPM Policy:
When life threatening conditions are identified, GDPM will immediately notify both parties by phone or email. The notice will specify who is responsible for correcting the violation. The corrective actions must be taken within 24 hours of GDPM's notice.

When failures are not life threatening, GDPM will send the owner and the family a written notification of the inspection results within 5 business days of the inspection. The written notice will specify who is responsible for correcting the violation, and the timeframe within which the failure must be corrected. Generally, no more than 30 days will be allowed for the correction.

The notice of inspection results will inform the owner that if life threatening conditions are not corrected within 24 hours, and non-life-threatening conditions are not corrected within the specified time frame (or a GDPM approved extension), the owner's HAP will be abated in accordance with GDPM policy. Likewise, in the case of family caused deficiencies, the notice will inform the family that if corrections are not made within the specified timeframe (or a GDPM approved extension) the family's assistance will be terminated in accordance with GDPM policy.

Extensions

For conditions that are life-threatening, GDPM cannot grant an extension to the 24 hour corrective action period. For conditions that are not life-threatening, GDPM may grant an exception to the required time frames for correcting the violation if GDPM determines that an extension is appropriate [24 CFR 982.404].

GDPM Policy:
Extensions will be granted in cases where GDPM has determined that the owner has made a good faith effort to correct the deficiencies, but is unable to for reasons beyond the owner's control. Reasons a repair cannot be completed may include, but are not limited to:

Required parts or services are not available.

Weather conditions extensions may be continued until the weather has improved sufficiently to make repairs possible. The necessary repairs must be made within 15 calendar days, once the weather conditions have subsided.

Weather extensions may be granted between November 1st and April 30th for most inspections: **Except**: Initial inspections and lead-based paint inspections for families with children under 6 years of age.

A reasonable accommodation is needed because the family includes a person with disabilities.

The length of the extension will be determined on a case-by-case basis, but will not exceed 60 days.

Re-Inspections

GDPM Policy:
GDPM will conduct a re-inspection immediately following the end of the corrective period, or a GDPM approved extension.

The family and owner will be given reasonable notice of the re-inspection appointment. If the deficiencies have not been corrected by the time of the re-inspection, GDPM will send a notice of abatement to the owner, or in the case of family caused violations, a notice of termination to the family. If GDPM is unable to gain entry to the unit in order to conduct the scheduled re-inspection, GDPM will consider the family to have violated its obligation to make the unit available for inspection which may result in termination of the family's assistance.

ENFORCING OWNER COMPLIANCE
If the owner fails to maintain the dwelling unit in accordance with HQS, GDPM must take prompt and vigorous action to enforce the owner obligations.

HAP Abatement
If an owner fails to correct HQS deficiencies by the time specified by GDPM, HUD requires GDPM to abate housing assistance payments no later than the first of the month following the specified correction period (including any approved extension) [24 CFR 985.3(f)]. No retroactive payments will be made to the owner for the period of time the rent was abated. Owner rents are not abated as a result of HQS failures that are the family's responsibility.

GDPM Policy:
GDPM will make all HAP abatements effective the first of the month following the expiration of GDPM's specified correction period (including extensions). GDPM's specified correction period follows the second failed inspection or 30 calendar days, whichever comes first (with the exception of any approved extension).

GDPM will inspect abated units within 10 business days of the owner's notification that the work has been completed. Payment will resume effective on the day the unit passes inspection.

During any abatement period, the family continues to be responsible for its share of the rent. The owner must not seek payment from the family for abated amounts and may not use the abatement as cause for eviction.

HAP Contract Termination
GDPM must decide how long any abatement period will continue before the HAP contract will be terminated. GDPM should not terminate the contract until the family finds another unit, provided the family does so in a reasonable time and must give the owner reasonable notice of the termination. GDPM will issue a voucher to permit the family to move to another unit.

GDPM Policy:
The maximum time a HAP may be abated is 60 calendar days. The current voucher terminates when the HAP contract terminates. However, if the owner completes corrections and notifies GDPM before the termination date of the HAP contract, GDPM may rescind the termination notice if the family still resides in the unit and wishes to remain in the unit, and the unit passes inspection. Reasonable notice of HAP contract termination by GDPM is 30 days.

ENFORCING FAMILY COMPLIANCE [24 CFR 982.404(b)]
GDPM will terminate the family's assistance if they are responsible for correcting HQS violations and fail to correct said violation within the period allowed, including any extension. If the owner carries out a repair for which the family is responsible under the lease, the owner may bill the family for the cost of the repair.

OVERVIEW OF HUD HOUSING QUALITY STANDARDS

Note: This document provides an overview of HQS. For more detailed information, see the following documents:

- 24 CFR 982.402, Housing Quality Standards (HQS)
- HUD Housing Inspection Manual for Section 8 Housing
- HUD Inspection Form, form HUD-52580 (3/01) and Inspection Checklist, form HUD-52580-A (9/00)

Sanitary Facilities
The dwelling unit must include sanitary facilities within the unit. The sanitary facilities must be usable in privacy and must be in proper operating condition and adequate for personal cleanliness and disposal of human waste.

Food Preparation and Refuse Disposal
The dwelling unit must have space and equipment suitable for the family to store, prepare and serve food in a sanitary manner.

Space and Security
The dwelling unit must provide adequate space and security for the family. This includes having at least one bedroom or living/sleeping room for each two persons.

Thermal Environment
The unit must have a safe system for heating the dwelling unit. Air conditioning is not required, but if

provided, must be in proper operating condition. The unit must not contain unvented room heaters that burn gas, oil or kerosene. Portable electric room heaters or kitchen stoves with built-in heating units are not acceptable as a primary source.

Illumination and Electricity
Each room must have adequate natural or artificial illumination to permit normal indoor activities and to support the health and safety of occupants. The unit must have sufficient electrical sources so occupants can use essential electrical appliances. Minimum standards are set for different types of rooms. Once the minimum standards are met, the number, type and location of electrical sources are a matter of tenant preference.

Structure and Materials
The unit must be structurally sound. Handrails are required when four or more steps (risers) are present, and protective railings are required when porches, balconies and stoops are 30" or more off the ground. The elevator servicing the unit must be working (if there is one). Manufactured homes must have proper tie-down devices capable of surviving wind loads common to the area.

Interior Air Quality
The unit must be free of air pollutant levels that threaten the occupants' health. There must be adequate air circulation in the unit. Bathroom areas must have one window that opens or other adequate ventilation. Any sleeping room must have at least one window. If a window was designed to be opened, it must be in proper working order.

Water Supply
The unit must be served by an approved public or private water supply that is sanitary and free from contamination. Plumbing fixtures and pipes must be free of leaks and threats to health and safety.

Lead-Based Paint
Lead-based paint requirements apply to units built prior to 1978 that are occupied or can be occupied by families with children under 6 years of age, excluding zero bedroom dwellings. Owners must:

- Disclose known lead-based paint hazards to prospective tenants before the lease is signed.
- Provide all prospective families with "Protect Your Family from Lead in your Home".
- Stabilize deteriorated painted surfaces and conduct hazard reduction activities when identified by GDPM.
- Notify tenants each time such an activity is performed.
- Conduct all work in accordance with HUD safe practices.
- As part of ongoing maintenance, ask each family to report deteriorated paint.

For occupied units with children under 6 years of age, a risk assessment must be conducted (paid for by GDPM). If lead hazards are identified during the risk assessment, the owner must complete hazard reduction activities. For additional information on lead-based paint requirements see 24 CFR 35, subparts A, B, M and R.

Access
Use and maintenance of the unit must be possible without unauthorized use of other private properties. The building must provide an alternate means of exit in case of fire.

Site and Neighborhood
The site and neighborhood must be reasonably free from disturbing noises and reverberations, excessive trash or vermin, or other dangers to the health, safety and general welfare of the occupants.

Sanitary Condition
The dwelling unit and its equipment must be in sanitary condition and free of vermin and rodent infestation. The unit must have adequate barriers to prevent infestation.

Smoke Detectors
Smoke detectors must be on all levels and in every bedroom. In basements, the smoke detector must be located on the basement ceiling near the stairs, at least 4" from the nearest wall. On an open joist ceiling, the smoke detector must be mounted on the bottom of the joist. If the dwelling unit is occupied by a person with a hearing impairment, a visual alarm must be located in that person's bedroom and a detector located outside of the bedroom must control the alarm. The owner is required to repair an inoperable smoke detector unless the family has intentionally disconnected it (by removing the batteries or other means). In this case the family will be responsible for the repair of the smoke detector within 24 hours.

Hazards and Health/Safety
The unit, interior and exterior common areas accessible to the family, the site and the surrounding neighborhood must be free of hazards to the family's health and safety.

SUMMARY OF TENANT PREFERENCES RELATED TO HOUSING QUALITY

Note: This document provides an overview of unit and site characteristics and conditions for which the family determines acceptability. For more detailed information see the following documents:

- HUD Housing Inspection Manual for Section 8 Housing
- HUD Inspection Form, form HUD-52580 (3/01) and Inspection Checklist, form HUD-52580-A (9/00)

Provided the minimum housing quality standards have been met, HUD permits the family to determine whether the unit is acceptable with regard to the following characteristics:

Sanitary Facilities
The family may determine the adequacy of the cosmetic condition and quality of the sanitary facilities, including the size of the lavatory, tub or shower; the location of the sanitary facilities within the unit; and the adequacy of the water heater.

Food Preparation and Refuse Disposal
The family selects size and type of equipment it finds acceptable. When the family is responsible for supplying cooking appliances, the family may choose to use a microwave oven in place of a conventional oven, stove or range. When the owner is responsible for providing cooking appliances,

the owner may offer a microwave oven in place of an oven, store or range only if other subsidized and unsubsidized units on the premises are furnished with microwave ovens only. The adequacy of the amount and type of storage space, the cosmetic conditions of all equipment and the size and location of the kitchen are all determined by the family.

Space and Security
The family may determine the adequacy of room sizes and room locations. The family is also responsible for deciding the acceptability of the type of door and window locks.

Energy Conversation Items
The family may determine whether the amount of insulation, presence of absence of storm doors and windows and other energy conservation items are acceptable.

Illumination and Electricity
The family may determine whether the location and the number of outlets and fixtures (over and above those required to meet HQS standards) are acceptable, or if the amount of electrical service is adequate for the use of appliances, computers or stereo equipment.

Structure and Materials
Families may determine whether minor defects, such as lack of paint or worn flooring or carpeting will affect the livability of the unit.

Indoor Air
Families may determine whether window and door screens, filters, fans or other devices for proper ventilation are adequate to meet the family's needs. However, if screens are present, they must be in good condition.

Sanitary Conditions
The family determines whether the sanitary conditions in the unit, including minor infestations, are acceptable.

Neighborhood Conditions
Families may determine whether neighborhood conditions such as the presence of drug activity, commercial enterprises and convenience to shopping will affect the livability of the unit.

Families have no discretion with respect to lead-based paint standards and smoke detectors.

RETURN THIS SIGNED PAGE AND THE RTA PACKET TO GDPM

I, _____ have reviewed GDPM's Housing Quality Standards and fully understand what is expected for the Housing Assistance Payments Program.

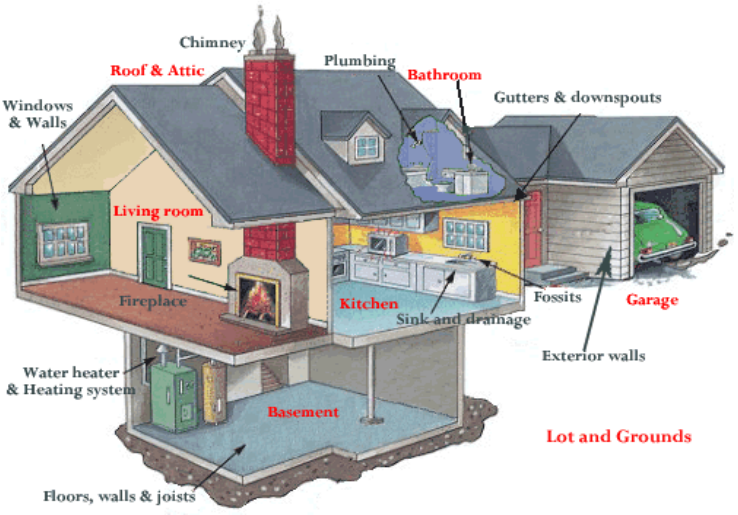
_____ _____

Signature of Owner Date

I, _____ have reviewed GDPM's Housing Quality Standards and fully understand what is expected for the Housing Assistance Payments Program.

_____ _____

Signature of Tenant Date



GREATER DAYTON PREMIER MANAGEMENT
400 Wayne Avenue, Dayton Ohio 45410
937-910-7500 or 937-910-5400

ENHANCING NEIGHBORHOODS
STRENGTHENING COMMUNITIES
CHANGING LIVES

Common Reasons for HQS Failure

In general, common items that fail housing quality inspections often relate to health, safety, and structural integrity. While specific standards can vary by location and jurisdiction, here are some common issues that might lead to inspection failures:

1. **Electrical Safety:**
   - Exposed wiring or faulty electrical outlets
   - Missing or broken smoke detectors
   - Inadequate electrical service or overloaded circuits
2. **Plumbing Issues:**
   - Leaking pipes or fixtures
   - Lack of water
   - Inoperable toilets or sinks
   - Sewage leaks or backups
3. **Heating and Cooling Systems:**
   - Malfunctioning or inadequate heating systems
   - Lack of ventilation or air circulation
   - Non-functional air conditioning in climates where its' essential
4. **Structural Integrity:**
   - Signs of water damage or leaks in ceilings or walls.
   - Cracked or damaged windows
   - Damaged flooring that poses a safety hazard
5. **Pest Infestation:**
   - Evidence of rodents or insects
   - Lack of pest control measures where necessary
6. **Safety Hazards:**
   - Missing or damaged handrails on staircases
   - Unsafe or broken steps and stairs
   - Lack of proper lighting in common areas or stairwells
   - Broken or missing locks on door and windows.
7. **Sanitation and Cleanliness:**
   - Mold or mildew in bathrooms or kitchens
   - Accumulation of garbage or debris
8. **General Maintenance:**
   - Peeling paint or broken tiles
   - Non-functional appliances provided as part of the lease agreement
   - Inadequate maintenance of grounds or common areas
9. **Compliance with Local Code and Regulations:**
   - Violations related to zoning, occupancy limits, or rental licensing requirements

These are general categories, and specific items can vary based on local housing codes and the type of housing being inspected (e.g., single-family homes, apartments, subsidized housing). Inspections typically aim to ensure that properties meet basic health and safety standards for their residents.

Ohio | Department of Commerce
Division of State Fire Marshal
John R. Kasich, Governor
Jacqueline T. Williams, Director

Technical Bulletin #18-001
February 2018 / 2017 OFC

Carbon Monoxide Detectors in New and Existing Buildings

Referenced Codes and Standards: OAC § 1301:7-7-9(O); OFC §915
OAC § 1301:7-7-11(A)(1); OFC § 1101.1
OAC § 1301:7-7-11(C)(9); OFC § 1103.9
OAC § 4101:1-4-06(5)-(6); OBC § 406.5 and 406.6
NFPA 720 (2015)
UL 217 (2015)
UL 268 (2016)
UL 2034 (2008)
UL 2075 (2013)

The 2017 Ohio Fire Code (OFC) became effective on December 15, 2017. New language added at section 915, titled "Carbon Monoxide Detection," affects carbon monoxide (CO) detection in **new buildings**. New language has also been added at section 1103.9 that affects carbon monoxide detection in **existing buildings**. This bulletin is intended to provide general guidance regarding these new requirements and to educate those affected by the new provisions as to when (and where) CO detection will be required.

I. NEW AND EXISTING BUILDINGS

New OFC provisions state that CO detection is now required in Group I-1, I-2, I-4, and R occupancies and in classrooms in Group E occupancies if certain conditions exists. (OFC 915.1.1.) The relevant conditions are discussed in Section II, below.

Although new OFC provisions are generally not applied to buildings that are already in existence when the code becomes effective (absent a distinct hazard), in some instances new provisions are applied retroactively. Such is the case here. The requirements for CO detection in the occupancy categories listed above **do** apply to both new and existing occupancies. Therefore, any of the relevant occupancies containing one of the four conditions discussed below that is in a **new building** must be built with the required CO detection. Likewise, any of the relevant occupancies containing one of the four conditions discussed below that is in an **existing building** must be equipped with the required CO detection. (OFC 1101.1.1, Exception 2; OFC 1103.9.)

If a new or existing building is required to have CO detection, detection must be provided by either a CO alarm or a CO detection system. (See **Section III**.) For **new buildings**, of course, the CO detection must be installed during the construction process and the CO detection must receive power from the building's wiring if power is commercially available. If power is not commercially available in a new building, battery powered CO detection will be acceptable.

Existing buildings that are required to provide CO detection must provide the detection on or before January 1, 2019. (OFC 1103.9.) CO detection in existing buildings can be solely battery

operated regardless of whether or not commercial power is available for the building. This allowance for battery operation does not apply to new buildings unless commercial power is not available. This language was added for existing buildings to avoid any costly upgrade or retrofit of an already existing system.

II. CONDITIONS REQUIRING CO DETECTION

In determining whether CO detection is required, an interested party must first determine whether they have one of the relevant occupancies (I-1, I-2, I-4, R or Classroom in E). If yes, the next question becomes whether any sleeping unit, dwelling unit, or classroom has any of the following relevant conditions which now require CO detection.

1. First, CO detection is now required in any dwelling unit, sleeping unit, or classroom that contains a fuel burning appliance or a fuel-burning fireplace. (See OFC § 915.1.2.)

2. Second, CO detection is now required in any dwelling unit, sleeping unit or classroom that is served by a fuel-burning, forced-air furnace. (See OFC § 915.1.3.) However, an exception exists for any dwelling unit, sleeping unit, or classroom that is served by a fuel-burning, forced-air furnace where the first room or area served by each main duct leaving the furnace has CO detection AND the CO alarm signals are automatically transmitted to an approved location. Where the first room or area served has CO detection and the alarm automatically transmits, CO detection is NOT required in the dwelling unit, sleeping unit or classroom also served by that same fuel-burning, forced-air furnace. If, however, the first room or area served does not have CO detection or the alarm does not automatically transmit, CO detection IS required in any dwelling unit, sleeping unit or classroom also served by that same fuel-burning, forced-air furnace.

3. The third condition where CO detection is now required states that CO detection must be provided in any dwelling unit, sleeping unit or classroom that is located in a building that contains a fuel-burning appliance or fuel-burning fireplace. (See OFC § 915.1.4.) There are two exceptions to this general rule. The first exception states that if a building contains a fuel-burning appliance or fireplace, but there are no communicating openings between the appliance or fireplace and the dwelling unit, sleeping unit, or classroom, then the dwelling unit, sleeping unit, or classroom does not have to have CO detection. The second exception states that CO detection is not required in dwelling units, sleeping units, or classrooms that are in a building that contains a fuel-burning appliance or fuel-burning fireplace IF CO detection is provided in one of two locations: a) an approved location between the appliance or fireplace and the affected unit or room, or b) on the ceiling of the room containing the appliance or fireplace.

4. Finally, the fourth condition where CO detection is now required, states that CO detection must be provided in any dwelling unit, sleeping unit, or classroom that is located in a building with an attached private garage.[1] (See OFC § 915.1.5.) This requirement, however, also has exceptions. A dwelling unit, sleeping unit, or classroom that is located in a building with an attached private garage is not required to have CO detection if any of the following apply: a) there are no communicating openings between the private garage

[1] **Please note**: for the purposes of this rule "attached private garage" does NOT mean an open parking garage complying with section 406.5 of the Ohio Building Code or an enclosed parking garage complying with section 406.6 of the Ohio Building Code.

and the dwelling unit, sleeping unit or classroom; b) the dwelling unit, sleeping unit, or classroom is located more than one story above or below the private garage; c) the private garage connects to the building through an open-ended corridor; or d) CO detection is provided in an approved location between openings to the private garage and the dwelling unit, sleeping unit or classroom.

If any of the affected occupancies have any of the 4 conditions listed above, and none of the exceptions apply, CO detection is now required in the affected dwelling units, sleeping units and classrooms. Please see **Section IV. Locations**, for a discussion regarding where the detectors have to be placed.

III. TYPES OF DETECTION REQUIRED

If carbon monoxide detection is required, it must be provided by either a CO alarm or a CO detection system. (See OFC § 915.3.) The new code provisions set forth specific parameters that each must meet.

If CO alarms are utilized (see OFC § 915.4), the alarms must be listed in accordance with UL 2034 (2008) and must receive their primary power from the building wiring if the wiring is served from a commercial source. In the event of an interruption of primary power, the alarms must receive backup power from a battery. Wiring for the alarms must be permanent and cannot have a disconnecting switch other than what might be required for overcurrent protection.

If a building does not have commercial power (or if the building was an existing building before December 15, 2017), a battery powered CO alarm is acceptable.

Combination CO/smoke alarms are also an acceptable alternative to alarms that are solely CO alarms. Combination alarms must be listed in accordance with UL 2034 (2008) and UL 217 (2015). If the combination alarm is not so listed, it is not acceptable.
If CO detection systems are utilized (see OFC § 915.5), the systems must comply with NFPA 720 (2015) and must be listed in accordance with UL 2075 (2013). However, in the event of a conflict, CO detectors shall be installed in locations specified in this rule (as discussed below), rather than as set forth in NFPA 720 (2015).

Combination CO/smoke detectors are acceptable for installation in CO detection systems IF they are listed in accordance with UL 2075 (2013) and UL 268 (2016). If a combination alarm is not so listed, it is not acceptable.

IV. LOCATIONS WHERE CO DETECTION MUST BE INSTALLED

If CO detection is required, the new OFC provisions require the detection to be installed in specified locations, as follows:

Dwelling Units (See OFC § 915.2.1.)

If a dwelling unit is required to have CO detection, the detection has to be installed in the dwelling unit outside of each separate sleeping area in the immediate vicinity of the bedrooms.

If a fuel-burning appliance is located within a bedroom or its attached bathroom, the detection must be installed within the bedroom.

Sleeping Units (See OFC § 915.2.2.)

If a sleeping unit is required to have CO detection the detection must be installed in the sleeping unit.

The only exception to this provision is where the sleeping unit or its attached bathroom does not contain a fuel-burning appliance and is not served by a forced air furnace. If the sleeping unit or its attached bathroom does not contain a fuel-burning appliance and are not served by a forced air furnace the CO detection can be installed outside of each separate sleeping area in the immediate vicinity of the sleeping unit. If the sleeping unit or an attached bathroom does contain a fuel-burning appliance or is served by a forced air furnace, the CO detection will have to be located in the sleeping unit.

Classrooms in Group E (See OFC § 915.2.3.)

If a classroom is required to have CO detection, the detection must be installed in the classroom. Unless the occupant load is 30 or less, alarm signals must be automatically transmitted to an on-site location that is staffed by school personnel. If the occupant load is 30 or less, the signal does not have to automatically transmitted. If the occupant load is over 30, automatic transmission is required.

V. MAINTENANCE

CO alarms and CO detection systems must be maintained in accordance with NFPA 720 (2015). If an alarm or a detector becomes inoperable or begins producing end-of-life signals, it must be replaced. (See OFC § 915.6.)

This Technical Bulletin is intended only as an informational tool. Affected individuals and code enforcement officials should consult their legal advisor to determine specific requirements, their applicability, and courses of action that should be taken to ensure compliance with all applicable requirements and standards.

DETERMINING IF CO DETECTION IS REQUIRED

Question 1: Am I in a relevant occupancy (I-1, I-2, I-4, R occupancy or in a Classroom in an E occupancy)?

NO: CO detection requirements are not applicable

YES: Go to Question 2

Question 2: Is one of the following relevant conditions present?

- A dwelling unit, sleeping unit or classroom contains a fuel-burning appliance/fireplace
- A dwelling unit, sleeping unit or classroom is served by a fuel-burning forced air furnace
- A dwelling unit, sleeping unit or classroom is in a building that contains a fuel-burning appliance/fireplace
- A dwelling unit, sleeping unit or classroom is in a building that contains an attached private garage

NO: CO detection requirements are not applicable

YES: Go to Question 3

Question 3: Is there an applicable exception?

- For a unit or room that contains a fuel-burning appliance/fireplace:

  – There are no exceptions; CO is required

- For a unit or room that is served by a fuel-burning forced air furnace:

  – Does the first area served by each main duct have CO detection and is the detection automatically transmitted to an approved location?

    NO: CO is required

    YES: CO is not required

- For a unit or room that is in a building that contains a fuel-burning appliance/fireplace:

  – Are there any communicating openings between the unit or room and the appliance or fireplace?

    NO: CO is not required

    YES: CO is required

  – Is there CO detection in an approved location between the room or unit and the appliance or fireplace, OR is there CO detection on the ceiling of the room where the appliance or fireplace is located?

    NO: CO is required

YES: CO is not required

- For a unit or room that is in a building that contains an attached private garage:
  - Are there any communicating opening between the appliance/fireplace and the unit or room?

    NO: CO not is required

    YES: CO is required

  - Is the unit or room more than one-story above or below the garage?

    NO: CO is required

    YES: CO is not required

  - Is the garage connected to the building through an open-ended corridor?

    NO: CO is required

    YES: CO is not required

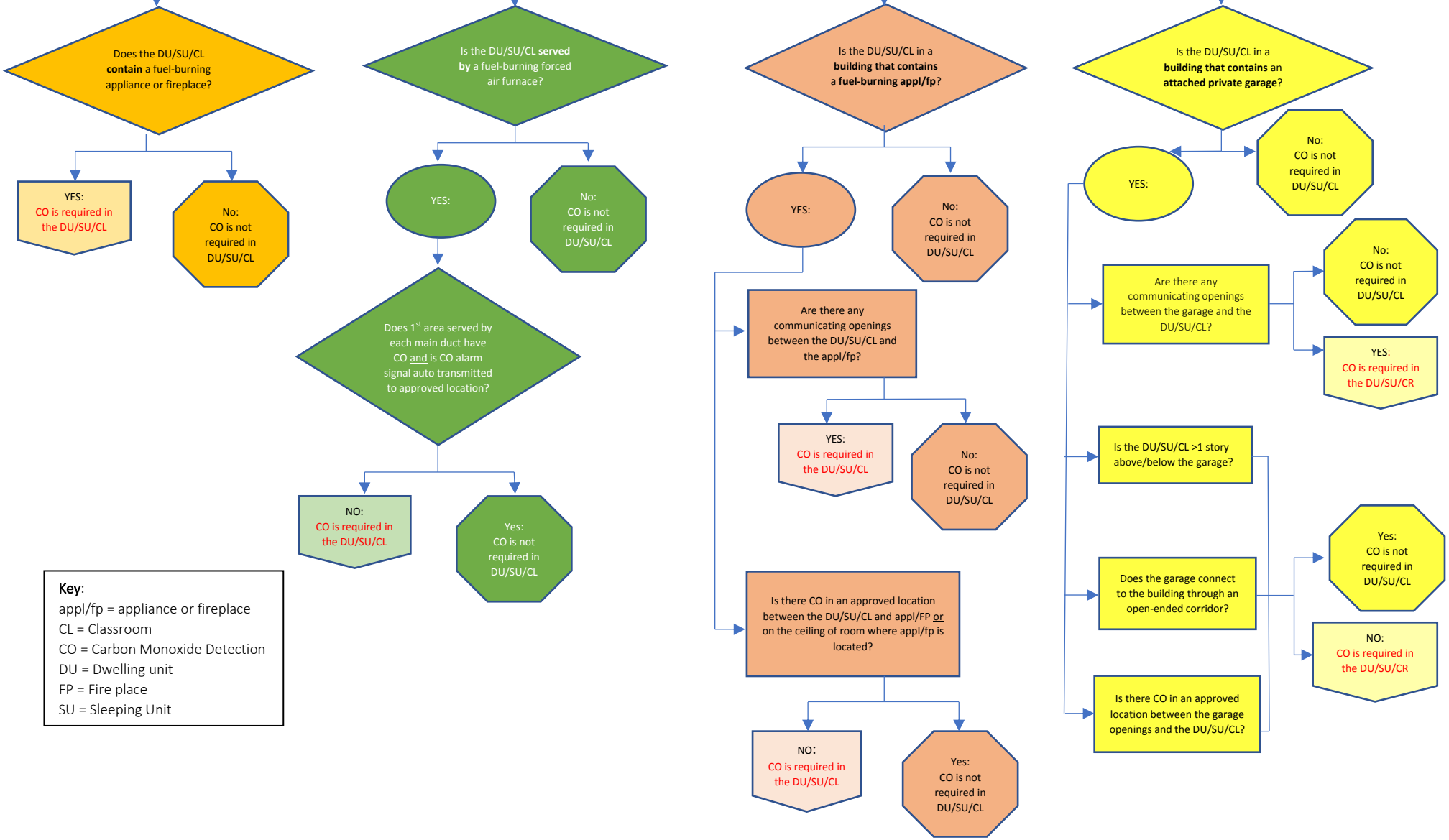
  - Is there CO detection in an approved location between garage openings and the unit or room?

    NO: CO is required

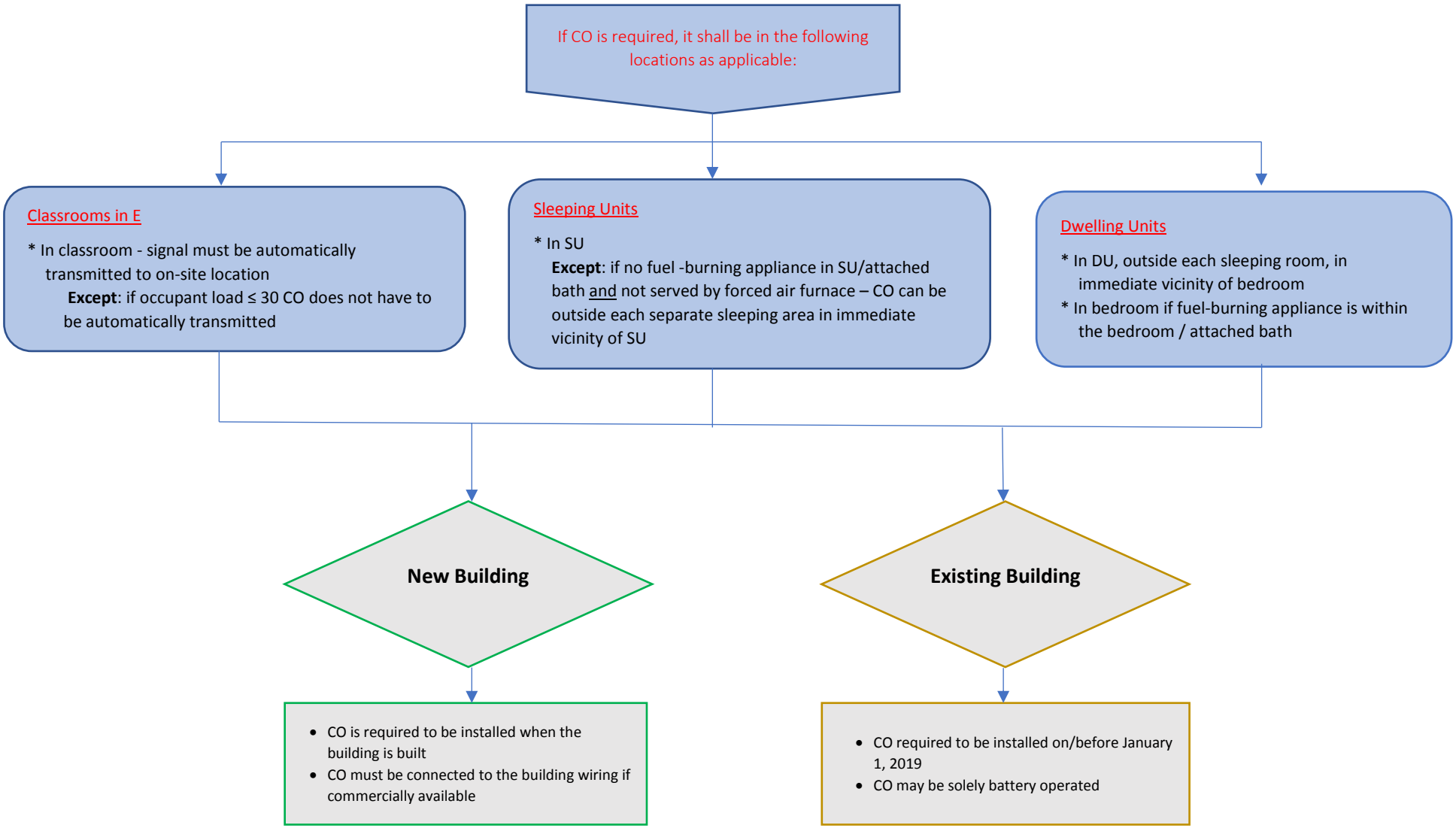
    YES: CO is not required

REQUIRED CARBON MONIXIDE DETECTION UNDER 2017 OFC §§ 320, 1103.9

Is inspector in a relevant occupancy (I-1, I-2, I-4, R occupancy or in a classroom in an E occupancy)? **If yes**, CO will be required if any one or more of the following **four relevant conditions** is present and none of the exceptions apply



Key:
appl/fp = appliance or fireplace
CL = Classroom
CO = Carbon Monoxide Detection
DU = Dwelling unit
FP = Fire place
SU = Sleeping Unit



NOTE: This flow chart only outlines CO requirements pursuant to OFC sections 320 and 1103.9; CO may be required under other OFC provisions / when other conditions are present. In addition, even if CO is not required under these provisions, CO can be installed.

NOTE: Compliance with the above CO requirements does not ensure building safety; all applicable OFC/OBC rules must be complied with.

1301:7-7-09 Fire protection systems.

(O) Section 915 Carbon monoxide detection

(1) **915.1 General.** Carbon monoxide detection shall be installed in new buildings in accordance with *paragraphs* (O)(1)(a)(915.1.1) *to* (O)(6)(915.6) *of this rule*. Carbon monoxide detection shall be installed in existing buildings in accordance with *paragraph* (C)(9)(1103.9) *of rule 1301:7-7-11 of the Administrative Code*.

(a) **915.1.1 Where required.** Carbon monoxide detection shall be provided in Group I-1, I-2, I-4 and R occupancies and in classrooms in Group E occupancies in the locations specified in *paragraph* (O)(2)(915.2) *of this rule* where any of the conditions in *paragraphs* (O)(1)(b)(915.1.2) *to* (O)(1)(f)(915.1.6) *of this rule* exist.

(b) **915.1.2 Fuel-burning appliances and fuel-burning fireplaces.** Carbon monoxide detection shall be provided in dwelling units, sleeping units and classrooms that contain a fuel-burning appliance or a fuel-burning fireplace.

(c**) 915.1.3 Forced-air furnaces.** Carbon monoxide detection shall be provided in dwelling units, sleeping units and classrooms served by a fuel-burning, forced-air furnace.

Exception: Carbon monoxide detection shall not be required in dwelling units, sleeping units and classrooms where carbon monoxide detection is provided in the first room or area served by each main duct leaving the furnace, and the carbon monoxide alarm signals are automatically transmitted to an approved location.

(d) **915.1.4 Fuel-burning appliances outside of dwelling units, sleeping units and classrooms.** Carbon monoxide detection shall be provided in dwelling units, sleeping units and classrooms located in buildings that contain fuel burning appliance or fuel-burning fireplaces.

Exceptions:

1. Carbon monoxide detection shall not be required in dwelling units, sleeping units and classrooms where there are no communicating openings between the fuel-burning appliance or fuel-burning fireplace and the dwelling unit, sleeping unit or classroom.

2. Carbon monoxide detection shall not be required in dwelling units, sleeping units and classrooms where carbon monoxide detection is provided in one of the following locations:

2.1. In an approved location between the fuel-burning appliance or fuel-burning fireplace and the dwelling unit, sleeping unit or classroom.

2.2. On the ceiling of the room containing the fuel-burning appliance or fuel-burning fireplace.

(e) **915.1.5 Private garages.** Carbon monoxide detection shall be provided in dwelling units, sleeping units and classrooms in buildings with attached private garages.

Exceptions:

1. Carbon monoxide detection shall not be required where there are no communicating openings between the private garage and the dwelling unit, sleeping unit or classroom.

2. Carbon monoxide detection shall not be required in dwelling units, sleeping units and classrooms located more than one story above or below a private garage.

3. Carbon monoxide detection shall not be required where the private garage connects to the building through an open-ended corridor.

4. Where carbon monoxide detection is provided in an approved location between openings to a private garage and dwelling units, sleeping units or classrooms, carbon monoxide detection shall not be required in the dwelling units, sleeping units or classrooms.

(f) **915.1.6 Exempt garages.** For determining compliance with *paragraph* (O)(1)(e)(915.1.5) *of this rule,* an open parking garage complying with

Section 406.5 of the *building code as listed in rule 1301:7-7-80 of the Administrative Code* or an enclosed parking garage complying with Section 406.6 of the *building code as listed in rule 1301:7-7-80 of the Administrative Code* shall not be considered a private garage.

(2) **915.2 Locations.** Where required by *paragraph* (O)(1)(a)(915.1.1) *of this rule*, carbon monoxide detection shall be installed in the locations specified in *paragraphs* (O)(2)(a)(915.2.1) *to* (O)(2)(c)(915.2.3) *of this rule*.

(a) **915.2.1 Dwelling units.** Carbon monoxide detection shall be installed in dwelling units outside of each separate sleeping area in the immediate vicinity of the bedrooms. Where a fuel-burning appliance is located within a bedroom or its attached bathroom, carbon monoxide detection shall be installed within the bedroom.

(b) **915.2.2 Sleeping units.** Carbon monoxide detection shall be installed in sleeping units.

Exception: Carbon monoxide detection shall be allowed to be installed outside of each separate sleeping area in the immediate vicinity of the sleeping unit where the sleeping unit or its attached bathroom does not contain a fuel burning appliance and is not served by a forced air furnace.

(c) **915.2.3 Group E occupancies.** Carbon monoxide detection shall be installed in classrooms in Group E occupancies. Carbon monoxide alarm signals shall be automatically transmitted to an on -site location that is staffed by school personnel.

Exception: Carbon monoxide alarm signals shall not be required to be automatically transmitted to an on -site location that is staffed by school personnel in Group E occupancies with an occupant load of 30 or less.

(3) **915.3 Detection equipment.** Carbon monoxide detection required by *paragraphs* (O)(1)(915.1) *to* (O)(2)(c)(915.2.3) *of this rule* shall be provided by carbon monoxide alarms complying with *paragraph* (O)(4)(915.4) *of this rule* or carbon monoxide detection systems complying with *paragraph* (O)(5)(915.5) *of this rule*.

(4) **915.4 Carbon monoxide alarms.** Carbon monoxide alarms shall comply with *paragraphs* (O)(4)(a)(915.4.1) *to* (O)(4)(c)(915.4.3) *of this rule*.

(a) **915.4.1 Power source.** Carbon monoxide alarms shall receive their primary power from the building wiring where such wiring is served from a commercial source, and when primary power is interrupted, shall receive power from a battery. Wiring shall be permanent and without a disconnecting switch other than that required for overcurrent protection.

Exception: Where installed in buildings without commercial power, battery-powered carbon monoxide alarms shall be an acceptable alternative.

(b) **915.4.2 Listings.** Carbon monoxide alarms shall be listed in accordance with UL 2034 *as listed in rule 1301:7-7-80 of the Administrative Code*.

(c) **915.4.3 Combination alarms.** Combination carbon monoxide/smoke alarms shall be an acceptable alternative to carbon monoxide alarms. Combination carbon monoxide/smoke alarms shall be listed in accordance with UL 2034 and UL 217 *as listed in rule 1301:7-7-80 of the Administrative Code*.

(5) **915.5 Carbon monoxide detection systems.** Carbon monoxide detection systems shall be an acceptable alternative to carbon monoxide alarms and shall comply with *paragraphs* (O)(5)(a)(915.5.1) *to* (O)(5)(c)(915.5.3) *of this rule*.

(a) **915.5.1 General.** Carbon monoxide detection systems shall comply with NFPA 720 *as listed in rule 1301:7-7-80 of the Administrative Code*. Carbon monoxide detectors shall be listed in accordance with UL 2075 *as listed in rule 1301:7-7-80 of the Administrative Code*.

(b) **915.5.2 Locations.** Carbon monoxide detectors shall be installed in the locations specified in *paragraph* (O)(2)(915.2) *of this rule*. These locations supersede the locations specified

in NFPA 720 *as listed in rule 1301:7-7-80 of the Administrative Code*.

(c) **915.5.3 Combination detectors.** Combination carbon monoxide/smoke detectors installed in carbon monoxide detection systems shall be an acceptable alternative to carbon monoxide detectors, provided they are listed in accordance with UL 2075 and UL 268 *as listed in rule 1301:7-7-80 of the Administrative Code*.

(6) **915.6 Maintenance.** Carbon monoxide alarms and carbon monoxide detection systems shall be maintained in accordance with NFPA 720 *as listed in rule 1301:7-7-80 of the Administrative Code*. Carbon monoxide alarms and carbon monoxide detectors that become inoperable or begin producing end -of-life signals shall be replaced.

1301:7-7-11 Construction requirements for existing buildings.

(A) Section 1101 General

(1) **1101.1 Scope.** The provisions of this *rule* shall apply to existing buildings constructed prior to the adoption of this code *in accordance with paragraph (B)(1)(c)(102.1) of rule 1301:7-7-01 of the Administrative Code. The provisions of this rule shall not apply to existing buildings unless the conditions at the building constitute a distinct hazard to life or property in the opinion of the fire code official in accordance with paragraph (B)(1)(c)(102.1) of rule 1301:7-7-01 of the Administrative Code.*

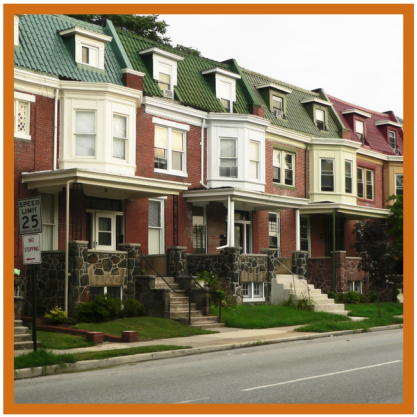
Exceptions:

1. The provisions of paragraph (D)(1104) of this rule shall apply to all existing buildings.

2. The provisions of paragraph (C)(9)(1103.9) *of this rule shall apply to all existing occupancies identified in paragraph* (C)(9)(1103.9) *of this rule.*

(C) Section 1103 Fire safety requirements for existing buildings.

