Clermont Metropolitan Housing Authority
65 South Market Street | Batavia, Ohio 45103
513.732.6010 | Fax 513.732.6520
www.clermontmha.org

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

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 where CMHA is the landlord. Since housing assistance is provided on behalf of the unit owned by CMHA, participants must select a unit from the available vacancies owned by CMHA.

How long can I stay on the LIPH program?
In general, you may stay on the public housing (PH) program as long as you comply with the lease and program requirements.

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

When does the Public Housing (PH) Wait List open?

- Starting June 23, 2026 at 10:00 a.m., **ONLINE ONLY,** pre-applications for the 3-bedroom Public Housing (PH) and for 1-Bedroom (PH) ADA/Wheelchair Accessible units will open.

- Pre-applications can also be submitted for the 1-bedroom Senior (62 or Older) for Bethel Woods, Bethel, OH, which has been open since March 2025.

How do I apply for housing for the first time?

Go to: www.clermontmha.org
Click "How to Apply for Housing" Button
Click "To apply for the current open waitlists, click **here**"
Click "Apply for Housing" under New Applicants

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

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How do I update my application if I applied previously for housing with CMHA or I need to update an application that I did not finish?

Go to: www.clermontmha.org
Click "How to Apply for Housing" Button
Click "To apply for the current open waitlists, click **here**"
Click "View Your Application" under Already submitted an application?

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

What PH Wait Lists are Open and What PH Wait Lists are Closed?

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 before they close.

1-bedroom list – ***remains closed***
1-bedroom senior (62 or older) – will close once **250** applications are received
1-bedroom ADA/Wheelchair Accessible – will close once **10** applications are received
2-bedroom family – ***remains closed***
2-bedroom senior (62 or older) – ***remains closed***
3-bedroom family – will close once **250** applications are received
4-bedroom family – ***remains closed***
5-bedroom – ***remains closed***

Can I apply more than one time?

A head of household may not apply more than one time for each open 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.*

What is the Income Limit for Applicant Families?

FY 2026 Income Limit Area	Median Family Income	Income Limit Category	Persons							
			1	2	3	4	5	6	7	8
Cincinnati, OH-KY-IN HUD Metro FMR Area	$ 109,900	Very Low (50%)	38,500	44,000	49,500	54,950	59,350	63,750	68,150	72,550
		Extremely Low	23,100	26,400	29,700	33,000	38,680	44,360	50,040	55,720
		Low (80%)	61,550	70,350	79,150	87,900	94,950	102,000	109,000	116,050

The Income Limit for Public Housing is updated by HUD every April/May.

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How is the Wait List Order Determined?

The wait list is sorted first by preference, then date and time of application. This selection method permits families with higher preferences to be drawn before families with lower preference points.

Applicant #	Preference Points	Application Date & Time Order
4	85	6/30/2026 4:00 p.m.
2	60	6/30/2026 2:00 p.m.
1	0	6/23/2026 1:00 p.m.
3	0	6/23/2026 3:00 p.m.

What is a Preference?

CMHA has established the following preferences to give priority to serving families of greatest need. Verification of any preference will be requested when the family reaches the top of the wait list. If verification is not supplied, the family may be withdrawn from the Wait List.

1. Any participant family terminated from CMHA's HCV program due to insufficient funding. (100 Pts)
2. Any applicant family whose voucher was terminated by CMHA due to insufficient funding. (95 Pts)
3. Emergency transfers within any of CMHA's housing programs. ** (90 Pts)
4. CMHA will accept up to *30 referrals a calendar year* from YWCA to provide housing opportunities to homeless families in Clermont County. ** (85 Pts)
5. CMHA will accept up to *30 referrals a calendar year* from James Sauls Shelter to provide housing opportunities to homeless families in Clermont County. ** (85 Pts)
6. CMHA will accept up to *30 referrals a calendar year* from House of Peace to provide housing opportunities to homeless families in Clermont County. ** (85 Pts)
7. CMHA will accept up to 4*0 referrals a calendar year* from Greater Cincinnati Behavior Health Services (GCBHS) to provide housing opportunities to disabled families in Clermont County. ** (85 Pts)
8. CMHA will accept up to *30 referrals a calendar year* from Clermont Senior Services to provide housing opportunities to elderly families in Clermont County. ** (85 Pts)
9. CMHA will accept up to *20 referrals a calendar year* from Brightview Health to provide housing opportunities to homeless families in Clermont County. ** (85 Pts)
10. CMHA will accept up to *20 referrals a calendar year* from Clermont County Board of Developmental Disabilities to provide housing opportunities to homeless families in Clermont County. ** (85 Pts)
11. CMHA will accept up to *15 referrals a calendar year* from Clermont County Public Defenders to provide housing opportunities to homeless families in Clermont County. ** (85 Pts)
12. CMHA will accept up to *25 referrals a calendar year* from West Clermont Local School District to provide housing opportunities to homeless families in Clermont County. ** (85 Pts)
13. CMHA will accept up to *25 referrals a calendar year* from Bluebird Bus of Hope to provide housing opportunities to homeless families in Clermont County. ** (85 Pts)
14. Homeless Preference (must meet HUD's definition of homelessness). (25 Pts)

