

# INSTRUCTIONS FOR HOUSING AUTHORITIES

Please mail, e-mail or FAX all scholarship applications received by your housing authority directly to one of the Co-Chairpersons of the OHAC Scholarship Committee. Deadline for submission to either Chairperson is **MARCH 11<sup>TH</sup>, 2026**

*Brenda Smallwood*  
*Scholarship Co-Chairperson*  
*Executive Director*  
*Greene MHA*  
*538 N. Detroit St.*  
*Xenia, OH 45385*  
*Ph: (937)-352-0264*  
*Fax: (937)-376-2487*  
[bsmallwood@gmha.net](mailto:bsmallwood@gmha.net)

*OR*

*Tiffany Wright*  
*Scholarship Co-Chairperson*  
*Executive Director*  
*Allen MHA*  
*600 S. Main St.*  
*Lima, Oh. 45804*  
*Ph: (419) 228-6065*  
*Fax: (419) 228-1018*  
[tiffany\\_wright@allenmha.com](mailto:tiffany_wright@allenmha.com)

**OHAC will accept up to two (2) applications per Housing Authority.** Each applicant must reside in Public Housing or Housing Choice Voucher (HCV) of an OHAC Member Housing Authority to be eligible. The Scholarship fund will be administered by the OHAC Scholarship Committee and will offer **UP TO six (6)** annual scholarships in the amount of **\$1,000.00** each to be divided statewide, with a maximum of one (1) recipient per housing authority. Eligible applicants are ***Graduating High School Seniors, Re-entry Adults and Continuing Students.***

**Executive Director or HA Representative:** You are responsible for screening the applications submitted to your housing authority. Only submit two (2) applications to the committee chairperson. **Please verify that all information requested on the application is provided. Incomplete applications will be rejected.** The committee will not conduct personal interviews, so the presentation of the paper application is very important.

The committee will notify either the Executive Director or the HA Representative if an applicant has been chosen from your housing authority. We will also send the winner a letter of congratulations.

**You may want to notify the applicant of the scholarship award, as well as make arrangements for them to attend the Awards Banquet held during the OHAC Spring Conference at the Awards Luncheon on Thursday, April 30<sup>th</sup>, 2026.**

Checks will be issued in one of two ways. For Continuing Students or Re-entry Adults, checks will be given to the recipient or HA Representative at the Conference luncheon. Graduating seniors will receive a recognition certificate during the luncheon and must submit proof of enrollment to the HA before the check will be issued.

If you have any questions regarding the scholarship applications, the process for evaluation or the instruction sheet, you may contact Brenda Smallwood or Tiffany Wright.

## Q & A's

**1. Do graduating seniors need proof of enrollment to be eligible for scholarship?**

*No. Proof of enrollment does not need to accompany the application. But, if an applicant (Graduating High School Senior) is awarded a scholarship, they will need to submit proof of enrollment to the HA in order to receive the check. HA will forward proof of enrollment to OHAC and a check will be issued from OHAC.*

**2. Do applicants need to attend a 4-year college to be eligible?**

*No, applicants attending any accredited institution are eligible, i.e. technical school, vocational school, etc.*

**3. When do applications need to be received at the HA?**

*You can set your own time frame for collecting applications at your HA. Please fill in this date on page 2 of the Application under the "deadline" section. The two (2) applicants chosen by your HA must be submitted to Brenda Smallwood or Tiffany Wright by the required deadline of March 11<sup>th</sup>, 2026.*

**4. Can someone that received a scholarship in the past apply again?**

*Yes*

**5. Is someone that is taking classes over the internet eligible if it is through an accredited institution?**

*Yes*

**6. Does the application need to be typed?**

*No, but do remember that the committee only sees the application, not the applicant. So, the application should be neat with good grammar and spelling.*

**7. Is a 3.0 GPA recommended or required?**

*It is highly recommended.*

**IMPORTANT:** If application is not completed by PDF fillable option. Please ensure all writing is legible before submitting the application to Brenda and Tiffany. Non legible applications will not be accepted. Thank you