(9) **1103.9 Carbon monoxide alarms.** On or before January 1, 2019, **e**xisting Group I-1, I-2, I-4, R and E occupancies shall be equipped with carbon monoxide alarms in accordance with *paragraph* (O)(915) *of rule 1301:7-7-09 of the Administrative Code*, except that the carbon monoxide alarms shall be allowed to be solely battery operated.



Protect Your Family From Lead in Your Home

United States Environmental Protection Agency

United States Consumer Product Safety Commission

United States Department of Housing and Urban Development

January 2026

English

Are You Planning to Buy or Rent a Home Built Before 1978?

Did you know that many homes built before 1978 have **lead-based paint**? Lead from paint, chips and dust can pose serious health hazards.

Read this entire brochure to learn:

- How lead gets into the body
- How lead affects health
- What you can do to protect your family
- Where to go for more information

Before renting or buying a pre-1978 home or apartment, federal law requires sellers, landlords, agents and rental property managers to:

- Disclose known information about the presence of lead-based paint or lead-based paint hazards (or state there is none)
- Provide all available records and reports on lead-based paint and lead-based paint hazards (or state there are none)
- Include a specific warning statement about lead-based paint
- Give buyers up to 10 days to have a certified inspector or risk assessor check for lead.

If undertaking renovation, repair or painting (RRP) projects in your pre-1978 home or apartment:

- Read EPA's pamphlet, *The Lead-Safe Certified Guide to Renovate Right,* to learn about the lead-safe work practices that contractors are required to follow when working in your home (see page 12).

Steps to Protect Your Family from Lead Hazards

If you think your home has lead-based paint:

- Don't try to remove lead-based paint yourself.
- Always keep painted surfaces in good condition to minimize deterioration.
- Get your home checked for lead hazards. Find a certified risk assessor at cdxapps.epa.gov/leadpro.
- Talk to your landlord about fixing surfaces with peeling or chipping paint.
- Regularly clean floors, window sills and other surfaces using wet methods.
- Take precautions to avoid exposure to lead dust when remodeling.
- Hire only EPA-, Tribal- or state-approved Lead-Safe Certified renovation firms when renovating, repairing or painting. Find an EPA-certified firm using cdxapps.epa.gov/leadpro.
- Have your home checked for lead-based paint by a certified inspector or risk assessor before buying, renting or renovating your home.
- Consult your health care provider about testing your children for lead. Your pediatrician can check for lead with a simple blood test.
- Wash children's hands, bottles, pacifiers and toys often.
- Make sure children eat a well-balanced diet with foods high in iron, calcium and vitamin C as these nutrients may help prevent the absorption of lead.
- Remove shoes or wipe soil and other dirt off shoes before entering your house.

Lead Gets into the Body in Many Ways

Adults and children can get lead into their bodies if they:

- Breathe in lead dust (especially during activities such as renovations, repairs or painting that disturb painted surfaces)
- Swallow lead dust that has settled on food, food preparation surfaces and other places
- Eat paint chips or soil that contains lead

Lead is especially dangerous to children under the age of 6.

- At this age, children's brains and nervous systems are more sensitive to the damaging effects of lead.
- Children's growing bodies absorb more lead.
- Babies and young children often put their hands and other objects in their mouths. These objects can have dust that may contain lead on them.

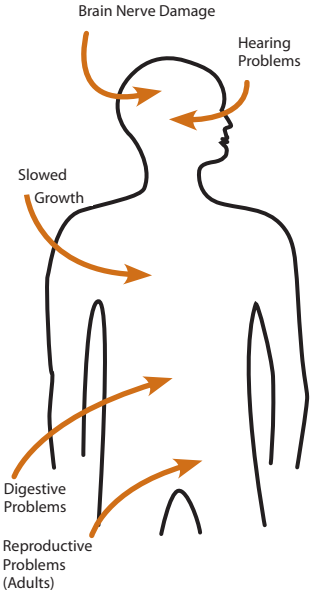
Lead is dangerous to a developing fetus.

- Lead can build up in the body over time, settling in the bones. This stored lead can be transferred during pregnancy to a fetus or after birth to an infant through breast milk.

Please see pages 13 and 14 for more information on sources of lead exposure.

Health Effects of Lead

Lead affects the body in many ways. It is important to know that no safe blood lead level has been identified and even exposure to low levels of lead can harm children.



In children, exposure to lead can cause:

- Nervous system and kidney damage
- Learning disabilities, attention-deficit disorder and decreased intelligence
- Speech, language and behavior problems
- Poor muscle coordination
- Decreased muscle and bone growth
- Hearing damage

While low-lead exposure is most common, exposure to high amounts of lead can have devastating effects on children, including seizures, unconsciousness and in some cases, death.

In adults, exposure to lead can cause an increased risk of:

- Miscarriage during pregnancy
- The baby being born too early or too small
- Harm to a developing fetus' brain, kidneys and nervous system
- Fertility problems (in men and women)
- High blood pressure
- Digestive problems
- Nerve disorders
- Memory and concentration problems
- Muscle and joint pain

Check Your Family for Lead

Get your children and home tested if you think your home has lead.

Children's blood lead levels (BLLs) tend to increase rapidly from 6 to 12 months of age, and BLLs tend to peak at 18 to 24 months of age.

A simple blood test is the best way to find out if a child has been exposed to lead. A child who has been exposed to lead may not have visible signs or symptoms and may look and act healthy. Consult your doctor for advice on getting your children tested.

Blood lead tests are required for the following groups:

- Children at 12 and 24 months enrolled in Medicaid
- Children between 24 and 72 months enrolled in Medicaid with no record of a previous blood lead test
- Children who should be tested under your Tribal, state or local health testing plan

Blood lead tests are recommended for the following groups:

- Children at 12 and 24 months living in areas that are at higher risk* or who belong to populations that are at higher risk*
- Children or other family members who have been exposed to lead

Your doctor can explain what the test results mean and if more testing will be needed.

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* Some children are more likely to be exposed to lead than others. These include children who live or spend time in a house or building built before 1978, are from low-income households, live or spend time with someone who works with lead or are immigrants, refugees or recently adopted from less developed countries.

Where Lead-Based Paint Is Found

In general, the older your home or childcare facility, the more likely it has lead-based paint.[1]

Many homes and childcare facilities built before 1978 may have lead-based paint. In 1978, the federal government banned consumer uses of lead-containing paint.[2]

Learn how to determine if paint is lead-based paint on page 7.

Lead can be found:

- In homes and childcare facilities in the city, country or suburbs
- In private and public single-family homes and apartments
- On surfaces inside and outside of the house
- In soil around a home (soil can pick up lead from exterior paint or other sources, such as past use of leaded gas in cars)

Learn more about where lead is found at epa.gov/lead.

[1] "Lead-based paint" is currently defined by the federal government as paint with lead levels greater than or equal to 1.0 milligram per square centimeter (mg/cm^2), or more than 0.5% by weight.

[2] "Lead-containing paint" is currently defined by the federal government as lead in new dried paint in excess of 90 parts per million (ppm) by weight.

Identifying Lead-Based Paint and Lead-Based Paint Hazards

Deteriorated lead-based paint (peeling, chipping, chalking, cracking or damaged paint) is a hazard and needs immediate attention. **Lead-based paint** may also be a hazard when found on surfaces that children can chew or that get a lot of wear and tear, such as:

- On windows and window sills
- Doors and door frames
- Stairs, railings, banisters and porches

Lead-based paint is usually not a hazard if it is in good (intact) condition and if it is not on an impact or friction surface like a window.

Lead dust can form when lead-based paint is scraped, sanded or heated. Lead dust also forms when painted surfaces containing lead bump or rub together. Lead paint chips and dust can get on surfaces and objects that people touch. Settled lead dust can reenter the air when the home is vacuumed or swept, or when people walk through it. EPA currently defines any reportable level of lead dust measured by an EPA-recognized lead laboratory as hazardous.

If you suspect your home has lead-based paint, you should clean regularly to minimize dust using the information on pages 9 and 11, especially when young children live in the home. EPA does not recommend lead abatements based on lead dust unless the lead dust is at or above the action levels listed on page 11.

Lead in soil can be a hazard when children play in bare soil or when people bring soil into the house on their shoes. EPA currently defines the following levels of lead in soil as hazardous:

- 400 parts per million (ppm) and higher in play areas of bare soil
- 1,200 ppm (average) and higher in bare soil in the remainder of the yard

Remember, lead from paint chips—which you can see—and lead in dust or soil—which you may not be able to see—can both be hazards.

The only way to find out if paint, dust or soil lead hazards exist is to test for them. The next page describes how to do this.

Checking Your Home for Lead

Hire a certified lead professional to get your home tested for lead in several different ways:

- A lead-based paint **inspection** tells you if your home has lead-based paint and where it is located. It won't tell you whether your home currently has lead hazards or how to deal with them. A trained and certified lead-based paint inspector will inspect the paint using:
  - A portable x-ray fluorescence (XRF) machine
  - Lab tests of paint samples collected by the inspector to be tested in an EPA-recognized lead laboratory

- A **risk assessment** tells you if your home currently has any lead hazards from paint, dust or soil, and what actions to take to address any hazards. A trained and certified lead-based paint risk assessor will:
  - Sample paint that is deteriorated on doors, windows, floors, stairs and walls
  - Sample dust near painted surfaces and sample bare soil in the yard
  - Get lab tests of paint, dust and soil samples
- A **combination inspection and risk assessment** tells you if your home has any lead-based paint, if it has any lead hazards and where both are located.

Be sure to read the report provided to you after your inspection or risk assessment is completed and ask questions about anything you do not understand. Closely monitor areas that are known to have lead-based paint.

Checking Your Home for Lead, continued

In preparing for renovation, repair or painting work in a pre-1978 home, Lead-Safe Certified renovators (see page 12) may do any of the following:

- Take paint chip samples to determine if lead-based paint is present in the area planned for renovation and send them to an EPA-recognized lead lab for analysis
- Use EPA-recognized tests kits to determine if lead-based paint is absent
- Presume that lead-based paint is present and use lead-safe work practices

There are state, Tribal and federal programs in place to ensure that testing is done safely, reliably and effectively. Contact your state, Tribal or local agency for more information, visit epa.gov/lead, or call toll-free **1-800-424-LEAD (5323)** for a list of contacts in your area.[3]

[3] Hearing- or speech-challenged individuals may access this number through TTY by calling 711.

What You Can Do Now to Protect Your Family

If you suspect that your house has lead-based paint hazards, you can take some immediate steps to reduce your family's risk:

- If you rent, notify your landlord of peeling or chipping paint.
- Keep painted surfaces clean and free of dust. Clean floors, window frames, window sills and other surfaces weekly. Use a mop or sponge with warm water and a general all-purpose cleaner. (Remember: never mix ammonia and bleach products together because they can form a dangerous gas.)
- Carefully clean up paint chips immediately without creating dust.
- Thoroughly rinse sponges and mop heads often during cleaning of dirty or dusty areas, and again afterward.
- Wash your hands and your children's hands often, especially before they eat and before nap time and bedtime.
- Keep play areas clean. Wash bottles, pacifiers, toys and stuffed animals regularly.
- Keep children from chewing window sills or other painted surfaces, or eating soil.
- When renovating, repairing or painting, hire only EPA-, Tribal- or state-approved Lead-Safe Certified renovation firms (see page 12).
- Clean or remove shoes before entering your home to avoid tracking in lead from soil.
- Make sure children eat a well-balanced diet of fruits, vegetables, grains, dairy and protein-rich foods. Foods that are higher in iron, calcium and vitamin C may help reduce the body's absorption of lead. Children with empty stomachs absorb more lead than children with food in their stomachs.

Reducing Lead Hazards

Disturbing lead-based paint or removing lead improperly can increase the hazard to your family by spreading even more lead dust around the house.

- In addition to day-to-day cleaning and good nutrition, you can **temporarily** reduce lead-based paint hazards by taking actions, such as repairing damaged painted surfaces and planting grass to cover lead-contaminated soil. These actions are not permanent solutions and will need ongoing attention.
- You can minimize exposure to lead when renovating, repairing or painting by hiring an EPA-, Tribal- or state-certified renovator who is trained in the use of lead-safe work practices. If you are a do-it-yourselfer, learn how to use lead–safe work practices in your home.
- To remove lead hazards, you should hire a certified lead abatement contractor. Abatement methods (which are designed to permanently address lead-based paint hazards) include removing, sealing or enclosing lead-based paint with special materials. Just painting over the hazard with regular paint will not permanently address the lead-based paint hazards.

Always use a certified contractor who is trained to address lead hazards safely.

- Hire a Lead-Safe Certified firm (see page 12) to perform renovation, repair or painting (RRP) projects that disturb painted surfaces.
- Hire a certified lead abatement contractor to permanently address lead hazards. This will ensure your contractor knows how to work safely and has the proper equipment to clean up thoroughly.
- Certified contractors will employ qualified workers and follow strict safety rules set by their state or Tribe or by the federal government.

Reducing Lead Hazards, continued

If your home has had a lead abatement, dust cleanup activities must be conducted once the work is completed. Dust cleanup activities must be conducted until clearance testing indicates that lead dust levels are below the following action levels:

- 5 micrograms per square foot (µg/ft^2) for floors, including carpeted floors
- 40 µg/ft^2 for interior window sills
- 100 µg/ft^2 for window troughs

Abatements are designed to permanently address lead-based paint hazards. However, when an abatement is complete, lead dust may still remain above reportable levels (see page 6) and can also be reintroduced into an abated area. Steps to keep lead dust low after an abatement include:

- Using a HEPA vacuum on all furniture and other items returned to the area
- Regularly cleaning floors, window sills, troughs and other hard surfaces with a damp cloth or sponge and a general all-purpose cleaner

Please see page 9 for more information on steps you can take to protect your home after the abatement. For help in locating certified lead abatement professionals in your area, call your state, Tribal or local agency (see pages 15 and 16), visit cdxapps.epa.gov/leadpro, or call toll-free 1-800-424-LEAD [5323].

Renovating, Repairing or Painting a Home with Lead-Based Paint

If you hire a contractor to conduct renovation, repair or painting (RRP) projects in your pre-1978 home or childcare facility (such as pre-school and kindergarten), your contractor must:

- Be a Lead-Safe Certified firm approved by EPA or an EPA-authorized state or Tribal program
- Use qualified trained individuals (Lead-Safe Certified renovators) who follow specific lead-safe work practices to prevent lead contamination
- Provide a copy of EPA's lead hazard information document, *The Lead-Safe Certified Guide to Renovate Right*

RRP contractors working in pre-1978 homes and childcare facilities must follow lead-safe work practices that:

- **Contain the work area.** The area must be contained so that dust and debris do not escape from the work area. Warning signs must be put up, and plastic or other impermeable material and tape must be used.
- **Avoid renovation methods that generate large amounts of lead-contaminated dust.** Some methods generate so much lead-contaminated dust that their use is prohibited. These prohibited methods are:
  - Open-flame burning or torching
  - Sanding, grinding, planing, needle gunning or blasting with power tools and equipment not equipped with a shroud and HEPA vacuum attachment
  - Using a heat gun at temperatures greater than 1100°F
- **Clean up thoroughly.** The work area should be cleaned up daily. When all the work is done, the area must be cleaned up using special cleaning methods and then checked to confirm adequate cleanup.
- **Dispose of waste properly.** Collect and seal waste in a heavy-duty bag or sheeting. When transported, ensure that waste is contained to prevent release of dust and debris.

To learn more about EPA's requirements for RRP projects, visit epa.gov/getleadsafe, or read *The Lead-Safe Certified Guide to Renovate Right*.

Other Sources of Lead

Lead in Drinking Water

The most common sources of lead in drinking water in homes are lead pipes, fixtures, brass or chrome-plated brass faucets and plumbing with lead solder.

Lead pipes are more likely to be found in older cities and homes built before 1986.

You can't smell or taste lead in drinking water.

To find out for certain if you have lead in drinking water, have your water tested (See below).

Remember that older homes with a private well can also have plumbing materials that contain lead.

Important Steps You Can Take to Reduce Lead in Drinking Water

- Use only cold water for drinking, cooking and making baby formula. Boiling water does not remove lead from water.
- Before drinking, flush your home's pipes by running the tap, taking a shower, doing laundry or doing a load of dishes.
- Regularly clean your faucet's screen (also known as an aerator).
- If you use a filter certified to remove lead, read the directions to learn when to change the cartridge. Using a filter after it has expired can make it less effective at removing lead.

Contact your water company to determine if the pipe that connects your home to the water main (called a service line) is made from lead. Your area's water company can also provide information about the lead levels in your system's drinking water.

For more information about lead in drinking water, please use EPA's Safe Drinking Water online form at epa.gov/safewaterhotline.

Call your local health department or water company to find out about testing your water, or visit epa.gov/safewater for EPA's lead in drinking water information. Some states or utilities offer programs to pay for water testing for residents. Contact your state or local water company to learn more.

Other Sources of Lead, continued

- **Lead smelters** or other industries that release lead into the air.
- **Your job.** Working in certain jobs may increase adults' potential exposure to lead, such as: renovation or repair of older homes and buildings, painting, construction, refinishing furniture, smelting, mining, auto repair, handling firearms and working at hazardous waste sites. If you work with lead, lead dust or soil could get onto your skin, in your hair and clothes, which can be transferred to the inside of your car or home. Shower and change clothes before coming home. Launder your work clothes separately from the rest of your family's clothes.
- **Hobbies** that use lead, such as making pottery or stained glass, fishing, shooting at a gun range or refinishing furniture that has lead-containing paint or varnish. Call your local health department for information about hobbies that may use lead.
- Old **toys** and **furniture** may have been painted with lead-containing paint or varnish. Older toys and other children's products may have parts that contain lead.[4]
- Food and liquids cooked or stored in **lead crystal** or **lead-glazed pottery or porcelain** may contain lead.
- Items made in other countries and imported into the United States may have lead including toys, painted furniture, metal or plastic jewelry, health remedies, foods, spices, candies, cosmetics, powders, make-up used in religious and cultural practices and folk remedies, such as **"greta"** and **"azarcon,"** used to treat an upset stomach.
- **Older playground equipment** can contain old lead-based paint, and **artificial turf and playground surfaces** made from shredded rubber can contain lead. Take precautions to ensure young children do not eat shredded rubber or put their hands in their mouth before washing them.

[4] In 1978, the federal government banned toys, other children's products, and furniture with lead-containing paint. In 2008, the federal government banned lead in most children's products. The federal government currently bans lead above 100 ppm by weight in most children's products.

For More Information

The National Lead Information Center
Learn how to protect children from lead poisoning and get other information about lead hazards on the Web at epa.gov/lead and hud.gov/lead, or call toll-free **1-800-424-LEAD (5323)**.

EPA's Safe Drinking Water Hotline
For information about lead in drinking water visit epa.gov/safewater or use EPA's Safe Drinking Water online form at epa.gov/safewaterhotline.

Consumer Product Safety Commission (CPSC) Hotline
For information on lead in toys and other consumer products, or to report an unsafe consumer product or a product-related injury, call toll-free **1-800-638-2772,** or visit CPSC's website at cpsc.gov or saferproducts.gov.

Food and Drug Administration
For information on lead in food and foodwares visit www.fda.gov/food/environmental-contaminants-food/lead-food-and-foodwares.

Centers for Disease Control and Prevention
For information on childhood lead poisoning prevention visit: www.cdc.gov/lead

State and Local Health and Environmental Agencies
Some states, Tribes, counties and cities have their own rules related to lead-based paint. Check with your local agency to see which laws apply to you. Most agencies can also provide information on finding a lead abatement firm in your area, and on possible sources of financial aid for reducing lead hazards. Receive up-to-date address and phone information for your state, Tribal or local contacts on the Web at epa.gov/lead, or contact the National Lead Information Center toll-free at **1-800-424-LEAD [5323]**.

Hearing- or speech-challenged individuals may access any of the phone numbers in this brochure through TTY by calling **711**.

U. S. Environmental Protection Agency (EPA) Regional Offices

The mission of EPA is to protect human health and the environment. Your Regional EPA Office can provide further information regarding regulations and lead protection programs: epa.gov/lead/contacts.

Region 1 (Connecticut, Massachusetts, Maine, New Hampshire, Rhode Island, Vermont and 10 federally recognized Tribes)

Regional Lead Contact
U.S. EPA Region 1
5 Post Office Square, Suite 100
Boston, MA 02109-3912
(888) 372-7341

Region 2 (New Jersey, New York, Puerto Rico, Virgin Islands and 8 Tribes)

Regional Lead Contact
U.S. EPA Region 2
2890 Woodbridge Avenue
Building 205, Mail Stop 225
Edison, NJ 08837-3679

Region 3 (Delaware, Maryland, Pennsylvania, Virginia, DC, West Virginia and 7 Tribes)

Regional Lead Contact
U.S. EPA Region 3
Four Penn Center
1600 JFK Blvd
Philadelphia, PA 19103-2029

Region 4 (Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee and 6 Tribes)

Regional Lead Contact
U.S. EPA Region 4
61 Forsyth Street, SW
Atlanta, GA 30303

Region 5 (Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin and 37 Tribes)

Regional Lead Contact
U.S. EPA Region 5 (LL-17J)
77 West Jackson Boulevard
Chicago, IL 60604
(312) 353-3808

Region 6 (Arkansas, Louisiana, New Mexico, Oklahoma, Texas, and 66 Tribes)

Regional Lead Contact
U.S. EPA Region 6
1201 Elm Street, Suite 500
Dallas, TX 75270
(214) 665-7577

Region 7 (Iowa, Kansas, Missouri, Nebraska and 9 Tribes)

Regional Lead Contact
U.S. EPA Region 7
11201 Renner Blvd.
LCRD/TTPB
Lenexa, KS 66219
(800) 223-0425

Region 8 (Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming and 28 Tribes)

Regional Lead Contact
U.S. EPA Region 8
1595 Wynkoop St.
Denver, CO 80202
(303) 312-6169

Region 9 (Arizona, California, Hawaii, Nevada , Guam, American Samoa, Northern Marianas, Palau, Micronesia, Marshall Islands and 148 Tribes)

Regional Lead Contact
U.S. EPA Region 9 (LNC-2-2)
75 Hawthorne Street
San Francisco, CA 94105
(415) 947-8000

Region 10 (Alaska, Idaho, Oregon, Washington and 271 Tribes)

Regional Lead Contact
U.S. EPA Region 10 (20-C04)
1200 Sixth Avenue, Suite 155
Seattle, WA 98101
(206) 553-1200

Consumer Product Safety Commission (CPSC)

The CPSC protects the public against unreasonable risk of injury from consumer products through education, safety standards activities and enforcement. Contact CPSC for further information regarding consumer product safety and regulations.

CPSC
4330 East-West Highway
Bethesda, MD 20814-4421
1-800-638-2772
cpsc.gov or saferproducts.gov

U. S. Department of Housing and Urban Development (HUD)

HUD's mission is to create strong, sustainable, inclusive communities and quality affordable homes for all. Its Office of Lead Hazard Control and Healthy Homes' (OLHCHH's) lead hazard reduction grants, healthy homes grants, and guidance and enforcement of the Lead Disclosure Rule and Lead Safe Housing Rule, protect families from lead and other housing hazards.

HUD OLHCHH
lead.regulations@hud.gov
hud.gov/lead

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U.S. EPA
U.S. CPSC
U.S. HUD

EPA-747-K-26-001
January 2026

IMPORTANT!

Lead From Paint, Dust and Soil in and Around Your Home Can Be Dangerous if Not Managed Properly

- Children under 6 years old are most at risk for lead poisoning.
- Lead exposure can harm young children and babies even before they are born.
- Homes, schools and childcare facilities built before 1978 are likely to contain lead-based paint.
- Even children who seem healthy may have dangerous levels of lead in their bodies.
- Disturbing surfaces with lead-based paint or removing lead-based paint improperly can increase the danger to your family.
- People can get lead into their bodies by breathing or swallowing lead dust, or by eating soil or paint chips containing lead.
- People have many options for reducing lead hazards. Generally, lead-based paint that is in good condition is not a hazard (see page 10).

THINGS TO CONSIDER BEFORE SIGINIG A LEASE

Signing a lease is a significant commitment, so it's crucial to consider several factors to ensure you're making an informed decision. Here are some important things to consider before signing a lease:

1. **Rental Terms and Duration**: Understand the duration of the lease and any provisions for renewal or termination. Ensure you can commit to the entire lease period.
2. **Rent Amount and Payment Terms**: Clarify the monthly rent amount, due date, and acceptable payment methods. Confirm if utilities (water, electricity, internet, etc.) are included or separate.
3. **Security Deposit and Fees**: Know the amount of the security deposit required and the conditions under which it may be withheld at the end of the lease. Check for any additional fees, such as pet fees or parking fees.
4. **Condition of the Property**: Inspect the property thoroughly for any existing damages or maintenance issues before signing. Take note of appliances, plumbing, heating/cooling systems, and overall cleanliness.
5. **Repairs and Maintenance**: Understand the landlord's responsibilities for repairs and maintenance. This should be clearly outlined in the lease agreement.
6. **House Rules and Restrictions**: Review any rules or restrictions specified in the lease regarding guests, noise levels, subletting, smoking, or other activates that could affect your lifestyle.
7. **Utilities and Services**: Determine which utilities (electricity, water, gas, trash collection, etc.) you are responsible for and which are covered by the landlord.
8. **Insurance Requirements**: Check if renter's insurance is required or recommended. This can protect your belongings in case of theft, fire, or other covered events.
9. **Subleasing and Roommates**: If you plan to sublease or have roommates, make sure it's allowed under the lease terms. Understand the process for adding or removing tenants.
10. **Legal Obligations**: Read and understand all clauses in the lease agreement before signing. Seek clarification on anything you don't understand, and ensure everything agreed upon verbally is also included in writing.
11. **Neighborhood and Amenities**: Consider the neighborhood's safety, proximity to work/school, public transportation options, grocery stores, parks, and other amenities that are important to you.
12. **Future Plans**: Think about your future plans. Will you be staying in the area long-term? Does the lease allow for flexibility if you need to relocate unexpectedly?
13. **Landlord-Tenant Relationship**: If possible, speak with current tenants to get their perspective on the landlord's responsiveness and how issues are handled.

Taking the time to carefully review these considerations can help prevent misunderstandings and ensure a positive renting experience.

ENHANCING NEIGHBORHOODS
STRENGTHENING COMMUNITIES
CHANGING LIVES

GDPM Reasonable Accommodation Request Form

Tenant's App #

_____

Tenant's Name: _____ Phone: _____

Address: _____

1. The following person in my household has a disability, which is a physical or mental impairment that substantially limits one or more major life activities or has a record of having or is regarded as having such impairment.

   Name: _____

2. Because of this disability I am asking for the following specific accommodation: *(Please check one or more of the boxes listed below)*

   ☐ An alteration to my apartment or change to a part of the complex:
   _____
   _____

   ☐ A change in a rule, procedure or policy:
   _____
   _____

   ☐ Other? *(Please explain)*:
   _____
   _____

3. This accommodation is necessary so that I or a person in my household can *(Please explain):*
   _____
   _____
   _____

4. I authorize GDPM to verify that I or a member of my household has a disability and has the need for the accommodation that I have requested. In order to verify the information I have provided, I can either provide GDPM with a completed verification form or GDPM may contact the following person(s) *(Doctor, social worker, or a reliable third party in a position to know about the disability.)*:

   Name: _____ Title: _____

   Address: _____

   Phone: _____

Any information obtained by GDPM will be kept in a strictly confidential manner and used only to make a determination as to your request for accommodation.

I give GDPM permission to talk with the above listed individual(s) to verify my disability and the need for this accommodation. In the event that my request is denied, I understand that I have the right to request a grievance hearing on this issue and that the request may be made either orally or in writing.

Signature _____ Date: _____

Please complete this form and return it to the office.

GDPM's Verification of Requested Reasonable Accommodation

Tenant's App # _____

Dear_____:

Enclosed please find a signed form from_____ indicating that they have a qualifying disability (a mental or physical impairment that substantially limits one or more major life activities or has a record of having or being regarded as having such an impairment) and that, because of this disability, the following accommodation is necessary so that they can have the opportunity to equally utilize their apartment.

_____
_____
_____
_____
_____
_____
_____

This person has said that you can verify this disability and as a direct result thereof the need for the requested accommodation.

I do verify that the above named person has a qualifying disability pursuant to the above definition and that the above mentioned changes are necessary for this person to have an opportunity to equally utilize their apartment.

Name: _____ Title: _____

Address: _____

Phone Number: _____.

_____
Signature

Please return the signed completed form to: _____
_____
_____

Please complete this form and return it to the office.

TENANCY ADDENDUM
Section 8 Tenant-Based Assistance
Housing Choice Voucher Program
(To be attached to Tenant Lease)

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

OMB Approval No. 2577-0169
exp. 04/30/2026

OMB Burden Statement. The public reporting burden for this information collection is estimated to be up to 0.5 hours, including the time for reading the contract. No information is collected on this form. The form is required to establish contract terms between the participant family and owner and is required to be an addendum to the lease (24 CFR § 982.308(f). Assurances of confidentiality are not provided under this collection. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions to reduce this burden, to the Office of Public and Indian Housing, US. Department of Housing and Urban Development, Washington, DC 20410. HUD may not conduct and sponsor, and a person is not required to respond to, a collection of information unless the collection displays a valid control number.

1. Section 8 Voucher Program

a. The owner is leasing the contract unit to the tenant for occupancy by the tenant's family with assistance for a tenancy under the Section 8 housing choice voucher program (voucher program) of the United States Department of Housing and Urban Development (HUD).

b. The owner has entered into a Housing Assistance Payments Contract (HAP contract) with the PHA under the voucher program. Under the HAP contract, the PHA will make housing assistance payments to the owner to assist the tenant in leasing the unit from the owner.

2. Lease

a. The owner has given the PHA a copy of the lease, including any revisions agreed by the owner and the tenant. The owner certifies that the terms of the lease are in accordance with all provisions of the HAP contract and that the lease includes the tenancy addendum.

b. The tenant shall have the right to enforce the tenancy addendum against the owner. If there is any conflict between the tenancy addendum and any other provisions of the lease, the language of the tenancy addendum shall control.

3. Use of Contract Unit

a. During the lease term, the family will reside in the contract unit with assistance under the voucher program.

b. The composition of the household must be approved by the PHA. The family must promptly inform the PHA of the birth, adoption or court-awarded custody of a child. Other persons may not be added to the household without prior written approval of the owner and the PHA.

c. The contract unit may only be used for residence by the PHA-approved household members. The unit must be the family's only residence. Members of the household may engage in legal profit making activities incidental to primary use of the unit for residence by members of the family.

d. The tenant may not sublease or let the unit.

e. The tenant may not assign the lease or transfer the unit.

4. Rent to Owner

a. The initial rent to owner may not exceed the amount approved by the PHA in accordance with HUD requirements.

b. Changes in the rent to owner shall be determined by the provisions of the lease. However, the owner may not raise the rent during the initial term of the lease.

c. During the term of the lease (including the initial term of the lease and any extension term), the rent to owner may at no time exceed:

(1) The reasonable rent for the unit as most recently determined or redetermined by the PHA in accordance with HUD requirements, or

(2) Rent charged by the owner for comparable unassisted units in the premises.

5. Family Payment to Owner

a. The family is responsible for paying the owner any portion of the rent to owner that is not covered by the PHA housing assistance payment.

b. Each month, the PHA will make a housing assistance payment to the owner on behalf of the family in accordance with the HAP contract. The amount of the monthly housing assistance payment will be determined by the PHA in accordance with HUD requirements for a tenancy under the Section 8 voucher program.

c. The monthly housing assistance payment shall be credited against the monthly rent to owner for the contract unit.

d. The tenant is not responsible for paying the portion of rent to owner covered by the PHA housing assistance payment under the HAP contract between the owner and the PHA. A PHA failure to pay the housing assistance payment to the owner is not a violation of the lease. The owner may not terminate the tenancy for nonpayment of the PHA housing assistance payment.

e. The owner may not charge or accept, from the family or from any other source, any payment for rent of the unit in addition to the rent to owner. Rent to owner includes all housing services, maintenance, utilities and appliances to be provided and paid by the owner in accordance with the lease.

f. The owner must immediately return any excess rent payment to the tenant.

6. Other Fees and Charges

a. Rent to owner does not include cost of any meals or supportive services or furniture which may be provided by the owner.

b. The owner may not require the tenant or family members to pay charges for any meals or supportive services or furniture which may be provided by the owner. Nonpayment of any such charges is not grounds for termination of tenancy.

c. The owner may not charge the tenant extra amounts for items customarily included in rent to owner in the locality, or provided at no additional cost to unsubsidized tenants in the premises.

7. Maintenance, Utilities, and Other Services

a. **Maintenance**

(1) The owner must maintain the unit and premises in accordance with the HQS.

(2) Maintenance and replacement (including redecoration) must be in accordance with the

standard practice for the building concerned as established by the owner.

b. **Utilities and appliances**

(1) The owner must provide all utilities needed to comply with the HQS.

(2) The owner is not responsible for a breach of the HQS caused by the tenant's failure to:

(a) Pay for any utilities that are to be paid by the tenant.

(b) Provide and maintain any appliances that are to be provided by the tenant.

c. **Family damage**. The owner is not responsible for a breach of the HQS because of damages beyond normal wear and tear caused by any member of the household or by a guest.

d. **Housing services**. The owner must provide all housing services as agreed to in the lease.

8. Termination of Tenancy by Owner

a. **Requirements**. The owner may only terminate the tenancy in accordance with the lease and HUD requirements.

b. **Grounds**. During the term of the lease (the initial term of the lease or any extension term), the owner may only terminate the tenancy because of:

(1) Serious or repeated violation of the lease;

(2) Violation of Federal, State, or local law that imposes obligations on the tenant in connection with the occupancy or use of the unit and the premises;

(3) Criminal activity or alcohol abuse (as provided in paragraph c); or

(4) Other good cause (as provided in paragraph d).

c. **Criminal activity or alcohol abuse**

(1) The owner may terminate the tenancy during the term of the lease if any member of the household, a guest or another person under a resident's control commits any of the following types of criminal activity:

(a) Any criminal activity that threatens the health or safety of, or the right to peaceful enjoyment of the premises by, other residents (including property management staff residing on the premises);

(b) Any criminal activity that threatens the health or safety of, or the right to peaceful enjoyment of their residences by, persons residing in the immediate vicinity of the premises;

(c) Any violent criminal activity on or near the premises; or

(d) Any drug-related criminal activity on or near the premises.

(2) The owner may terminate the tenancy during the term of the lease if any member of the household is:

(a) Fleeing to avoid prosecution, or custody or confinement after conviction, for a crime, or attempt to commit a crime, that is a felony under the laws of the place from which the individual flees, or that, in the case of the State of New Jersey, is a high misdemeanor; or

(b) Violating a condition of probation or parole under Federal or State law.

(3) The owner may terminate the tenancy for criminal activity by a household member in accordance with this section if the owner determines that the household member has committed the criminal activity, regardless of whether the household member has been arrested or convicted for such activity.

(4) The owner may terminate the tenancy during the term of the lease if any member of the household has engaged in abuse of alcohol that threatens the health, safety or right to peaceful enjoyment of the premises by other residents.

d. **Other good cause for termination of tenancy**

(1) During the initial lease term, other good cause for termination of tenancy must be something the family did or failed to do.

(2) During the initial lease term or during any extension term, other good cause may include:

(a) Disturbance of neighbors,

(b) Destruction of property, or

(c) Living or housekeeping habits that cause damage to the unit or premises.

(3) After the initial lease term, such good cause may include:

(a) The tenant's failure to accept the owner's offer of a new lease or revision;

(b) The owner's desire to use the unit for personal or family use or for a purpose other than use as a residential rental unit; or

(c) A business or economic reason for termination of the tenancy (such as sale of the property, renovation of the unit, the owner's desire to rent the unit for a higher rent).

(4) The examples of other good cause in this paragraph do not preempt any State or local laws to the contrary.

(5) In the case of an owner who is an immediate successor in interest pursuant to foreclosure during the term of the lease, requiring the tenant to vacate the property prior to sale shall not constitute other good cause, except that the owner may terminate the tenancy effective on the date of transfer of the unit to the owner if the owner:

(a) Will occupy the unit as a primary residence; and

(b) Has provided the tenant a notice to vacate at least 90 days before the effective date of such notice. This provision shall not affect any State or local law that provides for longer time periods or addition protections for tenants.

9. Protections for Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking

a. **Purpose:** This section incorporates the protections for victims of domestic violence, dating violence, sexual assault, or stalking in accordance with subtitle N of the Violence Against Women Act of 1994, as amended (codified as amended at 42 U.S.C. 14043e et seq.) (VAWA) and implementing regulations at 24 CFR part 5, subpart L.

b. **Conflict with other Provisions:** In the event of any conflict between this provision and any other provisions included in Part C of the HAP contract, this provision shall prevail.

c. **Effect on Other Protections**: Nothing in this section shall be construed to supersede any provision of any Federal, State, or local law that provides greater protection than this section for victims of domestic violence, dating violence, sexual assault, or stalking.

d. **Definition:** As used in this Section, the terms "actual and imminent threat," "affiliated individual", "bifurcate", "dating violence," "domestic violence," "sexual assault," and "stalking" are defined in HUD's regulations at 24 CFR part 5, subpart L. The terms "Household" and "Other Person Under the Tenant's Control" are defined at 24 CFR part 5, subpart A.

e. **VAWA Notice and Certification Form:** The PHA shall provide the tenant with the "Notice of Occupancy Rights under VAWA and the certification form described under 24 CFR 5.2005(a)(1) and (2).

f. **Protection for victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking:**

(1) The landlord or the PHA will not deny admission to, deny assistance under, terminate from participation in, or evict the Tenant on the basis of or as a direct result of the fact that the Tenant is or has been a victim of domestic violence, dating violence, sexual assault, or stalking, if the Tenant otherwise qualifies for admission, assistance, participation, or occupancy. 24 CFR 5.2005(b)(1).

(2) The tenant shall not be denied tenancy or occupancy rights solely on the basis of criminal activity engaged in by a member of the Tenant's Household or any guest or Other Person Under the Tenant's Control, if the criminal activity is directly related to domestic violence, dating violence, sexual assault, or stalking, and the Tenant or an Affiliated Individual of the Tenant is the victim or the threatened victim of domestic violence, dating violence, sexual assault, or stalking. 24 CFR 5.2005(b)(2).

(3) An incident or incidents of actual or threatened domestic violence, dating violence, sexual assault or stalking will not be construed as serious or repeated violations of the lease by the victim or threatened victim of the incident. Nor shall it not be construed as other "good cause" for termination of the lease, tenancy, or occupancy rights of such a victim or threatened victim. 24 CFR 5.2005(c)(1) and (c)(2).

g. **Compliance with Court Orders:** Nothing in this Addendum will limit the authority of the landlord, when notified by a court order, to comply with the court order with respect to the rights of access or control of property (including civil protection orders issued to protect a victim of domestic violence, dating violence, sexual assault, or stalking) or with respect to the distribution or possession of property among members of the Tenant's Household. 24 CFR 5.2005(d)(1).

h. **Violations Not Premised on Domestic Violence, Dating Violence, Sexual Assault, or Stalking:** Nothing in this section shall be construed to limit any otherwise available authority of the Landlord to evict or the public housing authority to terminate the assistance of a Tenant for any violation not premised on an act of domestic violence, dating violence, sexual assault, or stalking that is in question against the Tenant or an Affiliated Individual of the Tenant. However, the Landlord or the PHA will not subject the tenant, who is or has been a victim of domestic violence, dating violence, sexual assault, or stalking, to a more demanding standard than other tenants in determining whether to evict or terminate assistance. 24 CFR 5.2005(d)(2).

i. **Actual and Imminent Threats:**

(1) Nothing in this section will be construed to limit the authority of the Landlord to evict the Tenant if the Landlord can demonstrate that an "actual and imminent threat" to other tenants or those employed at or providing service to the property would be present if the Tenant or lawful occupant is not evicted. In this context, words, gestures, actions, or other indicators will be construed as an actual and imminent threat if they meet the following standards for an actual and imminent threat: "Actual and imminent threat" refers to a physical danger that is real, would occur within an immediate time frame, and could result in death or serious bodily harm. In determining whether an individual would pose an actual and imminent threat, the factors to be considered include: the duration of the risk, the nature and severity of the potential harm, the likelihood that the potential harm will occur, and the length of time before the potential harm would occur. 24 CFR 5.2005(d)(3).

(2) If an actual and imminent threat is demonstrated, eviction should be used only when there are no other actions that could be taken to reduce or eliminate the threat, including, but not limited to, transferring the victim to a different unit, barring the perpetrator from the property, contacting law enforcement to increase police presence, developing other plans to keep the property safe, or seeking other legal remedies to prevent the perpetrator from acting on a threat. Restrictions predicated on public safety cannot be based on stereotypes, but must be tailored to particularized concerns about individual residents. 24 CFR 5.2005(d)(4).

j. **Emergency Transfer**: A tenant who is a victim of domestic violence, dating violence, sexual assault, or stalking may request an emergency transfer in accordance with the PHA's emergency transfer plan. 24 CFR 5.2005(e). The PHA's emergency transfer plan must be made available upon request, and incorporate strict confidentiality measures to ensure that the PHA does not disclose a tenant's dwelling unit location to a person who committed or threatened to commit an act of domestic violence, dating violence, sexual assault, or stalking against the tenant;

For transfers in which the tenant would not be considered a new applicant, the PHA must ensure that a request for an

emergency transfer receives, at a minimum, any applicable additional priority that is already provided to other types of emergency transfer requests. For transfers in which the tenant would be considered a new applicant, the plan must include policies for assisting a tenant with this transfer.

k. **Bifurcation**: Subject to any lease termination requirements or procedures prescribed by Federal, State, or local law, if any member of the Tenant's Household engages in criminal activity directly relating to domestic violence, dating violence, sexual assault, or stalking, the Landlord may "bifurcate" the Lease, or remove that Household member from the Lease, without regard to whether that Household member is a signatory to the Lease, in order to evict, remove, or terminate the occupancy rights of that Household member without evicting, removing, or otherwise penalizing the victim of the criminal activity who is also a tenant or lawful occupant. Such eviction, removal, termination of occupancy rights, or termination of assistance shall be effected in accordance with the procedures prescribed by Federal, State, and local law for the termination of leases or assistance under the housing choice voucher program. 24 CFR 5.2009(a).