15. Veteran or Surviving Spouse (10 Pts)
16. Victims of domestic or dating violence, sexual assault, or human trafficking. (9 Pts)
17. Handicapped or Disabled (7 Pts)
18. Elderly Preference (62 or Older) (2 Pts)

** *Families with these preferences can be added even if the HCV Wait List is closed, but no families will be drawn from the Wait List if there is no funding available.*

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.
2. Available vacant units.

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 and United States Postal Service. 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;
2. No household member can be subject to a lifetime registration requirement under any of the 50 states' sex offender registration program;
3. No household member can have been convicted of methamphetamine production in a subsidized unit; and
4. The total income of all household members listed on the pre-application must not exceed the income limits above.

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What Unit Size is My Family Eligible?

CMHA's Occupancy Standards are as follows:

1) The PHA will assign one bedroom for each two persons within the household, except in the following circumstances:
   a) Persons of different generations will not be required to share a bedroom, except: A single pregnant woman with no other household members or a single parent with one child and no other household members will be assigned a one-bedroom unit. Assuming there are no other changes in family composition, after the child reaches the age of **2** years, the family will be eligible for a transfer to a 2-bedroom unit. Otherwise, an unborn child will not be counted as a person in determining unit size.
   b) Live-in aides will be allocated a separate bedroom. No additional bedrooms will be provided for the live-in aide's family.
   c) Single person families will be allocated a zero or one bedroom.
   d) Children related to a household member by birth, adoption, or court awarded custody will be considered when determining unit size.
   e) Foster children will be considered when determining unit size. The family may add foster children to the household if it does not overcrowd the unit based on the PHA's occupancy standards.
   f) Children away at school, but for whom the unit is considered the primary residence, and children temporarily placed outside the home, will be considered when determining unit size.
   g) Children in the process of being adopted will be considered when determining unit size.
   h) Children who will live in the unit less than 50 percent of the time will not be considered when determining unit size.

   The PHA will reference the following standards in determining the appropriate bedroom size for a family:

BEDROOM SIZE	MINIMUM NUMBER OF PERSONS	MAXIMUM NUMBER OF PERSONS
0	1	1
1	1	2
2	2	4
3	3	6
4	4	8
5	6	10
6	8	12

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What does an ADA/Wheelchair Accessible Unit Mean?
An ADA/Wheelchair Accessible unit is a unit that has the accessible features for a person in a wheelchair (wider doorways, lowered counters, etc).

Can I Apply for an ADA/Wheelchair Accessible Unit if I Don't Need the Features?
You can apply for any Wait List. However, when you reach the top of the wait list, if you do not require these features you will be denied housing if there are applicants that do require these features.

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 for additional information about this program.

What if I need immediate housing and I cannot Wait?
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, West Clermont Local School District, Bluebird Bus of Hope, etc. If you are currently using these services, you may contact the organizations to see if you may qualify for a housing referral. Referrals only give you preference as noted above and you will still have to wait until you reach the top of the wait list.

PLEASE NOTE: CMHA will not pull anyone from a Public Housing Wait List if there are not any vacancies. Additionally, CMHA will not pull anyone from our HCV Program Wait List if there is no funding available.

You may also find subsidized housing by going to HUD's website 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