

Meridian Housing Authority Homeownership Transition Program

The Meridian Housing Authority Homeownership Transition Program allows a total of seventeen (17) single family dwelling units to be placed under the portfolio of MHA's HUD approved assisted housing program.

These rental homes have been placed under MHA's Annual Contributions Contract (ACC) and remain subjected to HUD Housing Quality Standards (HQS) requirements. Additionally, these units shall continue to comply with all HUD occupancy requirements. MHA's rental agreement will also be strictly enforced during resident participation in the Housing Transition Program (HTP).

The seventeen houses will not be available for rental through MHA's current wait list process unless HTP occupancy requirements cannot be obtained. MHA's Resident Occupancy Department will be responsible for maintaining the order of the wait list designated for all HTP participants.

The purpose of the HTP program is to ensure a successful path to permanent homeownership for all eligible residents who participate in MHA's Public Housing Self-Sufficiency program. Eligible families must qualify according to MHA's (3-bedroom) occupancy policy requirements.

The Resident Occupancy Department will introduce and encourage participation in the HTP concept during the initial applicant orientation process. All eligible participants must be cleared for HTP participation by the Resident Selection Manager.

The Resident Selection Manager will coordinate efforts with the Community & Supportive Services Department to identify (3-bdr) participants currently listed on the PHFSS Update List posted in the Lindsey System.

The Asset Management Coordinator must confirm that current program participants are lease compliant. Property Managers along with PHFSS representatives will meet with each eligible resident and explain the following requirements:

1. Participants must remain compliant with current FSS contractual obligations
 2. Participants must include homeownership as a primary goal of the PHFSS program
 3. Participants must qualify according to MHA (3-bdr) occupancy policy requirement
 4. Participation in the HTP will not exceed a twenty-four (24) month occupancy period
- Note: All program participants will be evaluated at the end of the two year occupancy cycle. If substantial progress is not documented within the occupancy period, participants may forfeit program participation.

5. Continued participation in the HTP after the initial twenty-four month occupancy period must be recommended by the Director of CSS and approved by the Executive Director.

The following 3-bedroom single family dwelling units will be under the HTTP:

| <u>Units #</u> | <u>Location</u> | <u>Program Identification</u> |
|-----------------------|------------------------------|--------------------------------------|
| 1 | 4308 35 th Street | MHA Development Program |
| 2 | 4408 37 th Street | õ |
| 3 | 3623 35 th Avenue | õ |
| 4 | 4301 35 th Street | õ |
| 5 | 3716 26 th Street | õ |
| 6 | 4304 35 th Street | õ |
| 7 | 3437 11 th Place | õ |
| 8 | 702 48 th Avenue | MHA Carousel View Homes |
| 9 | 704 48 th Avenue | õ |
| 10 | 706 48 th Avenue | õ |
| 11 | 703 47 th Avenue | õ |
| 12 | 705 47 th Avenue | õ |
| 13 | 707 47 th Avenue | õ |
| 14 | 4720 Vally Street | õ |
| 15 | 4710 Vally Street | õ |
| 16 | 4504 Manning Street | õ |
| 17 | 4506 Manning Street | õ |

Meridian Housing Authority Homeownership Transition Time Line:

- **July 31, 2013:** Complete staff orientation of the HTP
- **August 7, 2013:** Complete RAB orientation of HTP
- **August 9, 2013:** Complete all forms needed to track HTP
- **August 13, 2012:** Identify and confirm (17) eligible HTP participants
- **August 20, 2013:** Assign unit numbers 1-7 to eligible HTP participants
- **August 21, 2013:** Submit Intents to Vacate to Renovation Crew Coordinator And Resident Occupancy Manager
- **Sept. 1, 2013:** Complete DOFA requirement for Units 1-7
- **Sept. 6, 2013:** Transfer HTP participants into Units 1-3
- **Sept. 13, 2013:** Transfer HTP participants into Units 4-7
- **Sept. 30, 2013:** Assign unit numbers 8-17 to eligible HTP participants
- **Oct. 1, 2013:** Complete DOFA dates for Units 8-17
- **Oct. 9, 2013:** Ribbon-cutting Ceremony for Units 8-17
- **Oct. 15, 2013:** Transfer participants into Units 8-11
- **Oct. 29, 2013:** Transfer participants into Units 12-15
- **Dec. 3, 2013:** Transfer participants into Units 16-17