   If the Landlord bifurcates the Lease to evict, remove, or terminate assistance to a household member, and that household member is the sole tenant eligible to receive assistance, the landlord shall provide any remaining tenants or residents a period of 30 calendar days from the date of bifurcation of the lease to:

   (1) Establish eligibility for the same covered housing program under which the evicted or terminated tenant was the recipient of assistance at the time of bifurcation of the lease;

   (2) Establish eligibility under another covered housing program; or

   (3) Find alternative housing.

l. **Family Break-up:** If the family break-up results from an occurrence of domestic violence, dating violence, sexual assault, or stalking, the PHA must ensure that the victim retains assistance. 24 CFR 982.315.

m. **Move with Continued Assistance:** The public housing agency may not terminate assistance to a family or member of the family that moves out of a unit in violation of the lease, with or without prior notification to the public housing agency if such a move occurred to protect the health or safety of a family member who is or has been a victim of domestic violence, dating violence, sexual assault, or stalking; and who reasonably believed they were imminently threatened by harm from further violence if they remained in the dwelling unit, or if any family member has been the victim of sexual assault that occurred on the premises during the 90-calendar-day period preceding the family's request to move.

   (1) The move is needed to protect the health or safety of the family or family member who is or has been a victim of domestic violence dating violence, sexual assault or stalking; and

   (2) The family or member of the family reasonably believes that he or she was threatened with imminent harm from further violence if he or she remained in the dwelling unit. However, any family member that has been the victim of a sexual assault that occurred on the premises during the 90-calendar day period preceding the family's move or request to move is not required to believe that he or she was threatened with imminent harm from further violence if he or she remained in the dwelling unit. 24 CFR 982.354.

n. **Confidentiality.**

   (1) The Landlord shall maintain in strict confidence any information the Tenant (or someone acting on behalf of the Tenant) submits to the Landlord concerning incidents of domestic violence, dating violence, sexual assault or stalking, including the fact that the tenant is a victim of domestic violence, dating violence, sexual assault, or stalking.

   (2) The Landlord shall not allow any individual administering assistance on its behalf, or any persons within its employ, to have access to confidential information unless explicitly authorized by the Landlord for reasons that specifically call for these individuals to have access to the information pursuant to applicable Federal, State, or local law.

   (3) The Landlord shall not enter confidential information into any shared database or disclose such information to any other entity or individual, except to the extent that the disclosure is requested or consented to in writing by the individual in a time-limited release; required for use in an eviction proceeding; or is required by applicable law.

10. Eviction by court action

The owner may only evict the tenant by a court action.

11. Owner notice of grounds

a. At or before the beginning of a court action to evict the tenant, the owner must give the tenant a notice that specifies the grounds for termination of tenancy. The notice may be included in or combined with any owner eviction notice.

b. The owner must give the PHA a copy of any owner eviction notice at the same time the owner notifies the tenant.

c. Eviction notice means a notice to vacate, or a complaint or other initial pleading used to begin an eviction action under State or local law.

12. Lease: Relation to HAP Contract

If the HAP contract terminates for any reason, the lease terminates automatically.

13. PHA Termination of Assistance

The PHA may terminate program assistance for the family for any grounds authorized in accordance with HUD requirements. If the PHA terminates program assistance for the family, the lease terminates automatically.

14. Family Move Out

The tenant must notify the PHA and the owner before the family moves out of the unit.

15. Security Deposit

a. The owner may collect a security deposit from the tenant. (However, the PHA may prohibit the owner from collecting a security deposit in excess of private market practice, or in excess of amounts charged by the owner to unassisted tenants. Any such PHA-required restriction must be specified in the HAP contract.)

b. When the family moves out of the contract unit, the owner, subject to State and local law, may use the

security deposit, including any interest on the deposit, as reimbursement for any unpaid rent payable by the tenant, any damages to the unit or any other amounts that the tenant owes under the lease.

c. The owner must give the tenant a list of all items charged against the security deposit, and the amount of each item. After deducting the amount, if any, used to reimburse the owner, the owner must promptly refund the full amount of the unused balance to the tenant.

d. If the security deposit is not sufficient to cover amounts the tenant owes under the lease, the owner may collect the balance from the tenant.

16. Prohibition of Discrimination

In accordance with applicable nondiscrimination and equal opportunity laws, statutes, Executive Orders, and regulations, the owner must not discriminate against any person because of race, color, religion, sex (including sexual orientation and gender identity), national origin, age, familial status or disability in connection with the lease. Eligibility for HUD's programs must be made without regard to actual or perceived sexual orientation, gender identity, or marital status.

17. Conflict with Other Provisions of Lease

a. The terms of the tenancy addendum are prescribed by HUD in accordance with Federal law and regulation, as a condition for Federal assistance to the tenant and tenant's family under the Section 8 voucher program.

b. In case of any conflict between the provisions of the tenancy addendum as required by HUD, and any other provisions of the lease or any other agreement between the owner and the tenant, the requirements of the HUD-required tenancy addendum shall control.

18. Changes in Lease or Rent

a. The tenant and the owner may not make any change in the tenancy addendum. However, if the tenant and the owner agree to any other changes in the lease, such changes must be in writing, and the owner must immediately give the PHA a copy of such changes. The lease, including any changes, must be in accordance with the requirements of the tenancy addendum.

b. In the following cases, tenant-based assistance shall not be continued unless the PHA has approved a new tenancy in accordance with program requirements and has executed a new HAP contract with the owner:

(1) If there are any changes in lease requirements governing tenant or owner responsibilities for utilities or appliances;

(2) If there are any changes in lease provisions governing the term of the lease;

(3) If the family moves to a new unit, even if the unit is in the same building or complex.

c. PHA approval of the tenancy, and execution of a new HAP contract, are not required for agreed changes in the lease other than as specified in paragraph b.

d. The owner must notify the PHA of any changes in the amount of the rent to owner at least sixty days before any such changes go into effect, and the amount of the rent to owner following any such agreed change may not exceed the reasonable rent for the unit as most recently determined or redetermined by the PHA in accordance with HUD requirements.

19. Notices

Any notice under the lease by the tenant to the owner or by the owner to the tenant must be in writing.

20. Definitions

Contract unit. The housing unit rented by the tenant with assistance under the program.

Family. The persons who may reside in the unit with assistance under the program.

HAP contract. The housing assistance payments contract between the PHA and the owner. The PHA pays housing assistance payments to the owner in accordance with the HAP contract.

Household. The persons who may reside in the contract unit. The household consists of the family and any PHA-approved live-in aide. (A live-in aide is a person who resides in the unit to provide necessary supportive services for a member of the family who is a person with disabilities.)

Housing quality standards (HQS). The HUD minimum quality standards for housing assisted under the Section 8 tenant-based programs.

HUD. The U.S. Department of Housing and Urban Development.

HUD requirements. HUD requirements for the Section 8 program. HUD requirements are issued by HUD headquarters, as regulations, Federal Register notices or other binding program directives.

Lease. The written agreement between the owner and the tenant for the lease of the contract unit to the tenant. The lease includes the tenancy addendum prescribed by HUD.

PHA. Public Housing Agency.

Premises. The building or complex in which the contract unit is located, including common areas and grounds.

Program. The Section 8 housing choice voucher program.

Rent to owner. The total monthly rent payable to the owner for the contract unit. The rent to owner is the sum of the portion of rent payable by the tenant plus the PHA housing assistance payment to the owner.

Section 8. Section 8 of the United States Housing Act of 1937 (42 United States Code 1437f).

Tenant. The family member (or members) who leases the unit from the owner.

Voucher program. The Section 8 housing choice voucher program. Under this program, HUD provides funds to a PHA for rent subsidy on behalf of eligible families. The tenancy under the lease will be assisted with rent subsidy for a tenancy under the voucher program.

HOW TO FILE A HOUSING DISCRIMINATION COMPLAINT RESOURCES:

Miami Valley Fair Housing:

505 Riverside Drive, Dayton Ohio 45405

937-223-6305

info@mvfairhousing.com

http://mvfairhousing.com/

Dayton Human Relations Council:

The Human Relations Council

371 West Second Street, Suite 100

Dayton, Ohio 45402

https://daytonhrc.org/

Department of Housing and Urban Development (HUD)

https://www.hud.gov/i_want_to/file_a_fair_housing_discrimination_complaint

Housing discrimination based on your race, color, national origin, religion, sex, family status, or disability is illegal by federal law. If you have been trying to buy or rent a home or apartment and you believe your rights have been violated, you can file a fair housing complaint.

There are several ways to file a complaint:

- You can file a complaint right now, by using our online form.
  (It is recommended that all pop-up blockers be turned off in order to access this form. Otherwise, press the "Ctrl" button as you click on the link.)
- You can call toll-free 1 (800) 669-9777.
- You can print out a form (903.1), complete it, and drop it or mail it to:

Office of Fair Housing and Equal Opportunity
Department of Housing and Urban Development
Room 5204
451 Seventh St. SW
Washington, DC 20410-2000

- You can write us a letter with:
  - Your name and address
  - The name and address of the person your complaint is about
  - The address of the house or apartment you were trying to rent or buy
  - The date when this incident occurred
  - A short description of what happened
  - Then mail it to the Fair Housing Hub closest to you:
    - Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont
    - New Jersey and New York
    - Delaware, District of Columbia, Maryland, Pennsylvania, Virginia, and West Virginia
    - Alabama, the Caribbean, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina and Tennessee
    - Illinois, Indiana, Michigan, Minnesota, Ohio, and Wisconsin
    - Arkansas, Louisiana, New Mexico, Oklahoma, and Texas
    - Iowa, Kansas, Missouri, and Nebraska
    - Colorado, Montana, North Dakota, South Dakota, Utah, and Wyoming
    - Arizona, California, Hawaii, and Nevada
    - Alaska, Idaho, Oregon, and Washington

Report Housing Discrimination

U.S. Department of Housing and Urban Development
Office of Fair Housing and Equal Opportunity

QUESTION 1

Why do you believe someone discriminated against you, someone you live with, or someone you sought to live with?

Choose at least one reason. You can choose more than one.

- [ ] Because of race
- [ ] Because of color
- [ ] Because of religion
- [ ] Because of national origin (including limited English proficiency)
- [ ] Because of disability
- [ ] Because of sex (this includes, but is not limited to, discrimination because of gender, actual or perceived gender identity or sexual orientation)
- [ ] Because of familial status (this includes children under 18 years old, pregnancy or seeking legal custody)
- [ ] Because of, or as a direct result of, you or someone in your household being a survivor of domestic violence, dating violence, sexual assault, or stalking (such as for having a criminal record, eviction history, or bad credit history), or because you believe another housing right under the Violence Against Women Act (VAWA) was violated (for example, your landlord did not provide an emergency transfer, you were penalized for calling 9-1-1 or seeking emergency services). VAWA protections apply regardless of sex, sexual orientation, or gender identity
- [ ] Because of retaliation, intimidation, or interference related to exercising a fair housing right or a VAWA right (such as filing a complaint; testifying in a proceeding), or helping others to do so
- [ ] Other reason (explain below)

- [ ] **Other members of my household or other people at the property experienced discrimination. We'll collect their name(s) and contact information when we speak with you.**

An official form of the United States Government
OMB Control #: 2529-0011
Expiration Date: 12/31/23

QUESTION 2

Who discriminated against you?

Provide as much information as you have available. We won't contact them before speaking with you.

First name (or business name):

Last name:

Relationship to you: (e.g. landlord, lender, real estate agent)

Address:

Business name or job title:

Phone number 1: Phone number 2:

Email address:

Location (for example, name of residential rental or sales property, public entity, business, or bank):

Street address: Apt. or unit:

City: State: ZIP:

☐ **More than one person or business discriminated against me. We'll collect their name(s) and contact information when we speak with you.**

QUESTION 3

Where did the discrimination happen?

Provide the name and address of the building, apartment complex, or other location where the discrimination occurred. Provide as much information as you have available.

Location (for example, name of residential rental or sales property, public entity, business, or bank):

Street address: Apt. or unit:

City: State: ZIP:

QUESTION 4

When did the discrimination happen?

If it happened multiple times or is still happening, provide the most recent date you experienced discrimination.

Date(s) of discrimination:

☐ **The alleged discrimination is continuing or ongoing or the alleged discrimination is still happening.**

QUESTION 5

What happened?

Summarize the events and why you believe you experienced housing discrimination because of race, color, national origin, religion, sex, disability, or familial status and/or a violation of your VAWA rights. For example: Were you refused an opportunity to rent or buy housing? Denied a loan? Told that housing was not available when in fact it was? Treated differently because of the presence of minor children? Denied a disability related reasonable accommodation? Evicted because of your sexual orientation? Terminated from participating in a housing-assistance program? Denied a right because of or on the basis of being a survivor of domestic violence or sexual assault? Penalized for calling 9-1-1? Treated differently or denied services by a state, local government, public housing agency, or other organization that may receive money from HUD? Describe the reasons you believe discrimination occurred, any evidence you might have and provide the names of witnesses (if any).

What happened?:

NOTE: Continued on next page

What happened? (continued):

NOTE: If you need more space, attach additional pages

An official form of the United States Government
OMB Control #: 2529-0011
Expiration Date: 12/31/23

CONTACT INFORMATION

How can we contact you?

We'll need to contact you after we review your information. We won't release any of your personal information to the person whom you identified as discriminating against you before notifying them of a formal complaint.

Your name and contact information

First name: Last name:

Phone number: ☐ Cell phone?

Email address(es):

Preferred contact: ☐ Phone ☐ Email ☐ Other

Best time to call: ☐ Morning ☐ Afternoon Preferred language(s):

Street address: Apt. or unit:

City: State: ZIP:

Your mailing address

Street Address: Apt. or unit:

City: State: Zip:

Second Point of Contact

First name: Last name:

Phone number: Email address:

Relationship to you (optional)

☐ Family member or friend

☐ Attorney

☐ Fair housing advocate or representative

☐ Other

FORM INSTRUCTIONS

Where to mail, email, or fax your claim form

Submit online at www.hud.gov/fairhousing/fileacomplaint or send your claim form to the FHEO regional office that serves the state or territory where the discrimination happened. We'll review your information and contact you a soon as possible.

FHEO Region 1 (New England)
CT, ME, MA, NH, RI, VT
Mail:
FHEO Region 1
Thomas P. O'Neill, Jr. Federal Building
10 Causeway St, Room 321
Boston, MA 02222
Email: ComplaintsOffice01@hud.gov
Fax: Call (617) 994-8300 for assistance

FHEO Region 2 (NJ, NY, Caribbean)
NJ, NY, Puerto Rico, Virgin Islands
Mail:
FHEO Region 2
U.S. Department of Housing and Urban Development
26 Federal Plaza, Room 3532 New York, NY 10278
Email: ComplaintsOffice02@hud.gov
Fax: Call (212) 542-7519 for assistance

FHEO Region 3 (Mid-Atlantic)
DE, DC, MD, PA, VA, WV
Mail:
FHEO Region 3 The Wanamaker Building
100 Penn Square East, 12th Floor Philadelphia, PA 19107
Email: ComplaintsOffice03@hud.gov
Fax: Call (215) 861-7646 for assistance

FHEO Region 4 (Southeast)
AL, FL, GA, KY, MS, NC, SC, TN
Mail:
FHEO Region 4 Five Points Plaza 40 Marietta NW St.,
16th Floor Atlanta, GA 30303
Email: ComplaintsOffice04@hud.gov
Fax: Call (404) 331-5140 for assistance

FHEO Region 5 (Upper Midwest)
IL, IN, MI, MN, OH, WI
Mail:
FHEO Region 5 Ralph H. Metcalfe Federal Building
77 West Jackson Boulevard, Rm. 2202 Chicago, IL 60604
Email: ComplaintsOffice05@hud.gov
Fax: Call (312) 913-8453 for assistance

FHEO Region 6 (South/Southwest)
AR, LA, NM, OK, TX
Mail:
FHEO Region 6
307 W. 7th Street Suite 1000
Fort Worth, TX 76102
Email: ComplaintsOffice06@hud.gov
Fax: Call (817) 978-5900 for assistance

FHEO Region 7 (Lower Midwest)
IA, KS, MO, NE
Mail:
FHEO Region 7
Gateway Tower II 400 State Avenue,
Room 200 Kansas City, KS 66101
Email: ComplaintsOffice07@hud.gov
Fax: Call (913) 551-6958 for assistance

FHEO Region 8 (Mountain West)
CO, MT, ND, SD, UT, WY
Mail:
FHEO Region 8
U.S. Department of Housing and Urban Development
1670 Broadway Denver, CO 80202
Email: ComplaintsOffice08@hud.gov
Fax: Call (303) 672-5437 for assistance

FHEO Region 9 (West/Territory Islands)
AZ, American Samoa, CA, Guam, HI, NV
Mail:
FHEO Region 9 One Sansome St. Suite
1200 San Francisco, CA 94104
Email: ComplaintsOffice09@hud.gov
Fax: Call (415) 489-6524 for assistance

FHEO Region 10 (Northwest)
AK, ID, OR, WA
Mail:
FHEO Region 10 Seattle Federal Office Building
900 First Avenue, Room 205 Seattle, WA 98104
Email: ComplaintsOffice10@hud.gov
Fax: Call (206) 220-5170 for assistance

Paperwork Reduction Act Burden Statement

The public reporting burden for this collection of information is estimated to average 0.75 hours, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions to reduce this burden, to the Reports Management Officer, Paperwork Reduction Project, the Office of Information Technology, US. Department of Housing and Urban Development, Washington, DC 20410-3600. When providing comments, please refer to OMB Approval No. 2529–0011. HUD may not conduct and sponsor, and a person is not required to respond to, a collection of information unless the collection displays a valid control number.

This collection of information is required for collection of pertinent information from persons or entities who wish to file housing discrimination complaints under the Fair Housing Act of 1968, as amended. 42 U.S.C. § 3601 et seq. The information will be used to provide HUD with sufficient information to contact aggrieved persons and notify respondents; make initial assessments regarding HUD's authority to investigate allegations of unlawful housing discrimination; and conduct administrative complaint investigations. No assurances of confidentiality are provided for this information collection.

OHIO STATE BAR ASSOCIATION
LAW FACTS
Connect. Advance. Succeed.

Tenant/Landlord Rights and Obligations

This information applies to most residential tenants who pay rent for a place to live, with some exceptions (e.g., those who pay rent to live in nursing homes, hotels and motels, and university-owned housing). A slightly different landlord-tenant law applies to those who live in a manufactured or mobile home park.

What is a rental agreement?
A rental agreement (called a "lease" in this pamphlet) is a binding written or oral contract between parties to establish or modify the terms, conditions and rules for a party's use and occupancy of a residential premises. A properly written lease will eliminate most problems commonly arising between a landlord and a tenant, benefitting both parties. A lease may create a tenancy from week to week, month to month, year to year, or any other amount of time the parties agree to. To protect both landlord and tenant, it is usually wise to specify how the lease may be terminated. Without a written lease, the landlord or the tenant may end a week-to-week tenancy by giving the other party at least seven days' notice before the termination date. Either party may end a month-to-month tenancy by notifying the other party of the intent not to renew the tenancy. The lease will end 30 days from the next rental date. So, if rent is paid on the first of every month, and notice is given on July 15, the lease will end 30 days from August 1.

Ohio law prohibits a landlord from shifting certain responsibilities or liabilities to a tenant. Such clauses in a lease cannot be enforced against the tenant. Similarly, a landlord may not enforce provisions requiring a tenant to pay the landlord's attorneys' fees, unless Ohio's landlord-tenant laws specifically permit it.

Because the landlord ordinarily prepares the lease, a court will usually decide any confusing or unclear terms against the landlord and in favor of the tenant. Ohio law lists certain circumstances where tenants and landlords may recover damages and, sometimes, reasonable attorneys' fees, for the other party's unlawful act.

What are my rights as a tenant?
You are a tenant if you occupy or possess the residential property of another under a lease. If you do what the lease and/or the law requires, you have the right of exclusive possession of the property until the lease expires.

- You have the right to complain to a governmental agency if your landlord violates housing laws or regulations affecting health and safety.
- You have the right to complain to your landlord for failing to perform any legal duties. If you complain and the landlord retaliates by increasing rent, decreasing services or seeking to evict you for complaining, the landlord has violated the law. There are legal remedies to stop or punish retaliation, such as terminating your lease and recovering damages and attorneys' fees.
- You have the right to join with other tenants to bargain with your landlord about lease terms.
- You have the right to know the name and address of the owner of your residential premises and the owner's agent, if applicable. This information must appear in your written lease or be given to you in writing when you begin your tenancy if the lease is oral. If your landlord fails to provide this information, you do not have to notify your landlord before escrowing your rent with the court.
- The county auditor also maintains records on residential property owners.
- You have a right of privacy, which the landlord must respect. The landlord may enter your apartment after reasonable notice (at least 24 hours) for certain legitimate reasons and without notice in certain emergency situations.
- If you breach your lease, the landlord may not seize your furnishings or possessions to recover rent payments.
- If you have notified your landlord, in writing, of problems at your rental property or of an insect or rodent infestation, the landlord should remedy the problems within a "reasonable" amount of time. For a broken furnace in mid-January, a reasonable amount of time may be just a few days. The landlord may take up to 30 days to make less critical repairs.

  If the landlord fails to make repairs within a reasonable amount of time (not more than 30 days), you may have the right to get a court order for repairs to be made, obtain a court-ordered reduction in rent, or terminate the lease. You also have the right to escrow your rent.

  What does escrowing rent mean?
  Escrowing your rent means that you deposit your rental payments with the clerk of the municipal or county court, depending on where you live, instead of paying your landlord. Before you can escrow your rent, you must first wait the FULL 30 days after notifying the landlord of its failure to fulfill obligations. However, if there is an emergency, such as lack of heat in winter or lack of water, you can start escrowing your rent earlier. The notice requesting repairs must be clear and detailed enough that your landlord and the court can understand exactly what is wrong. You must send the notice to the place where you normally pay rent. Keep a photocopy of the notice and send it with a "certificate of mailing" so you have proof you sent the notice. You must deposit your rent into escrow on or before the date when your rent is due. If your rent is due on the 5th of every month, deposit your rent on or before the 5th.

  The court will tell your landlord that you have started depositing your rent into a rent escrow account. Once the landlord makes the repairs, you can ask the court to release the money to the landlord.

- You may **NOT** escrow your rent if:
  - you are not current in your rental payments ; or
  - you received written notice when you moved in that the landlord **owns three or fewer dwelling units**.

What are my obligations as a tenant?
As a tenant, you must:

- Keep the premises safe and sanitary.
- Dispose of all garbage in a safe and sanitary manner.
- Keep plumbing fixtures in the unit as clean as their condition permits.
- Operate all electrical and plumbing fixtures properly.
- Comply with all state and local housing, health and safety code standards.
- Not intentionally or negligently destroy, deface, damage or remove any fixture, appliance or other part of the premises, or allow your guests to do so.
- Keep clean and use appropriately any appliances the landlord has provided and promptly tell your landlord if your appliances need repair.
- Not disturb, or allow your guests to disturb, your neighbors.
- Not allow controlled substances (such as drugs) to be present on the property.

- Allow your landlord reasonable access (upon 24 hours' notice) to the premises to inspect, make repairs or show the property to prospective buyers or renters. Twenty-four hours of notice is not required in emergencies, or for the landlord to deliver large parcels, or upon agreement with the landlord.
- Not allow sexual predators to occupy the unit if the unit is located within 1,000 feet of a school, preschool or child daycare center.

The tenant cannot change any of these legal duties, but the landlord may agree to assume responsibility for fulfilling any of them.

What are my rights as a landlord?
If you own rental property and permit another to use, occupy or possess your residential premises for a period in return for money or something of value, you are a landlord.

- You can rent your property for any amount you wish. Unless you have a written or oral lease that provides for a fixed rent for the lease term (such as a one-year lease), you can increase rents in any amount, but you must give adequate notice. If you give your tenant notice of a rent increase for a month-to-month tenancy, the rent increase will not be effective until 30 days from the next date rent is due.
- You may rent to anyone you wish and establish any conditions and terms in a rental contract that do not conflict with federal or state law, including federal and state anti-discrimination statutes.
- You may evict the tenant for nonpayment of rent or for breaking any significant term of the lease. You must give the tenant written notice of your intent before filing an eviction action in court. For nonpayment of rent, you must give notice at least three days before filing the eviction action or the court will dismiss the case. In other cases, you must give the tenant 30 days to correct the violation before beginning an eviction action. Do not count the day you give the notice or weekends and holidays, and wait until *after* the third day before filing the eviction complaint.
- If a tenant's violation materially affects health and safety, you must notify the tenant in writing and give the tenant 30 days to resolve the problem before filing an eviction.
- After reasonable notice to the tenant (24 hours), you have the right to enter the premises to inspect, repair, make improvements, supply services or show the property.
- You have the right to have your property returned to you in as good a condition as it was when the tenant took possession, *except for ordinary wear and tear*.

What are my obligations as a landlord?
You have certain obligations under Ohio law whether or not they are written into a lease. You cannot change these obligations or require the tenant to assume them, and the tenant cannot agree to excuse or waive your performance of them under any circumstance. For example, a lease requiring the tenant to assume responsibility for making all repairs could not be enforced.

As a landlord, you must:

- Comply with the standards of all building, housing, health and safety codes that significantly affect health and safety.
- Make all repairs, doing whatever is reasonably necessary to keep the rental premises in a fit and habitable condition.
- Keep all common areas of the premises in a safe and sanitary condition.
- Maintain in good working condition all electrical, plumbing, sanitary, heating and air conditioning systems, and fixtures and appliances you have supplied.
- Provide and maintain trash receptacles and provide for trash removal if you own four or more units in the same building.
- Supply running water, reasonable amounts of hot water and heat at all times. (You may require the tenant to pay any or all utility bills *for his or her unit,* whether it is an apartment or a house).
- Not abuse your right to enter the property for legitimate reasons. (If this right is abused, you have invaded the tenant's privacy.)
- Commence eviction proceedings against a tenant who is illegally using or permitting the use of controlled substances on the premises.
- Comply with the rights of tenants under the Servicemembers Civil Relief Act, 117 Stat. 2835, 50 U.S.C. App. 501.
- Not attempt to evict a tenant without a court order by changing the locks, terminating utility service or removing the tenant's belongings.
- For property located in a county with a population of more than 200,000 residents, register with the auditor of the county in which the property is situated, providing your name, address and telephone number. (If you do not live in Ohio, or if you own the property in the name of an entity not registered with the Ohio Secretary of State, you must name an Ohio resident as agent for service of process.)
- If your property was built before 1978, give your tenant a lead-based paint disclosure form and a copy of the U.S. EPA's "Protect Your Family from Lead in the Home" pamphlet. Also, the lease must include a specific warning statement about lead-based paint.

As a landlord, you may be liable to a person who is injured in an area you control or as a result of your failure to maintain and repair certain basic items as required by law or the lease. If the lease is in writing, you must give the tenant your name and address *and* the name and address of your agent, if any. If the lease is oral, you must provide the same information in writing when the tenant moves in. *If you fail to provide this information, you waive the right to be notified of conditions before the tenant escrows the rent.*

How do I get back my security deposit?
When you move out at the end of a lease term, both you and your landlord must follow certain rules. As a tenant, you should return the key to the landlord and give the landlord a forwarding mailing address where the security deposit can be mailed. Also, you must repair any damages caused by your intentional or negligent actions or those of your guests, but you are not responsible for any damages caused by ordinary usage or wear and tear.

After you move out, any remaining security deposit your landlord holds can be applied to unpaid rent, utilities, late fees or to any damage your actions may have caused. The landlord must return the balance to you. Assuming you give the landlord a new or forwarding address, the landlord must, within 30 days, return to you all money remaining after lawful deductions, which the landlord must itemize for you. If the landlord does not return the money owed by that time, you can file a claim with the court. The court can order the landlord to pay the tenant twice the money owed plus attorneys' fees.

Do I need an attorney?
This information, based on Ohio law, is issued to inform you, not to advise you about your particular case. Do not try to apply or interpret the law without help from an attorney who knows the facts, which may change the way the law is applied. Low-income tenants may qualify for free legal services from legal aid programs, available in all Ohio counties. Call 1-866-LAW-OHIO for a legal aid provider near you.

03/28/2016
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Funding from the Ohio State Bar Foundation

This is one of a series of LawFacts public information pamphlets. Others may be obtained through www.ohiobar.org/LegalHelp

The information contained in this pamphlet is general and should not be applied to specific legal problems without first consulting your own attorney.

Greater Dayton Premier Management

Notice of Occupancy Rights under the Violence Against Women Act[1]

To all Tenants and Applicants

The Violence Against Women Act (VAWA) provides protections for victims of domestic violence, dating violence, sexual assault, or stalking. VAWA protections are not only available to women, but are available equally to all individuals regardless of sex, gender identity, or sexual orientation.[2] The U.S. Department of Housing and Urban Development (HUD) is the Federal agency that oversees that **Housing Choice Voucher Program** is in compliance with VAWA. This notice explains your rights under VAWA. A HUD-approved certification form is attached to this notice. You can fill out this form to show that you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking, and that you wish to use your rights under VAWA."

Protections for Applicants

If you otherwise qualify for assistance under **Housing Choice Voucher Program,** you cannot be denied admission or denied assistance because you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking.

[1] Despite the name of this law, VAWA protection is available regardless of sex, gender identity, or sexual orientation.

[2] Housing providers cannot discriminate on the basis of any protected characteristic, including race, color, national origin, religion, sex, familial status, disability, or age. HUD-assisted and HUD-insured housing must be made available to all otherwise eligible individuals regardless of actual or perceived sexual orientation, gender identity, or marital status.

Protections for Tenants

If you are receiving assistance under **Housing Choice Voucher Program,** you may not be denied assistance, terminated from participation, or be evicted from your rental housing because you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking.

Also, if you or an affiliated individual of yours is or has been the victim of domestic violence, dating violence, sexual assault, or stalking by a member of your household or any guest, you may not be denied rental assistance or occupancy rights under **Housing Choice Voucher Program** solely on the basis of criminal activity directly relating to that domestic violence, dating violence, sexual assault, or stalking.

Affiliated individual means your spouse, parent, brother, sister, or child, or a person to whom you stand in the place of a parent or guardian (for example, the affiliated individual is in your care, custody, or control); or any individual, tenant, or lawful occupant living in your household.

Removing the Abuser or Perpetrator from the Household

HP may divide (bifurcate) your lease in order to evict the individual or terminate the assistance of the individual who has engaged in criminal activity (the abuser or perpetrator) directly relating to domestic violence, dating violence, sexual assault, or stalking.

If HP chooses to remove the abuser or perpetrator, HP may not take away the rights of eligible tenants to the unit or otherwise punish the remaining tenants. If the evicted abuser or perpetrator was the sole tenant to have established eligibility for assistance under the program, HP must allow the tenant who is or has been a victim and other household members to remain in the unit for a period of time, in order to establish eligibility under the program or under another HUD housing program covered by VAWA, or, find alternative housing.

In removing the abuser or perpetrator from the household, HP must follow Federal, State, and local eviction procedures. In order to divide a lease, HP may, but is not required to, ask you for documentation or certification of the incidences of domestic violence, dating violence, sexual assault, or stalking.

Moving to Another Unit

Upon your request, HP may permit you to move to another unit, subject to the availability of other units, and still keep your assistance. In order to approve a request, HP may ask you to provide documentation that you are requesting to move because of an incidence of domestic violence, dating violence, sexual assault, or stalking. If the request is a request for emergency transfer, the housing provider may ask you to submit a written request or fill out a form where you certify that you meet the criteria for an emergency transfer under VAWA. The criteria are:

(1) You are a victim of domestic violence, dating violence, sexual assault, or stalking. If your housing provider does not already have documentation that you are a victim of domestic violence, dating violence, sexual assault, or stalking, your housing provider may ask you for such documentation, as described in the documentation section below.

(2) You expressly request the emergency transfer. Your housing provider may choose to require that you submit a form, or may accept another written or oral request.

(3) You reasonably believe you are threatened with imminent harm from further violence if you remain in your current unit. This means you have a reason to fear that if you do not receive a transfer you would suffer violence in the very near future.

OR

You are a victim of sexual assault and the assault occurred on the premises during the 90-calendar-day period before you request a transfer. If you are a victim of sexual assault, then in addition to qualifying for an emergency transfer because you reasonably believe you are threatened with imminent harm from further violence if you remain in your unit, you may qualify for an emergency transfer if the sexual assault occurred on the premises of the property from which you are seeking your transfer, and that assault happened within the 90-calendar-day period before you expressly request the transfer.

HP will keep confidential requests for emergency transfers by victims of domestic violence, dating violence, sexual assault, or stalking, and the location of any move by such victims and their families.

HP's emergency transfer plan provides further information on emergency transfers, and HP must make a copy of its emergency transfer plan available to you if you ask to see it.

Documenting You Are or Have Been a Victim of Domestic Violence, Dating Violence, Sexual Assault or Stalking

HP can, but is not required to, ask you to provide documentation to "certify" that you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking. Such request from HP must be in writing, and HP must give you at least 14 business days (Saturdays, Sundays, and Federal holidays do not count) from the day you receive the request to provide the documentation. HP may, but does not have to, extend the deadline for the submission of documentation upon your request.

You can provide one of the following to HP as documentation. It is your choice which of the following to submit if HP asks you to provide documentation that you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking.

- A complete HUD-approved certification form given to you by HP with this notice, that documents an incident of domestic violence, dating violence, sexual assault, or stalking. The form will ask for your name, the date, time, and location of the incident of domestic violence, dating violence, sexual assault, or stalking, and a description of the incident. The certification form provides for including the name of the abuser or perpetrator if the name of the abuser or perpetrator is known and is safe to provide.
- A record of a Federal, State, tribal, territorial, or local law enforcement agency, court, or administrative agency that documents the incident of domestic violence, dating violence, sexual assault, or stalking. Examples of such records include police reports, protective orders, and restraining orders, among others.
- A statement, which you must sign, along with the signature of an employee, agent, or volunteer of a victim service provider, an attorney, a medical professional or a mental health professional (collectively, "professional") from whom you sought assistance in addressing domestic violence, dating violence, sexual assault, or stalking, or the effects of abuse, and with the professional selected by you attesting under penalty of perjury that he or she believes that the incident or incidents of domestic violence, dating violence, sexual assault, or stalking are grounds for protection.
- Any other statement or evidence that HP has agreed to accept.

If you fail or refuse to provide one of these documents within the 14 business days, HP does not have to provide you with the protections contained in this notice.

If HP receives conflicting evidence that an incident of domestic violence, dating violence, sexual assault, or stalking has been committed (such as certification forms from two or more members of a household each claiming to be a victim and naming one or more of the other petitioning household members as the abuser or perpetrator), HP has the right to request that you provide third-party documentation within thirty 30 calendar days in order to resolve the conflict. If you fail or refuse to provide third-party documentation where there is conflicting evidence, HP does not have to provide you with the protections contained in this notice.

Confidentiality

HP must keep confidential any information you provide related to the exercise of your rights under VAWA, including the fact that you are exercising your rights under VAWA.

HP must not allow any individual administering assistance or other services on behalf of HP (for example, employees and contractors) to have access to confidential information unless for reasons that specifically call for these individuals to have access to this information under applicable Federal, State, or local law.

HP must not enter your information into any shared database or disclose your information to any other entity or individual. HP, however, may disclose the information provided if:

- You give written permission to HP to release the information on a time limited basis.
- HP needs to use the information in an eviction or termination proceeding, such as to evict your abuser or perpetrator or terminate your abuser or perpetrator from assistance under this program.
- A law requires HP or your landlord to release the information.

VAWA does not limit HP's duty to honor court orders about access to or control of the property. This includes orders issued to protect a victim and orders dividing property among household members in cases where a family breaks up.

Reasons a Tenant Eligible for Occupancy Rights under VAWA May Be Evicted or Assistance May Be Terminated

You can be evicted and your assistance can be terminated for serious or repeated lease violations that are not related to domestic violence, dating violence, sexual assault, or stalking committed against you. However, HP cannot hold tenants who have been victims of domestic violence, dating violence, sexual assault, or stalking to a more demanding set of rules than it applies to tenants who have not been victims of domestic violence, dating violence, sexual assault, or stalking.

The protections described in this notice might not apply, and you could be evicted and your assistance terminated, if HP can demonstrate that not evicting you or terminating your assistance would present a real physical danger that:

1) Would occur within an immediate time frame, and

2) Could result in death or serious bodily harm to other tenants or those who work on the property.

If HP can demonstrate the above, HP should only terminate your assistance or evict you if there are no other actions that could be taken to reduce or eliminate the threat.

Other Laws

VAWA does not replace any Federal, State, or local law that provides greater protection for victims of domestic violence, dating violence, sexual assault, or stalking. You may be entitled to

additional housing protections for victims of domestic violence, dating violence, sexual assault, or stalking under other Federal laws, as well as under State and local laws.

Non-Compliance with The Requirements of This Notice

You may report a covered housing provider's violations of these rights and seek additional assistance, if needed, by contacting or filing a complaint with **Cleveland Field Office, (216)357-7900**.

For Additional Information

You may view a copy of HUD's final VAWA rule at https://www.hud.gov/program_offices/fair_housing_equal_opp/VAWA.

Additionally, HP must make a copy of HUD's VAWA regulations available to you if you ask to see them.

For questions regarding VAWA, please contact **Housing Choice Voucher Program Supervisor, (937) 910-7500**

For help regarding an abusive relationship, you may call the National Domestic Violence Hotline at 1-800-799-7233 or, for persons with hearing impairments, 1-800-787-3224 (TTY). You may also contact **Artemis Domestic Violence Center, (937) 461-4357 and YWCA, (937) 461-5550**.

For tenants who are or have been victims of stalking seeking help may visit the National Center for Victims of Crime's Stalking Resource Center at https://www.victimsofcrime.org/our-programs/stalking-resource-center.

For help regarding sexual assault, you may contact **Artemis Domestic Violence Center, (937) 461-4357 and YWCA, (937) 461-5550**.

Victims of stalking seeking help may contact **Artemis Domestic Violence Center, (937) 461-4357 and YWCA, (937) 461-5550**.

Attachment: Certification form HUD-5382

Greater Dayton Premier Management

Model Emergency Transfer Plan for Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking

Emergency Transfers

Greater Dayton Premier Management (GDPM)] is concerned about the safety of its tenants, and such concern extends to tenants who are victims of domestic violence, dating violence, sexual assault, or stalking. In accordance with the Violence Against Women Act (VAWA),[1] GDPM allows tenants who are victims of domestic violence, dating violence, sexual assault, or stalking to request an emergency transfer from the tenant's current unit to another unit. The ability to request a transfer is available regardless of sex, gender identity, or sexual orientation.[2] The ability of GDPM to honor such request for tenants currently receiving assistance, however, may depend upon a preliminary determination that the tenant is or has been a victim of domestic violence, dating violence, sexual assault, or stalking, and on whether GDPM has another dwelling unit that is available and is safe to offer the tenant for temporary or more permanent occupancy.

This plan identifies tenants who are eligible for an emergency transfer, the documentation needed to request an emergency transfer, confidentiality protections, how an emergency transfer may occur, and guidance to tenants on safety and security. This plan is based on a model

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[2] Housing providers cannot discriminate on the basis of any protected characteristic, including race, color, national origin, religion, sex, familial status, disability, or age. HUD-assisted and HUD-insured housing must be made available to all otherwise eligible individuals regardless of actual or perceived sexual orientation, gender identity, or marital status.

emergency transfer plan published by the U.S. Department of Housing and Urban Development (HUD), the Federal agency that oversees that **Housing Choice Voucher Program** is in compliance with VAWA.

Eligibility for Emergency Transfers

A tenant who is a victim of domestic violence, dating violence, sexual assault, or stalking, as provided in HUD's regulations at 24 CFR part 5, subpart L is eligible for an emergency transfer, if: the tenant reasonably believes that there is a threat of imminent harm from further violence if the tenant remains within the same unit. If the tenant is a victim of sexual assault, the tenant may also be eligible to transfer if the sexual assault occurred on the premises within the 90-calendar-day period preceding a request for an emergency transfer.

A tenant requesting an emergency transfer must expressly request the transfer in accordance with the procedures described in this plan.

Tenants who are not in good standing may still request an emergency transfer if they meet the eligibility requirements in this section.

Emergency Transfer Request Documentation

To request an emergency transfer, the tenant shall notify GDPM's management office and submit a written request for a transfer to **Housing Choice Voucher Program, or at 400 Wayne Ave Dayton, OH 45410**. GDPM will provide reasonable accommodations to this policy for individuals with disabilities. The tenant's written request for an emergency transfer should include either:

1. A statement expressing that the tenant reasonably believes that there is a threat of imminent harm from further violence if the tenant were to remain in the same dwelling unit assisted under GDPM's program; OR

2. A statement that the tenant was a sexual assault victim and that the sexual assault occurred on the premises during the 90-calendar-day period preceding the tenant's request for an emergency transfer.

Confidentiality

GDPM will keep confidential any information that the tenant submits in requesting an emergency transfer, and information about the emergency transfer, unless the tenant gives GDPM written permission to release the information on a time limited basis, or disclosure of the information is required by law or required for use in an eviction proceeding or hearing regarding termination of assistance from the covered program. This includes keeping confidential the new location of the dwelling unit of the tenant, if one is provided, from the person(s) that committed an act(s) of domestic violence, dating violence, sexual assault, or stalking against the tenant. See the Notice of Occupancy Rights under the Violence Against Women Act For All Tenants for more information about GDPM's responsibility to maintain the confidentiality of information related to incidents of domestic violence, dating violence, sexual assault, or stalking.

Emergency Transfer Timing and Availability

GDPM cannot guarantee that a transfer request will be approved or how long it will take to process a transfer request. GDPM will, however, act as quickly as possible to move a tenant who is a victim of domestic violence, dating violence, sexual assault, or stalking to another unit, subject to availability and safety of a unit. If a tenant reasonably believes a proposed transfer would not be safe, the tenant may request a transfer to a different unit. If a unit is available, the transferred tenant must agree to abide by the terms and conditions that govern occupancy in the unit to which the tenant has been transferred. GDPM may be unable to transfer a tenant to a particular unit if the tenant has not or cannot establish eligibility for that unit.

