



## Clermont Metropolitan Housing Authority

65 South Market Street | Batavia, Ohio 45103

513.732.6010 | Fax 513.732.6520

[www.clermontmha.org](http://www.clermontmha.org)

### CLERMONT METROPOLITAN HOUSING AUTHORITY (CMHA) LOW-INCOME PUBLIC HOUSING (LIPH) PROGRAM WAIT LIST FREQUENTLY ASKED QUESTIONS (FAQ)

#### When does the Wait List open?

Pre-applications will be accepted **ONLINE ONLY** starting Monday, March 3, 2025, at 8:00am.

#### How do I apply?

Go to: [www.clermontmha.org](http://www.clermontmha.org)

Click “How to Apply for Housing” Button

Click “To apply for the current open waitlists, click [here](#)”

*This is a fully web-based application process. CMHA does not accept paper pre-applications. You can apply from any computer, tablet, or smartphone.*

#### Can I apply more than one time?

A head of household may not apply more than one time for each Public Housing Wait List.

*For example: A mother and child live together. Since HUD permits 2 people per room, the family could, if both lists are open, apply for both the 1-bedroom and the 2-bedroom size wait lists.*

#### When does the Wait List close?

Depending on the wait list, CMHA could be accepting as few as 100 applicants up to 250 applicants. Once the number of applicants is received, the list will automatically close. See below for which lists are open and how many applications will be accepted.

1-bedroom list – **remains closed**

1-bedroom senior (62 or older) – 250 applicants will be accepted

2-bedroom family – 250 applicants will be accepted

2-bedroom senior (62 or older) – **will close on 3/3/2025**

3-bedroom family – 100 applicants will be accepted

4-bedroom family – 100 applicants will be accepted

5-bedroom – **will close on 3/3/2025**

#### What is the Low-Income Public Housing (LIPH) Program?

The Low-Income Public Housing program is the federal government’s major program for assisting low-income families, the elderly, and the disabled to afford decent, safe, and sanitary housing in the private market. Since housing assistance is provided on behalf of the unit owned by CMHA, participants are not able to find their own assistance and must select a unit from the available vacancies.



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### **How long can I stay on the LIPH program?**

In general, you may stay on the LIPH program as long as you comply with program rules.

### **How is Rent Determined?**

Your rent, which is referred to as the Total Tenant Payment (TTP) in this program, would be based on your family's anticipated gross annual income less the family's deductions, if any. HUD regulations allow CMHA to exclude from annual income the following allowances:

- Less other HUD approved deductions
- Less other HUD approved exclusions

Based on your application, CMHA representative will determine if any of the allowable deductions should be subtracted from your annual income. Annual income is the anticipated total income from all sources received from the family head and spouse, and each additional member of the family 18 years of age or older. The formula used in determining the TTP is the highest of the following, rounded to the nearest dollar:

- 30 percent of the monthly adjusted income.
- \$50 minimum rent

### **What is a Preference?**

A preference is applied to specific groups of families which enable CMHA to direct their limited housing resources to the families with the greatest housing needs. Since the demand for housing assistance often exceeds the limited resources available to HUD and the local PHAs, long waiting periods are common. If you select a preference on your pre-application, you will be required when you reach the top of the wait list to verify that you qualified for the preference.

Some of CMHA's preferences are: Homeless Preference, Veteran or Surviving Spouse, Handicapped/Disabled, Elderly, other preferences are listed in the PHA's Admissions and Continued Occupancy Plan (ACOP).

### **Verification of Preference**

Proof of preference will be verified at the time the family reaches the top of the wait list. When a family who reaches the top of the wait list with a preference is unable to verify that they had the preference at the time of the initial pre-application, the preference will be removed, and the family placed back on the waiting list in date and time order.

### **How long do I have to wait for an eligibility appointment if I am selected to be placed on the waiting list?**

There are several factors that influence how long a person may have to wait:

1. Your placement on the waiting list. A placement number is assigned first by preference then by date & time of application.
2. Available vacant units.



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3. Funding availability. Each PHA receives a specific number of vouchers. No new vouchers are received from HUD; therefore, CMHA can only offer housing assistance to a new family only when a family leaves the program.

The combination of these factors determines movement of the waiting list. Our best estimate for the wait time for an applicant family on our LIPH is one to three years.

### **How Do I Get Notified When I Reach the Top of the Wait List?**

When families reach the top of the wait list, they will be notified by email through DocuSign or by the United States Postal Service if there is no response or email address provided. You need to notify CMHA in writing whenever your email or physical address changes. Once you reach the top of the wait list, you will be required to complete a full application and undergo the HUD mandated screening.

### **Am I eligible for the LIPH Program?**

Eligibility is determined by CMHA based on the total annual gross income and family size and is limited to US citizens and specified categories of non-citizens who have eligible immigration status. In general, the family's income may not exceed 80% of the median income for the county or metropolitan area in which the family chooses to live. Median income levels are published by HUD and vary by location.

### **Other eligibility requirements:**

1. At least one household member must be a U.S. citizen or eligible immigrant: and
2. No household member can be subject to a lifetime registration requirement under any of the 50 states' sex offender registration program: and
3. The total income of all household members listed on the pre-application must not exceed the income limits above.

### **What if I need help applying due to a disability as Reasonable Accommodation?**

If you or anyone in your household is a person with disabilities, and you require specific accommodation to fully utilize our programs and services, please contact Tara Cox at 513-732-6010 x 239.

### **If I am a Veteran, what other options do I have to have subsidized housing?**

CMHA is proud to partner with the Department of Veteran's Affairs to house veterans who have been honorably discharged through the Veteran's Affairs Supportive Housing (HUD-VASH) program. Please contact Lequita Potter, at the VA, at 513-977-6829 or by email at [Lequita.Potter@va.gov](mailto:Lequita.Potter@va.gov) for additional information about this program.



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### **What if I need immediate housing?**

CMHA does partner with several organizations in Clermont County to help provide housing to populations which are the hardest to serve. These include YWCA, James Sauls Shelter, Clermont County Community Services Incorporated, Greater Cincinnati Behavioral Health Services, BrightView, Clermont Senior Services, Clermont County Public Defender, Clermont County Board of Developmental Disabilities, etc. If you are currently using these services, you may contact the organizations to see if you may qualify for a housing referral.

You may also find subsidized housing by going to HUD's website [www.hud.org](http://www.hud.org) and look at housing that might be available in the area that is not affiliated with CMHA. The link is here <https://www.hud.gov/findshelter>

### **For more information about this program, click on**

[https://www.hud.gov/topics/housing\\_choice\\_voucher\\_program\\_section\\_8](https://www.hud.gov/topics/housing_choice_voucher_program_section_8).

- If you are a landlord interested in listing your unit(s) for rent under the Housing Choice Voucher Program, please click on [www.affordablehousing.com](http://www.affordablehousing.com) to add your unit for the tenants to view.
- If you are a tenant looking for a landlord, please click on [www.affordablehousing.com](http://www.affordablehousing.com) for a listing of available units; click on "Clermont Landlords" for a listing of participating landlords.

### **For additional resources for first-time renters:**

#### **First-Time Renters Guide –**

<https://www.moneygeek.com/insurance/renters/resources/first-time-renters-guide/>

#### **Renter Rights & Responsibilities Guide**

– <https://www.moneygeek.com/insurance/renters/resources/rental-assistance-rights-guide/>

#### **How to Compare Renters Insurance Quotes**

– <https://www.moneygeek.com/insurance/renters/compare-quotes/>