If GDPM has no safe and available units for which a tenant who needs an emergency is eligible, GDPM will assist the tenant in identifying other housing providers who may have safe and available units to which the tenant could move. At the tenant's request, GDPM will also assist tenants in contacting the local organizations offering assistance to victims of domestic violence, dating violence, sexual assault, or stalking that are attached to this plan.

Safety and Security of Tenants

Pending processing of the transfer and the actual transfer, if it is approved and occurs, the tenant is urged to take all reasonable precautions to be safe.

Tenants who are or have been victims of domestic violence are encouraged to contact the National Domestic Violence Hotline at 1-800-799-7233, or a local domestic violence shelter, for assistance in creating a safety plan. For persons with hearing impairments, that hotline can be accessed by calling 1-800-787-3224 (TTY).

Tenants who have been victims of sexual assault may call the Rape, Abuse & Incest National Network's National Sexual Assault Hotline at 800-656-HOPE, or visit the online hotline at https://ohl.rainn.org/online/.

Tenants who are or have been victims of stalking seeking help may visit the National Center for Victims of Crime's Stalking Resource Center at https://www.victimsofcrime.org/our-programs/stalking-resource-center.

Attachment: Local organizations offering assistance to victims of domestic violence, dating violence, sexual assault, or stalking.

CERTIFICATION OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, OR STALKING, AND ALTERNATE DOCUMENTATION

U.S. Department of Housing and Urban Development

OMB Approval No. 2577-0286
Exp. 06/30/2017

Purpose of Form: The Violence Against Women Act ("VAWA") protects applicants, tenants, and program participants in certain HUD programs from being evicted, denied housing assistance, or terminated from housing assistance based on acts of domestic violence, dating violence, sexual assault, or stalking against them. Despite the name of this law, VAWA protection is available to victims of domestic violence, dating violence, sexual assault, and stalking, regardless of sex, gender identity, or sexual orientation.

Use of This Optional Form: If you are seeking VAWA protections from your housing provider, your housing provider may give you a written request that asks you to submit documentation about the incident or incidents of domestic violence, dating violence, sexual assault, or stalking.

In response to this request, you or someone on your behalf may complete this optional form and submit it to your housing provider, or you may submit one of the following types of third-party documentation:

(1) A document signed by you and an employee, agent, or volunteer of a victim service provider, an attorney, or medical professional, or a mental health professional (collectively, "professional") from whom you have sought assistance relating to domestic violence, dating violence, sexual assault, or stalking, or the effects of abuse. The document must specify, under penalty of perjury, that the professional believes the incident or incidents of domestic violence, dating violence, sexual assault, or stalking occurred and meet the definition of "domestic violence," "dating violence," "sexual assault," or "stalking" in HUD's regulations at 24 CFR 5.2003.

(2) A record of a Federal, State, tribal, territorial or local law enforcement agency, court, or administrative agency; or

(3) At the discretion of the housing provider, a statement or other evidence provided by the applicant or tenant.

Submission of Documentation: The time period to submit documentation is 14 business days from the date that you receive a written request from your housing provider asking that you provide documentation of the occurrence of domestic violence, dating violence, sexual assault, or stalking. Your housing provider may, but is not required to, extend the time period to submit the documentation, if you request an extension of the time period. If the requested information is not received within 14 business days of when you received the request for the documentation, or any extension of the date provided by your housing provider, your housing provider does not need to grant you any of the VAWA protections. Distribution or issuance of this form does not serve as a written request for certification.

Confidentiality: All information provided to your housing provider concerning the incident(s) of domestic violence, dating violence, sexual assault, or stalking shall be kept confidential and such details shall not be entered into any shared database. Employees of your housing provider are not to have access to these details unless to grant or deny VAWA protections to you, and such employees may not disclose this information to any other entity or individual, except to the extent that disclosure is: (i) consented to by you in writing in a time-limited release; (ii) required for use in an eviction proceeding or hearing regarding termination of assistance; or (iii) otherwise required by applicable law.

TO BE COMPLETED BY OR ON BEHALF OF THE VICTIM OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, OR STALKING

1. **Date the written request is received by victim:** _____

2. **Name of victim:** _____

3. **Your name (if different from victim's):**_____

4. **Name(s) of other family member(s) listed on the lease:**_____

_____

5. **Residence of victim:** _____

6. **Name of the accused perpetrator (if known and can be safely disclosed):**_____

_____

7. **Relationship of the accused perpetrator to the victim:**_____

8. **Date(s) and times(s) of incident(s) (if known):**_____
_____

10. **Location of incident(s):**_____

In your own words, briefly describe the incident(s): _____ _____ _____ _____

This is to certify that the information provided on this form is true and correct to the best of my knowledge and recollection, and that the individual named above in Item 2 is or has been a victim of domestic violence, dating violence, sexual assault, or stalking. I acknowledge that submission of false information could jeopardize program eligibility and could be the basis for denial of admission, termination of assistance, or eviction.

Signature _____Signed on (Date) _____

Public Reporting Burden: The public reporting burden for this collection of information is estimated to average 1 hour per response. This includes the time for collecting, reviewing, and reporting the data. The information provided is to be used by the housing provider to request certification that the applicant or tenant is a victim of domestic violence, dating violence, sexual assault, or stalking. The information is subject to the confidentiality requirements of VAWA. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid Office of Management and Budget control number.

APPLYING FOR HUD HOUSING ASSISTANCE?

THINK ABOUT THIS…
IS FRAUD WORTH IT?

Do You Realize…

If you commit fraud to obtain assisted housing from HUD, you could be:

- **Evicted** from your apartment or house.
- **Required to repay** all overpaid rental assistance you received.
- **Fined** up to $10,000.
- **Imprisoned** for up to five years.
- **Prohibited** from receiving future assistance.
- **Subject** to State and local government penalties.

Do You Know…

You are committing fraud if you sign a form knowing that you provided false or misleading information.

The information you provide on housing assistance application and recertification forms will be checked. The local housing agency, HUD, or the Office of Inspector General will check the income and asset information you provide with other Federal, State, or local governments and with private agencies. Certifying false information is fraud.

So Be Careful!

When you fill out your application and yearly recertification for assisted housing from HUD make sure your answers to the questions are accurate and honest. You must include:

All sources of income and changes in income you or any members of your household receive, such as wages, welfare payments, social security and veterans' benefits, pensions, retirement, etc.

Any money you receive on behalf of your children, such as child support, AFDC payments, social security for children, etc.

Any increase in income, such as wages from a new job or an expected pay raise or bonus.

All assets, such as bank accounts, savings bonds, certificates of deposit, stocks, real estate, etc., that are owned by you or any member of your household.

All income from assets, such as interest from savings and checking accounts, stock dividends, etc.

Any business or asset (your home) that you sold in the last two years at less than full value.

The names of everyone, adults or children, relatives and non-relatives, who are living with you and make up your household.

(**Important Notice for Hurricane Katrina and Hurricane Rita Evacuees:** HUD's reporting requirements may be temporarily waived or suspended because of your circumstances. Contact the local housing agency before you complete the housing assistance application.)

Ask Questions

If you don't understand something on the application or recertification forms, always ask questions. It's better to be safe than sorry.

Watch Out for Housing Assistance Scams!

- Don't pay money to have someone fill out housing assistance application and recertification forms for you.
- Don't pay money to move up on a waiting list.
- Don't pay for anything that is not covered by your lease.
- Get a receipt for any money you pay.
- Get a written explanation if you are required to pay for anything other than rent (maintenance or utility charges).

Report Fraud

If you know of anyone who provided false information on a HUD housing assistance application or recertification or if anyone tells you to provide false information, report that person to the HUD Office of Inspector General Hotline. You can call the Hotline toll-free Monday through Friday, from 10:00 a.m. to 4:30 p.m., Eastern Time, at 1-800-347-3735. You can fax information to (202) 708-4829 or e-mail it to Hotline@hudoig.gov. You can write the Hotline at:

HUD OIG Hotline, GFI
451 7th Street, SW
Washington, DC 20410

December 2005

U.S. Department of Housing and Urban Development

Office of Public and Indian Housing (PIH)

RHIIP

RENTAL HOUSING INTEGRITY IMPROVEMENT PROJECT

What You Should Know About EIV

A Guide for Applicants & Tenants of Public Housing & Section 8 Programs

What is EIV?

The Enterprise Income Verification (EIV) system is a web-based computer system that contains employment and income information of individuals who participate in HUD rental assistance programs. All Public Housing Agencies (PHAs) are required to use HUD's EIV system.

What information is in EIV and where does it come from?

HUD obtains information about you from your local PHA, the Social Security Administration (SSA), and U.S. Department of Health and Human Services (HHS).

HHS provides HUD with wage and employment information as reported by employers; and unemployment compensation information as reported by the State Workforce Agency (SWA).

SSA provides HUD with death, Social Security (SS) and Supplemental Security Income (SSI) information.

What is the EIV information used for?

Primarily, the information is used by PHAs (and management agents hired by PHAs) for the following purposes to:

1. Confirm your name, date of birth (DOB), and Social Security Number (SSN) with SSA.
2. Verify your reported income sources and amounts.
3. Confirm your participation in only one HUD rental assistance program.
4. Confirm if you owe an outstanding debt to any PHA.
5. Confirm any negative status if you moved out of a subsidized unit (in the past) under the Public Housing or Section 8 program.
6. Follow up with you, other adult household members, or your listed emergency contact regarding deceased household members.

EIV will alert your PHA if you or anyone in your household has used a false SSN, failed to report complete and accurate income information, or is receiving rental assistance at another address. ***Remember, you may receive rental assistance at only <u>one</u> home!***

EIV will also alert PHAs if you owe an outstanding debt to any PHA (in any state or U.S. territory) and any negative status when you voluntarily or involuntarily moved out of a subsidized unit under the Public Housing or Section 8 program. This information is used to determine your eligibility for rental assistance at the time of application.

The information in EIV is also used by HUD, HUD's Office of Inspector General (OIG), and auditors to ensure that your family and PHAs comply with HUD rules.

Overall, the purpose of EIV is to identify and prevent fraud within HUD rental assistance programs, so that limited taxpayer's dollars can assist as many eligible families as possible. EIV will help to improve the integrity of HUD rental assistance programs.

Is my consent required in order for information to be obtained about me?

Yes, your consent is required in order for HUD or the PHA to obtain information about you. By law, you are required to sign one or more consent forms. When you sign a form HUD-9886 *(Federal Privacy Act Notice and Authorization for Release of Information)* or a PHA consent form (which meets HUD standards), you are giving HUD and the PHA your consent for them to obtain information about you for the purpose of determining your eligibility and amount of rental assistance. The information collected about you will be used only to determine your eligibility for the program, unless you consent in writing to authorize additional uses of the information by the PHA.

<u>Note:</u> If you or any of your adult household members refuse to sign a consent form, your request for initial or continued rental assistance may be denied. You may also be terminated from the HUD rental assistance program.

What are my responsibilities?

As a tenant (participant) of a HUD rental assistance program, you and each adult household member must disclose complete and accurate information to the PHA, including full name, SSN, and DOB; income information; and certify that your reported household composition (household members), income, and expense information is true to the best of your knowledge.

February 2010

Remember, you must notify your PHA if a household member dies or moves out. You must also obtain the PHA's approval to allow additional family members or friends to move in your home **prior** to them moving in.

What are the penalties for providing false information?

Knowingly providing false, inaccurate, or incomplete information is ***FRAUD*** *and a* ***CRIME***.

If you commit fraud, you and your family may be subject to any of the following penalties:

1. Eviction
2. Termination of assistance
3. Repayment of rent that you should have paid had you reported your income correctly
4. Prohibited from receiving future rental assistance for a period of up to 10 years
5. Prosecution by the local, state, or Federal prosecutor, which may result in you being fined up to $10,000 and/or serving time in jail.

Protect yourself by following HUD reporting requirements. When completing applications and reexaminations, you must include all sources of income you or any member of your household receives.

If you have any questions on whether money received should be counted as income or how your rent is determined, **ask your PHA**. When changes occur in your household income, **contact your PHA immediately** to determine if this will affect your rental assistance.

What do I do if the EIV information is incorrect?

Sometimes the source of EIV information may make an error when submitting or reporting information about you. If you do not agree with the EIV information, let your PHA know.

If necessary, your PHA will contact the source of the information directly to verify disputed income information. Below are the procedures you and the PHA should follow regarding incorrect EIV information.

Debts owed to PHAs and termination information reported in EIV originates from the PHA who provided you assistance in the past. If you dispute this information, contact your former PHA directly in writing to dispute this information and provide any documentation that supports your dispute. If the PHA determines that the disputed information is incorrect, the PHA will update or delete the record from EIV.

Employment and wage information reported in EIV originates from the employer. If you dispute this information, contact the employer in writing to dispute **and** request correction of the disputed employment and/or wage information. Provide your PHA with a copy of the letter that you sent to the employer. If you are unable to get the employer to correct the information, you should contact the SWA for assistance.

Unemployment benefit information reported in EIV originates from the SWA. If you dispute this information, contact the SWA in writing to dispute **and request** correction of the disputed unemployment benefit information. Provide your PHA with a copy of the letter that you sent to the SWA.

Death, SS and SSI benefit information reported in EIV originates from the SSA. If you dispute this information, contact the SSA at (800) 772–1213, or visit their website at: www.socialsecurity.gov. You may need to visit your local SSA office to have disputed death information corrected.

Additional Verification. The PHA, with your consent, may submit a third-party verification form to the provider (or reporter) of your income for completion and submission to the PHA.

You may also provide the PHA with third party documents (i.e. pay stubs, benefit award letters, bank statements, etc.) which you may have in your possession.

Identity Theft. Unknown EIV information to you can be a sign of identity theft. Sometimes someone else may use your SSN, either on purpose or by accident. So, if you suspect someone is using your SSN, you should check your Social Security records to ensure your income is calculated correctly (call SSA at (800) 772-1213); file an identity theft complaint with your local police department or the Federal Trade Commission (call FTC at (877) 438-4338, or you may visit their website at: http://www.ftc.gov). Provide your PHA with a copy of your identity theft complaint.

Where can I obtain more information on EIV and the income verification process?

Your PHA can provide you with additional information on EIV and the income verification process. You may also read more about EIV and the income verification process on HUD's Public and Indian Housing EIV web pages at: https://www.hud.gov/program_offices/public_indian_housing/programs/ph/eiv

The information in this Guide pertains to applicants and participants (tenants) of the following HUD-PIH rental assistance programs:

1. Public Housing (24 CFR 960); and
2. Section 8 Housing Choice Voucher (HCV), (24 CFR 982); and
3. Section 8 Moderate Rehabilitation (24 CFR 882); and
4. Project-Based Voucher (24 CFR 983)

My signature below is confirmation that I have received this Guide.

_____

Signature **Date**

ENHANCING NEIGHBORHOODS
STRENGTHENING COMMUNITIES
CHANGING LIVES

HOUSING CHOICE VOUCHER PROGRAM
PORTABILITY – WHAT IS PORTABILITY?

Portability is the ability for a family to move from the Greater Dayton Premier Management's jurisdiction to another Housing Authority's jurisdiction – within the United Sates and still have their assistance.

PURPOSE OF PORTABILITY

The purpose is to provide an opportunity for Housing Choice Voucher holders to participants to move to another jurisdiction by requiring the Housing Authority in the jurisdiction to accept the family.

TERMS OF PORTABILITY

Usually, there are three parties involved: The Issuing Housing Authority (GDPM), a Receiving Housing Authority (where you want to move), and yourself (the voucher holder).

THE FAMILY DOES WHAT?

The family also has a responsibility:

- Notify the Issuing Housing Authority of where they want to move;
- Submit a Request for Approved Tenancy in the Receiving Housing Authority's jurisdiction by the established deadline.

THE ISSUING HOUSING AUTHORITY DOES WHAT?

The Issuing Housing Authority must verify to the Receiving Housing Authority that:

- The family is eligible for assistance;
- A voucher has been issued to the family.

The issuing Housing Authority must also inform the Receiving Housing Authority f the deadline by which the family must submit a Request for Approval of Tenancy.

THE RECEIVING HOUSING AUTHORITY DOES WHAT?

The Receiving Housing Authority must decide whether to:

- Administer the voucher for the Issuing Housing Authority by billing the Issuing Housing Authority;
- Issue the family a voucher from the Receiving Housing Authority's Allocation.

How Portability Works

What is Portability?

"Portability" in the Housing Choice Voucher (HCV) program refers to the process through which your family can transfer or "port" your rental subsidy when you move to a location outside the jurisdiction of the public housing agency (PHA) that first gave you the voucher when you were selected for the program **(the initial PHA)**.

The agency that will administer your assistance in the area to which you are moving is called the receiving PHA.

New families have to live in the jurisdiction of the initial PHA for a year before they can port. But, the initial PHA may allow new families to port during this one-year period.

What Happens Next?

1. You must notify the initial PHA that you would like to port and to which area you are moving.
2. The initial PHA will determine if you are eligible to move. For example, the PHA will determine whether you have moved out of your unit in accordance with your lease.
3. If eligible to move, the initial PHA will issue you a voucher (if it has not done so already) and send all relevant paperwork to the receiving PHA.
4. If you are currently assisted, you must give your landlord notice of your intent to vacate in accordance with your lease.

Contacting the Receiving PHA

1. Your case manager will let you know how and when to contact the receiving PHA. Your case manager must give you enough information so that you know how to contact the receiving PHA.

2. If there is more than one PHA that administers the HCV program where you wish to move, you may choose the receiving PHA. The initial PHA will give you the contact information for the PHAs that serve the area. If you prefer, you may request that the initial PHA selects the receiving PHA for you.
Generally, the initial PHA is not required to give you any other information about the receiving PHAs, but you may wish to find out more details when contacting them (such as whether the receiving PHA operates a Family Self-Sufficiency or Homeownership program).

See back for more details

See back for more details

How Portability Works

Before Porting, Things You Should Know

Subsidy Standards: The receiving PHA may have different subsidy standards. In other words, the initial PHA may have issued you a three-bedroom voucher, but the receiving PHA may, if appropriate for your family, issue you a two-bedroom voucher. Note, however, that the PHA's subsidy standards must comply with fair housing and civil rights laws. This includes processing reasonable accommodation requests that are necessary for qualified individuals with disabilities.

Payment Standards: The payment standards of the receiving PHA may be different for each PHA. Payment standards are what determine the amount of the rent that the PHA will pay on your behalf. If a receiving PHA's payment standards are lower than the initial PHA, then the portion of the rent you pay may be more than what you were paying at the initial PHA.

Re-screening: The receiving PHA may re-screen you using their own policies, which may be different than the initial PHA's policies and could result in them denying your request to move. When contacting the receiving PHA, you may want to ask whether they re-screen families moving into their area under portability and what are their policies for termination or denial of HCV assistance. This will assist you in determining if the receiving PHA's policies might prevent you from moving to their jurisdiction.

Time Management: You should manage the move so that you have enough time to arrive at the receiving PHA before the initial PHA voucher expires; otherwise, you may lose your assistance.

See front for more details

Once at the Receiving PHA

1. The receiving PHA will issue you a voucher to search for a unit in its jurisdiction. Your voucher must be extended by 30 days from the expiration date on the voucher issued by the initial PHA.

2. When you submit a request for tenancy approval, the time on your voucher will stop until you are notified in writing whether the unit is approved or denied. The request for tenancy approval is the form you will submit to the receiving PHA once you find a unit, so that the receiving PHA can determine whether you may rent that unit under the program.

3. If you decide that you do not want to lease a unit in the area, the receiving PHA will return your voucher to the initial PHA. The initial PHA is not required to, but may, extend the term of your voucher so that you may search for a unit in the initial PHA's jurisdiction or port to another jurisdiction.

Any additional instructions will be provided by the receiving PHA. PHAs must comply with all nondiscrimination and equal opportunity requirements in the portability process, including, but not limited to, the Fair Housing Act, Section 504 of the of the Rehabilitation Act, Title VI of the Civil Rights Act, and title II of the Americans with Disabilities Act.

See front for more details

ENHANCING NEIGHBORHOODS
STRENGTHENING COMMUNITIES
CHANGING LIVES

HOUSING CHOICE VOUCHER PROGRAM

PORTABILITY RELEASE FORM

DATE _____

- ☐ **FIRST TIME PARTICIPANT, I HAVE JUST BEEN ISSUED A VOUCHER**
- ☐ **CURRENT HOUSING CHOICE VOUCHER PARTICIPANT**

CURRENT HOUSING INFORMATION

NAME (HEAD OF HOUSEHOLD) _____

CURRENT ADDRESS _____

CITY, STATE, & ZIP CODE _____

CURRENT PHONE _____

EMERGENCY CONTACT (NAME/NUMBER) _____

REQUEST TO TRANSFER HOUSING CHOICE VOUCHER

I, _____ HEREBY REQUEST THAT DAYTON METROPOLITAN HOUSING AUTHORITY (DMHA) TRANSFER MY VOUCHER TO THE FOLLOWING HOUSING AUTHORITY:

HOUSING AUTHORITY NAME _____

CONTACT PERSON _____

ADDRESS _____

CITY, STATE, & ZIP CODE _____

PHONE NUMBER _____ FAX NUMBER _____

ACKNOWLEDGMENT

_____ I UNDERSTAND THAT MY TOTAL FAMILY INCOME AND HOUSEHOLD COMPOSITION WILL BE REQUESTED FOR RELOCATION PURPOSES.

_____ I UNDERSTAND THAT IF IT IS DETERMINED THAT I OWE DAYTON METROPOLATION HOUSING AUTHORITY ANY MONEY; I WILL NOT BE ABLE TO TRANSFER MY HOUSING VOUCHER UNTIL THE BALANCE IS PAID IN FULL.

SIGNATURE *DATE*

PHA Contact Information

This listing is ordered by city and based on the information in IMS/PIC system.

PHA Code	Name, Phone, Fax, Email	Physical Address	Type
OH007	Akron Metropolitan Housing Authority Phone: (330)762-9631 Fax: (330)376-6821 Email: dbarry@akronhousing.org	100 W CEDAR STREET AKRON OH , 44307	Combined
OH029	Ashtabula Metropolitian Housing Authority Phone: (440)992-3156 Fax: (440)992-7947 Email: SAdams@ashtabulamha.com	3526 LAKE Avenue ASHTABULA OH , 44004	Combined
OH041	Athens Metropolitan Housing Authority Phone: (740)592-4481 x116 Fax: Email: zackd@athensmha.org	10 HOPE Drive ATHENS OH , 45701	Combined
OH038	Clermont Metropolitian Housing Authority Phone: (513)732-6010 Fax: (513)732-6520 Email: amorlatt@clermontmha.org	65 S. Market Street Batavia OH , 45103	Combined
OH072	Logan County Metropolitan Housing Authority	116 N EVERETT Street	Combined

PHA Contact Information

This listing is ordered by city and based on the information in IMS/PIC system.

PHA Code	Name, Phone, Fax, Email	Physical Address	Type
	Phone: (937)599-1845 Fax: (937)592-7064 Email: info@lcmha.com	BELLEFONTAINE OH , 43311	
OH047	Gallia Metropolitan Housing Authority Phone: (740)446-0251 Fax: (740)446-6728 Email: lyoung@galliamha.org	381 BUCK RIDGE Road BIDWELL OH , 45614	Combined
OH067	Harrison Metropolitian Housing Authority Phone: (740)942-8372 x4 Fax: (740)942-8337 Email: dyeater@harrisonmha.com	82450 CADIZ JEWETT Road CADIZ OH , 43907	Combined
OH058	Monroe Metropolitan Housing Authority Phone: (740)439-6651 x1015 Fax: (740)439-2953 Email: tdemattio@cambridgehousing.org	P. O. Box 1388 Cambridge OH , 43725	Section 8
OH033	Cambridge Metropolitan Housing Authority Phone: (740)439-6651 x1015 Fax: (740)439-2953	1100 MAPLE Court CAMBRIDGE OH , 43725	Combined

PHA Contact Information

This listing is ordered by city and based on the information in IMS/PIC system.

PHA Code	Name, Phone, Fax, Email	Physical Address	Type
	Email: tdemattio@cambridgehousing.org		
OH069	Noble Metropolitan Housing Authority Phone: (740)439-6651 x1015 Fax: (740)439-2953 Email: tdemattio@cambridgehousing.org	1100 MAPLE Court CAMBRIDGE OH , 43725	Combined
OH018	Stark Metropolitian Housing Authority Phone: (330)454-8051 Fax: (330)454-8065 Email: info@starkmha.org	400 TUSCARAWAS Street E CANTON OH , 44702	Combined
OH042	Geauga Metropolitian Housing Authority Phone: (440)286-7413 Fax: (440)286-7496 Email: gmha042@geaugamha.org	385 CENTER Street CHARDON OH , 44024	Combined
OH024	Chillicothe Metropolitan Housing Authority Phone: (740)775-7881 x105 Fax: (740)775-7896 Email: nicole@chillimha.com	178 WEST FOURTH STREET CHILLICOTHE OH , 45601	Combined

PHA Contact Information

This listing is ordered by city and based on the information in IMS/PIC system.

PHA Code	Name, Phone, Fax, Email	Physical Address	Type
OH004	Cincinnati Metropolitian Housing Authority Phone: (513)977-5661 Fax: (513)977-5615 Email: talk2us@cintimha.com	1627 Western Avenue Cincinnati OH , 45214	Combined
OH059	Pickaway Metropolitan Housing Authority Phone: (740)477-2514 Fax: (740)477-7456 Email: pmha@pickawaymha.com	176 RUSTIC Drive CIRCLEVILLE OH , 43113	Combined
OH003	Cuyahoga Metropolitan Housing Authority Phone: (216)348-5000 Fax: (216)348-4925 Email:	8120 Kinsman Road Cleveland OH , 44104	Combined
OH882	Emerald Development and Economic Network Phone: (216)961-9690 Fax: (216)651-4066 Email: EGimmel@edencle.org	7812 Madison Avenue Cleveland OH , 44102	Section 8
OH001	Columbus Metropolitan Housing Authority	880 East 11th Ave	Combined

PHA Contact Information

This listing is ordered by city and based on the information in IMS/PIC system.

PHA Code	Name, Phone, Fax, Email	Physical Address	Type
	Phone: (614)421-6000 Fax: (614)421-4505 Email: c_hillman@cmhanet.com	COLUMBUS OH , 43211	
OH037	Coshocton Metropolitan Housing Authority Phone: (740)622-6300 x115 Fax: (740)622-5562 Email: lisa@coshoctonmha.org	823 MAGNOLIA COSHOCTON OH , 43812	Combined
OH034	Perry County Metropolitan Housing Authority Phone: (740)982-5991 Fax: (740)982-1274 Email: christina@perrymha.org	26 BROWN CIRCLE DRIVE CROOKSVILLE OH , 43731	Combined
OH005	Greater Dayton Premier Management Phone: (937)910-7500 Fax: (937)222-3990 Email: Jheapy@gdpm.org	400 Wayne Ave Dayton OH , 45410	Combined
OH079	Delaware Metropolitan Housing Authority Phone: (740)369-1881 Fax: (740)369-2029	222 Curtis Street, Rear Delaware OH , 43015	Section 8

PHA Contact Information

This listing is ordered by city and based on the information in IMS/PIC system.

PHA Code	Name, Phone, Fax, Email	Physical Address	Type
	Email: lwellhausen@ncohiohousing.org		
OH026	Columbiana Metropolitian Housing Authority Phone: (330)386-5970 x113 Fax: (330)386-0366 Email: rich@colmha.org	325 MOORE Street EAST LIVERPOOL OH , 43920	Combined
OH080	Preble Metropolitian Housing Authority Phone: (937)456-2800 x504 Fax: (937)456-3164 Email: janelle.caron@mvcap.com	308 Eaton Lewisburg Road Eaton OH , 45320	Section 8
OH082	Hancock Metropolitian Housing Authority Phone: (419)424-7848 x139 Fax: (419)424-7831 Email: cricker@hancockmetro.com	The Family Center - Suite #114 Findlay OH , 45840	Section 8
OH054	Sandusky Metropolitian Housing Authority Phone: (419)334-4426 Fax: (419)334-6933 Email: info@sanduskymha.org	1358 MOSSER Drive FREMONT OH , 43420	Combined

PHA Contact Information

This listing is ordered by city and based on the information in IMS/PIC system.

PHA Code	Name, Phone, Fax, Email	Physical Address	Type
OH081	Brown Metropolitian Housing Authority Phone: (937)378-6041 x256 Fax: (937)378-4400 Email: spatterson@abcap.net	406 West Plum Street GEORGETOWN OH , 45121	Combined
OH045	Darke County Metropolitian Housing Authority Phone: (937)548-5380 Fax: (937)548-8397 Email: julie.lecklider@mvcap.com	1469 Sweitzer Street Greenville OH , 45331	Section 8
OH015	Butler Metropolitian Housing Authority Phone: (513)896-4411 Fax: (513)896-9381 Email: bmha@butlermetro.org	4110 HAMILTON MIDDLETOWN Road HAMILTON OH , 45011	Combined
OH019	Ironton Metropolitan Housing Authority Phone: (740)532-8658 Fax: (740)532-6990 Email: spopp451@gmail.com	720 WASHINGTON Street IRONTON OH , 45638	Combined
OH070	Fairfield Metropolitan Housing Authority	315 North Columbus Street	Section 8

PHA Contact Information

This listing is ordered by city and based on the information in IMS/PIC system.

PHA Code	Name, Phone, Fax, Email	Physical Address	Type
	Phone: (740)653-6618 x236 Fax: (740)653-7600 Email: hcagg@fairfieldmha.org	LANCASTER OH , 43130	
OH049	Warren Metropolitian Housing Authority Phone: (513)695-3380 Fax: (513)695-1638 Email: housing@warrenmha.org	990 E RIDGE Drive LEBANON OH , 45036	Combined
OH044	Allen Metropolitan Housing Authority Phone: (419)228-6065 Fax: (419)228-1018 Email: anna_schnippel@allenmha.com	600 S MAIN Street LIMA OH , 45804	Combined
OH032	Hocking Metropolitan Housing Authority Phone: (740)385-3883 Fax: (740)385-0230 Email: nathan@hockingmha.org	33601 Pine Ridge Dr. LOGAN OH , 43138	Combined
OH023	London Metropolitan Housing Authority Phone: (740)852-1888 Fax: (740)852-1888	179 S MAIN Street LONDON OH , 43140	Low-Rent

PHA Contact Information

This listing is ordered by city and based on the information in IMS/PIC system.

PHA Code	Name, Phone, Fax, Email	Physical Address	Type
	Email: sconsiglio@aol.com		
OH012	Lorain Metropolitan Housing Authority Phone: (440)288-1600 Fax: (440)288-7361 Email: lmha1600@lmha.org	1600 KANSAS Avenue LORAIN OH , 44052	Combined
OH046	Adams Metropolitian Housing Authority Phone: (937)549-2648 Fax: (937)549-3653 Email: rick_bowman@adamshousing.org	401 East 7th St Manchester OH , 45144	Combined
OH016	Mansfield Metropolitan Housing Authority Phone: (419)524-0029 Fax: (419)524-1487 Email: mansfieldmha@ncohiohousing.org	88 W Third St Mansfield OH , 44902	Section 8
OH030	Huron Metropolitian Housing Authority Phone: (419)526-1622 Fax: (419)524-1487 Email: mansfieldmha@ncohiohousing.org	88 W Third St Mansfield OH , 44902	Section 8

PHA Contact Information

This listing is ordered by city and based on the information in IMS/PIC system.

PHA Code	Name, Phone, Fax, Email	Physical Address	Type
OH039	Crawford Metropolitian Housing Authority Phone: (419)526-1622 Fax: (419)524-1487 Email: mansfieldmha@ncohiohousing.org	88 W Third St Mansfield OH , 44902	Section 8
OH075	Seneca Metropolitian Housing Authority Phone: (419)526-1622 Fax: (419)524-1487 Email: mansfieldmha@ncohiohousing.org	88 W Third St Mansfield OH , 44902	Section 8
OH077	City of Marietta Phone: (740)373-3745 x200 Fax: (740)373-6775 Email: dbrightbill@wmcap.org	218 Putnam Street Marietta OH , 45750	Section 8
OH076	Marion Metropolitan Housing Authority Phone: (740)383-5680 Fax: (740)382-8388 Email: lwellhausen@ncohiohousing.org	117 N Greenwood St, Suite 12 Marion OH , 43302	Section 8
OH020	Belmont Metropolitan Housing Authority	100 South Third Street	Combined

PHA Contact Information

This listing is ordered by city and based on the information in IMS/PIC system.

PHA Code	Name, Phone, Fax, Email	Physical Address	Type
	Phone: (740)633-5085 Fax: (740)635-6086 Email: sjenkins@belmontmha.org	MARTINS FERRY OH , 43935	
OH066	Morgan Metropolitan Housing Authority Phone: (740)962-4930 Fax: (740)962-2140 Email: morganmha@morganmha.org	4580 N STATE ROUTE 376 NW MC CONNELSVILLE OH , 43756	Combined
OH078	Vinton Metropolitan Housing Authority Phone: (740)596-5963 Fax: (740)596-5963 Email: vmha@midohio.twcbc.com	310 W. High Street McArthur OH , 45651	Section 8
OH027	Medina Metropolitian Housing Authority Phone: (330)725-7531 Fax: (330)723-6546 Email: mmha@mmha.org	120 W. Washington St. MEDINA OH , 44256	Section 8
OH035	Meigs Metropolitan Housing Authority Phone: (740)992-2733 Fax:	441 General Hartinger Parkway Middleport OH , 45760	Section 8

PHA Contact Information

This listing is ordered by city and based on the information in IMS/PIC system.

PHA Code	Name, Phone, Fax, Email	Physical Address	Type
	Email: meigshousingauth@frontier.com		
OH083	Morrow Metropolitan Housing Authority Phone: (740)397-8787 x107 Fax: (419)946-5789 Email: streisch@knoxmha.org	201A W High Street Mount Vernon OH , 43050	Section 8
OH050	Knox Metropolitan Housing Authority Phone: (740)397-8787 Fax: (740)397-8226 Email: kmha@knoxmha.org	201A West High Street Mt. Vernon OH , 43050	Section 8
OH071	Henry Metropolitan Housing Authority Phone: (419)592-5788 Fax: (419)592-1759 Email: nwohhousing@gmail.com	1044 Chelsea Avenue Napoleon OH , 43545	Section 8
OH074	Williams Metropolitan Housing Authority Phone: (419)592-5788 Fax: (419)592-1759 Email: nwohhousing@gmail.com	1044 Chelsea Ave. Napoleon OH , 43545	Section 8

PHA Contact Information

This listing is ordered by city and based on the information in IMS/PIC system.

PHA Code	Name, Phone, Fax, Email	Physical Address	Type
OH085	Bowling Green Housing Agency Phone: (419)592-5788 Fax: (419)592-1759 Email: nwohhousing@gmail.com	1044 Chelsea Napoleon OH , 43545	Section 8
OH063	Tuscarawas Metropolitian Housing Authority Phone: (330)308-8099 Fax: (330)339-0115 Email: eyenni@tuscarawasmha.org	134 Second Street SW New Philadelphia OH , 44663	Section 8
OH043	Licking Metropolitan Housing Authority Phone: (740)349-8069 x224 Fax: (740)349-7132 Email: jhullarthur@lickingmha.org	144 West Main Street NEWARK OH , 43055	Combined
OH025	Lake Metropolitian Housing Authority Phone: (440)354-3347 Fax: (440)354-5008 Email: emartin@lakemetrohousing.org	189 First Street PAINESVILLE OH , 44077	Combined
OH073	Parma Public Housing Agency	1440 ROCKSIDE RD.	Combined

PHA Contact Information

This listing is ordered by city and based on the information in IMS/PIC system.

PHA Code	Name, Phone, Fax, Email	Physical Address	Type
	Phone: (216)661-2015 Fax: (216)661-2021 Email: awaxman@ncoasthousing.org	PARMA OH , 44134	
OH060	Pike Metropolitan Housing Authority Phone: (740)289-4534 Fax: (740)289-3043 Email: PikeMetro@pikemha.org	2626 SHYVILLE Road PIKETON OH , 45661	Combined
OH010	Portsmouth Metropolitan Housing Authority Phone: (740)354-4547 Fax: (740)353-3677 Email: pmha@pmha.us	410 COURT Street PORTSMOUTH OH , 45662	Combined
OH031	Portage Metropolitan Housing Authority Phone: (330)297-1489 Fax: (330)297-6295 Email: info@portagehousing.org	2832 STATE ROUTE 59 RAVENNA OH , 44266	Combined
OH028	Erie Metropolitian Housing Authority Phone: (419)625-0262 Fax: (419)621-4254	322 WARREN Street SANDUSKY OH , 44870	Combined

PHA Contact Information

This listing is ordered by city and based on the information in IMS/PIC system.

PHA Code	Name, Phone, Fax, Email	Physical Address	Type
	Email: rchamberlain@eriemetrohousing.org		
OH061	Shelby Metropolitan Housing Authority Phone: (937)498-9898 x5 Fax: (937)498-4946 Email: judy@shelbymha.org	706 North Wagner Avenue Sidney OH , 45365	Combined
OH021	Springfield Metropolitan Housing Authority Phone: (937)325-7331 Fax: (937)325-3657 Email: michellel@smhaohio.org	2026 W. MAIN STREET Springfield OH , 45504	Combined
OH014	Jefferson Metropolitan Housing Authority Phone: (740)282-0994 x19 Fax: (740)283-7955 Email: mmcclurg@jeffersonmha.org	153 N 5TH Street STEUBENVILLE OH , 43952	Combined
OH006	Lucas Metropolitan Housing Authority Phone: (419)259-9400 Fax: (419)259-9494 Email: rgagnon@lucasmha.org	424 Jackson St TOLEDO OH , 43604	Combined

PHA Contact Information

This listing is ordered by city and based on the information in IMS/PIC system.

PHA Code	Name, Phone, Fax, Email	Physical Address	Type
OH062	Miami Metropolitian Housing Authority Phone: (937)339-2111 Fax: (937)339-8905 Email: keithg@miamicac.org	1695 TROY SIDNEY Road TROY OH , 45373	Combined
OH008	Trumbull Metropolitan Housing Authority Phone: (330)369-1533 Fax: (330)369-6731 Email: demerson@trumbulltmha.org	4076 Youngstown RD SE Suite 101 WARREN OH , 44484	Combined
OH086	Highland Metropolitian Housing Authority Phone: (740)335-7525 Fax: (740)335-6644 Email: tami.hinkley@fayette-co-oh.com	121 East East Steet Washington CH OH , 43160	Section 8
OH056	Fayette Metropolitan Housing Authority Phone: (740)335-7525 Fax: (740)335-6644 Email: tami.hinkley@fayette-co-oh.com	121 E. East Street Washington Court House OH , 43160	Section 8
OH040	Jackson County Metropolitan Housing Authority	249 W 13TH Street	Combined

PHA Contact Information

This listing is ordered by city and based on the information in IMS/PIC system.

PHA Code	Name, Phone, Fax, Email	Physical Address	Type
	Phone: (740)384-5627 x2 Fax: (740)384-3886 Email: rkdowney45@gmail.com	WELLSTON OH , 45692	
OH053	Clinton Metropolitian Housing Authority Phone: (937)382-5749 x3 Fax: (937)383-1210 Email: nathan@clintonmha.com	478 THORNE Avenue WILMINGTON OH , 45177	Section 8
OH036	Wayne Metropolitian Housing Authority Phone: (330)264-2727 Fax: (330)263-1521 Email: dcatlett@waynemha.org	345 N. Market Street WOOSTER OH , 44691	Combined
OH022	Greene Metropolitian Housing Authority Phone: (937)376-2908 Fax: (937)376-2487 Email: bsmallwood@gmha.net	538 N DETROIT Street XENIA OH , 45385	Combined
OH002	Youngstown Metropolitan Housing Authority Phone: (330)744-2161 x240 Fax: (330)742-4826	131 W BOARDMAN Street YOUNGSTOWN OH , 44503	Combined

PHA Contact Information

This listing is ordered by city and based on the information in IMS/PIC system.

PHA Code	Name, Phone, Fax, Email	Physical Address	Type
	Email: lenglish@ymhaonline.com		
OH009	Zanesville Metropolitan Housing Authority Phone: (740)454-8566 Fax: (740)455-8799 Email: zmha@zanesvillehousing.org	407 PERSHING Road ZANESVILLE OH , 43701	Combined

COMMUNITY RESOURCE GUIDE

MAY 2024

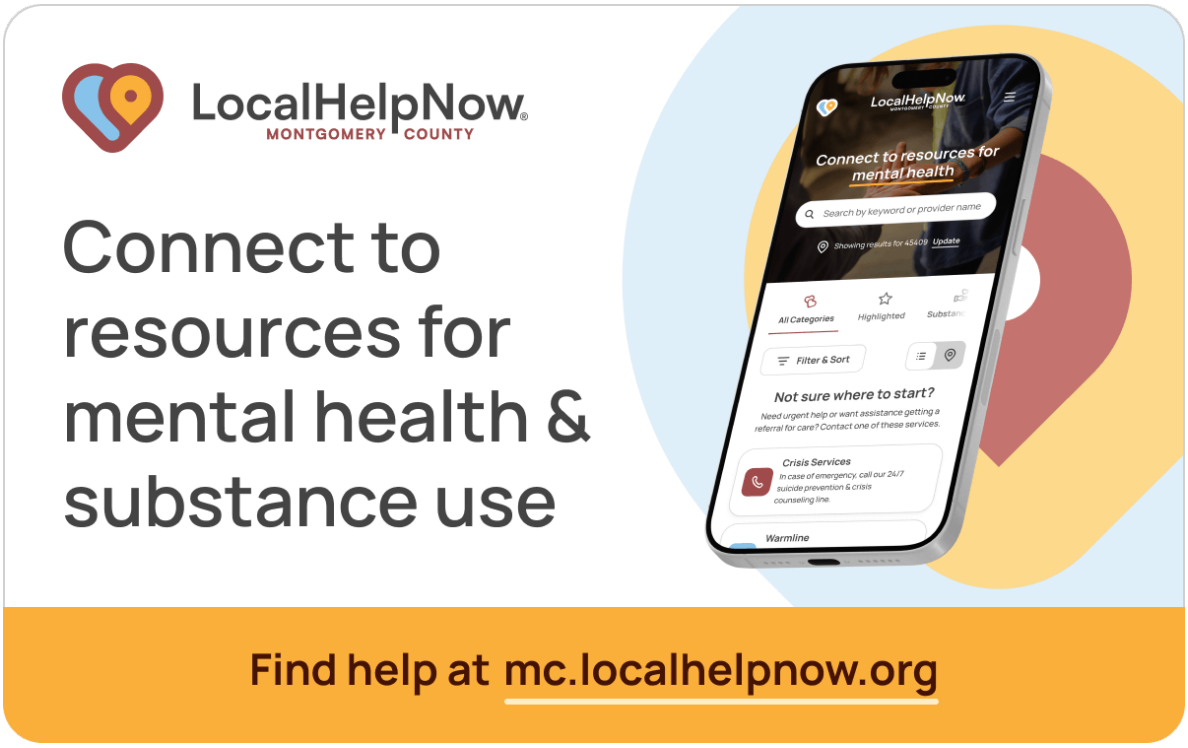
MONTGOMERY COUNTY
HUMAN SERVICES PLANNING & DEVELOPMENT

937-225-4695
117 S. Main Street, Suite 5100
Dayton, Ohio 45422
www.mcohio.org/hspd

This document is for informational purposes only.

The Montgomery County Human Services Planning & Development Department does not endorse nor guarantee the quality of services offered by the service providers listed in this booklet.

More information on community resources can be obtained by contacting UNITED WAY'S HELPLINK 2-1-1 from a landline phone. Call 937-225-3000 from a mobile phone or landline, or go online to the HelpLink 2-1-1 Resource Directory at: www.dayton-unitedway.org/call-211/



LocalHelpNow Montgomery County is a free, easy-to-use web-app that instantly connects you with local service providers for addiction, mental health, and other behavioral health needs. Use the interactive directory to find treatment, housing, and support services near you. You can also access these listings online at mc.localhelpnow.org.

For access to crisis services 24/7, call the Crisis Call Center at 833-580-2255 (CALL).

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CLOTHING ASSISTANCE

CLOTHES THAT WORK

Clothes That Work provides interview and workplace appropriate attire to unemployed and underemployed women, men and teens seeking independence. Job seekers looking to receive services from their Coaching & Clothing Program should seek a referral from Clothes That Work's network of workforce development partners and then call to schedule an appointment. Referred clients will have a personal client coach who will help them select an appropriate outfit at no cost. Once a client has secured a job, they are eligible to return to Clothes That Work to receive an additional three to four outfits at no cost.

The Clothes That Work Boutique requires no appointment and is open to the public. Located directly across from the Clothes That Work office in The Job Center, the Boutique sells brand name clothing, shoes and accessories for both men and women. All Boutique proceeds benefit Clothes That Work.

Workplace Clothing Program Hours: Monday – Friday, 10 a.m. - 3 p.m. **Boutique Hours:** Monday – Friday, 10 a.m. - 2 p.m. Every second Saturday, 9 a.m. - noon	1133 South Edwin C. Moses Boulevard, Suite 392 Dayton, OH 45417 (937) 222-3778 www.clothesthatwork.org

THE GOSPEL MISSION

Provides clothing as needed in general for particular work applications. Two visits are required before clothing will be distributed.

Hours of Operation: Monday, Wednesday, Friday & Saturday Open at 11:30 a.m. Must be in by noon Tuesday & Thursday Open at 5 p.m. Must be in by 5:30 p.m. Sunday Open at 2 p.m. Must be in by 2:30 p.m.	64 Burns Ave. Dayton, OH 45402 (937) 223-4513 www.gmission.org

DISABILITY SERVICES

ACCESS CENTER FOR INDEPENDENT LIVING (ACIL)

The mission of the Access Center for Independent Living (ACIL) is to ensure that people with disabilities have full and complete access to the community in which they reside.

Hours of Operation: Monday – Friday: 9 a.m. – 5 p.m.	165 E. Helena St. Dayton, OH 45402 (937) 341-5202 https://www.acils.com/

AREA AGENCY ON AGING: AGING AND DISABILITY RESOURCE NETWORK

Area Agency on Aging ADRN staff provide information and assistance to individuals of any age or disability. We review individual's needs for Long Term Services and Supports and assist with referrals for those needing to access services.

Hours of Operation: Monday – Friday, 8:30 a.m. - 5 p.m.	40 W. 2nd St. #400 Dayton, OH 45402 (937) 223-HELP (4357) (Helpline) http://info4seniors.org/

CHOICES IN COMMUNITY LIVING

Choices in Community Living offers a wide range of supports for people with intellectual and developmental disabilities in Montgomery, Warren, Butler, Preble, Greene, Clark and Madison Counties. Serving the Miami Valley since 1985, CICL is certified by the Ohio Department of Developmental Disabilities to provide the following services:

- Residential supports and services for individuals in their own homes, apartments and group home living arrangements
- Respite residential services (non-emergency)
- Respite residential services (emergency)
- Remote supports services
- Shared living residential services
- FUN FIT (community-based day programs) in collaboration with local YMCAs or community recreation centers
- FUN ONE recreation services
- Residential and Day program transportation services

Funding for services is available through the county Boards of Developmental Disabilities for eligible individuals.

Hours of Operation: Monday – Friday, 8 a.m. - 5 p.m.	1651 Needmore Rd. Dayton, OH 45414 (937) 898-2220 main office (937) 898-3553 main office fax www.choicesincommunityliving.com

DISABILITY RIGHTS OHIO

Ohio Client Assistance Program
Through Ohio's Client Assistance Program (CAP), Disability Rights Ohio advocates for and protects the rights of individuals with disabilities who are applying for or receiving vocational rehabilitation (VR) services from Opportunities for Ohioans with Disabilities (OOD). The CAP also assists people who are applying for or receiving federally funded services from Independent Living Centers throughout Ohio.

Hours of Operation: Monday – Friday: 9 a.m. - noon & 1 - 4 p.m.	200 Civic Center Dr., Suite 300 Columbus, OH 43215-4234 (800) 282-9181 www.disabilityrightsohio.org/intake-form

EASTWAY BEHAVIORAL HEALTHCARE

EMPLOYMENT SERVICES – EASTCO

Provides job training and placement for people with disabilities, based on referrals from the Opportunities for Ohioans with Disabilities (formerly the Rehabilitation Services Commission) and the ADAMHS Board's network of providers. Fees are based on a sliding scale, depending on the program.

Hours of Operation: Monday-Friday, 8 a.m. - 5 p.m., by appointment	131 North Hedges Street, Dayton, OH 45403 (937) 531-4195 www.eastway.org

GOODWILL EASTER SEALS OF THE MIAMI VALLEY

Offers more than 40 services and programs to empower people with disabilities and other disadvantages to achieve independence and improve their quality of life. GESMV provides job placement, business skills development, senior, children, adult day and home-based services. Call for information regarding specifics and fees.

Hours of Operation: Monday – Friday, 7:30 a.m. - 5:30 p.m.	660 S. Main Street Dayton, OH 45402 (937) 461-4800 www.gesmv.org

UNITED REHABILITATION SERVICES OF GREATER DAYTON (URS)
THERAPY SERVICES (PHYSICAL, OCCUPATIONAL & SPEECH)

United Rehabilitation Services (URS) offers outpatient Physical, Occupational and Speech Therapy Services in a state-of-the-art clinic. Our team of highly skilled therapists is dedicated to supporting the growth and independence of children and adults with a variety of unique needs, from delays in skill achievement to complex diagnosis. Services include wheelchair assessments, augmentative communication, vital-stim swallowing therapy and a simulated apartment with the latest in Universal Design. The clinic offers many subspecialties including feeding therapy, therapeutic listening and the region's only Pediatric Aquatic Therapy Program and Universal Exercise Unit "spider cage."

Hours of Operation: Monday-Thursday, 7:30 a.m. - 6 p.m.	4710 Old Troy Pike (at Needmore) Dayton, OH 45424 (937) 233-1230 https://ursdayton.org/services/therapy-services/

COMMUNITY SERVICES FOR THE DEAF (Family Service Association)

For more than 35 years, Community Services for the Deaf has provided services for deaf and hard-of-hearing individuals and families in the Miami Valley. Fees – third party, sliding fee scale, Medicaid and some services at no charge.

- Advocacy – Supports access to services and enforcement of rights;
- Interpreting - Utilizing American Sign Language, SEE, Deaf-Blind and oral interpretation for personal and professional appointments and classrooms. 24-Hour Interpreting Needs: (937) 640-8032;
- C-Print Captioning – Visual transcription service that supports complete involvement and access to the environment and setting for classroom lectures;
- In-Service Training – Provides information and training regarding community resources, rights and responsibilities for working with the Deaf and hard-of-hearing;
- Case Management – Planning, support and advocacy available for deaf and hard-of-hearing;
- Community Support – Computers and other equipment are available for clients/community
- Counseling/Mental Health Services – Counseling, skills development, advocacy and support;
- American Sign Language Classes – Designed to teach basic ASL skills;
- KODA (Kids of Deaf Adults) Camp – Summer camping program for children of deaf and hard-of-hearing adults that supports peer interaction and leadership development;
- Deaf Teen Institute – Program to encourage and build leadership for deaf and hard-of-hearing teens;
- DeafEND Prevention Programs - Alcohol and other drug prevention education program for deaf and hard-of-hearing students in school and community.

Hours of Operation:	**Main Office Location:**
Monday and Friday, 8:30 a.m. - 5 p.m. Tuesday, Wednesday, Thursday, 8:30 a.m. - 8 p.m. Walk-in Hours: Wednesday, 1 - 4 p.m. Other hours by appointment	2211 Arbor Boulevard Dayton, OH 45439 (937) 222-9481 / (937) 222-7921 (TTY/TDD) (937) 641-8186 (Video phone) information@fsadayton.org www.fsadayton.org/services-for-the-deaf

OPPORTUNITIES FOR OHIOANS WITH DISABILITIES

Opportunities for Ohioans with Disabilities (OOD) is the state of Ohio agency that empowers Ohioans with disabilities through employment, disability determination and independence, working with partners in business, education and nonprofits. OOD facilitates individualized employment plans for Ohioans with disabilities (physical, intellectual, sensory and mental health) as well as helps Ohio companies recruit and retain employees with disabilities. OOD's Bureau of Vocational Rehabilitation provides individuals with disabilities the services and supports they need to get and maintain employment. Watch a video about Vocational Rehabilitation. OOD's Bureau of Services for the Visually Impaired, helps Ohioans beginning at age 14, with low vision and blindness, by providing direct, personalized services, including personal and work adjustment training, vocational training, mental and physical restoration and placement assistance.

Through the agency's Personal Care Attendant Program, OOD assists Ohioans with severe physical disabilities with partial reimbursement, so they may hire an attendant/aide to maintain employment, look for employment or participate in training for employment. OOD also assists individuals who are 55+ years old and have vision loss through its Independent Living Services for Older Blind program by providing independent living services.

Hours of Operation:	
Monday – Friday, 8 a.m. - 5 p.m.	150 W. Campus View Blvd., Suite 300 Columbus, OH 43215 (614) 438-1200 / (800) 282-4536 www.ood.ohio.gov

HELP ME GROW BRIGHTER FUTURES

We provide a range of home visiting programs to support pregnant women, mothers, fathers, grandparents, foster parents or any primary caregiver with infants and toddlers up to age three in Montgomery County. Our ***NO COST*** services are geared to educate, support healthy births, child and family development and economic self-sufficiency.

- Prenatal Programs – Our Registered Nurses or Home Visitors provide weekly prenatal home visits to mothers who meet federal income guidelines. They focus on prenatal and parent education, healthy pregnancy, healthy birth outcomes, support and reducing infant mortality. Additionally, nurses offer health management of high-risk issues.
- Primary Caregiver-Infant Programs – Our home visits are designed to provide specialized follow-up for new mothers or caregivers and their newborn who have met specific criteria making them eligible for a home visit. The Nurse or Home Visitor provides physical assessment of the mother and the newborn, patient education, support for breastfeeding and/or bottle-feeding, newborn care and psychosocial adaptation to parenthood.
- Parent Support Programs – Home Visitors will assist families or primary caregivers in encouraging a child's growth and development, parenting skills, home safety and social connectedness as well as economic self-sufficiency and school readiness. Our programs offer services to families who meet federal income guidelines.
- Early Intervention Programs – Service Coordinators serve families in Montgomery County with concerns about their child's development, children with developmental disabilities or children with a medical diagnosis that may lead to a delay. They assist with developmental screenings, child development education and aid in transition to school.

Hours of Operation: Monday – Friday, 8 a.m. - 4:30 p.m.	Job Center 1133 South Edwin C. Moses Blvd., STE 240 Dayton, OH 45417 (937) 208-GROW (4769) (937) 208-8391 (fax) mkpohlmann@premierhealth.com www.hmgbf.org

MONTGOMERY COUNTY BOARD OF DEVELOPMENTAL DISABILITIES SERVICES

The Montgomery County Board of Developmental Disabilities Services (MCBDDS) is the local government agency that coordinates services and funding for eligible children and adults in Montgomery County that have a diagnosis of an intellectual or developmental disability. The agency connects people to critical services in the community and coordinates those services which include, but are not limited to:

- Case Management (also known as Service and Support Administration)
- Transportation Services
- Safety & Protection Services to address abuse and neglect
- Adult Services
- Employment Support Services

MCBDDS also offers a variety of direct services to individuals with developmental disabilities that are locally funded through the Montgomery County Human Services Levy. These services are provided through referral, and include:

- Mental Health services tailored to needs of people with developmental disabilities
- Early intervention
- Behavior support
- Recreation and respite
- Family support services, which includes adaptive equipment, respite care and camp
- Residential placement
- Crisis intervention

To learn more about eligibility and services by age, please contact:

Birth to age 5: Call 937-258-1446 Ages 6 and up: Call 937-457-2888

Hours of Operation: Monday – Friday, 8:30 a.m. - 4:00 p.m.	Northview Center 8114 N. Main Street Dayton, OH 45415 (937) 890-0730 www.mcbdds.org

EDUCATIONAL / VOCATIONAL / EMPLOYMENT SERVICES

BRUNNER LITERACY CENTER

The Brunner Literacy Center provides one-on-one tutoring to adults (over the age of 19) who wish to improve their reading, writing, math or English language skills as they work toward goals such as earning the GED, becoming a U.S. citizen, getting a job or job promotion or simply improving their quality of life through improved literacy. There is no charge for tutoring services or materials. New students are assessed and assigned a tutor based on their literacy needs.

Hours of Operation: Monday – Thursday, 8 a.m. - 6 p.m., by appointment at the Salem Avenue site Other hours and sites available.	4825 Salem Avenue Dayton, OH 45416 (937) 567-9600 www.brunnerliteracy.org

CATHOLIC SOCIAL SERVICES – REFUGEE EMPLOYMENT SERVICES

Refugees are legally allowed to work immediately upon their arrival in the United States. The Catholic Social Services refugee employment team works with each individual to assess their existing skills, help with resumes and job applications, provide job readiness training and manage expectations. The agency also works closely with local employers to match job skills to the needs of the employers and helps ensure a positive experience for the business as well as the new employee.

Hours of Operation: Monday – Thursday, 8:30 a.m. - 5 p.m. Friday, 8:30 a.m. - 4 p.m.	Catholic Social Services Center for Families 1046 Brown Street Dayton, OH 45409 (937) 223-7217 www.cssmv.org

CLOTHES THAT WORK – WORKPLACE IMAGE INSTITUTE

The Clothes That Work Workplace Image Institute offers professional workshops to the public designed to provide both job seekers and the newly employed with the knowledge and skills they need to succeed in a variety of professional settings, from interviews to business meetings to networking opportunities. The Institute currently offers six workshops:

- Be a Standout: Create Your Positive Workplace Image
- Social Media and the Workplace: Job Seeking in the Digital Frontier
- Professional Relationships: Build and Nurture Your Workplace Connections
- Successful Workplace Communication: Connecting with Coworkers, Customers and Clients
- Tailoring Yourself for the Workplace: Learning to Adapt and Thrive at Your Job
- Bank On It; Money Matters!

Workshops are currently provided free of charge to participants. For a nominal fee, contact Clothes That Work directly to arrange for a trained expert to present any or all of these educational sessions at your place of business.

Hours of Operation: Monday – Friday, 9 a.m. - 5 p.m.	1133 South Edwin C. Moses Boulevard, #392, Dayton, OH 45417 (937) 222-3778 www.clothesthatwork.org

DAYTON BOARD OF EDUCATION – OFFICE FOR EXCEPTIONAL CHILDREN

Dayton Public Schools students who have special needs may continue attending school until graduation or their 22nd birthday. There are no fees for full-time special education students. Special education services include vocational assessments, vocational counseling and program placement, work-study for unsupported job placement, coordinator services for supported job placement, follow-up services and transition services. If you suspect a child, ages 3-21, has a disability, please reach out to the Office for Exceptional Children. The district offers specially-designed instruction including speech and language therapy, occupational therapy, physical therapy and an assortment of other services to eligible students.

Hours of Operation: Monday – Friday, 7:30 a.m. - 4:30 p.m.	Dayton Public Schools Administration Building 115 South Ludlow Street Dayton, Ohio 45402 (937) 542-3353 (Office for Exceptional Children) www.dps.k12.oh.us

DAYTON METRO LIBRARY

The Dayton Metro Library brings people of all ages and backgrounds together to discover new things about the world, themselves and each other. Within the Library's 17 Branches, its website and strategic outreach programs, DML advocates for exploration, champions literacy and actively facilitates empowerment, inclusion and positive change. The Library supports a comprehensive collection of physical and digital materials and offers:

- Early childhood resources for parents and educators
- Career exploration programs and services
- One-on-one homework assistance
- ESL classes and assistance for new Americans
- Support for entrepreneurs
- Educational classes for all ages
- Cultural programs and events

Hours of Operation: Monday, Tuesday, Thursday, 9:30 a.m. - 8:30 p.m. Wednesday, Friday, Saturday, 9:30 a.m. - 6 p.m. Branch Libraries Closed Sundays Main Library ONLY Sunday, 1 - 5 p.m.	17 Branch Locations (937) 469-2665 www.DaytonMetroLibrary.org

EDUCATIONAL OPPORTUNITY CENTER

Provides information and referrals to schools, agencies and individuals regarding post-secondary education opportunities and special services such as the GED. It also offers a resource library (including a computerized database) concerning careers, educational programs and financial aid. Services are for ages 12 and over. The EOC also provides career and educational counseling; computerized database access; educational and financial aid opportunities in post-secondary education (2-year and 4-year colleges) as well as technical and vocational schools; testing; career planning and admission and financial aid application assistance.

Hours of Operation: Monday – Friday, 8 a.m. - 5 p.m.	1133 South Edwin C. Moses Blvd, Suite 340 Dayton, OH 45417 (937) 223-5074

EAST END COMMUNITY SERVICES - NEIGHBORHOOD JOB CONNECTIONS

The Neighborhood Job Connections (NJC) Program serves adults, 18 years of age and older, who reside in Montgomery County, with incomes at or below 200 precent of the federal poverty guidelines. NJC serves all County residents, with an emphasis on reaching those in the 45410 and 45403 zip codes. We also focus on supporting those individuals working to overcome barriers to employment caused by substance use and mental health challenges which have prevented them from connecting to and retaining decent wage employment. Services include: Resume Development, Job Coaching, Job Search Assistance, Ohio Means Jobs Accounts, Forklift Certification and Connections to Education Programming.

Hours of Operation: Monday-Friday, 8 a.m. - 5 p.m.	624 Xenia Avenue Dayton, OH 45410 (937) 259-1898 https://www.east-end.org/neighborhoodjobconnections

FAST FORWARD RE-ENGAGEMENT CENTER

Academic Re-Engagement, Community Resources, Advocacy/Transformative Reform: The Fast Forward Re-Engagement Center (FFRC) is a resource center that assists ages 15+ who are looking to re-engage back into school to earn their high school diploma, adult diploma or GED. FFRC will also share community resources to help remove barriers and plan/prepare with you for your post-secondary goal options with college, career or military.

Hours of Operation: Monday – Friday, 8 a.m. - 5 p.m.	1133 S. Edwin C. Moses Blvd., Suite 250 Dayton, OH 45417 (937) 512-3278 https://www.sinclair.edu/academics/fast-forward-re-engagement-center/

THE GOSPEL MISSION -NEHEMIAH UNIVERSITY COMPUTER CLASSES

Nehemiah University (NU) is the educational outreach ministry of The Gospel Mission, Inc. NU offers computer classes free of charge that provide hands-on training to adults. Classes offered include: Keyboarding, MS®Office Suite Software (Word, PowerPoint, Excel and Access) and Computer 101 (PC Basics). Class times vary and registration is required. Certificates are given upon completion of class.

Hours of Operation: Visit http://www.NehemiahUniversity.org for current class schedule or call (937) 223-4513.	1133 S. Edwin C. Moses Blvd., Suite 250 (937) 223-4513 http://www.NehemiahUniversity.org DirNUTechEdu@GMission.org

MIAMI VALLEY WORKS

Miami Valley Works provides barrier removal and lifelong supports to willing and capable individuals by assisting them in gaining and retaining employment and helping them advance into higher paying jobs to reach self-sufficiency.

Hours of Operation: Monday – Friday, 8 a.m. - 5 p.m.	Miami Valley Works, a service of Goodwill Easter Seals 660 South Main Street Dayton, OH 45402 (937) 528-6410 www.miamivalleyworks.org

MIAMI VALLEY CAREER TECHNOLOGY CENTER (MVCTC)

MVCTC provides vocational training and employment preparation for adults and high school students. Adults seeking to improve their skills for employment or secure a GED or advanced education may participate in free classes located at over 18 locations in Montgomery, Greene and Preble Counties. Vocational training is available for adults in a wide variety of programs, including medical and industrial trades. Fees vary by program. MVCTC also provides vocational education for students in grades 11 and 12 from 27 school districts in Montgomery, Miami, Darke, Warren and Preble Counties. Forty programs in 10 career sectors offer exceptional choices for high school students.

Hours of Operation: Monday – Friday, 8 a.m. - 10 p.m.	6800 Hoke Road Englewood, OH 45315 Adult Education – (937) 854-6287 High School - (937) 837-7781 www.mvctc.com

MIAMI VALLEY URBAN LEAGUE

SOLID OPPORTUNITIES FOR ADVANCEMENT AND RETENTION

Solid Opportunities for Advancement and Retention (SOAR) is the Urban League's workforce development program and has a history of securing employment for the unemployed and underemployed. The SOAR program helps the participant address the adverse factors that impact the chronically under-served and unemployed. This program is designed to identify and address the barriers common to returning citizens and other chronically unemployed and underemployed people.

The three-week program meets Monday through Thursday, 9 a.m. - 4 p.m. Program components include self-exploration, financial literacy, understanding employer expectations, resume writing skills and online applications. Through workshops and trainings, the program also encompasses labor market information, job search strategies, interviewing techniques and basic computer literacy as well as professional job placement and retention assistance.

COMPREHENSIVE CASE MANAGEMENT AND EMPLOYMENT PROGRAM

The Miami Valley Urban League has a contract with the Montgomery County Department of Job & Family Services to administer CCMEP. Individuals applying for cash assistance, ages 14-24 (with 14-18 involved in YouthWorks), will participate in an integrated intervention program that combines the Temporary Assistance for Needy Families (TANF) program and the Workforce Innovation and Opportunity Act (WIOA) Youth program.

CCMEP provides employment and training services to eligible, low-income individuals based on a comprehensive assessment of employment and training needs, as well as a basic skills assessment. Participants are provided services to support goals outlined in their individual opportunity plan, which may include support to obtain a high school diploma, job placement, work experience and other supportive services such as child care and transportation.

Hours of Operation: Monday – Friday, 9 a.m. - 5 p.m.	Miami Valley Urban League 31 South Main Street, Suite 211 Dayton, OH 45402 (937) 263-3556 www.gcul.org

MONTGOMERY COUNTY DEPARTMENT OF JOB & FAMILY SERVICES

The Job Center is the largest one-stop employment and training center in the United States. This public/private partnership is made up of 40-plus organizations housed in an eight- and-a-half acre facility. The mission of the Job Center is to serve as a resource for labor-market exchange and workforce development while providing individuals and families with financial, medical and other support services essential to strengthening the quality of life. With the move of Child Support Enforcement to the Job Center, the facility now houses Family Assistance, Child Support and OhioMeansJobs Montgomery County.

Hours of Operation: Monday – Friday, 7:30 a.m. - 5 p.m.	The Job Center 1111 South Edwin C. Moses Boulevard Dayton, OH 45422 (937) 496-6720 www.thejobcenter.org https://www.mcohio.org/460/Job-Family-Services

OHIO MEANS JOBS/MONTGOMERY COUNTY

The Job Bank is the hub of The Job Center. Employment consultants are there to help anyone in need of job search resources. Free internet access, free phones and free resume services are just some of the services available to anyone looking for employment. OhioMeansJobs Montgomery County is a proud partner of the American Job Center Network.

Hours of Operation: Monday – Friday, 8 a.m. - 5 p.m.	The Job Center 1111 South Edwin C. Moses Boulevard Dayton, OH 45422 (937) 225-5627 www.ohiomeansjobs.com/montgomery

OMEGA COMMUNITY DEVELOPMENT CORPORATION

Family Coaching works with families and leverages the Omega CDC programs and Hope Center partner assets. It identifies individual strengths and areas for goalsetting in an effort to move the household towards economic self-sufficiency and stability by utilizing incentives and mobility mentoring.

Hours of Operation: Monday – Friday, 9 a.m. - 5 p.m.	1800 Harvard Blvd. Dayton, OH 45406 (937) 723-8254 www.omegacdc.org

WESLEY COMMUNITY CENTER

The West Dayton Family Success Network seeks to increase the employability of Montgomery County residents by reducing barriers to employability and advancement for the unemployed and underemployed. This program is open to any Montgomery County resident aged 18 and above. For employment assistance, you may walk in or contact Wesley Community Center for an appointment at (937) 263-3556 x211 or x212.

Hours of Operation: Monday – Friday, 9 a.m. - 5 p.m.	3730 Delphos Avenue Dayton, OH 45417 (937) 263-3556 www.wesleycenterdayton.org

UNITED REHABILITATION SERVICES OF GREATER DAYTON (URS)

ADULT SERVICES & COMMUNITY INTEGRATION

For more than six decades, United Rehabilitation Services (URS) has provided a wide array of CARF accredited programs for adults and seniors with developmental and acquired disabilities. Our program focuses on socially engaging activities that increase independence, foster self-advocacy skills and address the physical, social and psychological needs of every individual. Enrichment programs include visual/performing arts, music therapy, adapted physical education and community-based recreational opportunities to libraries, museums, theater productions, parks and baseball games.

Hours of Operation: Monday – Friday, 9 a.m. - 2 p.m.	4710 Old Troy Pike (at Needmore) Dayton, OH 45424 (937) 233-1230 https://ursdayton.org/services/community-employment

URS ACADEMY (VOCATIONAL TRAINING)

The URS Academy Vocational Training Program is a time-limited, transitional job training program for individuals of all ages and abilities. This program is held at a variety of community-based settings (The Elks Lodge, Boonshoft Museum, Miami Valley Meals, Kettering Rec Center, Rosewood Arts Center). It is designed for graduating high school students or any individual who has an immediate desire to work in the community and utilize training support to reach their employment goals.

Hours of Operation: Tuesday – Thursday, 11 a.m. - 4 p.m.	4710 Old Troy Pike (at Needmore) Dayton, OH 45424 (937) 233-1230 https://ursdayton.org/services/urs-academy/

EMPLOYMENT SERVICES & TRANSITION YOUTH

Employment Services at URS offers a broad range of services designed to assist individuals to enter a competitive job in the community. Assessment, Work Adjustment, Job Coaching and Job Placement provide one-on-one support until each individual is able to reach their personal employment goals. URS is CARF (Commission on Accreditation of Rehabilitation Facilities) accredited in Community Employment Services: Job Development, Job Supports and Employment Planning Services. Youth Transition Services are available to individuals ages 14 to 22. Each individual experiences preparation for employment through career exploration, job seeking skills training and employer tours. Project Search is a specialized youth transition program operated out of the Springfield Regional Medical Center. Summer Youth work experience is offered in two sessions in Montgomery, Clarke and Greene Counties. Please visit our website for more details: http://ursdayton.org/services/community-employment/educators/.

Hours of Operation: Monday – Friday, 8 a.m. - 5 p.m.	4710 Old Troy Pike (at Needmore) Dayton, OH 45424 (937) 233-1230 https://ursdayton.org/services/community-employment/

FAMILY VIOLENCE

ARTEMIS CENTER FOR ALTERNATIVES TO DOMESTIC VIOLENCE

Provides support services to survivors of intimate partner abuse and their children. Services include crisis intervention, advocacy, safety planning, court accompanied support for both criminal and civil court and information and referrals. Offers individual therapy for children and adults, along with parenting services to the non-offending caregiver. Weekly education and support groups are also offered, including a gender-inclusive support group. Assists victims with applying for the Ohio Crime Victims' Compensation Program, **V**ictim **I**nformation and **N**otification **E**veryday (VINE) and the Safe at Home program.

Artemis Center advocates answer the hotline 24/7 at 461-4357 (HELP).
Resource Connect (Web Chat) at www.artemiscenter.org available daily 9 a.m. - 10 p.m.

Hours of Operation: Hotline 24/7/365: 937-461-HELP (4957) Resource Connect (Chat): Daily, 9 a.m. - 10 p.m. Walk-in Hours: Monday – Friday, 9 a.m. - 4 p.m. Business Hours: Monday – Friday, 9 a.m. - 5 p.m.	310 West Monument Avenue Dayton, OH 45402 (937) 461-5091 www.artemiscenter.org

CATHOLIC SOCIAL SERVICES – ERMA'S HOUSE SUPERVISED VISITATION CENTER

Erma's House offers both supervised visitation and supervised exchanges. Families are referred for these services from Children Services or the court system due to complex family issues such as divorce or separation, child abuse or neglect, protection or restraining orders or other issues where a neutral setting is important for safety. In supervised visitation, trained staff or volunteers are present to monitor the visit and only intervene if it is considered necessary for the emotional or physical safety of the child. In supervised exchanges, Erma's House provides a safe place and staff support for the transfer of the child between households without interaction between the custodial and non-custodial parties. To receive services at Erma's House, at least one parent or guardian must reside in Montgomery County.

Hours of Operation: Monday – Thursday, 8:30 a.m. - 5 p.m. Friday, 8:30 a.m. - 4 p.m. Supervised visitation by appointment only; Wed./Thurs. evenings and Sunday afternoons	Catholic Social Services Center for Families 1046 Brown Street Dayton, OH 45409 (937) 586-9586 or (937) 223-7217 www.cssmv.org

SINGLE PARENTS ROCK

Empowering Victims and Survivors to find safety, support, connection and hope. Provides court advocacy, transportation and safety planning

Hours of Operation: Monday – Friday, 9 a.m. - 5 p.m. *Walk-ins end at 4 p.m.	130 W. Wenger Rd., Ste. D Englewood, OH 45322 (937) 469-8007 www.singleparentsrock.org

FAMILY SERVICE ASSOCIATION (FAMILY SERVICES)

Family Services is a local nonprofit organization dedicated to designing programs to meet the needs of Miami Valley residents, families and communities. This is accomplished through a network of programs and services that support the reduction of violence through services including individual and family mental health counseling, parenting education, anger management classes and group support.

Services include:

- VOCA Services (Victims of Crime Act) offer free counseling, education, victim rights information, referral and advocacy for crime victims at no cost to the victim;
- SCAN (Stop Child Abuse Now) provides counseling and educational support that promotes responsible parenting, empowers survivors of abuse and generates awareness of child abuse;
- August Project is a 21-session, structured psycho-educational group process to hold domestic violence batterers responsible for their actions and assist them in changing thoughts, attitudes and behaviors

Hours of Operation: Monday & Friday, 8:30 a.m. - 5 p.m. Tuesday – Thursday, 8:30 a.m. - 8 p.m.	2211 Arbor Boulevard Dayton, OH 45439 (937) 222-9481 (Voice/TTY) (937) 641-8186 (Video phone) (937) 222-3710 (fax) www.fsadayton.org information@fsadayton.org

ADULT PROTECTIVE SERVICES – MONTGOMERY COUNTY DEPARTMENT OF JOB & FAMILY SERVICES

Adult Protective Services (APS) investigates suspected abuse, neglect, self-neglect and exploitation of persons primarily age 60 and over. An assessment is done to determine what services are available to help the client. The goal is to help clients remain independent in their homes as long as possible by preventing, reducing or remedying conditions that may cause their endangerment.

Prior to a home visit, APS likes to know as much about the person and problem as possible. In addition to a description of the problem that requires our attention, please provide the following information about the client:

- Name, address, phone number
- Social Security Number
- Date of birth
- Interested or involved family, friends or caregivers

Routine referrals must be started within three working days and emergencies within 24 hours. Upon completing a 30-day investigation, caseworkers work with the client to decide if the case should remain open. If the caseworker determines the client lacks the capacity to make such a decision, the case can be kept open longer with the client's consent. Most cases are resolved within 60 days.

Hours of Operation: Monday – Friday, 7:30 a.m. - 5 p.m.	1111 South Edwin C. Moses Boulevard Dayton, OH 45422 (937) 225-4906 www.mcohio.org/social_services_and_income_support/adult_protective_services.php

VICTIM/WITNESS DIVISION – MONTGOMERY COUNTY PROSECUTOR'S OFFICE

The Victim/Witness Division provides crisis intervention and supportive services to victims and witnesses of violent crime, specializing in the areas of sexual assault, felony domestic violence and homicide. Advocates respond to area emergency departments to provide crisis intervention to victims of sexual violence regardless of whether or not an offender is identified and/or prosecuted. In addition, an advocate is located at CARE House (410 Valley Street) to provide services to child victims of physical and sexual abuse. Advocates provide court accompaniment and work to ensure that the victim's rights are upheld and help victims navigate the criminal justice system.

Additional services include assistance with the Crime Victim Compensation Program, Victim Information and Notification Everyday (VINE), Protection Orders and Victim Impact Statements. Also, a monthly support group is available for survivors who have lost a loved one to homicide.

Hours of Operation: Weekdays, 8:30 a.m. - 4:30 p.m. *24-Hour Crisis Services: (937) 225-5623*	41 N. Perry St. Dayton, OH 45402 (937) 225-5623 www.mcpo.com

YWCA DOMESTIC VIOLENCE SHELTER & HOUSING NETWORK

YWCA is committed to supporting survivors of gender-based and intimate-partner violence and reducing violence against women and girls.
We provide:
• Protective temporary emergency shelter for victims of domestic violence in life-threatening situations. Offers case management and referrals for legal and human services.
• A 24/7 Crisis and Domestic Violence hotline and walk-in services. Hotline services are available to all and include safety planning, supportive listening, resources and referrals to community services and shelter. YWCA Dayton specializes in providing compassionate care to those seeking services regarding domestic violence, dating violence, family violence, sexual assault, stalking and human trafficking.
• Sexual assault advocacy services and crisis counseling. Sexual assault support groups are provided online and in the community; please call for further information or visit www.ywcadayton.org/support.

No fees for shelter services

Hours of Operation: Open 24/7/365	141 West Third Street Dayton, OH 45402 Main: (937) 461-5550 24/7 Crisis Hotline: (937) 222-SAFE (7233) http://www.ywcadayton.org

FOOD ASSISTANCE

BOGG MINISTRIES	
Bogg's Mobile Meals food pantry program serves communities throughout the Dayton-area each month on predetermined dates and in specific locations. No requirements for eligibility other than being a resident of Preble, Montgomery or Greene Counties; participants are asked to provide minimal personal information.	
Hours of Operation: Pantry open every Tuesday, Thursday and first Saturday of each month.	9095 Washington Church Rd. Miamisburg, OH 45342 (937) 435-9966 x174 www.thebogg.org

CATHOLIC SOCIAL SERVICES – CHOICE FOOD PANTRY	
Pantry consumers can choose food for approximately five days per referral, every 30 days. Consumers must provide address verification (utility, telephone bill or other bill received within the past 30 days) as well as a picture ID for the head of household and identification for everyone living in the house (photo I.D. for adults, insurance cards for children). Zip codes served are 45402, 45405, 45406, 45417 and 45428. Alternative hours can be arranged through the Pantry Coordinator. The Choice Pantry utilizes Virtual Case Manager as a part of the intake process and to assist with community referrals.	
Hours of Operation: Monday – Friday, 9:30 a.m. – 11:30 p.m. (closed the first Friday of each month)	922 West Riverview Avenue Dayton, OH 45402 (937) 223-7217 www.cssmv.org

DAYTON RIGHT TO LIFE STORK'S NEST BABY PANTRY	
Provides free baby formula, diapers (newborn to size 6), and other needed items for children. No income verification is required. Clients need appointment and must provide proper identification (parent ID and documentation of each child's name and date of birth).	
Hours of Operation: By appointment only, Tuesday - Friday, 10 a.m. - 3 p.m.	425 North Findlay Street Dayton, OH 45404 (937) 461-3625 for an appointment www.daytonlife.org

EMMANUEL FOOD PANTRY (ST. VINCENT DE PAUL CONFERENCE)	
Open the third Saturday of each month serving the 45402-zip code. Will help once every other month.	
Hours of Operation: Open the third Saturday of each month, 9 a.m. - 1 p.m.	149 Franklin St. Dayton, OH 45402 Call (937) 228-3771 starting on the first of each month for appointment.

EVANGEL CHURCH OF GOD

Clients must apply in person; bring a picture ID for each adult in the home and Social Security cards for everyone in the household. Clients must also bring address verification which can be a bill mailed to their home in the last 30 days that has their name and address on it. Serves zip codes 45431 and the portion of 45403 that is east of Garland Avenue only. A family may be assisted only once every 30 calendar days.

Hours of Operation: Thursday and Friday, 10:30 a.m. - 2 p.m.	132 North Smithville Road Dayton, OH 45403 (937) 253-8342 www.evangelcogdayton.org

THE FOODBANK, INC.

The Foodbank's mission is eliminating hunger and its root causes.

DRIVE THRU PANTRY – Located next to their warehouse, The Foodbank offers a Drive-Thru style food pantry. Food given out is free of charge. Open to anyone in need of food assistance. Please make sure there is ample room in your car to put food. Schedules can be found here: https://thefoodbankdayton.org/needfood

MOBILE FARMER'S MARKET – The Foodbank's Mobile Farmer's Market travels throughout the area, distributing free food with an emphasis on fresh produce. Residents are encouraged to bring their own bags or carts to carry heavy items. Schedules can be found here: https://thefoodbankdayton.org/needfood

COMMODITY SUPPLEMENTAL FOOD PROGRAM (CSFP) – CSFP "Senior" Boxes are available to applicants 60+ years old with an income at or below 130 percent of the federal poverty level. Please bring state-issued ID or proof of residence to register.

If your agency would like to learn more about The Foodbank or becoming a **member agency**, contact Jamie Robinson at (937) 461-0265 x14, or visit www.thefoodbankdayton.org

Hours of Operation: **Drive-Thru Pantry**: Every Wednesday from 9 a.m. - 11 a.m. Schedule posted at: https://thefoodbankdayton.org/needfood **Mobile Farmer's Market**: Scheduled posted at: https://thefoodbankdayton.org/needfood **Member Agency Services**: Monday – Friday, 7 a.m. - 4 p.m.	56 Armor Place Dayton, OH 45417 (937) 461-0265 (main) (937) 238-5132 (pantry hotline) www.thefoodbankdayton.org

OMEGA CDC FOOD INSECURITY OUTREACH

Provides FREE already prepared meals in partnership with Miami Valley Meals to organizations, churches and agencies that serve individuals and families.

Hours of Operation: Monday – Friday, 9 a.m. - 5 p.m.	1800 Harvard Blvd. Dayton, OH 45406

EAST END COMMUNITY SERVICES

East End assists individuals in becoming self-sufficient, including helping them meet basic needs, find housing, secure food, access health resources and secure living wage jobs. East End's goal is to help families and individuals increase their state of well-being so they can care for their children and contribute to quality of life in their neighborhoods.

Hours of Operation: Monday – Friday, 8 a.m. - 5 p.m.	624 Xenia Avenue Dayton, OH 45410 (937) 259-1898 www.east-end.org

THE GOSPEL MISSION

Gospel Mission is a licensed restaurant called The Kings Table which serves hot, nutritiously balanced meals. The King's Table is open to all. A brief devotion of thanks is offered before each meal.

Hours of Operation: Monday, Wednesday, Friday & Saturday Open at 11:30 a.m. / Must be in by noon Tuesday & Thursday Open at 5 p.m. / Must be in by 5:30 p.m. Sunday Open at 2 p.m. / Must be in by 2:30 p.m. Closed the 3rd Saturday of each month for maintenance	64 Burns Ave. Dayton, OH 45401 (937) 223-4513 www.gmission.org

HOUSE OF BREAD

The House of Bread is a community kitchen. Hot, nutritious lunchtime meals are prepared and served every day of the year. Anyone in the community is invited to come in for this meal, which is served from 11:30 .a.m - 1 p.m. In addition to lunch, we offer referrals to critical community services and resources such as personal hygiene items. A phone and play area for children are also available for guests to use.

Hours of Operation: Monday – Sunday, 10 a.m. - 1:30 p.m., 365 days a year	9 Orth Avenue Dayton, OH 45402 (937) 226-1520 www.houseofbread.org

ST. PAUL METHODIST CHURCH FOOD PANTRY

Clients must apply in person. Bring a picture ID for each adult in the home, Social Security cards for everyone in the household and proof of address, which can be anything mailed to their home in the last 30 days that has their name and address on it. St. Paul offers two free meals per week, lunch on Tuesdays at 12 p.m. and breakfast on Saturdays at 9 a.m. ***Serves the portion of zip code 45403 that is west of Garland Avenue only.***

Hours of Operation: Monday, Wednesday, Thursday, 10 a.m. - 2:30 p.m.	101 Huffman Avenue Dayton, OH 45403 (937) 252-0689

HOMEFULL

MOBILE GROCERY

The Homefull Mobile Grocery is a full-service grocery store to address food insecurity and is designed to provide access to locally sourced fresh fruits and vegetables, dairy items, meat and pantry staples as well as household items. In addition to providing grocery opportunities to people that currently have little choice, the Homefull Mobile Grocery will impact long-term healthy choices in food consumption, increase positive health outcomes and unite neighborhood communities. In partnership with Montgomery County, the city of Dayton, Kettering Health, Premier Health and Ginghamsburg Church, a comprehensive array of services accompanies the Mobile Grocery. It travels to different shopping stops daily and also has a shuttle service which offers free transportation and is handicap-accessible.

Hours of Operation: See www.homefull.org for current schedule of times and locations.	2621 Dryden Rd., Suite 302 Moraine, OH 45439 (937) 293-1945 www.homefull.org

SENIOR FOOD PROGRAMS

Senior Farmer's Market Nutrition Program is a coupon program to help individuals buy Ohio-grown fresh vegetables, fruits, herbs and honey. Eligible participants must be 60 years of age or older and meet income guidelines. Participants receive $50 in coupons to be used during the growing season.

Senior Grocery Program is a coupon program that provides low-income seniors in Montgomery County with up to $100 in grocery gift cards per month. Eligible participants must be 55 years of age or older and meet income guidelines.

Hours of Operation: Monday – Friday, 9 a.m. - 5 p.m.	2621 Dryden Rd., Suite 302 Moraine, OH 45439 (937) 293-1945 www.homefull.org

SNAP/EBT EXCHANGE AT 2ND STREET MARKET

Homefull proudly operates the SNAP/EBT Exchange Center at the Five Rivers Metroparks 2nd Street Market in Dayton. As a SNAP/EBT Exchange Center, Homefull staff offer customers the opportunity to use their nutrition benefits to shop with a variety of vendors to purchase fresh produce. Homefull also offers shoppers the ability to purchase locally-grown vegetables from our own market stand. The Five Rivers Metroparks 2nd Street market is currently open on Fridays, Saturdays and Sundays.

Hours of Operation: Friday: 11 a.m. - 3 p.m. Saturday: 9 a.m. - 3 p.m. Sunday: 11 a.m. - 3 p.m.	600 E. Second Street Dayton, OH 45402 (937) 293-1945 www.homefull.org

MONTGOMERY COUNTY DEPARTMENT OF JOB & FAMILY SERVICES

SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM

Who is eligible? You may qualify for benefits if your household's gross monthly income is at or under 130 percent of the federal poverty guidelines. Some households may qualify even if income is over the limit if someone in the household is elderly/disabled. A review of your household expenses is conducted to determine your monthly benefit amount if your income is under the limit or if the limit doesn't apply. The expenses reviewed include such things as rent or mortgage costs, gas, electric, water, sewer, telephone, medical expenses and payments for child support and child care.

Documentation Needed: Applicants should bring the following documents to the interview when applying:

- Picture ID (valid driver's license, state ID or passport)
- Social Security card
- Income verification (i.e., pay stub)
- Verification of household expenses including: rent/mortgage, utilities, child care and/or child support payments

How to Apply:

No appointment is necessary. You may apply online at https://ssp.benefits.ohio.gov/ or in person at the Job Center.

For more information, visit:
https://www.mcohio.org/departments/job_and_family_services/services/family_assistance/food_assistance.php

Hours of Operation: Monday – Friday, 7:30 a.m. - 5 p.m.	1111 South Edwin C. Moses Boulevard Dayton, OH 45417 (937) 225-4148

WEST CARROLLTON FOOD PANTRY

Provides emergency food assistance to anyone in need in zip codes 45439 and 45449. Services are provided once per household every 30 days. Caller must leave name, address, zip code and telephone number. A volunteer will call when they are available.

Hours of Operation: Monday and Thursday, 2 - 5 p.m., by appointment	26 North Locust Street West Carrollton, OH 45439 24 hours/day, 7 days/week (answering service only) (937) 847-2274

GENERAL SUPPORTIVE SERVICES

CATHOLIC SOCIAL SERVICES – FAMILY STABILIZATION & SUCCESS PROGRAM

FSS includes a range of services, from short-term case management to ongoing goal setting support, and is directed at providing resources and promoting the economic stability of families. Short-term case management includes connection to resources, addressing immediate basic needs and assistance with determining public benefit eligibility and facilitating benefit applications. Clients seeking further support are enrolled in ongoing case management. An intake assessment measuring self-sufficiency is completed to begin case management services. An individualized goal setting plan is established with each client, focusing on goals related to employment, income, housing, education and health and wellness. Clients are encouraged to prioritize their goals and are assisted through goal coaching and referrals. The length of services is individualized based on client needs and engagement in services.

Hours of Operation: Monday – Thursday, 8:30 a.m. - 5 p.m. Friday, 8:30 a.m. - 4 p.m.	922 W. Riverview Ave. Dayton, OH 45402 (937) 223-7217 x1116 www.cssmv.org

DAYTON DREAM CENTER

We are connecting the people of Dayton to a community of support by addressing immediate and long-term needs in the areas of poverty, addiction, education, abuse and joblessness and community reentry. We do this in tangible ways through volunteers and partnerships as we walk alongside people struggling with a life of limitations to one transformed by independence and freedom. Our desire is for dignity and hope to be restored because we believe that every person has both value and potential.

	2720 E. 3rd Street Dayton, OH 45403 (937) 469-8840 https://www.daytondreamcenter.org

GOOD NEIGHBOR HOUSE

Good Neighbor House offers food pantry services to underserved individuals and families throughout the Miami Valley. For pantry services, client must have a photo ID for every adult in the household and Social Security cards for every member of the household. Pantry can be accessed every 15 days.

There are also eight Pantries on a Post (mini pantries accessible for emergency food) located at: (1) Brown & Warren Streets, (2) Wayne Avenue at Clover Street, (3) 627 E. First Street Parking Lot, (4) City Movement- 433 Oak Street, (5) St. Mark's Episcopal Church 456 Woodman Drive in Riverside, (6) St. John's United Church of Christ 515 E. 3rd Street in Dayton, (7) Wingate Apartments 5 Belle Meadows Drive in Trotwood and (8) St. Mark's Lutheran 100 E. Main Street in Fairborn.

Hours of Operation: Monday – Thursday, 9 a.m. - 1 p.m.	627 E. First St. Dayton, OH 45402 Main Number: (937) 224-3003 www.goodneighborhouse.org

ZIP	ST. VINCENT DE PAUL CONFERENCE ASSISTANCE ORGANIZATION	PHONE NUMBER
45383	St. Rita/St. Paul/Precious Blood	(937) 867-5077
45420/45440	Ascension	(937) 253-5171 x106
45405/45406	Corpus Christi	(937) 640-3622
45402/45410	Emmanuel	(937) 228-3771
45365/45367	Holy Angels - Sidney	(937) 538-4222
45409/45419/45420	Holy Angels – Dayton	(937) 229-5918
45458/45459	Incarnation	(937) 433-5112
45324	Mary Help of Christians	(937) 424-0951
45324	St. Luke	(937) 426-1733
45342	Our Lady of Good Hope	(937) 866-1432
45405/45406	Our Lady of Mercy	(937) 221-6718
45404	Our Lady of the Rosary	(937) 228-7021
All	Our Lady, Mother of Refugees	Refugee families only
45414	Queen of Martyrs	(937) 221-6719
45419/45429	St. Albert the Great	(937) 293-1191
45410/45420	St. Anthony	(937) 258-1738
45068/45032	St. Augustine	(937) 212-5718
45325/4532/45345	St. Augustine	(937) 855-2289
45314/45385/45387	St. Brigid	(937) 372-3193 x12
45429/45440	St. Charles	(937) 434-6081
45377	St. Christopher Helping Hands	(937) 898-3542 x400
45308/45380	St. Denis/Holy Family/Immaculate Conception	(937) 622-0414
45305/45440/45459	St. Francis of Assisi	(937) 433-1013 x2
45403/45410/45420/45431/45432	St. Helen	(937) 254-6233
45439/45449/45458/45459	St. Henry	(937) 434-9231
45430/45431/45432/45433/45434	St. Luke	(937) 426-1733
45403/45410	St. Mary - Dayton	(937) 256-5528
45005/45066/45458	St. Mary of the Assumption	(937) 557-1711 x108
45845	St. Michael / Sts. Peter and Paul	(937) 879-1675
45373	St. Patrick	(937) 335-2833 x133
45424	St. Peter	(937) 237-2111
45363	St. Remy	(937) 526-3437
45309/45315/45322/45354/45405/45406/45415/45416/45417/45426/45427	St. Rita/St. Paul/Precious Blood	(937) 867-5077
45417	Urban Outreach Center	(937) 222-5555 x200

WESLEY COMMUNITY CENTER, INC.

Wesley Dayton serves as a catalyst, convener and connector in support of the citizens, businesses and organizations of the Westwood neighborhood and West Dayton to improve and enhance the physical, financial, social, emotional and spiritual well-being of the community.

Program Schedule

Senior Program and Lunch
Monday – Friday, 9 a.m. - 1 p.m.

After School Program
Monday – Friday, 2 - 6 p.m.

Food Distribution Center
Monday, Tuesday, Thursday & Friday, 10:30 a.m. - 12:30 p.m.

For employment assistance, you may walk in or contact Wesley Community Center for an appointment at (937) 263-3556 x211 or x212.

Hours of Operation: Monday – Friday, 9 a.m. - 5 p.m.	3730 Delphos Avenue Dayton, OH 45417 (937) 263-3556 https://wesleydayton.org/

HEALTH & MEDICAL SERVICES / ASSISTANCE

AREA AGENCY ON AGING: HOME AND COMMUNITY-BASED LONG-TERM SERVICES & SUPPORTS

The Area Agency on Aging provides home and community based long term services to help older adults live quality lives and remain at home. We case manage multiple programs supporting a network of service providers to deliver a wide range of home and community-based services which may include:

- Assistance with transportation, home delivered meals, personal care, homemaking, counseling, home modification and more
- Caregiver support and training
- Options to hire and pay your own caregivers

Hours of Operation: Monday – Friday, 8:30 a.m. - 5 p.m.	40 W. 2nd St. #400 Dayton, OH 45402 (937) 223-HELP (4357) (Helpline) http://info4seniors.org/

COMMUNITY HEALTH CENTERS OF GREATER DAYTON – FEDERALLY QUALIFIED HEALTH CENTERS (FQHC)	
ALEX CENTRAL HEALTH CENTER 5 S. Alex Road Miamisburg, OH 45342 Phone: (937) 247-0304 Phone: (937) 461-6869 for appointment **Hours of Operation:** Monday, Tuesday, Thursday & Friday, 8 a.m. - 5 p.m. Wednesday, 10 a.m. - 7 p.m. http://communityhealthdayton.org/AlexCentralHC.php	**CORWIN NIXON HEALTH CENTER** 2351 Stanley Avenue Dayton, OH 45404-1201 Phone: (937) 228-0990 Phone: (937) 461-6869 for appointment **Hours of Operation:** Monday, Tuesday, Thursday & Friday, 8 a.m. - 5 p.m. Wednesday, 8 a.m. - 7 p.m. http://communityhealthdayton.org/CorwinNixonHC.php
CHARLES DREW HEALTH CENTER 1323 West Third Street Dayton, OH 45402-6714 Phone: (937) 461-4336 Phone: (937) 461-6869 for appointment **Hours of Operation:** Monday & Thursday, 8 a.m. - 7 p.m. Tuesday, Wednesday & Friday, 8 a.m. - 5 p.m. Saturday (one Saturday per month), 8 a.m. - noon http://communityhealthdayton.org/CharlesDrewHC.php	**EAST DAYTON DENTAL CENTER** 2132 East Third St. Dayton, OH 45403 Phone: (937) 528-6830 **Hours of Operation:** Monday to Friday, 8 a.m. - 4 p.m. Tuesdays, 10 a.m. - 6 p.m. http://communityhealthdayton.org/DentalCenter.php
EAST DAYTON HEALTH CENTER 2132 East Third Street Dayton, OH 45403-1977 Phone: (937) 528-6850 Phone: (937) 461-6869 for appointment **Hours of Operation:** Monday, Thursday & Friday, 8 a.m. - 5 p.m., Thursday & Thursday, 8 a.m. - 6 p.m. Saturday (one Saturday per month), 8 a.m. - noon http://communityhealthdayton.org/EastDaytonHC.php	**PATTERSON PARK HEALTH CENTER** 1074 Patterson Rd. (Breitenstrater Square Shopping Center) Dayton, OH 45420-1522 Phone: (937) 258-6330 Phone: (937) 461-6869 for appointment **Hours of Operation:** Monday, Tuesday, Thursday & Friday, 8 a.m. - 5 p.m. Wednesday, 10 a.m. - 7 p.m. http://communityhealthdayton.org/PattersonParkHC.php
VICTOR CASSANO HEALTH CENTER 165 South Edwin C. Moses Blvd Dayton, OH 45402-8472 Phone: (937) 558-0180 Phone: (937) 461-6869 for appointment **Hours of Operation:** Monday – Friday, 8 a.m. - 5 p.m. http://communityhealthdayton.org/VictorCassanoHC.php	

CATHOLIC SOCIAL SERVICES – PREGNANCY & PARENTING SUPPORT SERVICES

Many young and first-time parents lack the knowledge and support systems to help them through a successful pregnancy, birth and parenting. Catholic Social Services offers a spectrum of programs designed to support and educate mothers and fathers in Montgomery County from pregnancy through parenting young children.

Hours of Operation: Monday – Thursday, 8:30 a.m. - 5 p.m. Friday, 8:30 a.m. - 4 p.m.	Catholic Social Services Center for Families 1046 Brown Street, Dayton OH 45409 (937) 299-LINK (5465) www.cssmv.org

DIABETES DAYTON

Local agency providing programs and services for the prevention and management of Diabetes. Programs include free diabetes education classes, free diabetes management supplies for the uninsured (glucometers, test strips, syringes, pump supplies, etc.), low-cost test strips, support groups, healthy cooking classes, summer camp for children with diabetes, low cost A1C tests (appt. required), community and worksite presentations and annual diabetes expo.

Hours of Operation: Monday-Friday, 9 a.m. - noon & 1 - 5 p.m.	2555 S. Dixie Ave suite 112 Dayton, Ohio 45409 (937) 220-6611

EQUITAS HEALTH

Equitas Health is a nonprofit community health center providing quality, affordable, affirming healthcare to people living with HIV, members of the LGBTQ+ community and others who have been left out or kept out of traditional healthcare settings. Services include primary care, HIV/AIDS specialty care, gender affirming care, PrEP care (HIV prevention), general dentistry, psychiatry, individual mental health counseling, support groups and specialty pharmacy services. Additionally, the health center operates a sexual health clinic and HIV testing by appointment. Equitas Health has a sliding fee scale for those who have no insurance or do not have adequate insurance. Health advocates help people living with HIV/AIDS or at risk of HIV navigate health insurance and government health programs, like Ryan White and PAPI, that pay for healthcare and medications.

Medical Center Hours of Operation: Monday, Tuesday & Friday, 7:30 a.m. - 5 p.m. Wednesday & Thursday, 7:30 a.m. - 5:30 p.m. **Testing:** STI Test & Treat: Tuesday & Fridays, 10 a.m. - 4 p.m. HIV Testing: Thursdays, 9 a.m. - 4 p.m. **Pharmacy Hours of Operation:** Monday – Friday, 8 a.m. - 6 p.m. Saturday, 9 a.m. - 1 p.m.	Dayton Medical Center & Pharmacy 1222 S. Patterson Blvd. #230 Dayton, OH 45402 Medical Center (937) 853-3650 Pharmacy (937) 424-1440 (HIV/STI Hotline); 800-332-2437 https://equitashealth.com/

EBENEZER HEALTHCARE ACCESS

We provide services to fight healthcare disparities and to provide equal healthcare access to immigrants and other undeserved population by addressing social determinants of health including access to healthcare, languages barriers, culture barriers, transportation, food security and education.

Ebenezer Hotline provides a multi-lingual telephone line that clients can use to seek assistance, advice or general information on available health, healthcare, and social support services. We can help with French, Kinyarwanda, Kirundi, Swahili, Lingala, Kinyamulenge, Spanish, Arabic and English languages.

196 Hawthorne St.
Dayton, OH 45402
(937) 580-8817
https://www.ebenezeri.org/

FIVE RIVERS HEALTH CENTERS – PRIMARY AND SPECIALTY CARE

Offers Primary Care services for patients of all ages and no one is turned away. Assists those without insurance apply for Medicaid or commercial insurance. Medical, dental, vision, behavioral health, pharmacy, dietitian, psychiatry and alternative therapies are available. www.fiveriversshealthcenters.org

SAMARITAN HEALTH CENTER
921 S. Edwin C. Moses Blvd.
Dayton, OH 45417
(937)-281-6800

Hours of Operation:
Monday, Tuesday and Thursday, 7:30 a.m. - 4:30 p.m.
Wednesday, 7:30 a.m. - 6:30 p.m.
Friday, 7:30 a.m. - 11:30 a.m.
Dental – Monday and Tuesday 8:30 a.m. - 4:30 p.m.

FAMILY HEALTH CENTER
2261 Philadelphia Dr.
Dayton, OH 45406
(937)-281-6800

Hours of Operation:
Monday and Wednesday, 7:30 a.m. - 6 p.m.
Tuesday, Thursday, Friday, 7:30 a.m. - 4:30 p.m.

DAYTON PUBLIC SCHOOLS-BASED HEALTH CENTER
1923 W. Third Street, Suite 22
Dayton, Ohio 45417
(937) 965-8694

Hours of Operation:
Monday – Friday, 7:30 a.m. - 4:30 p.m.

EDGEMONT CAMPUS
721 Miami Chapel Rd.
Dayton, OH 45417
(937) 281-6800

Hours of Operation:
Monday, Wednesday, Friday, 7:30 a.m. - 4:30 p.m.
Tuesday and Thursday, 7:30 a.m. - 7 p.m.

MONTGOMERY COUNTY DEPARTMENT OF JOB & FAMILY SERVICES - MEDICAID

Who is eligible?
To qualify for Medicaid, an individual must meet Medicaid citizenship requirements (certain non-citizens may apply), be an Ohio resident, have or get a Social Security number and meet certain financial requirements.
Medicaid provides coverage to:

- Individual with low-income
- Pregnant women, infants and children
- Individuals with disabilities
- Adults age 65 and over

How to Apply: No appointment is necessary.

- Online at www.benefits.ohio.gov
- By Phone (statewide application line) at 1-844-640-6446
- In person or by fax – Find applications at https://www.mcohio.org/departments/job_and_family_services/forms.php
- Apply at the Job Center, Community Health Centers of Greater Dayton or Medicaid participating hospitals. Fax applications to (937) 496-6654

What are the next steps? - A "notice of action" will be generated when an application has been successfully processed. This notice will arrive by mail or by e-mail, letting the applicant know which caseworkers have been assigned to them and when they can expect further action. If the applicant does not provide enough information, the caseworker will provide them with a "to-do" list of needed verifications.

Hours of Operation: Monday – Friday, 7:30 a.m. - 5 p.m.	1111 South Edwin C. Moses Boulevard Dayton, OH 45422 (937) 225-4148 https://www.mcohio.org/departments/job_and_family_services/services/family_assistance/medical_assistance/index.php

SAMARITAN HEALTH CENTER

Integrated Health Care:

- Medical –primary care including medications
- Mental Health – counseling, psychiatry
- Dental – cleanings, fillings, extractions
- Substance Abuse Recovery – counseling
- Social Work – eligibility assistance, system navigation
- Recuperative Care – acute illness recovery
- Life Skills Education – daily classes

Hours of Operation: Monday, Tuesday, & Thursday, 7:30 a.m. - 4:30 p.m., Wednesday, 7:30 a.m. - 6:30 p.m. Friday, 7:30 - 11:30 a.m. *Closed 11:30-12:30 for lunch Monday-Friday*	921 S. Edwin C. Moses Blvd Dayton, OH 45417 (937) 461-1376 https://www.fiverivershealthcenters.org/samaritan-health-center

HOSPITALS	
KETTERING HEALTH DAYTON 405 W. Grand Ave. Dayton, OH 45405 (937) 723-3200 www.ketteringhealth.org	**KETTERING HEALTH MAIN CAMPUS** 3535 Southern Boulevard Kettering, OH 45429 (937) 298-4331 www.ketteringhealth.org
MIAMI VALLEY HOSPITAL One Wyoming Street Dayton, OH 45409 (937) 208-8000 www.miamivalleyhospital.org	**MIAMI VALLEY HOSPITAL SOUTH** 2400 Miami Valley Dr. Centerville, OH 45459 (937) 438-2400 www.premierhealth.com/locations/hospitals
KETTERING HEALTH WASHINGTON TOWNSHIP 1997 Miamisburg-Centerville Rd. Centerville, OH 45459 (937) 401-6000 www.ketteringhealth.org	**KETTERING HEALTH MIAMISBURG** 4000 Miamisburg – Centerville Road Miamisburg, OH 45342 (937) 866-0551 www.ketteringhealth.org
KETTERING HEALTH HUBER 8701 Old Troy Pike Huber Heights, OH 45424 (937) 558-3338 **WWW.KETTERINGHEALTH.ORG**	**MIAMI VALLEY HOSPITAL AUSTIN BOULEVARD** 300 Austin West Blvd. Miamisburg, OH 45342 (937) 438-7965 www.miamivalleyhospital.org
US DEPT. OF VETERAN AFFAIRS MEDICAL CENTER 4100 West Third Street Dayton, OH 45428 (937) 268-6511 www.dayton.va.gov	**WRIGHT-PATTERSON MEDICAL CENTER** 4881 Sugar Maple Drive, Area A, Building 830 Wright-Patterson AFB, OH 45433-5300 (937) 257-0837 www.wpafb.af.mil/units/wpmc
DAYTON CHILDREN'S HOSPITAL One Children's Plaza Dayton, OH 45404 (937) 641-3000 www.childrensdayton.org *To get to Dayton Children's Hospital using a GPS, use this address: 600 Valley St., Dayton, OH 45404	**MIAMI VALLEY HOSPITAL NORTH** 9000 North Main Street Dayton, OH 45415 (937) 734-6784 www.premierhealth.com/locations/hospitals

HOLY FAMILY PRENATAL CARE	
Provides medical care for pregnant women. Delivers at Miami Valley Hospital. Offers parenting programs in which patients can obtain crib, gift card and other baby supplies. Accepts Medicaid, CareSource and Buckeye. For uninsured patients, provides prenatal care at no cost while Medicaid is pending.	
Hours of Operation: Tuesday – Friday, 9 a.m. - 4 p.m.	359 Forest Avenue, Suite 202 Dayton, Ohio 45405 (937) 228-4492 http://holyfamilyprenatalcare.org/

PLANNED PARENTHOOD OF SOUTHWEST OHIO

Planned Parenthood Southwest Ohio (PPSWO) strengthens our community by preventing unintended pregnancy and empowering individuals with the knowledge, opportunity and freedom to make private decisions about their reproductive and sexual health. Our expert care providers offer care in birth control, HIV services, LGBTQ+ services, men's health care, emergency contraception, pregnancy testing and services, STD testing, treatment and vaccines and Women's Health care. We offer in-person and telehealth visits.

Hours of Operation: Monday, 11 a.m. - 7 p.m. Tuesday, 9 a.m. - 4 p.m. Wednesday, 9 a.m. – 4:30 p.m. Thursday, 8:30 a.m. - 4 p.m. Saturday, 10 a.m. - 2 p.m. (1st and 3rd Only)	Kettering Philips Center 224 North Wilkinson Street Dayton, OH 45402 (937) 226-0780 https://www.plannedparenthood.org/planned-parenthood-southwest-ohio

PUBLIC HEALTH – DAYTON & MONTGOMERY COUNTY

The local health department for Montgomery County provides vital, cost-effective and culturally proficient health services. Those services include preventing the spread of disease, protecting the environment and promoting healthy behaviors. Public Health also links individuals to health care, dental and mental health services provided by other community partners.

Hours of Operation: Monday – Friday, 8 a.m. - 4:30 p.m.	117 South Main Street, Reibold Building Dayton, OH 45402 (937) 225-5700 www.phdmc.org

CHILDREN WITH SPECIAL HEALTH CARE NEEDS

The Children with Special Healthcare Needs program provides assistance to children with special health care needs and their families who meet the medical and financial eligibility criteria. Assistance is provided to children under the age of 21 who have special health care needs (primarily chronic illnesses) and are residents of Ohio. There are several programs that assist with diagnostic and treatment services that may be needed.

Hours of Operation: Monday – Friday, 8 a.m. - 4:30 p.m.	Job Center 1133 S. Edwin C Moses Blvd, Suite 338 Dayton, Ohio 45417 (937) 225-6459

PUBLIC HEALTH IMMUNIZATION CLINIC

Public Health's clinic, located on the third floor of the Reibold building in downtown Dayton, offers immunizations, STD and TB testing. The **Immunization Clinic** provides routine vaccines for infants, children, teens and adults. Vaccines are also available to international travelers, those with occupational risk, medical indications and for post-exposure disease control efforts.

Hours of Operation: Monday – Friday, 8 a.m. - 4:30 p.m.	117 S Main St. Dayton, OH 45402 (937) 225-4550 http://www.phdmc.org/

GOOD NEIGHBOR HOUSE

DENTAL SERVICES

We offer a wide range of dental services at an affordable cost. From cleanings and exams to fillings, X-rays and simple extractions, Good Neighbor House is improving the quality of life for thousands of area residents each year. Good Neighbor House's Dental Services accepts CareSource, Molina, Buckeye and Just4Me, Medicaid Managed Care Plans. Our services include: amalgams/composites (fillings), cleaning/exams, dentures, partials, bridges and crowns, fluoride treatments, sealants, simple extractions, x-rays and frenectomy or "tongue tie" – $350 (Note: Income verification, such as tax return, needed as well as insurance if applicable).

Good Neighbor House Dental Services participants must:

- Present proof of income (i.e. pay stubs, most recent tax returns, Social Security and/or disability pay stubs) or present proof of lack of income (i.e. Job & Family Services documentation). NOTE: Financial information is necessary if applying for a discount on dental services
- Present photo I.D.
- Initial visit fees differ for adults and children. Initial visits include an exam, X-ray and treatment plan. Good Neighbor House offers a sliding fee scale for those patients who have incomes at or below 250 percent of the Federal Poverty Guideline. The Scale offers discounts on dental services that ranges between 10 – 50 percent.

EYE SERVICES

Good Neighbor House vision services provide an alternative for economically challenged individuals and families throughout the Miami Valley to enhance the good health and well-being of the community. Eye services are available to patients of all ages and include: comprehensive eye exams and screenings and vouchers for eye glasses based on individual need. Good Neighbor House Medical Services participants must: present proof of income (i.e. pay stubs, most recent tax returns, Social Security and or disability pay stubs), or present proof of lack of income (i.e. Job & Family Services documentation) and present Photo ID.

MEDICAL SERVICES

Good Neighbor House's Medical Services Program provides care for individuals and families who are not eligible to receive it from other sources. We help to empower healthier communities by making affordable, eligible medical care available to under-served individuals and families. All medical services are intended for patients 14 years of age and older and our clients must meet certain eligibility requirements to qualify for our services. Good Neighbor House Medical Services participants must: present proof of income (i.e. pay stubs, most recent tax returns, Social Security and or disability pay stubs), or present proof of lack of income (i.e. Job & Family Services documentation) and present Photo ID.

Hours of Operation: By appointment only	627 E. First St. Dayton, OH 45402 Medical & Eye Services Number: (937) 224-3442 x105 Dental Services Number: (937) 224-3442 www.goodneighborhouse.org

MIAMI VALLEY WOMEN'S CENTER

The Miami Valley Women's Center has four locations to serve women, men, students and families who are in difficult circumstances with pregnancy-related care. Parenting classes, material resources and many other services are available at no cost to the client. Additional services include: pregnancy testing, limited ultrasound, options counseling, parenting programs (incentive-based learning with new and used baby items) and referrals for adoption.

Support programs: Spiritual support, Abortion Recovery Ministry, Silver Linings baby/infant loss grief group, Abstinence Outreach to local schools and DREAM Program for women seeking integrity and purity in dating relationships.

Call for information or to schedule an appointment. Walk-ins are welcome. **ALL services are free of charge.**
Client Website: https://womenscenter.org/ **General Website:** https://www.miamivalleywomenscenter.org/

North Dayton
4247 Philadelphia Drive
Dayton, OH 45405
(937) 262-7414

Monday: 11 a.m. - 4 p.m.
Wednesday: 11 a.m. - 4 p.m.
Friday: 11 a.m. - 4 p.m

Kettering
2345 W. Stroop Rd.
Dayton, OH 45439
(937) 298-2822

Monday: 10 a.m. - 8 p.m.
Tuesday: 11 a.m. - 8 p.m.
Wednesday: 9 a.m. - 3 p.m.
Thursday: 9 a.m. - 3 p.m.
Friday: 9 a.m. - 3 p.m.

Huber Heights
7079A Taylorsville Rd.
Huber Heights, OH 45424
(937) 236-2273

Monday: noon - 8 p.m.
Tuesday: 10 a.m. - 6 p.m.
Thursday: noon - 8 p.m.

Xenia
245 S. Allison Ave.
Xenia, OH 45385
(937) 374-0001

Monday: 10 a.m. - 3 p.m.
Tuesday: noon - 8 p.m.
Thursday: 1 - 8 p.m.

24-hour Careline: (937) 298-2822

WOMEN'S CENTER DAYTON (ELIZABETH'S NEW LIFE CENTER)

Pregnancy tests, limited ultrasounds, parenting education classes, emergency diapers and formula, assistance with baby supplies for pregnant women and mothers/fathers of young children are available. Serves minors and no parental consent needed. All services are free.

Hours of Operation:
Monday – Wednesday, 10 a.m. - 5 p.m.
Thursday, noon. - 6 p.m.
Friday, 10 a.m. - 5 p.m.

359 Forest Avenue, Suite 105
Dayton Ohio 45405
(937) 228-2222
http://womenscenterohio.com/

HOUSING / UTILITIES

CITYHEART

CityHeart helps to meet immediate needs and then connects clients for long-term solutions to resources such as the United Way Helplink, Montgomery County Job & Family Services and Miami Valley Community Action Partnership, to determine eligibility for mainstream services in an effort to stabilize households and overcome obstacles to independence.

Hours of Operation: Call or email for an appointment. info@daytoncityheart.org	20 W. First St. Dayton, OH 45402 (937) 223-2489 http://daytoncityheart.org/

GREATER DAYTON PREMIER MANAGEMENT (GDPM)

GDPM provides low-income housing to eligible individuals, families and seniors. To apply for Public Housing, you must complete the application online at http://www.gdpm.org. If you need assistance with the process, our staff is available on Tuesdays and Thursdays at 9 a.m. or 2 p.m. Required documents for all family members will be uploaded on the Resident Portal after you register. They include:

- Birth Certificates and Social Security cards
- Driver's license or State ID (18 years and older)
- DD214 Military Service Verification (if applicable)
- Proof of U.S. citizenship or eligible immigration status

Visit www.gdpm.org to see if you qualify, to apply, and for further information.

Hours of Operation: Monday – Friday, 8 a.m.- 4:45 p.m.	400 Wayne Avenue, Dayton, Ohio 45410 (937) 910-7500 (937) 910-5400 Section 8 Housing Choice Voucher TDD Number (937) 910-7570 www.gdpm.org

OMEGA SENIOR LOFTS

81 Unit Lower- Income Senior Living Facility for seniors ages 55+ earning 30-60 percent of Area Median Household Income.

Hours of Operation: Monday – Friday, 9 a.m.- 5 p.m.	1461 Cornell Dr. Dayton, OH 45406 (800) 750-0750 https://www.omega-cdc.org/

HABITAT FOR HUMANITY OF GREATER DAYTON

- Provides affordable homeownership opportunities for qualified families in Montgomery, Greene and Clark Counties.
- Partner families invest hundreds of hours of their own labor into building their own houses and the houses of others, and they also attend homeownership classes.
- Families pay a down payment and a monthly mortgage payment, taxes and insurance to Habitat For Humanity.
- Direct services include personal contact from staff and volunteers, home visits, one-on-one mentors, educational classes, sweat equity management, and ongoing communication and nurturing to ensure families succeed as a mortgage-paying homeowner and self-sufficient citizen of the community.

Hours of Operation: Monday – Friday, 8:30 a.m.- 4:30 p.m.	115 W. Riverview Ave. Dayton, OH 45405 (937) 586-0860 x121 www.daytonhabitat.org

HOMEOWNERSHIP CENTER OF GREATER DAYTON

The HomeOwnership Center provides comprehensive homeownership services including first-time homebuyer education and coaching, foreclosure prevention and reverse mortgage counseling. Down payment assistance is available for homes purchased in Dayton, Kettering and Montgomery County.

Hours of Operation: Monday – Friday, 8 a.m. - 5 p.m.	130 W. Second St., Suite 1420 Dayton, OH 45402 (937) 853-1600 www.homeownershipdayton.org

THE MUSTARD SEED FOUNDATION

This Residential Parenting Facility is the **only** 10-bedroom housing program in Montgomery County for teen custodial mothers and their children. The program serves teen mothers, ages 13-18, who are currently in state or county custody or who have been referred by other local service agencies.

The program offers teen mothers and their children housing, necessities, adult supervision and guidance, as well as the supportive services they need to become healthy, strong and self-sufficient families. Teen mothers create and implement self-sufficiency plans to aid them in breaking the cycle of poverty and future dependency on public assistance. While in the program, teen's progress toward high school graduation, achieving their GED, setting advanced educational goals or otherwise preparing for the job market. They also receive counseling and education to delay further childbearing as they work toward greater maturity and stability. Financial planning and career readiness classes are also offered.

Hours of Operation: 24 / 7	1429 Bryn Mawr Dr. Dayton, OH 45406 (937) 529-9815 www.tmsfofdayton.org TheSeed4880@gmail.com

HOMEFULL

PHASE

Collective Impact Model with ABLE is an eviction prevention program focusing on subsidized housing programs. ABLE can provide legal representation for affected clients. Homefull can provide limited financial assistance and short-term case management. The target population is most likely homeless before and/or at risk of eviction from subsidized housing. Must meet pre-screen criteria.

Hours of Operation: Monday-Friday, 9 a.m. - 5 p.m.	2621 Dryden Rd., Suite 302 Moraine, OH 45439 (937) 293-1945 www.homefull.org

STRONG FAMILIES

The Strong Family Program is intended to help families imminently at risk of homelessness to remain in their homes or to find stable housing. Additionally, it seeks to reduce the number of school moves for children. The program provides families with case management and/or related services which may include linkage to needed benefits and resources, household budgeting assistance and support to prevent future crisis. It is a long-standing partnership with United Way and funded by the Siemer Institute. To be eligible for the program, a household must have at least one child under the age of 18 and be at imminent risk of homelessness, as evidenced by living in a doubled-up situation, an eviction notice or other such factor. It serves Montgomery and Greene Counties.

Hours of Operation: Monday-Friday, 9 a.m. - 5 p.m.	2621 Dryden Rd., Suite 302 Moraine, OH 45439 (937) 293-1945 www.homefull.org

MERCY MANOR, INC.

Mercy Manor provides a safe, spiritual residence for women with histories of homelessness, abuse, mental health issues, incarceration and/or alcohol and drug addiction while they re-establish themselves into the local community. The length of stay is determined in collaboration with the executive director and considers the resident's needs, progress and willingness to abide by the recovery house rules.

Hours of Operation: **24/7**	25 Grosvenor Avenue Dayton, OH 45417 (937)268-0282 mercymanor@sbcglobal.net www.mercymanordayton.com

MIAMI VALLEY COMMUNITY ACTION PARTNERSHIP – Energy Assistance Programs

Home Energy Assistance Programs serving Montgomery, Darke, Greene and Preble Counties.

- **Home Energy Assistance Program – ('Regular HEAP') -** Federally funded program designed to help income-eligible Ohioans with their home energy bills. Eligible customers receive a benefit in the form of a one-time annual direct payment toward their energy heating bill. Total household income must be at or below 175 percent of the federal poverty guideline.
- **Percentage of Income Payment Plan (PIPP) Plus -** An extended payment plan that makes monthly gas and/or electric bills more affordable year-round for eligible low-income households. Those households pay a reduced rate that is based on a percentage of household income. If customers pay their monthly PIPP Plus payment in full and on time, they will receive credit toward the remainder of their current bill and their outstanding balance. Customers can be free of old utility debt at the end of two years. Total household income must be at or below 175 percent of the federal poverty guideline.
- **HEAP Winter Crisis Program –** Available from Nov. 1 through March 31, the Winter Crisis Program provides a one-time emergency gas/electric payment. Total household income must be at or below 175 percent of the federal poverty guideline.
- **HEAP Summer Crisis Program -** From July 1 through Sept. 30, the Summer Crisis Program provides a one-time benefit to eligible Ohioans with cooling assistance during the summer months. Total household income must be at or below 175 percent of the federal poverty guideline.

Other MVCAP Programs

- **Weatherization** - A residential energy efficiency program that reduces energy use by reducing air infiltration and heat loss in homes. The program serves Auglaize, Butler, Darke, Greene, Mercer, Miami, Montgomery, Preble and Warren Counties. Homeowners and renters may be eligible to receive free services for their home to make it safer, more comfortable and energy-efficient. Qualifying customers may receive an energy audit from a certified inspector. Services they may receive include attic, sidewall and basement insulation, weather stripping, safety inspections of furnaces and water heaters and heating system repairs or replacements. All participants of the program receive consumer education to help reduce energy bills.
- **Legal Clinic** – The Legal Clinic Team is comprised of attorneys and paralegals to assist with reinstatement of suspended driver's licenses.
- **Micro Enterprise Business Development and Training Program** – an 8-to-10-week course designed to give prospective business owners all the tools necessary to start their business successfully, including developing a business plan.
- **Homebuyer Education and Financial Counseling** – Participants will receive counseling specific to their individual needs in areas of credit repair, budgeting, pre- or post-purchase counseling or foreclosure prevention counseling and assistance. Down payment assistance may also be available.
- **Emergency Home Repair –** Provides home repair assistance to homeowners for repairs necessary to make the house safe for living or to improve energy efficiency.
- **COVID-19 Assistance Programs –** MVCAP offers a variety of COVID-19 assistance programs. Please visit our website at http://www.miamivalleycap.org/covid-relief for program information.

Details regarding eligibility, application processes and required documentation are available at www.miamivalleycap.org

Hours of Operation: Monday – Friday, 8 a.m. - 4:30 p.m.	719 S. Main St. Dayton, OH 45402 (937) 341-5000 HEAP Appointment Scheduling: (937) 514-4777 www.miamivalleycap.org

MONTGOMERY COUNTY VETERANS SERVICE COMMISSION

The Montgomery County Veterans Service Commission is a county agency dedicated to serving Montgomery County veterans. It is not affiliated with the U.S. Department of Veterans Affairs (VA).
The agency provides these services:

- Assistance when dealing with the VA including compensation claims and benefits for widows
- Emergency financial and food assistance to eligible veterans and family members with a demonstrated need
- No-cost legal consultations for veterans
- Medical transportation to any medical appointment in Montgomery County
- Dental vouchers for low-income veterans to receive basic annual dental care

Hours of Operation: Monday – Friday, 8 a.m. - 4:30 p.m.	627 Edwin C. Moses Boulevard, 4th Floor East Medical Plaza Dayton, OH 45417 (937) 225-4801 https://mcvsc.org/

MONTGOMERY COUNTY DEPARTMENT OF JOB & FAMILY SERVICES – PREVENTION, RETENTION & CONTINGENCY (PRC) FUNDS

PRC Funds can be used for the following needs:

- Shelter and utilities
- Domestic violence, housing relocation and disaster assistance
- Transportation (including auto repair expenses or down payment on an automobile)
- Training, employment and work support

Who is eligible?

- Needy families with a minor child
- An individual who is pregnant
- A non-custodial parent of a minor child if the non-custodial parent lives in Ohio and does not live in the same household as the minor child
- Specified relatives, legal guardians and legal custodians with minor children and individuals living in their households

Documentation Needed: Applicants should bring the following documents to the interview when applying:

- Verification of the immediate need
  - A shut-off notice
  - Foreclosure
  - Eviction, etc.
- Identification
- Verification of income

Caseworkers will provide applicants with a list of needed documents.

How to Apply: No appointment is necessary, but an interview is required. For more information, visit:
https://www.mcohio.org/departments/job_and_family_services/services/family_assistance/emergency_aid.php

Hours of Operation: Monday – Friday, 7:30 a.m. - 5 p.m.	The Job Center 1111 South Edwin C. Moses Boulevard Dayton, OH 45422 Phone: (937) 225-4148

HOMELESS SERVICES

GATEWAY SHELTERS

When an individual or family is homeless, they can seek assistance through the four gateway shelters:

- Daybreak for youth 10 to 20 years of age
- Gettysburg Gateway for Men
- Gateway Shelter for Women and Families
- YWCA for victims of domestic violence

These agencies comprise what is called the 'front door." Once an individual or family enters one of these shelters, they are provided with an assessment which helps determine their particular needs. They can then be referred to agencies for additional services best suited to move them toward permanent housing, independence and economic self-sufficiency.

DAYBREAK SHELTER

Daybreak offers a 24-bed emergency shelter, open 24/7 for youth from 10-21 years of age. Safety, shelter, food, clothing and counseling are provided.

Hours of Operation: 24 hours/day; 7 days/week	605 South Patterson Boulevard Dayton, OH 45402 (937) 395-4600 - General Calls (937) 461-1000 - Crisis Hotline www.daybreakdayton.org

GETTYSBURG GATEWAY SHELTER FOR MEN

Provides 24-hour shelter for homeless single men and three meals per day. Housing and focused case management services are provided by St. Vincent de Paul.

Hours of Operation: Intake 24/7, 365 days a year	1921 S. Gettysburg Ave. Dayton, OH 45417 (937) 222-7350 www.stvincentdayton.org

ST. VINCENT DE PAUL APPLE STREET GATEWAY SHELTER FOR WOMEN & FAMILIES

Provides 24-hour shelter for homeless single women and families and three meals per day. Housing-focused case management services are provided by St. Vincent de Paul.

Hours of Operation: 24/7, 365 days a year	120 West Apple Street Dayton, OH 45402 (937) 461-7837 www.stvincentdayton.org

YWCA DOMESTIC VIOLENCE SHELTER & HOUSING NETWORK

YWCA is committed to supporting survivors of gender-based and intimate-partner violence and reducing violence against women and girls. We provide:

• Provides protective, temporary, emergency shelter for victims of domestic violence in life-threatening situations. Offers case management and referrals for legal and human services.
• A 24/7 Crisis and Domestic Violence hotline and walk-in services are available. Hotline services are open to all and include safety planning, supportive listening, resources, and referrals to community services and shelter. YWCA Dayton specializes in providing compassionate care to those seeking services regarding domestic violence, dating violence, family violence, sexual assault, stalking and human trafficking.
• Offers sexual assault advocacy services and crisis counseling. Sexual assault support groups are provided online and in the community. Call for further information or visit www.ywcadayton.org/support.

No fees for shelter services

Hours of Operation: Open 24/7/365	141 West Third Street Dayton, OH 45402 Main: (937) 461-5550 24/7 Crisis Hotline: (937) 222-SAFE (7233) http://www.ywcadayton.org

HOLT STREET MIRACLE CENTER

VA REFERRALS ONLY
Holt Street Miracle Center provides temporary housing for veterans, particularly those needing recovery support. Referrals must come from the Veterans Administration (VA).

Hours of Operation: **By appointment only**	420 Holt Street, Dayton, OH 45402 (937) 222-7420 Email: miracle.make@sbcglobal.net

DAYBREAK

Daybreak serves homeless, at-risk and troubled Miami Valley youth and young adults, ages 10 to 24. Daybreak serves youth and young adults in crisis through emergency shelter, housing, street outreach and employment services. Case management and therapeutic services for youth in need are also available. Daybreak is the region's only housing program designed to move homeless youth ages 18 to 24 out of homelessness, poverty, under-education, and crisis, into housing, financial independence, educational achievement and self-sufficiency. Lindy's Cafe offers paid job training while youth receive job assessment and job placement services.

Hours of Operation: 24 hours/day, 7 days/week	605 South Patterson Boulevard Dayton, OH 45402 (937) 395-4600 General Calls (937) 461-1000 Crisis Hotline www.daybreakdayton.org

PATH Outreach – Miami Valley Housing Opportunities

PATH (Projects for Assistance in Transition from Homelessness) staff members go where homeless individuals stay, establish trusting relationships with them and then help them to start planning for their futures. Outreach is the first step toward the achievement of recovery, housing and self-determination. Once a working relationship has been established, PATH staff members help their client to find appropriate housing and submit housing applications. PATH staff is available upon request.

Hours of Operation: Monday – Friday, 7 a.m. - 4:30 p.m. For after-hours referrals, leave a detailed message with your name, phone number, location of the person you wish to make known to PATH and a brief physical description of the person.	907 W. Fifth St., Suite 300 Dayton, OH 45402 PATH Outreach (937) 263-4449 X 410 www.mvho.net

Veterans Administration – Health Care for Homeless Veterans (HCHV)

This program offers outreach, exams, treatment, referrals and case management to veterans who are homeless.

Hours of Operation: Monday – Friday, 8 a.m. - 4 p.m.	Dayton VA Medical Center 4100 West Third Street Dayton, OH 45428 (937) 268-6511 x1200 1-800-368-8262 VA's National Call Center for Homeless Veterans at 1-877-4AID-VET (1-877-424-3838) www.dayton.va.gov

ST. VINCENT DE PAUL – SUPPORTIVE SERVICES FOR VETERAN FAMILIES (SSVF)

Supportive Services for Veteran Families (SSVF) Dayton provides individual and family support to eligible veterans and their families who are experiencing homelessness or are at imminent risk of becoming homeless within the next 30 days. Eligible Veteran families are provided with outreach, case management and assistance in obtaining VA and other benefits, which may include a wide variety of supportive services that support housing stability.

The identified head of household must be a veteran for the household to receive services.

Hours of Operation: Monday – Friday, 8:30 a.m. - 4:30 p.m.	1133 S. Edwin C. Moses Blvd., Suite 285 Dayton, OH 45417 (937) 222-0403 (local); 1-888-751-1238 ssvf@stvincentdayton.org http://veterans.stvincentdayton.org

VOLUNTEERS OF AMERICA – SSVF Dayton Veterans & Families First

Volunteers of America's Veterans & Families FIRST program helps and supports low-income veterans who are homeless, at risk of homelessness and/or need help transitioning to permanent housing. The program aims to prevent homelessness and ensure housing stability among our community's veterans and their families. Ongoing individual and family support includes:

● Housing counseling ● Personal financial planning ● Healthcare referrals	● Help with childcare ● Transportation ● Daily living needs	● Legal aid ● Health car navigator ● Shadow subsidy

In addition, Volunteers of America's Veterans & Families FIRST provides temporary financial assistance. To be eligible you must meet the following criteria:

- Be a veteran or a member of a family in which the head of the household or spouse is a veteran.
- The veteran must not have a dishonorable discharge.
- Have an income that is below 50 percent of the area's median income.
- Be in permanent housing or scheduled to move into permanent housing within 90 days.

To make a referral or general program inquiry, please email us at veteransinfo@voaohin.org. Include in email your full name, city and state you are located, organization (if applicable) and phone number.

Hours of Operation: **By appointment only**	4100 W. Third Street, Building 400 P.O. Box 28047 Dayton, OH 45428 (937) 253-7042 x1457 https://www.voago.org/veterans-families-first veteransinfo@voaohin.org.

LEGAL SERVICES / ASSISTANCE

SOCIAL SERVICES – LIFE ESSENTIALS

The Life Essentials adult guardianship program provides for the protection, management, ongoing safety and well-being of a person (ward) legally deemed incompetent by the area Probate Court. Adult guardianship services are provided as a last resort for diagnostic and resource-eligible adults who do not have family members or friends willing or able to accept the legal powers of authority for the individual in need. Life Essentials functions as the ward's advocate for appropriate healthcare decisions, basic needs and least-restrictive living arrangements. Through regular observation and interaction, staff work to ensure the ward is free of abuse, neglect and exploitation. Staff meet and exceed the Ohio Supreme Court's annual training requirements, which include medical, behavioral, legal and ethical issues related to adult guardianship. Life Essentials incorporates the National Guardianship Association (NGA) Standards into everyday practice, including performing duties and discharging obligations in accordance with the Probate Court.

Hours of Operation: Monday – Thursday, 8 a.m. - 4:30 p.m. Friday, 8 a.m. - 4 p.m. Call for information.	922 W. Riverview Ave. Dayton, OH 45402 (937) 586-0545 HomeOffice@LifeEssentials.org https://cssmv.org/services/guardianship/

DAYTON MEDIATION CENTER

- Provides the conflict management process of mediation for individuals, families, groups, organizations, business, government agencies, social service organizations and more.
- Provides restorative justice processes, including community impact panels, victim-offender dialogue processes and large and small group dialogue and facilitation processes.
- Provides customized conflict consultation and team-building interventions for organizations, businesses, churches, community groups and local governing bodies.
- Provides customized conflict management systems design for workplaces, schools/universities and organizations looking to integrate alternative methods for resolving conflicts.
- Provides customized conflict management training, workshops and presentations to help individuals and groups learn about conflict and how to manage it constructively.
- Provides "Conflict Coaching" services to help individuals learn to manage interpersonal conflict more effectively.

Hours of Operation: Monday – Friday, 8 a.m. - 5 p.m. Saturday, 8 a.m. - noon	371 W. 2nd Street, 3rd Floor Dayton, OH 45402 (937) 333-2345 (937) 333-2366 (fax) www.daytonmediationcenter.org

LAW OFFICE OF THE PUBLIC DEFENDER

The Law Office of the Public Defender provides legal representation to citizens accused by the government of criminal conduct that can result in a loss of freedom. We defend cases including Felonies, Misdemeanors, Appeals and Juveniles. These legal services are provided to all people and base qualification decisions are made solely on economic status.

Hours of Operation: Monday – Friday, 9 a.m. - 4 p.m.	117 S. Main Street 4th Floor Reibold Building Dayton, OH 45422 (937) 225-4652 https://www.mcohio.org/government/courts/public_defender/

GREATER DAYTON VOLUNTEER LAWYERS PROJECT, INC. (GDVLP)

GDVLP is a pro bono program located at the Dayton Bar Association and is supported by Legal Aid of Western Ohio (LAWO). It marshals the resources of private attorneys to provide pro bono legal services in civil case areas. The VLP does no criminal work, but focuses on divorce, bankruptcy and debt collection defense, juvenile court matters (custody, support, and visitation), employment-related matters (including sealing of criminal records) and landlord-tenant matters.

Hours of Operation: Monday - Friday, 9 a.m. - 5 p.m.	109 N. Main Street, Suite 610 Dayton, OH 45402 (937) 461-3857 www.gdvlp.org

LEGAL AID OF WESTERN OHIO, INC. (LAWO) / ADVOCATES FOR BASIC LEGAL EQUALITY INC. (ABLE)

LAWO is a nonprofit law firm that provides free legal help in civil (non-criminal) legal aid matters to eligible individuals and groups that do not have access to the legal system and cannot afford a private attorney. Special projects serve victims of domestic violence, senior citizens and migrant farmworkers. Special projects also provide representation in a number of areas, including domestic violence and other family-related problems, housing issues, public benefits, education and employment issues, elder law and legal problems confronting migrant farmworkers.

ABLE is also a nonprofit law firm that provides free legal help in civil (non-criminal) legal aid matters to eligible individuals and groups that do not have access to the legal system and cannot afford a private attorney. ABLE advocacy on behalf of clients includes legal advice, negotiation, litigation and community education. ABLE provides a diverse range of services to the community, including areas that most commonly affect low-income people: housing, disability law, access to public benefits, employment discrimination, equal educational opportunities and immigration. Special projects include a Medical Legal Partnership for Children and a statewide program that focuses on advocacy for migrant farmworkers.

Hours of Operation: Friday, 9 a.m. - 5 p.m. Walk-ins accepted Friday, 9 a.m. - 2 p.m.	130 W. Second St., Suite 700 West Dayton, OH 45402 (888) 534-1432 (new applicants) www.legalaidline.org (online application) LAWO (937) 228-8088 ABLE (937) 228-8104 www.lawolaw.org www.ablelaw.org

MIAMI VALLEY COMMUNITY ACTION PARTNERSHIP – Employment Law Clinic

The Employment Law Clinic is available for issues preventing low-income individuals from securing employment and provides representation for legal issues including:

- Sealing criminal and arrest records
- Child support arrearages
- Inaccurate credit reports
- Filing Certificates of Qualification of Employment
- Recovering unpaid wages
- Restoring driver's licenses or driving privileges - negotiating the reduction and sometimes payment of fees and fines and/or arranging for community service in lieu of payment.

Hours of Operation: Monday-Friday, 8:30 a.m. - 4:30 p.m.	719 S. Main Street Dayton, Ohio 45402 (937) 341-5000 ext. 124 or 166 for an appointment https://capdayton.org/legal-clinic/

MONTGOMERY COUNTY OFFICE OF REENTRY	
Serves the citizens of Montgomery County with programs and services that minimize barriers to effective reentry and promote a reduction in recidivism. The Office of Reentry is dedicated to addressing the holistic needs of individuals with criminal history barriers in an effort to support community reintegration and commitment to positive life change through initiatives, such as the signature Reentry Career Alliance Academy (RCAA).	
Hours of Operation: Monday – Friday, 8 a.m. - 5 p.m.	1133 S. Edwin C. Moses Blvd, Suite 370 Dayton, OH 45417 (937) 496-7129 Main Number (937) 496-6604 Reentry Training Center www.mcohio.org

Mental Health / Alcohol & Drug Addiction Services

AL-ANON / ALATEEN FAMILY GROUPS	
Offers a self-help recovery program for families and friends of alcoholics, whether or not the alcoholic seeks help or recognizes the existence of a drinking problem. Members give and receive comfort and understanding through a mutual exchange of experiences, strength and hope. **Anonymity is maintained.**	
Hours of Operation: 24-hour answering service	Miami Valley Al-Anon Information Service (MVAIS) P.O. Box 282 Dayton, OH 45401-0282 (937) 640-2008 www.al-anondaytonoh.org

ALCOHOLICS ANONYMOUS	
Alcoholics Anonymous is a fellowship of men and women who share with each other their experience, strength and hope so they can solve their common problem and help others to recover from alcoholism.	
Hours of Operation: Monday, Wednesday& Friday, 9 a.m. - 4 p.m. Tuesday and Thursday, 9 a.m. - 6 p.m. Saturday, 9 a.m. - noon	120 West Second Street, #211 Dayton, OH 45402 (937) 222-2211 This number also serves as the hotline, available 24 hours a day, 7 days a week, 365 days a year. www.aadaytononline.org

FRIENDS OF THE CASTLE, INC.

The Friends of the Castle (or "The Castle" as it is known in our community) provide peer support to people living with all levels of mental illness -- from those most-severely disabled who enjoy the Social Club piece to the Recovery Center, where people work in small groups to improve their overall quality of life. In the Recovery Center, Friends of the Castle works with people to alter the dynamics of their lives so that instead of their illness controlling their life, they learn to manage their illness, take control of their lives and grow into an improved quality of life. It is important to note that the core of services include peer support, informally in the Social Club and formally in the Recovery Center, where groups are facilitated by people who are in recovery themselves.

Hours of Operation: Monday – Friday, 10 a.m. - 4 p.m.	133 North Main Street Centerville, OH 45459 (937) 433-3931 www.friendsatthecastle.com

RECOVERY SERVICES – PUBLIC HEALTH - DAYTON & MONTGOMERY COUNTY

Public Health's Recovery Services program can help you or your loved ones begin the path to recovery from substance use or gambling disorders. Substance abuse and gambling addiction affects the lives of many people, from youth to senior citizens. Broken promises, family and relationship problems, absenteeism, job loss, bankruptcy, poor grades, school suspensions and legal problems often occur as a result of substance abuse and gambling addiction. Our recovery team brings their lived experience to help understand the problems people have and offer support to break the cycle of addiction and take control of your life.

Hours of Operation: Monday – Wednesday, 8 a.m. - 9 p.m. Thursday and Friday, 8 a.m. - 4:30 p.m.	One Elizabeth Place Southeast, 3rd Floor Dayton, OH 45417 Phone: (937) 461-5223 https://www.phdmc.org/programs-a-to-z/recovery-services

CRISIS TEXT LINE

The Crisis Text Line serves anyone, in any type of crisis, and provides access to free, 24/7 support and information via a medium people already use and trust: text messaging.

Hours of Operation: 24/7/365	Text **4HOPE** to **741741**

EAST END COMMUNITY SERVICES PEERS FOR CHANGE (P4C)

Peers for Change (P4C) helps reduce opioid, substance abuse and mental health crisis by providing Certified Peer Recovery Supporters, Case Management and advocacy to help individuals and families access treatment, recovery and other community resources. Supporters share their lived experience to help people become and stay engaged in the recovery process and reduce relapse. Individuals and families are encouraged to utilize other services offered by East End. Staff deliver a powerful message of hope for those seeking health, wellness and long-term recovery. Conversation for Change (C4C) is a change-making community event hosted six times a year by East End to provide individuals, families and community members with opportunities to speak with Certified Peer Recovery Supporters, mediators and other professionals about their experience with addiction and substance use or mental health challenges. Treatment and recovery options are explored, various programs are on-site to address immediate needs and Narcan training and delivery kits are provided.

Hours of Operation: Monday – Friday, 8 a.m. - 5 p.m.	624 Xenia Ave. Dayton, OH 45410 (937) 259-1898 www.east-end.org

BAIR FOUNDATION CLINICAL SERVICES

The Bair Foundation Clinical Services provides mental health treatment to individuals ages three & up in their home, school and community with Medicaid coverage. Youth, adults and families are served.

- Comprehensive mental health assessment
- Individual therapy
- Family & relationship therapy
- Therapeutic behavioral services
- Community support services (e.g. assistance with housing, food, clothing, benefits, employment, medical treatment, etc.)
- 24-hour crisis intervention
- Individualized treatment planning
- Psych-education and effective parenting skill building
- Behavior modification
- Mood stabilization
- Stress management
- Interpersonal effectiveness skill building
- Consultation & collaboration with community, academic and social service professionals

Hours of Operation: Office hours are Monday-Friday, 8:30 a.m. - 4:30 p.m. ❖ Clinical staff hours vary and include evening availability. ❖ After-hours on-call (330) 673-6446	3055 Kettering Blvd., Suite 311 Moraine, OH 45432 Phone: (937) 424-0210 Toll Free: (855) 224-5806 Fax: (937) 424-0216 www.bair.org For general inquiries or to make a referral, please contact Clinical Services Administrative Staff in our Kent Ohio office at (330) 673-6446. Referrals can be faxed to (330) 673-6443 or emailed to lallen@bair.org or berickson@bair.org

EASTWAY BEHAVIORAL HEALTHCARE

ADULT SERVICES

Provides diagnostic assessment, psychiatry, nursing, psychotherapy, substance abuse treatment, community support services, employment services, housing services, primary care and pharmacy services. Fees are based on sliding scale, depending on the program.

Hours of Operation: Monday-Friday, 8 a.m. - 5 p.m., by appointment	600 Wayne Ave., Dayton, OH 45410 (937) 496-2000 www.eastway.org

FORENSIC PSYCHIATRY CENTER OF WESTERN OHIO

Provides court-ordered psychological assessments for adults and juveniles, as well as case-specific opinions regarding mental health/legal issues.

Hours of Operation: Monday-Friday, 8 a.m. - 5 p.m., by appointment	600 Wayne Ave., **D**ayton, OH 45410 (937) 463-2953 www.eastway.org

EASTWAY BEHAVIORAL HEALTHCARE

SUPPORTIVE LIVING SOLUTIONS

Provides housing placement and other support for individuals with severe and persistent mental illnesses and referred by the ADAMHS Board's network of providers. Fees are based on sliding scale, depending on the program.

Hours of Operation: Monday-Friday, 8 a.m. - 5 p.m., by appointment	310 Troy St., Dayton, OH 45404 (937) 531-7000 www.eastway.org

CHILD & ADOLESCENT SERVICES

Provides diagnostic assessment, psychiatry, nursing, psychotherapy, substance abuse treatment, community support services and specialized education services. Fees are based on sliding scale, depending on the program.

Hours of Operation: Monday-Friday, 8 a.m. - 5 p.m., by appointment	1110 Webster St., Dayton, OH 45405 (937) 463-2955 www.eastway.org

NATIONAL ALLIANCE ON MENTAL ILLNESS (NAMI) – MONTGOMERY COUNTY

NAMI provides support, education and advocacy for adults and youth with mental illness and also for their family members and friends. Offerings include peer-led support groups, educational classes and a monthly program for youth that have a mental health diagnosis and youth who are the family members of those with a mental illness. Details on all programs can be found on our website at www.nami-mc.org.

Hours of Operation: Monday – Friday, 7:30 a.m. - 10 p.m.	409 E. Monument Ave., Suite 102 Dayton, OH. 45402 (937) 299-3667 www.nami-mc.org

FAMILIES OF ADDICTS (FOA)

MONTGOMERY COUNTY AREA SUPPORT MEETING

FOA rebuilds families and transforms lives through educating, empowering and embracing. Through weekly meetings at Hopeland Church and outreach opportunities, FOA is a respected resource in the Miami Valley. FOA is unique because they provide support for the entire family and advocate for individuals to find their face and voice, which is key to eliminating the stigma associated with addiction. In addition to families, anyone touched by addiction or desiring more education on addiction is welcome to attend.

Hours of Operation: Wednesdays, 6:30 p.m. - 7 p.m. (Food & Fellowship) 7 p.m.- 8:30 p.m. (Meeting Time)	6025 Miller Lane Dayton, OH 45414 (937) 823-0639 (937) 715-0269 www.FOAfamilies.org

FOA- LINK

FOA-LINK Support Network is a helpline dedicated to providing ongoing support and resources for anyone touched by addiction. Call or text 567-FOA-LINK (567-362-5465) to get connected with our support team.

Hours of Operation: Monday-Friday, 9 a.m. - 9 p.m., and weekends as needed	PO Box 24335 Huber Heights, OH 45424 (567) 362-5465 www.FOAfamilies.org

GOOD SHEPHERD MINISTRIES LIFE RECOVERY CENTER

Good Shepherd is an interdenominational Christian agency providing social services to those in recovery and/or reentry. Good Shepherd operates seven recovery houses (three on Linden Ave., one on Xenia Ave. and two on E. Third St.) in addition to the Good Shepherd Thrift Store. The recovery program begins as a two-to-three-month program for men who attend class for check in groups, recovery coaching and spiritual growth.

Clients need at least 30 to 60 days of sobriety, preferably from a treatment center, in order to participate at the recovery center.

Each program participant is provided with a clean and healthy living environment, good food, work therapy, leisure time activities, group and individual coaching, spiritual direction and resources to develop life skills and a personal relationship with God. The physical and spiritual care received prepares them to re-enter society and obtain gainful employment.

Hours of Operation: Office Hours: Monday-Friday, 10 a.m. - 4 p.m. Store Hours: Monday-Friday, 10 a.m. - 4 p.m.	1115 E. Third St. Dayton, OH 45402 (937) 938-5781 www.thegsm.net

FAMILY SERVICE ASSOCIATION (Family Services)

Established in 1896, Family Services is a local nonprofit organization dedicated to designing programs to meet the needs of Miami Valley residents, families and communities. Family Services uses a network of programs and services, including family and mental health counseling, parenting and anger management classes, interpreting and other services for the deaf and community organizing. Fees are third party, sliding fee scale, Medicare, Medicaid and some private pay. Victims of Crime Act (VOCA) services are provided at no cost to crime victims.

Services include:

- Counseling Services address the mental and behavioral health needs of individuals, couples and families, including those facing depression, anxiety, trauma, drug addiction/recovery, hoarding, eating disorders, gambling addiction and other emotional health issues.
- VOCA Services includes free counseling, education, victim rights information, referral and advocacy for crime victims at no cost to the victim.
- SCAN (Stop Child Abuse Now) provides counseling and educational support that promotes responsible parenting, empowers survivors of abuse and generates awareness of child abuse.
- Friends Connection provides in-home assessment, case management, counseling and education to reduce depression and improve access to services for aging adults.
- August Project is a 21-session, psycho-educational group process to hold domestic violence batterers responsible for their actions and change thoughts, attitudes and behaviors.
- Community/Neighborhood Development assists residents in developing and implementing shared vision, utilizing resources and building a sense of community.
- Community Services for the Deaf provides communication access (ASL, C-Print), specialized mental health counseling, case management, advocacy and education for the deaf, hard of hearing and those working with the deaf and the community.

Hours of Operation: Monday and Friday, 8:30 a.m. - 5 p.m. Tuesday and Thursday, 8:30 a.m. - 8 p.m. Other hours by appointment.	2211 Arbor Boulevard Dayton, OH 45439 (937) 222-9481 (Voice/TTY); (937) 641-8186 (video phone) (937) 222-3710 (fax) information@fsadayton.org www.fsadayton.org

KETTERING BEHAVIORAL MEDICINE CENTER

Kettering Behavioral Medicine Center is a comprehensive behavioral health campus offering a continuum of mental health services, including acute mental health and co-occurring (mental health & substance use) inpatient adult care, adult intensive outpatient programs, outpatient counseling and psychiatry appointments. Treatment programs are carefully tailored to each individual's diagnosis, condition and situation. Services are covered by most insurance companies. Medicare and Medicaid are also accepted

Hours of Operation: Monday – Friday, 8 a.m. – 5 p.m. by phone *After-hours crisis evaluations available at Emergency Departments*	5350 Lamme Road Dayton, OH 45439 (937) 534-4600 www.ketteringhealth.org/mentalhealth

MONTGOMERY COUNTY ALCOHOL, DRUG ADDICTION & MENTAL HEALTH SERVICES (ADAMHS)

Montgomery County Alcohol, Drug Addiction and Mental Health Services (ADAMHS) plans, funds, monitors and evaluates publicly contracted services for individuals with mental illness or substance use disorders. ADAMHS partners with treatment and supportive service providers who deliver direct care for those living in Montgomery County. The Prevention and Early Intervention Division works with schools and other organizations serving youth to deliver evidence-based prevention programs. The Community Training and Staff Development Division offers behavioral health training for the community as well as Crisis Intervention Team training for law enforcement. If you are in crisis, please call the Montgomery County Crisis Call Center at 833-580-2255 (CALL). Help is available 24/7.

Hours of Operation: Monday – Friday, 8:30 a.m. – 4:30 p.m. Help is available 24/7. Crisis Call Center: 833-580-2255 (CALL)	409 E Monument Ave, Suite 102 Dayton, OH 45402-1226 (937) 443-0416 http://www.mcadamhs.org/

ONEFIFTEEN

OneFifteen is a not-for-profit healthcare ecosystem dedicated to the full and sustained recovery of people living with addiction. Located on a 4.5 acre campus in the Carillon neighborhood of Dayton, Ohio, where we offer the full continuum of care in one location. We currently offer crisis stabilization services, ambulatory withdrawal services, inpatient and outpatient treatment options as well as a Medication-Assisted Treatment (MAT) Clinic.

Hours of Operation: Crisis Stabilization Services available 24/7 at (937) 535-5115 Outpatient Clinic: Monday – Friday, 8 a.m. - 6 p.m.	257 Hopeland Street Dayton, OH 45417 (937) 535-5115 www.onefifteen.org

PROJECT CURE, INC.

Project C.U.R.E. (Curative, Ultimative, Rehabilitative, Efforts), Inc. is an opioid treatment program and a medication assisted treatment program whose services are inclusive of outpatient and intensive outpatient group and individual sessions, case management, methadone, Vivitrol and Suboxone/buprenorphine medications. Services are designed to meet the specific needs of individuals through their service plans, which are developed upon entry into treatment.

Hours of Operation: Monday – Friday, 6:15 a.m. - 5 p.m.	200 Daruma Parkway Moraine, OH 45439 (937) 262-3500 (937) 262-3523 (fax) www.projectcureinc.org

NOVA BEHAVIORAL HEALTH, INC.

Nova provides services for Montgomery County residents with the support of the Montgomery County ADAMHS Board and the Human Services Levy. Nova also accepts Medicaid for many of their services.

Main Campus:
732 Beckman Street
Dayton, Ohio 45410
(937) 253-1680
800-410-6682
800-750-0750 (TTY)
(937) 253-8990 (fax)

For Intake, please call the number above and select option "0" for operator and ask for the intake department.

Services at this location include:

- Intake and assessment
- Residential detoxification services
- Residential services for alcohol/drug and mental health
- Residential services for dual diagnosis
- Outpatient services for alcohol/drug and mental health
- Suboxone and Vivitrol are available with both residential and outpatient services

Heid Avenue Residential:
136 Heid Avenue
Dayton, Ohio 45404
(937) 853-3328/ (937) 253-1680
(937) 853-3330 (fax)

Services at this location include:

- Residential services for alcohol/drug and mental health
- Residential services for dual diagnosis

Hours of Operation:
Monday-Sunday, 8 a.m. - 4:30 p.m.

43 E. Babbitt Street, Dayton, Ohio 45405
(937) 253-1680
(937) 813-7769 (fax)
jgoris@novabh.org
www.novabehavioralhealth.org

NATIONAL SUICIDE PREVENTION LIFELINE

The National Suicide Prevention Lifeline is a national network of local crisis centers that provides free and confidential emotional support to people who are in suicidal crisis or emotional distress 24 hours a day, 7 days a week. The Lifeline is committed to improving crisis services and advancing suicide prevention by empowering individuals, advancing professional best practices and building awareness.

Hours of Operation:
24/7/365

1-800-273-8255
Or
9-8-8

SAMARITAN BEHAVIORAL HEALTH, INC.

Outpatient Services are available for people age 5 and up, including **c**ounseling and psychiatric services.
Offers assessment and treatment to children (5-17) who are experiencing behavioral health problems such as attachment disorders, depression, abuse/neglect and attention deficit/hyperactivity disorders. Offers assessment and treatment to individuals 18 and over experiencing mental health problems such as depression and anxiety, anger and family/relationship problems, stress, work-related issues, psychiatric disorders, grief and loss and personal/emotional problems.

For an appointment at any location, call (937)- 734-4310 or (937) 734-4311.

MONTGOMERY COUNTY (DAYTON OFFICES)

Elizabeth Place 4th Floor
601 Edwin C. Moses Blvd.,
Dayton, Ohio 45417-3424

8638 Old Troy Pike,
Huber Heights, Ohio 45424
(937) 734-8333

YOUNG CHILDREN'S ASSESSMENT & TREATMENT SERVICES (YCATS)
Dayton Office Only
Intended for young children from birth to age 6 and their families.
Provides counseling and psychiatric services. Offers early intervention and treatment to children who are experiencing behavioral health problems such as attachment disorders, depression, abuse/neglect and attention deficit/hyperactivity disorders.

CHILD & FAMILY PARTNERSHIP PROGRAM (CFPP)
Dayton Office Only
CFPP is for children ages 7-9 experiencing challenges such as disruptive or aggressive behaviors, attention and hyperactivity issues, trauma, autism, attachment problems and/or moderate to severe difficulty succeeding in the school setting due to emotional or behavioral issues.

MIAMI COUNTY
280 Looney Rd. Suite #204,
Piqua, Ohio 45356
(937) 440-7121

DARKE COUNTY
First Congregational Christian Church
116 Fifth St.
Greenville, Ohio 45331
(937) 456-1915

PREBLE COUNTY
2172A Rt. 127 North
Eaton, Ohio 45320
(937) 456-1915

ST. PAUL UNITED METHODIST CHURCH
301 East Main St.
New Paris, Ohio 45347
(937) 456-1915

URBAN MINORITY ALCOHOL & DRUG ADDICTION OUTREACH PROGRAM (UMADAOP)

Offers prevention and outreach programs targeting the African American community in Montgomery County. Offers training for professionals in effective treatment and intervention strategies. Provides training on AIDS education, violence prevention, teen pregnancy prevention, elder care, common-sense parenting and Circle for Reentry Ohio programs. Also provides alcohol, tobacco and other drug prevention education.

Hours of Operation:
Monday – Friday, 8 a.m. - 4:30 p.m.
Youth Groups: Monday -Thursday, 3 - 5:30 p.m.

One Elizabeth Place, Suite RT-1
Dayton, OH 45417
(937) 276-2176
www.umadaopofdayton.org

SAMARITAN BEHAVIORAL HEALTH, INC.

SUBSTANCE ABUSE

Provides programming for adults 18 and older. Includes Medication Assisted Treatment (MAT) for opioid addiction using buprenorphine/naloxone (Suboxone) and naltrexone (Vivitrol). Requires participation in group and individual counseling. Services offered to treat abuse and addiction to alcohol, cocaine, barbiturates, marijuana, heroin and other addictive substances.

Project Dawn – Offers training in the use and distribution of Naloxone (Narcan) Kits. Drop-in training is offered every Wednesday at noon, and participants get a free kit. Combined substance abuse and mental health counseling are also offered.

	(937) 734-4310 or 734-4311

CONSUMER ADVOCACY MODEL (CAM)

Program is for adults experiencing alcohol, drug and/or mental health problems with a focus on persons with physical, cognitive and developmental disabilities.

• Diagnostic Assessment • Psychiatric Evaluation and Medication Management • Individual, Group and Family Counseling • Case Management • Community Psychiatric Supportive Treatment	• Urinalysis Screening • Tele-Health Services -- Services delivered via the internet to increase accessibility to care • Integrated Dual Disorder Treatment services (IDDT) • Communication-assisted therapy for people who are deaf or hard of hearing	• Services are enhanced through: ○ Advocacy and support ○ Referral and linkage to community services ○ Consultation/Training

(937) 734-4310 or (937) 734-4311
Those calling for an appointment will be speaking with Access To Care. There is an approximate 1-2 week wait for a new intake appointment. Medicaid insurance accepted.
For more information visit: www.sbhihelp.org

U.S. DEPARTMENT OF VETERAN AFFAIRS MEDICAL CENTER

- Provides residential treatment for veterans with chronic medical and/or psychiatric diagnoses. Length of stay is negotiable. The treatment plan is tailored to help individuals function as independently as possible. Call 268-6511, ext. 2860 for more information. Must be an honorably discharged veteran.
- Provides individual and substance abuse counseling and assists veterans with adjustment problems. Assists veterans in obtaining jobs, securing housing and readjusting to being in the workforce and the community.
- Provides a residential rehabilitation treatment program for veterans suffering from Post-Traumatic Stress Disorder (PTSD).
- Provides diagnostic assessment and evaluation of veterans exposed to combat trauma and war zone-related stress. Veterans will participate in a wide range of therapeutic treatment and pharmacologic intervention where appropriate. Call 268-6511, ext. 1145 for more information.
- Offers outpatient and 28-day inpatient treatment for substance abuse, including follow-up outpatient care. In addition, offers support services for families of abusers, informational workshops for families and friends, couples, groups and individuals, as well as marital counseling. Call 268-6511, ext. 1071 or 262-2188 for more information.
- Offers classes open to the public. Topics include information on the nicotine patch (nicotine patches provided to veterans only), stress management, avoiding weight gain, relapse prevention and relaxation techniques. Call for meeting information

Hours of Operation: Monday – Friday, 8 a.m. - 4 p.m.	4100 West Third Street Dayton, OH 45428 (937) 268-6511 www.dayton.va.gov

WE CARE ARTS

We Care Arts believes in the healing power of creating and producing art that transforms physical, emotional and developmental challenges into lives rich with possibilities. We Care Arts trains individuals to make art. The art is then sold in the We Care Arts gift shop and online, with the individuals receiving a portion of the selling price. This program is designed to build self-esteem and teach life and job skills.

Hours of Operation: Monday – Friday, 9 a.m. - 4 p.m. Saturdays, 10 a.m. - 2 p.m.	3035 Wilmington Pike Kettering, OH 45429 (937) 252-3937 www.wecarearts.org

WOMANLINE COUNSELING CENTER – A program of Family Services

The Counseling Program, through Family Services, provides professional mental health counseling in the form of brief treatment or long-term counseling for women, specializing in issues such as depression, anxiety, eating disorders, trauma, relationship issues, self-esteem, coping skills and sexual abuse recovery treatment. Fees based on sliding scale. Accepts Medicaid and some insurance plans.

Hours of Operation: Monday and Friday, 8:30 a.m. - 5 p.m. Tuesday, Wednesday& Thursday, 8:30 a.m. - 8 p.m.	2211 Arbor Blvd. Dayton, Ohio 45439 (937) 222-9481 www.fsadayton.org

SOUTH COMMUNITY, INC.

Services are along a continuum of care, which includes:

- Diagnostic assessment and psychiatric services
- Individual, group and family counseling for children and adults
- South Community Primary Care, Inc. providing physical medicine
- Community psychiatric support for children and adults
- Day Treatment for Youth – Youth Positive Health (YPH)
- Psychological testing
- Home-based family therapy services for families involved in Juvenile Court
- Specialized services for Montgomery County Juvenile Drug Court
- Children Matter! Montgomery County, high fidelity wraparound Services for court-involved youth
- School-based programs in 13 local school districts
- Therapy services for Montgomery County Job and Family Services Children Services Division
- Supported employment
- Integrated dual disorder treatment for adults
- Assertive Community Treatment (ACT) for adults
- Employee Assistance Program (EAP) and drug free workplace training
- Caring Hands Food Pantry for South Community clients (youth and adult)

www.southcommunity.com

MAIN OFFICE
3095 Kettering Boulevard
Dayton, Ohio 45439
(937) 293-8300 (mental health/substance use treatment)
(937) 531-1994 (primary care)

Immediate access Monday – Friday, 8 a.m. – 2 p.m.

Monday, Wednesday& Friday, 8 a.m. – 5 p.m.
Tuesday& Thursday, 8 a.m. – 7 p.m.

SOUTH OFFICE
1349 East Stroop Road
Dayton, OH 45429
(937) 293-8300

Monday – Friday, 8 a.m. – 5 p.m.

SPECIALIZED YOUTH SERVICES
3155 Elbee Road, Suite 100
Moraine OH 45439
Monday – Friday, 8 a.m. – 5 p.m.

NORTH OFFICE
211 Kenbrook Drive
Vandalia, OH 45377
(937) 293-8300
Monday – Friday, 8 a.m. – 5 p.m.

WOMEN'S RECOVERY CENTER

Provides non-medical residential and outpatient treatment for dual-diagnosed women ages 18 and older. Pregnant women and women with small children are welcome and child care services are available on site. Program length is based on need (approximately 30-90 days). Substance abuse counseling education and case management are provided.

Hours of Operation:
24 hours/7 days a week

515 Martin Drive
Xenia, OH 45385
(937) 562-2400
Fees are based on third party sliding scale
www.recoverycentersinc.org

YOUTH RESOURCES

4C FOR CHILDREN (CHILD CARE RESOURCE & REFERRAL, ADOPTIVE AND KINSHIP CARE SUPPORT)

4C for Children provides services to families searching for quality child care and those interested in caring for children in foster care, adoptive families and those providing kinship care. Families looking for child care can call, email or use an online search to access a list of child care providers. Trained specialists will help meet specific needs and customized searches, even for hard-to-find care. 4C for Children's list includes more than 3,500 local child care providers and includes child care centers, preschools and family child care providers that are either licensed or certified by the state of Ohio.

4C for Children provides guidance and support to families beginning the foster care journey as well as resources, training and community supports for foster, adoptive and kinship care families.

Services are free and all information obtained is kept confidential.

Hours of Operation: Monday – Friday, 8:30 a.m. - 5 p.m.	2213 Arbor Blvd. Dayton, OH 45439 800-256-1296 x1330 Or (937) 220-9660 x 1330 http://www.4cforchildren.org/families

BOYS & GIRLS CLUB

Boys & Girls Club of Dayton inspires and enables all young people to reach their full potential as caring, productive and responsive citizens. Students in grades K-12 living in and around the Dayton area are eligible to enroll.

Hours of Operation: Office Hours: Monday – Friday, 10 a.m. - 7 p.m. Afterschool programming: Monday-Friday, 2 p.m. - 7 p.m. Summer programming: Monday- Friday, 7:30 a.m. - 3 p.m.	1828 W Stewart St, Dayton, OH 45417 (937) 262-8377 http://bgcdayton.org/

DAKOTA CENTER

The Dakota Center's Youth Enrichment Services (featuring the Homework Club) provides after-school homework assistance, mentoring, leadership development skills (with financial literacy/community service), computer skills instruction, nutrition education, daily nutrition (Kids Cafe), 3DI (Dance, Drill, and Drum) Performing Units, summer day camp and organized sports (basketball and golf) to youth ages 5-19 yrs.

Hours of Operation: Monday – Friday, 9 a.m. - 6 p.m.	33 Barnett St. Dayton, OH 45402 (937) 228-8961 http://www.dakotacenter.org/

EAST END COMMUNITY SERVICES – MIRACLE MAKERS

Miracle Makers benefits public school students at Ruskin Pre K-6 Neighborhood School and their families with opportunities to: 1) improve academic performance and close the academic achievement gap through extra time spent in high quality remediation and skill building using state of the art remedial interventions; 2) participate in interesting and meaningful enrichment activities allowing students to explore their interests, develop new ones and learn to enjoy learning; 3) improve physical and mental wellness and protective factors by participating in activities that promote healthy bodies, attitudes, behaviors and minimize the impacts of trauma; and 4) improve strength of families to nurture and care for their children and support their learning throughout the school continuum, and build social supports for their families.

Hours of Operation: Monday – Friday, during school from 2:15 p.m. - 5:30 p.m., six weeks in summer, as scheduled	Ruskin Elementary 407 Ambrose Ct. Dayton, OH 45410 (937) 259-1898 https://www.east-end.org/miraclemakers

THE GOSPEL MISSION

Nehemiah University is the educational outreach ministry of The Gospel Mission, Inc. The primary goal of the university is to introduce people to Christ and strengthen their relationship with Him. The school brings together aspects of academic learning as well as spiritual growth and development. All costs are paid for by generous volunteers, supporters and partner churches who want to invest in the people of the city.

Hours of Operation: Kids Meals, Monday – Friday, 5 p.m. Tutoring, Monday, 5 - 7 p.m. Basketball, Tuesday, 7:30 p.m. - 9 p.m. Game Night, Wednesday, 5 – 6:30 p.m. God's Girls (ages 7+), Friday, 5:30 - 8:30 p.m. God's Guys (ages 7+), Friday, 5:30 - 8:30 p.m.	64 Burns Ave. Dayton, OH 45402 (937) 223-4513 www.gmission.org

MONTGOMERY COUNTY YOUTH LEADERSHIP ACADEMY

The Montgomery County Youth Leadership Academy is a program designed to cultivate leadership skills among high school students in Montgomery County. The program offers a comprehensive curriculum that includes workshops, seminars, and hands-on activities aimed at developing essential leadership qualities such as communication, teamwork, problem-solving, and community engagement. Participants often have the opportunity to interact with community leaders, engage in service projects, events and explore various career paths. The program aims to empower young individuals to become active and responsible leaders in their communities while fostering personal growth and civic engagement.

The Youth Leadership Academy provides enrichment to the life of youth in Montgomery County through the power of positive mentoring for ages 14 -18.

Hours of Operation: Monday – Friday, 8:30 a.m. - 5 p.m. (office hours)	4303 W. Third St. Dayton, OH 45417 (937) 496-7172 https://thejobcenter.org/youth/leadership-academies/

THE MENTORING COLLABORATIVE

The Mentoring Collaborative of Montgomery County (MCMC) serves to network all agencies providing mentoring services for youth and to train and certify both the agencies and individual mentors within our partner agencies. The Mentoring Collaborative's vision and mission is to coordinate and support youth mentoring programs through training, resource development and recruitment, so that every youth who needs a mentor will have one.

Hours of Operation: Monday – Friday, 8:30 a.m. - 5 p.m.	1133 S. Edwin C. Moses Blvd., Suite 189 Dayton, OH (937) 512-3179 http://mentoringcollaborative.net/

MONTGOMERY COUNTY CHILDREN SERVICES

Children Services protects children through coordinated services aimed at strengthening families and individuals. The law requires Children Services to ensure that children alleged to be dependent, abused or neglected are protected from harm or danger. Montgomery County fields calls from concerned citizens 24 hours a day, 7 days a week. Children Services also provides foster care services, with the aim of healing and reunifying families. Adoption services are provided when a permanent home is needed for children who are unable to live with their birth families. Units within Children Services support readiness for emancipating from foster care, educational success for foster children and training for both foster and adoptive families.

Hours of Operation: Monday - Friday, 8 a.m. - 5 p.m.	3304 North Main Street Dayton, OH 45405 (937) 224-KIDS (5437) **Answered 24/7* https://www.mcohio.org/departments/children_services

EAST END COMMUNITY SERVICES – POSITIVE YOUTH DEVELOPMENT

The PYD Program is an education program with a focus on high school graduation and early career exploration/training. Through remote case management, PYD assesses needs, helps plan, coordinate, monitor, evaluate and implement experiences to improve outcomes for youth. In partnership with Sinclair and YouthBuild/Liberty High School, PYD helps youth identify career goals and obtain real-world experiences and credentials in fields of interest.

To learn more about the program, please contact (937) 259-1898.	624 Xenia Avenue Dayton, OH 45410 (937) 259-1898 www.east-end.org

PRESCHOOL PROMISE

Preschool Promise helps families find and afford high-quality preschool, regardless of income. All eligible families receive tuition or co-pay assistance to a participating Star-Rated Preschool in Dayton, Huber Heights, Jefferson Twp., Kettering, Mad River, Northridge, Trotwood-Madison or West Carrollton. This FREE program supports families with free books, educational materials and more!

Hours of Operation: Monday – Friday, 9 a.m. - 5 p.m.	2251 Timber Lane Dayton, OH 45414 (937) 329-2700 www.PreschoolPromise.org

MONTGOMERY COUNTY FATHERHOOD INITIATIVE

The Fatherhood Program is dedicated to engaging fathers and helping them play an important role in their children's lives. Children do best when both parents are positively involved in their lives. Those who don't spend significant time with their fathers are five times more likely to live in poverty and three times more likely to fail in school. Statistics show that they are also three times more likely to commit suicide and two times more likely to abuse drugs. This program links fathers with resources to give their kids a better chance at beating these statistics.

The Fatherhood Initiative can help secure:

- Employment -- With the Seek Work Program, dads are connected with one-on-one employment assistance so they can obtain employment and provide child support.
- Visitation Help – The Fatherhood Program Coordinator can link dads with the Volunteer Lawyers Project so they can file legal paperwork at minimal cost to establish visitation.
- License Reinstatement – Program can assist with getting license suspensions lifted and removed from a person's driving record after their license has been reinstated.
- Compromise or Removal of Past Due Support – Assistance can be provided to negotiate a compromise or complete a waiver of past due support.
- Overcome Barriers from a Prior Conviction -- Criminal convictions can restrict access to jobs, housing and education. Participating in this program helps fathers understand and overcome these barriers through obtaining a Certificate of Employability.
- Job & Family Services Program Information – If you are a Child Support, Public Assistance, Workforce Development or Children Services customer, participating in this program can help you navigate the system and get questions answered.

Hours of Operation: Monday – Friday, 8 a.m. - 5 p.m.	Office of Strategic Initiatives 117 S. Main Street, Suite 5200 Dayton, OH 45422 (937) 225-4759 https://www.mcohio.org/970/Fatherhood-Initiative

BAIR FOUNDATION FOSTER CARE

The Bair Foundation is a recognized nonprofit organization and has served children and their families with love and compassion for more than 55 years. Bair provides 24/7 support to foster families and are never more than a phone call away. Bair provides the education, training and licensing for adults interested in fostering, fostering-to-adopt and respite placement. In a 2016 report by ODJFS-SACWIS, The Bair Foundation ranked 5th in Ohio for children placed in private agency foster homes. The foundation serves children & youth up to 21 years of age.

Hours of Operation: Dayton Office hours are Monday-Friday, 8:30 a.m. - 4:30 p.m. ❖ Foster care staff hours vary by client need ❖ After-hours on-call: (937) 620-1576 *For general inquiries, please call the office and request to speak with the Intake Coordinator.*	3055 Kettering Blvd., Suite 311 Moraine, OH 45432 Phone: (937) 424-0210 Toll Free: (855) 224-5806 Fax: (937) 424-0216 www.bair.org

UNITED REHABILITATION SERVICES OF GREATER DAYTON (URS)

YOUTH SERVICES (CHILD CARE, PRESCHOOL, SCHOOL-AGE, THERAPIES, NURSING)

United Rehabilitation Services (URS) offers 5-STAR rated child care services with early childhood education and school-age programs for children ages 6 weeks to 17 years *with and without special needs*. The center is 5-STAR Rated under Ohio's Step Up to Quality Program with programs for infants, toddlers, preschool, pre-kindergarten and school-age children, with before and after-school care and a full-day summer camp program. We provide on-site nursing services and specialized therapy programs for the children in the center and are a Head Start, Early Head Start and Preschool Promise provider. The center received the Get-Up Montgomery County Healthy Child Care Award of Excellence for exceeding standards in the areas of nutrition, physical activity and screen time in child care environments. A free Parent Support Group is offered from September to May with free dinner and child care.

Hours of Operation: Monday – Friday, 6:30 a.m. - 6:15 p.m.	4710 Old Troy Pike (at Needmore) Dayton, OH 45424 (937) 233-1230 https://ursdayton.org/services/youth-services/

YWCA DAYTON

GIRLS LEAD! OF YWCA DAYTON

YWCA Dayton is committed to fostering leadership development in girls. Our signature program for girls, Girls LEAD! (Leadership Education Activism Development), serves as a prevention education bridge to adult crisis intervention services. From in-school peer groups to after-school leadership mentoring to summer day camp, the research-based Girls LEAD! curriculum helps girls between the ages of 11-18 explore and celebrate their strengths, their voices, who they are today and who they will become. Call for current program offerings and schedules or visit www.ywcadayton.org/girlslead.

Hours of Operation: Monday – Friday, 8 a.m. - 5 p.m.	YWCA Dayton 141 West Third Street Dayton, OH 45402 (937) 461-5550 http://www.ywcadayton.org

AMEND TOGETHER

AMEND Together is a primary prevention initiative, found at several YWCAs across the country, dedicated to ending violence against women and girls by engaging men and boys to change the culture that supports violence. It serves as part of YWCA Dayton's primary prevention offerings in its work to prevent and respond to domestic violence and sexual assault. AMEND Together seeks to challenge the culture that supports violence, cultivate healthy masculinity in men and boys and change the future for women and girls. AMEND Together partners with local schools to provide AMEND clubs across the Dayton area, providing a safe space to talk about healthy masculinity and gender-based violence.

Hours of Operation: Monday – Friday, 8 a.m. - 5 p.m.	YWCA Dayton 141 West Third Street Dayton, OH 45402 (937) 461-5550 http://www.ywcadayton.org

MONTGOMERY COUNTY YOUTH RESOURCE CENTER

The Montgomery County Youth Resource Center (YRC) is a one-stop shop designed to serve Montgomery County youth and young adults (ages 14 to 24) by providing pathways to attain their educational and employment goals while also linking them with physical and behavioral health resources to address their overall well-being. A number of human service agencies are housed onsite at the YRC providing the following services:

- Health screenings and physicals
- Developmental disabilities services
- Independent living training
- Youth job bank
- Job placement
- Information and referral
- Behavioral healthcare
- Foster youth support
- Educational supports
- Job skills training
- Housing assistance

The YRC also offers monthly workshops on a variety of topics designed to enhance the finance, work and personal development skills of youth and young adults.

Hours of Operation: Monday and Wednesday, 9 a.m. - 6 p.m. Tuesday, Thursday & Friday, 9 a.m. - 5 p.m. Saturday, 9 a.m. - noon	Job Center 1133 South Edwin C. Moses Blvd, Door C Dayton, OH 45417 (937) 496-7987 youthresourcecenter@mcohio.org http://www.mcohio.org/departments/human_services_planning_and_development/youth_resource_center.php

MISCELLANEOUS

AMERICAN RED CROSS MIAMI VALLEY CHAPTER

DISASTER PREPAREDNESS, RESPONSE AND RECOVERY - The Red Cross responds after emergencies to help provide for the urgent needs of disaster victims. In the immediate aftermath, ARC focuses on providing safe shelter, feeding victims and emergency workers, providing emotional support, first aid and health service, and distributing emergency relief supplies. The Red Cross also plays a critical role in helping families and communities get back on their feet in the weeks and months after a disaster. Trained Red Cross caseworkers connect one-on-one with people to help them navigate what often can be a confusing, complicated and time-consuming world of disaster recovery. Red Cross caseworkers can help people create recovery plans, complete paperwork and find help from other agencies.

SERVICE TO THE ARMED FORCES - The Red Cross provides help in person wherever it is needed, to include troops around the world, in military and veteran medical facilities hospitals, on stateside military installations and in communities far from a base. Whether your family is facing its first deployment or the next of many, the Red Cross has information, workshops and support services to help you with the practical and emotional challenges. If you are a member of the military or a veteran in need of support, contact the American Red Cross Hero Care Network at 877-272-7337. www.redcross.org/HeroCareNetwork

INTERNATIONAL SERVICES – The chaos and confusion that accompany war, disaster and international migration can separate families when they need each other most. When this happens, the Red Cross joins the search across international borders, offering a unique service that allows families to reconnect. We can help with tracing missing family members overseas, delivering Red Cross Messages and other services.
Restoring Family Links Helpline – 844-782-9441 and RFL website: www.redcross.org/reconnectingfamilies

FREE Smoke Alarm Program. It's proven that smoke alarms increase your chance of surviving a home fire by 50 percent. The Red Cross will install FREE smoke alarms in your home and help you make an evacuation plan. Make an appointment by calling 844-207-4509.

Blood Services – There is a constant need for blood donors, blood drive ambassadors as well as blood transportation specialist. Visit www.redcrossblood.org

Training Services – More than 4.6 million people turn to us, the trusted training provider for First Aid, CPR, BLS and more, every year to gain lifesaving skills. Trust us to deliver unmatched lifesaving training that will provide you the confidence and skills to act when moments matter. Visit www.redcross.org/training

Hours of Operation: 24/7 Operations	Dayton Area Chapter, American Red Cross 370 W. 1st St. Dayton, OH 45402 (937) 222-6711 www.redcross.org/dayton

CATHOLIC SOCIAL SERVICES – REFUGEE RESETTLEMENT PROGRAM

As an affiliate of Catholic Charities USA and USCCB (United Stated Conference of Catholic Bishops), the Catholic Social Services refugee resettlement program is the portal for newly arrived refugees, providing supportive services including placement in an initial furnished housing, a cultural orientation overview, employment assistance and links to community resources such as referrals to ESOL (English for Speakers of Other Language) services and medical services.

Hours of Operation: Monday – Thursday, 8:30 a.m. - 5 p.m. Friday, 8:30 a.m. - 4 p.m.	Catholic Social Services Center for Families 1046 Brown St. Dayton, OH 45409 (937) 223-7217 www.cssmv.org

DAKOTA CENTER, INC. GOLDEN AGE

The Dakota Center Golden Age Senior Program engages people, ages 55 and older, in activities designed to help them live independently as long as possible. It provides programming for the needs of the whole person: physical, emotional and spiritual.

Hours of Operation: Monday – Thursday, 10 a.m. - 1 p.m.	33 Barnett St. Dayton, OH 45402 (937) 228-8961 www.dakotacenter.org

UNITED WAY HELPLINK 2-1-1

Provides information and referral services 24 hours a day, 365 days per year. Provides an after-hours answering service, directory of community services and specialized reports, mailing labels and advocacy. Also offers a case consultation program for the faith communities, home foreclosure prevention program, earned income tax credit program and dislocated worker program. Fees vary depending on the program.

Hours of Operation: 24 hours, 365 days a year	33 West First Street Suite 500 Dayton, OH 45402 2-1-1 OR (937) 225-3000 1-800-91-REACH www.helplink211.org

SENIOR RESOURCE CONNECTION

Senior Resource Connection provides collaborative services that support seniors, adults with special needs and their caregivers. Services include payee programs, meals on wheels, congregate dining and case management.

Hours of Operation: Monday – Friday, 8:30 a.m. - 5:30 p.m.	222 Salem Ave Dayton, OH 45406 (937) 223-8246 http://www.seniorresourceconnection.com/

DAYTON METRO LIBRARY - NEWEST AMERICANS

One of the missions of Dayton Metro Library is to help new Americans and non-native English speakers access resources and feel welcome in our community. Staff members network with community organizations such as Latino Connection and Welcome Dayton to determine effective ways to serve new Americans. The Main Library features an extensive New Americans area on the second floor, where patrons will find books, movies and music in multiple languages, citizenship information and more. Volunteer-led Talk Tables take place at several branches for anyone who wants to practice their English language conversation skills. If you have questions about Library services for New Americans, or suggestions for new programs, please call (937) 496-8956.

Hours of Operation: Monday, Tuesday& Thursday, 9:30 a.m. - 8:30 p.m. Wednesday, Friday& Saturday, 9:30 a.m. - 6 p.m. Sunday, 1 - 5 p.m.	Main Branch Library 215 E. 3rd St. Dayton, OH 45402 (937) 469-2665 www.DaytonMetroLibrary.org

MIAMI VALLEY SMALL BUSINESS DEVELOPMENT CENTER

The Miami Valley Small Business Development Center (MVSBDC) at The Entrepreneurs' Center provides free, one-on-one, confidential business advising and resources to for-profit small businesses and entrepreneurs to start, grow and sustain their businesses. Areas of advising include goal setting, business planning, entity formation, financial projections, cash flow and profitability, market strategy development, employee management, export readiness, export markets and more.

Hours of Operation: Monday – Friday, 8:30 a.m. - 4 p.m. In-person service by appointment only	The HUB 31 S. Main St. Dayton, OH 45402 (937) 210-9460 https://sbdcec.com/

WESTMINSTER PRESBYTERIAN CHURCH –STATE ID MINISTRY

Located downtown, the church sees many people in need each week. The majority of funds for the needy are used to assist people in acquiring birth certificates and state identification cards that are needed to access state and federal services and school enrollment for children.

Hours of Operation: Wednesdays, 10 a.m. – 12:30 p.m.	125 N. Wilkinson St. Dayton, OH 45402 (937) 223-7285 https://www.westminsterdayton.org/id-ministry

JEREMIAH'S LETTER

The Passages Ministry assists people in getting birth certificates and/or state ID's through direct service and vouchers. The short application process includes verifying the last 4 digits of the applicant's Social Security Number to help us track individuals who have benefited from our services, and a waiting period of 10-14 days for the application to be processed for local birth certificates. Currently, the application process is completed by telephone, email or through case worker referral. Out of state birth certificates require a longer waiting period of usually six to eight weeks, depending on individual states and requirements. Assistance can also be provided in obtaining these documents for those born outside of the USA. Men, women and children are aided for the purposes of housing, employment, essential social services and entry into public schools. This process requires a scheduled office appointment.

Hours of Operation: Mondays and Wednesdays by appointment only Tuesdays, 11-11:45 a.m.- House of Bread, 9 Orth Ave. Tuesdays, 12-12:45 p.m.- St. Paul UMC, 101 Huffman Ave.	534 Xenia Ave. Dayton, OH 45410 (937) 331-9440 https://jeremiahsletter.com/website/

KINSHIP NAVIGATOR PROGRAM

The Kinship Navigator Program aims to empower and stabilize kinship families so children in kinship care can thrive. The Community Health Workers (CHWs) assists caregiving families who live in Montgomery County with stable and consistent relationships with relative or non-relative children in their home. CHWs engages and supports kinship families by helping them navigate safety net systems, assisting with completing court and benefit forms/documentation, as well as connecting families to community resources. Support groups and educational sessions are also offered to kinship caregivers.

Hours of Operation: Monday – Friday, 8:30 a.m. – 5 p.m.	Dayton Children's Hospital Community Behavioral Health Services 1010 Valley Street Dayton, OH 45405 (937) 641-5090 (Intake) https://www.childrensdayton.org/community/advocacy-and-outreach/community-programs

OMBUDSMAN'S OFFICE, Dayton-Montgomery County

Investigates complaints from Montgomery County citizens about government agencies and programs. Provides information about government services, schools and social services. Investigates complaints and advocates for residents in long-term care facilities, assisted living facilities and in-home care services. Assists nursing home and group home residents with asserting their rights. Handles complaints of long-term services provided in-home and community settings.

Hours of Operation: Monday – Friday, 8:30 a.m. - 5 p.m.	Joint Office of Citizen Complaints 11 W. Monument Ave., Suite 606 Dayton, OH 45402 (937) 223-4613 www.dayton-ombudsman.org

WELCOME DAYTON

Welcome Dayton is not a direct service provider but works with the city of Dayton and the surrounding community to provide immigrants and refugees with connections to legal, educational, business, health and social service resources. Welcome Dayton hosts several annual community engagement events and the Miami Valley Community ID Program.

Hours of Operation:
Monday – Friday, 8 a.m. - 5 p.m.

Community Engagement Division
Department of Planning, Neighborhoods, & Development
101 W. Third. Street, 6th Floor
Dayton, OH 45402
(937) 333-3679
WelcomeDayton@daytonohio.gov
https://www.daytonohio.gov/998/Welcome-Dayton
https://www.facebook.com/WelcomeDayton

UNITED STATES SOCIAL SECURITY ADMINISTRATION

Apply online for retirement, Medicare, disability and spouse benefits at www.socialsecurity.gov
National number: 1-800-772-1213 ***Valid photo ID needed to enter the federal building***

DAYTON OFFICE
Federal Building
200 West Second Street, Room 209
Dayton, OH 45402
1-888-329-5724

Hours of Operation:
Monday, Tuesday, Thursday& Friday, 9 a.m. - 4 p.m.
Wednesday, 9 a.m. – noon.

WEST DAYTON OFFICE
4375 Hoover Avenue
Dayton, OH 45417
1-877-895-0038

Hours of Operation:
Monday, Tuesday, Thursday& Friday 9 a.m. - 4 p.m.
Wednesday, 9 a.m. - noon.

EAST END COMMUNITY SERVICES

SENIOR OUTREACH SERVICES

East End's Senior Outreach Services (EESOS) conducts outreach, case management, service coordination and advocacy for frail elderly persons in the east and north Dayton neighborhoods. The goal of EESOS is to ensure program participants receive services to remain safe and independent in their homes for as long as possible, and are prepared for the time when that is no longer possible. Through relationship building, the EESOS team helps seniors identify their needs, and together, create a plan to address those needs. Services include:

- Assistance accessing medical benefits
- Clothing and food vouchers
- Government phone applications
- Linkage to mental and behavioral health services
- Case management support
- Referrals for home repairs
- Social and informative events
- Referrals to Prevent Blindness Ohio

Hours of Operation:
Monday – Friday, 8 a.m. - 5 p.m.
Must be age 60 or older, live in Montgomery County and meet income guidelines

624 Xenia Ave.
Dayton, OH 45410
(937) 259-1898
https://www.east-end.org/senioroutreachservices

EAST END COMMUNITY SERVICES

RISE 4 SENIORS (REDUCING ISOLATION/SUPPORTING ENGAGEMENT)

RISE 4 Seniors: This program is designed to help reduce isolation and increase social engagement among seniors in Montgomery County. RISE utilizes the National Council on Aging curriculum, Aging Mastery Program (AMP), a 10-session instructor-led course that encourages older adults to create their own plan for aging well. Participants set goals for positive actions in various aspects of their lives, such as exercise, nutrition, finances, advance care planning, community engagement and healthy relationships - all of which help them gain knowledge and learn skills to improve health outcomes and support a better quality of life. Other social activities are also provided, including attending community center and KROC center facilities, going to special events and learning to engage with peers and the community through technology.

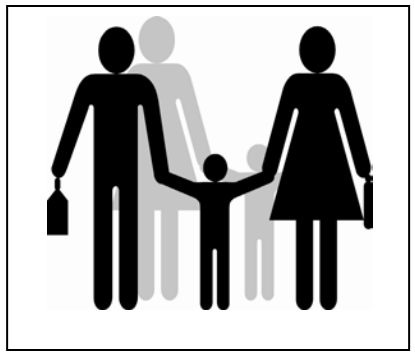
Classes and events are scheduled to meet program needs. Contact agency Monday – Friday, 8 a.m. - 5 p.m.	624 Xenia Ave. Dayton, OH 45410 (937) 259-1898 https://www.east-end.org/copy-of-senior-outreach-services

Montgomery County Human Services
Planning & Development Department
117 South Main Street, Suite 5100
Dayton, Ohio 45422
Phone: (937) 225-4695
Fax: (937) 496-7714
www.mcohio.org

SERVICE COORDINATION

FSS participants work together with their FSS coordinator and other partner community service providers to address the following areas of need:

- Health Services
- Transportation
- Childcare
- Education
- Job search and job retention skills
- Financial planning, including credit counseling
- Homeownership counseling



FOR MORE INFORMATION

To make an appointment and learn more about FSS, contact the FSS Department at:

400 Wayne Avenue
Dayton, OH 45410
937.910.5400
www.gdpm.org

Family Self-Sufficiency Program

ENHANCING NEIGHBORHOODS
STRENGTHENING COMMUNITIES
CHANGING LIVES

WHAT IS FSS?

Family Self-Sufficiency is a program established by the Department of Housing and Urban Development. The goal of FSS is to help **public housing** and **Housing Choice Voucher** residents connect with local services to improve their education and employment and to put them on a path to self-sufficiency. The FSS program will link participants to the computer access, financial literacy, job training, childcare and other tools needed to compete and succeed in the workplace.

WHO IS ELIGIBLE?

Families who receive assistance under the HCV program are eligible to participate in the HCV FSS program. Families who receive assistance under the Public Housing rental assistance program are eligible to participate in the PH FSS program.

HOW DOES FSS WORK?

The head of household enrolls in the FSS program by completing an application, signing a Contract of Participation and developing an Individual Training and Service Plan which outlines the responsibilities of both the family and GDPM.

The participant works with their FSS coordinator to explore and select career and financial goals. These goals can include homeownership. Participants who have a Housing Choice Voucher may participate in the **Housing Choice Voucher Homeownership Program**. This program is not available to participants who receive assistance under the Public Housing rental assistance program.

Working together the participant and the FSS coordinator identify barriers to self-sufficiency. The FSS coordinator then helps the participant develop a plan to overcome these barriers and achieve economic independence. The length of the FSS contract is 5 years, but if a participant accomplishes all goals in their Individual Training Service Plan they can graduate out of the program early. It is important to note a participant who does not successfully complete the FSS program will not lose their Housing Choice Voucher Rental Assistance

WHAT IS THE FSS ESCROW ACCOUNT?

By enrolling in the FSS program the participant is eligible for a savings account. A portion of the increase in the family's rent because of increases in **earned income** will be credited to the FSS escrow account in accordance with HUD guidelines. The account is held until the participant successfully completes the contract. The contract can be completed in two ways:

- When the participant has completed all their goals before the end of their contract and has been free of welfare benefits (TANF) for 12 consecutive months, OR
- When 30% of the participant's adjusted income exceeds the HUD Fair Market Rent for the household.

Once the participant has successfully completed the contract, they receive all of the money in the escrow account plus interest.

* The Internal Revenue Service has ruled that FSS escrow payments are nontaxable.

Complete the form below to learn more about the Family Self-Sufficiency Program.

Today's Date: _____

Name: _____

Address: _____

_____

City: _____

State: _____

Zip: _____

Phone: _____

Email: _____

HCV or PH

(circle one)

Detach and mail or drop off to Greater Dayton Premier Management, 400 Wayne Ave. Dayton, OH 45410 Attn: FSS Dept.

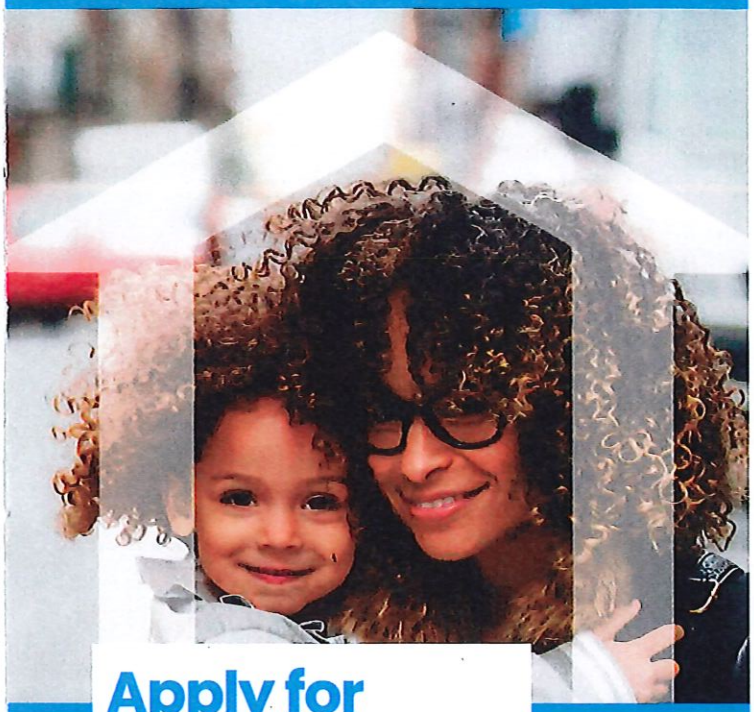
Property Name	Address	City	State	ZIP	Phone	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom
HOLT MANOR	403 Holt St	Dayton	OH	45402	775-400-4452	0	10	0	0
ST. MARK COMMUNITY	602 Saint Paul Ave	Dayton	OH	45410	937-436-6890	0	0	0	0
BOLTIN APARTMENTS	162 Boltin St	Dayton	OH	45403	775-400-4452	4	12	0	0
NORTH LAKE HILLS COOP	3713 Southshore Dr	Dayton	OH	45404	317-570-4358	0	83	70	6
CANTERBURY COURT	450 N Elm St	West Carrollton	OH	45449	419-296-2869	140	8	0	0
OAKDALE APARTMENTS	1941 Oakdale Ave	Kettering	OH	45420	614-552-5943	0	40	10	0
CAMBRIDGE HOUSE APARTMENTS	149 Cambridge Ave	Dayton	OH	45406	513-702-1359	2	25	0	0
SUMMIT SQUARE	616 Summit Square Dr	Dayton	OH	45417	989-772-3261 x628	0	90	50	12
PINEWOOD GARDENS	40 Pinewood Clr	Trotwood	OH	45426	216-472-1870X115	14	42	20	4
MARTIN LUTHER COMMUNITY	1453 Liscum Dr	Dayton	OH	45417	937-436-6885	36	1	0	0
OUTREACH II AKA ARBOR HOUSE	2205 Wesleyan Rd	Dayton	OH	45406	937.436.6885	5	0	0	0
STONE MANOR APARTMENTS	30 Woodcroft Trl	Beavercreek	OH	45430	800-388-2151	37	0	0	0
THE TERRACES	150 W Dorothy Ln	Kettering	OH	45429	805-386-4300	101	1	0	0
C.J. MCLIN SR., APTS.	1316 McArthur Ave	Dayton	OH	45417	(513) 961-6011	25	0	0	0
THIRD MENTAL RETARDATION HOUSE	4499 Lutheran Church Rd	Germantown	OH	45327	937-262-3077	3	0	0	0
SECOND MENTAL RETARDATION HSE	3804 Frytown Rd	Dayton	OH	45417	937-262-3077	4	0	0	0
ACORN WALK	901 Peach Orchard Rd	Kettering	OH	45419	937-293-5350	23	0	0	0
Pheasant Run	2920 Old Troy Pike	Dayton	OH	45404	513-694-1141	7	0	0	0
JAYCEE TOWERS	440 Dayton Towers Dr	Dayton	OH	45410	206.649.2947	112	0	0	0
JOSHUA MANOR OF DAYTON	1435 W 3rd St	Dayton	OH	45402	708-647-2826	30	0	0	0
COVENANT MANOR	4951 Covenant House Dr	Dayton	OH	45426	973-226-1950	47	3	0	0
BELLA VISTA HOMES	3804 Nicholas Rd	Dayton	OH	45417	216-771-2175 x 211	0	0	251	0
BANCROFT APARTMENTS	1638 Bancroft St	Dayton	OH	45417	817-488-2077	1	90	2	0
CORNELL TOWNHOUSES	3750 Cornell Dr	Dayton	OH	45406	775-400-4452	0	28	15	15
EASTWAY HOME	3417 N Marshall Rd	Kettering	OH	45429	937.837.4404	8	0	0	0
EASTWAY QUINBY LANE APTS	29 Quinby Ln Apt B	Dayton	OH	45432	937.837.4404	13	0	0	0
VALLEYVIEW VILLAGE	3680 Pinnacle Rd	Moraine	OH	45439	614-552-5943	4	36	8	2
REDEEMER COMMUNITY	570 Saint Paul Ave	Dayton	OH	45410	937-436-6890	37	0	0	0
LAKEVIEW COOPERATIVE ESTATES B	735 Dearborn Ave	Dayton	OH	45417	317-921-1950	0	0	20	6
LAKEVIEW COOPERATIVE ESTATES C	735 Dearborn Ave	Dayton	OH	45417	317-921-1950	0	9	27	0
ENON PLAZA	1465 W 3rd St	Dayton	OH	45402	708-647-2826	30	0	0	0
WESTERN MANOR	1718 N James H McGee Blvd	Dayton	OH	45402	7328296142	0	0	0	0
TRAILS OF OAK CREEK	1785 Renee Dr	Dayton	OH	45440	(312) 580-0010	12	91	62	0
LAKEVIEW COOPERATIVE ESTATES A	735 Dearborn Ave	Dayton	OH	45417	317-921-1950	0	0	23	5
EASTWAY I/WESTBROOK APARTMENTS	77 Westbrook Rd	Dayton	OH	45415	937.531.4195 *4162	13	0	0	0
SOUTHLAND VILLAGE	1019 Orchard Hill Dr	Miamisburg	OH	45342	614-552-5943	0	30	18	2
STRATFORD PLACE	4727 Dugger Rd	Dayton	OH	45417	740-653-9277	90	0	0	0
MANOR APARTMENTS	1103 Danner Ave	Dayton	OH	45417	(937) 684-8347	12	0	0	0
KETTERING PARK II	2780 E Dorothy Ln	Kettering	OH	45420	937-293-5350	23	0	0	0
BIRCHWOOD PLACE	2670 Galewood St	Kettering	OH	45420	937/293-5350	23	0	0	0
LYONS PLACE	1300 Genesis Way	Miami Township	OH	45417	800-837-2211	0	0	0	0
KETTERING PARK MANOR	2570 Woodman Dr	Kettering	OH	45420	614/451-1919	23	0	0	0
THE LAKEWOODS	980 Wilmington Ave	Dayton	OH	45420	216.520-1250	280	0	0	0
ALMOND VILLAGE APARTMENTS	4701 Casaba Ct	Dayton	OH	45417	412-357-6227	56	4	0	0
RIVERSIDE PARK	500 Georgia Dr	Dayton	OH	45404	614/451-1919	23	0	0	0
Twin Towers Place 2	250 Allen St	Dayton	OH	45410	614-451-2151	7	0	0	0
Omega Senior Lofts	1461 Cornell Dr	Dayton	OH	45406	513-964-1141	9	0	0	0
Audubon Crossing	119 Edgewood Ave	Dayton	OH	45402	614-396-3200	3	0	0	0
WHITNEY YOUNG ESTATES	4412 Germantown Pike	Dayton	OH	45417	614-508-6519	40	50	10	0
GEORGETOWN VILLAGE	2 Kosmo Dr	Dayton	OH	45402	(614) 222-4424	80	14	6	0
SALEMVIEW APARTMENTS	72 Central Ave	Dayton	OH	45406	614-552-5943	29	0	0	0
ML GABRIEL-NBGC TROTWOOD	3300 Shiloh Springs Rd	Trotwood	OH	45426	708-647-2826	30	0	0	0
BRIAR PLACE	4236 Briar Pl	Dayton	OH	45405	937-263-4449 x404	0	0	0	0
BILTMORE TOWERS, THE	210 N Main St	Dayton	OH	45402	(614) 813-1616	217	13	0	0
EAGLE RIDGE	5027 Northcrest Dr	Dayton	OH	45414	216-472-1870X115	28	84	60	10
ASBURY APARTMENTS	215 McDaniel St	Dayton	OH	45405	216-472-1870X115	69	0	0	0
ALBRIGHT APARTMENTS	4900 Biddison Ave	Dayton	OH	45426	216-472-1870X115	10	54	28	10
ANTHONY ARMS	1903 E 3rd St	Dayton	OH	45403	775-400-4452	28	1	0	0
SIENA SPRINGS	6215 N Main St	Dayton	OH	45415	513-260-2941	33	0	0	0
MAD RIVER MANOR	5580 Burkhardt Rd	Dayton	OH	45431	(216) 472-1870 ex. 109	74	0	0	0
HOLDEN HOUSE APARTMENTS	211 S Wilkinson St	Dayton	OH	45402	937-223-0955	85	0	0	0
CREEKSIDE TOWNHOUSES	2021 Pallsades Dr	Dayton	OH	45414	865 525-7500, x229	68	364	68	0
SIENA SPRINGS II	6217 N Main St	Dayton	OH	45415	513-381-0301	0	0	0	0
AHEPA 113	2300 County Line Rd	Beavercreek	OH	45430	937-540-9465	57	0	0	0
DAYTON CANAAN MANOR	5253 Hoover Ave	Dayton	OH	45417	708-647-2826	21	0	0	0
LYONS PLACE II	4100 W 3rd St	Dayton	OH	45428	Null	40	0	0	0
Hawthorn Landing	2701 Old Yellow Springs Rd	Fairborn	OH	45324	740-653-9052	11	0	0	0
Riverworks Lofts	2325 Harshman Rd	Dayton	OH	45424	513-694-1141	7	0	0	0

Property Name	Address	City	State	ZIP	Phone	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom
HOLT MANOR	403 Holt St	Dayton	OH	45402	775-400-4452	0	10	0	0
ST. MARK COMMUNITY	602 Saint Paul Ave	Dayton	OH	45410	937-436-6890	0	0	0	0
BOLTIN APARTMENTS	162 Boltin St	Dayton	OH	45403	775-400-4452	4	12	0	0
NORTH LAKE HILLS COOP	3713 Southshore Dr	Dayton	OH	45404	317-570-4358	0	83	70	6
CANTERBURY COURT	450 N Elm St	West Carrollton	OH	45449	419-296-2869	140	8	0	0
OAKDALE APARTMENTS	1941 Oakdale Ave	Kettering	OH	45420	614-552-5943	0	40	10	0
CAMBRIDGE HOUSE APARTMENTS	149 Cambridge Ave	Dayton	OH	45406	513-702-1359	2	25	0	0
SUMMIT SQUARE	616 Summit Square Dr	Dayton	OH	45417	989-772-3261 x628	0	90	50	12
PINEWOOD GARDENS	40 Pinewood Cir	Trotwood	OH	45426	216-472-1870X115	14	42	20	4
MARTIN LUTHER COMMUNITY	1453 Liscum Dr	Dayton	OH	45417	937-436-6885	36	1	0	0
OUTREACH II AKA ARBOR HOUSE	2205 Wesleyan Rd	Dayton	OH	45406	937.436.6885	5	0	0	0
STONE MANOR APARTMENTS	30 Woodcroft Trl	Beavercreek	OH	45430	800-388-2151	37	0	0	0
THE TERRACES	150 W Dorothy Ln	Kettering	OH	45429	805-386-4300	101	1	0	0
C.J. MCLIN SR., APTS.	1316 McArthur Ave	Dayton	OH	45417	(513) 961-6011	25	0	0	0
THIRD MENTAL RETARDATION HOUSE	4499 Lutheran Church Rd	Germantown	OH	45327	937-262-3077	3	0	0	0
SECOND MENTAL RETARDATION HSE	3804 Frytown Rd	Dayton	OH	45417	937-262-3077	4	0	0	0
ACORN WALK	901 Peach Orchard Rd	Kettering	OH	45419	937-293-5350	23	0	0	0
Pheasant Run	2920 Old Troy Pike	Dayton	OH	45404	513-694-1141	7	0	0	0
JAYCEE TOWERS	440 Dayton Towers Dr	Dayton	OH	45410	206.649.2947	112	0	0	0
JOSHUA MANOR OF DAYTON	1435 W 3rd St	Dayton	OH	45402	708-647-2826	30	0	0	0
COVENANT MANOR	4951 Covenant House Dr	Dayton	OH	45426	973-226-1950	47	3	0	0
BELLA VISTA HOMES	3804 Nicholas Rd	Dayton	OH	45417	216-771-2175 x 211	0	0	251	0
BANCROFT APARTMENTS	1638 Bancroft St	Dayton	OH	45417	817-488-2077	1	90	2	0
CORNELL TOWNHOUSES	3750 Cornell Dr	Dayton	OH	45406	775-400-4452	0	28	15	15
EASTWAY HOME	3417 N Marshall Rd	Kettering	OH	45429	937.837.4404	8	0	0	0
EASTWAY QUINBY LANE APTS	29 Quinby Ln Apt B	Dayton	OH	45432	937.837.4404	13	0	0	0
VALLEYVIEW VILLAGE	3680 Pinnacle Rd	Moraine	OH	45439	614-552-5943	4	36	8	2
REDEEMER COMMUNITY	570 Saint Paul Ave	Dayton	OH	45410	937-436-6890	37	0	0	0
LAKEVIEW COOPERATIVE ESTATES B	735 Dearborn Ave	Dayton	OH	45417	317-921-1950	0	0	20	6
LAKEVIEW COOPERATIVE ESTATES C	735 Dearborn Ave	Dayton	OH	45417	317-921-1950	0	9	27	0
ENON PLAZA	1465 W 3rd St	Dayton	OH	45402	708-647-2826	30	0	0	0
WESTERN MANOR	1718 N James H McGee Blvd	Dayton	OH	45402	7328296142	0	0	0	0
TRAILS OF OAK CREEK	1785 Renee Dr	Dayton	OH	45440	(312) 580-0010	12	91	62	0
LAKEVIEW COOPERATIVE ESTATES A	735 Dearborn Ave	Dayton	OH	45417	317-921-1950	0	0	23	5
EASTWAY I/WESTBROOK APARTMENTS	77 Westbrook Rd	Dayton	OH	45415	937.531.4195 *4162	13	0	0	0
SOUTHLAND VILLAGE	1019 Orchard Hill Dr	Miamisburg	OH	45342	614-552-5943	0	30	18	2
STRATFORD PLACE	4727 Dugger Rd	Dayton	OH	45417	740-653-9277	90	0	0	0
MANOR APARTMENTS	1103 Danner Ave	Dayton	OH	45417	(937) 684-8347	12	0	0	0
KETTERING PARK II	2780 E Dorothy Ln	Kettering	OH	45420	937-293-5350	23	0	0	0
BIRCHWOOD PLACE	2670 Galewood St	Kettering	OH	45420	937/293-5350	23	0	0	0
LYONS PLACE	1300 Genesis Way	Miami Township	OH	45417	800-837-2211	0	0	0	0
KETTERING PARK MANOR	2570 Woodman Dr	Kettering	OH	45420	614/451-1919	23	0	0	0
THE LAKEWOODS	980 Wilmington Ave	Dayton	OH	45420	216.520-1250	280	0	0	0
ALMOND VILLAGE APARTMENTS	4701 Casaba Ct	Dayton	OH	45417	412-357-6227	56	4	0	0
RIVERSIDE PARK	500 Georgia Dr	Dayton	OH	45404	614/451-1919	23	0	0	0
Twin Towers Place 2	250 Allen St	Dayton	OH	45410	614-451-2151	7	0	0	0
Omega Senior Lofts	1461 Cornell Dr	Dayton	OH	45406	513-964-1141	9	0	0	0
Audubon Crossing	119 Edgewood Ave	Dayton	OH	45402	614-396-3200	3	0	0	0
WHITNEY YOUNG ESTATES	4412 Germantown Pike	Dayton	OH	45417	614-508-6519	40	50	10	0
GEORGETOWN VILLAGE	2 Kosmo Dr	Dayton	OH	45402	(614) 222-4424	80	14	6	0
SALEMVIEW APARTMENTS	72 Central Ave	Dayton	OH	45406	614-552-5943	29	0	0	0
ML GABRIEL-NBGC TROTWOOD	3300 Shiloh Springs Rd	Trotwood	OH	45426	708-647-2826	30	0	0	0
BRIAR PLACE	4236 Briar Pl	Dayton	OH	45405	937-263-4449 x404	0	0	0	0
BILTMORE TOWERS, THE	210 N Main St	Dayton	OH	45402	(614) 813-1616	217	13	0	0
EAGLE RIDGE	5027 Northcrest Dr	Dayton	OH	45414	216-472-1870X115	28	84	60	10
ASBURY APARTMENTS	215 McDaniel St	Dayton	OH	45405	216-472-1870X115	69	0	0	0
ALBRIGHT APARTMENTS	4900 Biddison Ave	Dayton	OH	45426	216-472-1870X115	10	54	28	10
ANTHONY ARMS	1903 E 3rd St	Dayton	OH	45403	775-400-4452	28	1	0	0
SIENA SPRINGS	6215 N Main St	Dayton	OH	45415	513-260-2941	33	0	0	0
MAD RIVER MANOR	5580 Burkhardt Rd	Dayton	OH	45431	(216) 472-1870 ex. 109	74	0	0	0
HOLDEN HOUSE APARTMENTS	211 S Wilkinson St	Dayton	OH	45402	937-223-0955	85	0	0	0
CREEKSIDE TOWNHOUSES	2021 Palisades Dr	Dayton	OH	45414	865 525-7500, x229	68	364	68	0
SIENA SPRINGS II	6217 N Main St	Dayton	OH	45415	513-381-0301	0	0	0	0
AHEPA 113	2300 County Line Rd	Beavercreek	OH	45430	937-540-9465	57	0	0	0
DAYTON CANAAN MANOR	5253 Hoover Ave	Dayton	OH	45417	708-647-2826	21	0	0	0
LYONS PLACE II	4100 W 3rd St	Dayton	OH	45428	Null	40	0	0	0
Hawthorn Landing	2701 Old Yellow Springs Rd	Fairborn	OH	45324	740-653-9052	11	0	0	0
Riverworks Lofts	2325 Harshman Rd	Dayton	OH	45424	513-694-1141	7	0	0	0

Affordable Housing.com

FIND AFFORDABLE RENTALS

The most trusted property listing website specializing in affordable housing programs in the country



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Si hablamos español

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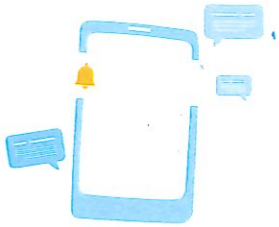

Alerts you when your application status changes and when you receive new messages

Talk to a housing specialist:

(866) 466-7328

CustomerSupport@AffordableHousing.com

AffordableHousing.com/renter-benefits/